

Ph.D. student worksheet (Aug 2016)

1st Semester

- Take courses (9 hours per semester if on an assistantship)
- Meet with Department Chair (first two weeks)
- Start to develop research ideas
- Form Dissertation Committee (5 faculty, at least 3 in Department; 1 must be in another UM Department) - Submit form GS2 to Graduate School
- First Committee meeting to plan courses – Submit Degree Requirement Form to Department

2nd, 3rd and 4th semesters

- Continue to take courses (need 54 total hours of which at least 24 are formal course hours if no MS; need a minimum of 18 hours of Bisc 797)
- Write research prospectus (submit to Committee 2 weeks before seminar)
- Present prospectus as a seminar (30-40 minutes is expected) – Submit form GS6 to Graduate School 10 days before seminar
- Defend prospectus to your Dissertation Committee
- Submit final approved prospectus to Department
- Start on Dissertation research
- Ideally take written and oral comprehensive exams by end of 4th semester – Submit form GS5 to Graduate School 2 weeks prior to oral exam, and form GS5.1 after. Exams can be taken as late as the 6th semester (requires prior departmental approval).

Future semesters (expect to spend at least 4 years from start to finish if you have a MS, 5+ years without)

- Continue and finish Dissertation research
- Start to write Dissertation and try to submit publications
- Give a Departmental seminar or present research at a scientific meeting (requires departmental approval) and sign up for Bisc 691 that semester

Final Semester

- Submit Application for Graduate Degree (form GS8) early in final semester
- Finish writing Dissertation (submit to Committee at least 2 weeks before seminar, but check with Committee members in case they require longer)
- Present Dissertation as a Departmental Seminar (sign up for BISC 691 that semester, and submit form GS7 to Graduate School 14 days before)
- Defend Dissertation to your Committee as the final oral examination (after seminar)
- Submit final electronic copy of Dissertation to Graduate School, and complete other forms (surveys, permissions etc.)
- Turn in two final copies of Dissertation (bound) to Department
- Meet with Department Chair and Building Mayor for final checkout