

PhD Progress Timeline

Getting Started

- ❑ **G102 (plan of study) = 72 hours**
24 hours of MS coursework; 24 hours of Dissertation Research; 12 hours coursework beyond MS; 3 hours of ECE 996 (Supervised Graduate Teaching Req.); 9 hours of additional research or courses
- ❑ **G104 (declare advisor)**
- ❑ **G103 (advisory committee)**
**to include no fewer than 4 members; 3 SEAS Faculty; 1 non-ECE*

Qualifying Exam

UVa Masters: during or before 1st semester of doctoral study.

Non-UVa Masters: during or before 3rd semester of doctoral study.

Note: International students cannot take the exam until SPEAK Test is passed or CAELC recommends No Further Training

- ❑ **G105 (appoint committee: due 14 days before exam)**
**committee will be selected by graduate committee chair*
- ❑ **G107 (report on Qualifying Exam)**

Dissertation Proposal

Must be held within the two semesters following successful completion of the Qualifying Exam.

Proposal must be delivered to each committee member in advance and must not exceed 25 pages.

Announcement must be posted at least 7 days before the exam.

- ❑ **G105 (appoint committee: due 14 days before exam)**
**to include advisory committee; no fewer than 4 members*
- ❑ **G108 (report on Proposal Exam)**

Journal Article Submission

All PhD candidates are required to submit at least ONE article (research-related) to a scholarly journal before the Dissertation Defense.

Dissertation Defense

January Graduation: forms submitted by December 1

May Graduation: forms submitted by April 1

August Graduation: forms submitted by August 1

Dissertation must be delivered to each committee member at least 14 days before the defense.

Announcement must be posted at least 7 days before the exam.

- ❑ **G105 (appoint committee: due 14 days before exam)**
**to include advisory committee plus one additional member; no fewer than 5 total*
- ❑ **G111 (report on Dissertation Defense)**

Supervised Graduate Teaching Experience

All PhD candidates are required to complete one semester of *unpaid* faculty-supervised instruction. A GTA does not fulfill this requirement.

Graduating

January Graduation: form submitted by October 1

May Graduation: form submitted by February 1

August Graduation: form submitted by June 1

- ❑ **G113 (Application for Graduate Degree)**

Submit three copies of the final dissertation to the Office of the Associate Dean for Graduate Studies.

Retrieve the copies and deliver them to Printing Services in Alderman Library.

Return all binding receipts to the Office of the Associate Dean for Graduate Studies by the deadline specified by that office.