

PHD PROCESS GUIDE

1

CONSTRUCTING PROGRAM OF STUDY

FORMS

[CEE PhD Program of Study](#)

TIMEFRAME

Typically filed before or by the Admission to Candidacy

SIGNATORIES

Faculty advisor and Associate Chair

2

COMPREHENSIVE EXAMS

FORMS

[CEE PhD Comprehensive Exams](#)

TIMEFRAME

Most often within first 12 months of entering PhD program, but must be taken within first two years

SIGNATORIES

Faculty advisor and Associate Chair; Comprehensive Examining Committee members and Faculty advisor

3

APPOINTING THESIS ADVISORY COMMITTEE

FORMS

[CEE Appt of PhD Thesis Advisory Committee](#)

TIMEFRAME

Within 6 months of passing comprehensive exams

SIGNATORIES

Faculty advisor and Associate Chair

4

DEFENDING THESIS PROPOSAL

FORMS

[CEE Notification of PhD Thesis Proposal](#)

TIMEFRAME

Within 12 months of passing comprehensive exams - submit written thesis proposal and orally defend

SIGNATORIES

Faculty advisor and Associate Chair

5

ADMISSION TO CANDIDACY

FORMS

[Request for Admission to PhD Candidacy Form](#)

TIMEFRAME

After passing comprehensive exam, defending thesis proposal, and having minor courses selected

SIGNATORIES

Thesis Advisory Committee members and Associate Chair

6

MINOR LETTER

FORMS

[Doctoral Minor Form](#)

TIMEFRAME

After passing comprehensive exam, selecting research topic, and completing Minor courses

SIGNATORIES

Faculty advisor and Associate Chair

7

APPOINTMENT OF DEFENSE COMMITTEE

FORMS

[CEE Appt of Final Doctoral \(Oral Defense\) Committee](#)

TIMEFRAME

After approval of thesis proposal

SIGNATORIES

Associate Chair

8

THESIS DEFENSE ANNOUNCEMENT

FORMS

[CEE PhD Thesis Defense Announcement](#)

TIMEFRAME

Must be submitted to Student Services Office a minimum of 14 days before your defense

SIGNATORIES

N/A

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THESIS DEFENSE RESULTS

FORMS

[CEE Notification of PhD Thesis Defense Results](#)

TIMEFRAME

After successful defense

SIGNATORIES

Final Doctoral Committee members, faculty advisor, and Associate Chair; Committee members and Associate Chair

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THESIS APPROVAL

FORMS

[Certificate of Thesis Approval Form](#)

TIMEFRAME

After successful defense

SIGNATORIES

Final Doctoral Committee members, faculty advisor, and Associate Chair; Committee members and Associate Chair

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ONLINE APPLICATION FOR GRADUATION

FORMS

Accessible through OSCAR

TIMEFRAME

Term *prior* to graduation

SIGNATORIES

N/A