

Suggested Milestones for Planning Graduate Study

Milestones at the beginning and end of a graduate study are relatively defined. You are advised to carefully plan your study so that you can graduate at a targeted term.

Milestone	Responsible person	Suggested timeline	Date completed
Formation of graduate advisory committee (GAC)	Student and advisor		
Course and study plan	Student and advisor	2 nd semester	
1 st GAC meeting	Student	2 nd semester	
2 nd GAC meeting [#]	Student	4 th semester	
3 rd GAC meeting ^{*,#}	Student	6 th semester	
Progress review	Student and advisor	Each December	
MS thesis proposal	Student	No later than 3 rd semester	
Teaching requirement	Student	3 rd semester	
Application to MS candidacy	Student	3 rd semester	
PhD dissertation proposal	Student	No later than 5 th semester	
Comprehensive exam*	Student and advisor	No later than 4 th semester	
Application to PhD candidacy	Student	4 th semester	
Submit MS Graduation	Student	3 rd semester	
Application to Graduate School			
Submit PhD Graduation	Student	5 th semester	
Application to Graduate School			
Schedule thesis defense with GAC	Student	4 th semester, check deadlines	
Schedule dissertation defense with GAC and graduate school*	Student	6 th semester, check deadlines	
Submit thesis/dissertation to GAC	Student	Two weeks before defense	
Reserve room for defense	Student	Right after defense schedule is confirmed	
Announce the defense to public	Student	At least one week before defense	
Final thesis/dissertation defense	Student	Check deadlines	
Notify graduate school the outcome of defense	Student and advisor	After defense	
Submit final thesis/dissertation	Student	After revisions and GAC approval	
Submit all research notebooks, data, and electronic files to advisor	Student	Post thesis/dissertation submission; failure to do so violates university policies and possibly state and federal laws.	
Complete checkout list and exit interview with Department Head	Student		
Attend graduation ceremony	Student		

*For doctoral students only; #Also serving as the final thesis/dissertation defense.