

JUDITH HERB COLLEGE OF EDUCATION
TIMELINE GUIDE FOR DOCTORAL STUDENTS

Getting Started in a Doctoral Program: Prior to and during your first semester

What to do	When to do it	Why it is important
1. Set up your UTAD account and rocket email.	As soon as possible.	All university information will be accessed online or sent to your rocket email.
2. Contact your initial adviser. Talk with them about what courses to take in your first semester.	Before registering for courses.	To ensure that you are taking courses that are required and will count toward your program.
3. Register for courses.	Before the first day of classes.	To begin your courses on time and avoid late fees.
4. Begin thinking about your program committee and plan of study.	During your first semester at UT.	You will complete your plan of study with your committee during your first two semesters.

Coursework Phase: During the first three to four years of your program

What to do	When to do it	Why it is important
1. Meet with your initial adviser to discuss your Program Committee and Plan of Study.	During the first semester of your program.	You will complete your plan of study with your committee during your first two semesters.
2. Officially form your program committee. File your Doctoral Program Committee form with the college associate dean. <i>JHCOE form: Doctoral Program Committee</i>	During the first year of your program, usually along with developing your plan of study.	To make sure all members have graduate faculty status and your committee is approved. To get coursework advice from faculty who will oversee your program examinations.
3. Develop a plan of study with your Program Committee and file your Plan of Study with the college associate dean. <i>COGS form: Plan of Study</i>	Before the completion of 12 semester hours, usually in the first or second semester of your program.	To have a plan for the courses you will take in your program and to make sure you complete all program requirements.
4. Meet with your adviser (i.e. program committee chair) at least once per semester.	Every semester	To make sure you stay on track for completing your program.
5. Complete the courses listed on your Plan of Study.	During the first three years (or longer if part time) of your program.	To complete your program on time and stay in good standing.
6. Maintain continuous enrollment and a GPA of 3.0 or higher.		

Program Examinations and Candidacy: During the last semester of your coursework

What to do	When to do it	Why it is important
1. Meet with your program committee to discuss your exams.	When you are enrolled in your final courses.	To begin planning for your written examination process.
2. Submit Petition to Take Examination to the college associate dean. <i>JHCOE form: Petition to Take Examination</i>	By the end of the first week of the semester in which you plan to take your examinations.	The dean's office will review your files to make sure you have completed all requirements for taking program examinations. You will need to register for the appropriate credit hours during the add/drop period. To make sure you and your committee have enough time to complete the exam process before the end of the semester.
3. Receive, in writing, directions for the written examination.	Soon after you have been approved to take your program examinations.	To make sure you and your committee are clear about the questions and process for your examination.
4. Submit written examination responses to your committee and receive Examination Results for your written examination. <i>JHCOE form: Examination Results</i>	By the date specified by your committee.	To officially record that you have passed your written examination or that the examination will need to be repeated.
5. Schedule and complete your oral examination.	After passing written examinations and within the same or the next semester.	You need to plan for the meeting with your committee and schedule a date for your oral examination within the allow time frame.
6. Complete the oral examination and Receive Examination Results for your oral examination. <i>JHCOE form: Examination Results</i>	On the date scheduled and before the end of the semester following the passing of the written examination.	To officially record that you have passed your oral examination or that the examination will need to be repeated.
7. Submit Application for Candidacy to COGS. <i>COGS form: Application for Candidacy</i>	As soon as you have completed all program courses and examinations.	To officially record that you have completed all required courses and examinations and are eligible to begin the dissertation research process.

Dissertation Research: After candidacy and during the last two to four semesters

What to do	When to do it	Why it is important
<p>1. Form your dissertation committee and get approval for your Research Concept. File your Doctoral Dissertation Committee form with the college associate dean.</p> <p><i>JHCOE form: Doctoral Dissertation Committee</i></p>	As soon as you become a doctoral candidate.	<p>To make sure all members have graduate faculty status and your committee is approved.</p> <p>To make sure all members approve the concept for your research before you begin writing your research proposal.</p>
<p>2. Plan your dissertation research. Meet with your dissertation committee chair frequently and keep your committee members updated.</p>	As soon as you become a doctoral candidate and throughout the dissertation research process.	To make sure you stay on track for planning your dissertation research.
<p>3. Submit Official Notice to defend your proposal to the college associate dean at least 10 days prior.</p> <p><i>JHCOE form: Official Notice</i></p>	<p>Two weeks prior to your proposal defense.</p> <p><i>Submit written research proposal to committee two weeks prior to the date of the defense.</i></p>	<p>You need to plan for the meeting with your committee and announce the date and location for your oral proposal defense.</p> <p>Your committee will need two weeks to review your written proposal and prepare for your oral defense.</p>
<p>4. Defend your dissertation research proposal and receive Defense Results for your oral proposal defense.</p>	On the date scheduled.	To officially record that you have passed your proposal defense or that the defense will need to be repeated.
<p>5. Obtain IRB approval for the research and submit GRAD Assurances to COGS.</p> <p><i>COGS form: GRAD Assurances</i></p>	Before you begin to carry out your dissertation research.	All research must be approved by the university to protect all research subjects.
<p>6. Carry out your research plan and write your dissertation. Meet with your dissertation committee chair frequently and keep your committee updated.</p>	As soon as you have approval from your committee and the IRB.	To make sure you stay on track with your research and for completing your program.
<p>7. Check the timeline posted on the COGS website.</p>	When your dissertation research is nearly complete.	To prepare for the final steps of completing your degree.

Graduation: The semester you plan to graduate

What to do	When to do it	Why it is important
<p>1. Submit your Application for Graduation to COGS.</p> <p><i>COGS form: Application for Graduation</i></p>	<p>At the beginning of the semester you plan to graduate, check the COGS website for the specific date.</p>	<p>The graduate school will review your records for documentation of all program requirements and notify you of the final steps toward your degree.</p> <p>The registrar will include your name and dissertation title in the commencement program and post your degree on your transcripts.</p>
<p>2. Submit Defense Acceptance and Intellectual Protection to the College of Graduate Studies at least 15 days prior.</p> <p><i>COGS form: Defense Acceptance and Intellectual Protection</i></p>	<p>Three weeks prior to date of defense and <u>seven weeks</u> prior to the end of the semester (i.e. mid-term).</p> <p><i>Submit written dissertation to committee three weeks prior to the date of the defense.</i></p>	<p>You need to plan for the meeting with your committee and announce the date and location for your dissertation oral defense.</p> <p>Your committee will need three weeks to review your written dissertation and prepare for your oral defense.</p>
<p>3. Defend your completed dissertation research and receive Defense Results for your oral dissertation defense.</p>	<p>Two weeks prior to submitting dissertation to the associate dean and completing the format review and <u>four weeks</u> prior to the end of the semester.</p>	<p>To officially record that you have passed your dissertation defense or that the defense will need to be repeated.</p>
<p>4. Revise and format your written dissertation. Submit PDF of dissertation in APA format to the college associate dean.</p> <p><i>JHCOE: PDF of Dissertation after COGS format review</i></p> <p><i>COGS form: Approval of Dissertation</i></p>	<p>Two weeks prior to submission to OhioLink deadline and <u>two weeks</u> prior to the end of the semester.</p>	<p>So that you will have a professional document that you will be proud to share.</p> <p>To officially record that your written dissertation is complete and has been approved.</p>
<p>5. After the associate dean's approval, upload final dissertation to OhioLINK.</p>	<p>Last day of the semester, check the COGS for specific date.</p>	<p>To make your research publicly available via online library resources.</p>