

**PHD – ADMITTED FALL 2014 AND BEYOND**

<b>Milestones</b>		<b>Timeline</b>
1.	Interim Guidance Committee formed	On admission.
2.	Complete a formal mentoring plan and course of study form with your faculty advisor. Complete the Responsible Conduct of Research requirement.	By the end of the first academic year.(second semester)
3.	Pre-Candidacy Examination Committee approved by the Associate Dean.	By the end of the 3 <sup>rd</sup> academic semester.
4.	Schedule and pass the Pre-Candidacy Exam. A Pre-Candidacy Examination Report is completed by the Committee and if approved submitted to the School Registrar in the Office of Academic Programs. Also, a short prospectus should be submitted along with the report so the Advancement to Candidacy form can be submitted to OARD. The Registrar will complete this form and get the necessary approvals.	By the end of the second academic year. (fourth semester)
5.	Dissertation committee formed, dissertation proposal approved by committee and subsequently approved by NRE Associate Dean for Academic Affairs	By end of fifth academic semester.
6.	Dissertation Committee meets and submits the Ph.D. Student Annual Progress Report form to the Office of Academic Programs	Annually after third year.
7.	Schedule the Dissertation Defense	By the end of the fifth academic year. (tenth semester)
7a.	Hold a preliminary meeting of the full committee to ensure that the expected final dissertation content and quality are consistent with faculty expectations	At least 8 weeks before defense is scheduled.
8.	Fulfill requirement of Pre-Defense meeting	At least 10 working days before defense.
9.	The committee members submit individual written evaluations of the Dissertation to the Rackham Dissertation Secretary.	At least 3 days prior to defense.
10.	The candidate prints the Final Oral Exam Report to take to the defense.	After all evaluations are submitted to OARD.
11.	Pass the Dissertation Defense. NOTE: The student MUST be enrolled in 8 credits of NRE 995 during the term of the defense.	
12.	The Dissertation Committee signs the Oral Defense Examination Report	
13.	The candidate makes any required changes to the dissertation. Final revisions must be submitted within a year of the defense date.	
14.	Register for Post-Defense meeting (in person or remote) with Rackham OARD, complete the Survey of Earned Doctorates and apply for graduation on Wolverine Access.	
15.	The Dissertation Committee Chair or designee certifies that all required changes to the dissertation have been made by confirming the Certificate of Dissertation Committee Approval online.	
16.	Receive instructions for online submission of the final dissertation (PDF) and abstract (text only) at Post-Defense meeting. Follow up with any outstanding Rackham requirements.	