

PHD TIMELINE

Milestones		Timeline
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 this includes the new PEERS online training and 8 hours of instructor-led sessions.	By the end of the second term.
3.	Preliminary Examination Committee approved by the Associate Dean.	By the end of the third term.
4.	Schedule and pass the Preliminary Exam. A Preliminary Examination Report is completed by the Committee and if approved submitted to Jennifer Taylor in the SEAS Student Center. A short prospectus should be submitted with the report so the Advancement to Candidacy form can be submitted to OARD.	By the end of the fourth term.
5.	Dissertation Committee formed, Dissertation Proposal approved by committee and subsequently approved by the SEAS Associate Dean for Academic Affairs	By end of fifth term.
6.	Dissertation Committee meets and submits the PhD. Student Annual Progress Report form to Jennifer Taylor.	Annually after the third year.
7.	Schedule the Dissertation Defense	By the end of the fifth year
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.	Register for required Pre-Defense meeting with Rackham.	At least 3 weeks before Oral Defense
9.	Begin viewing your committee on Wolverine Access three days prior to your defense to confirm all members have submitted their evaluation. All members must complete an evaluation before OARD can authorize the defense	At least 3 days prior to defense.
10.	An email with a link to your Final Oral Examination Report Form will be sent to you, your committee chair, and the graduate coordinator of your program. This form can be signed electronically at the defense and/or printed for physical signatures	After all evaluations are submitted to OARD.
11.	Pass the Dissertation Defense.	
12.	Committee members may sign the digital PDF securely or non-securely. Some members may prefer to print the form, sign it physically, and scan or take a photo to submit it via email. The chair emails the form with signatures to Rackham OARD: oard.staff@umich.edu .	
13.	Complete any changes, corrections, or revisions to your Dissertation as required.	
14.	Verify that Chair has submitted the Certificate of Dissertation Committee Approval	
15.	Arrange for a post-defense submission that must take place before the doctoral deadline .	
16.	Submit online a complete, final, correctly formatted PDF of the dissertation (to be the official copy on record in the University Deep Blue digital archive). OARD will perform a final format check. If format revisions are required you will need to make the corrections and re-submit the dissertation before 5:00 p.m. EST on the deadline . No changes are permitted to your dissertation once it is submitted online and you have received final approval from Rackham OARD.	

