



Admission to Department

Review Degree Requirements on Department Website

Arrival on Campus

- See Department Graduate Coordinator in CCEE Departmental Office for initial information
- Attend CCEE Department graduate student orientation (Fall Semester only)
- Meet with Advisor (Assigned by Department Graduate Coordinator or already assigned in offer letter)
- Register for classes (be sure to review PhD in Civil Engineering Degree Requirements)

By the End of the First Semester

• Discuss Qualifier Exam with your advisor and area coordinator

By the End of the Second Semester

- Schedule your Qualifier Exam with your area coordinator
- Complete Qualifier Exam

Before Completing 30 Hours of Graduate Course Work and Dissertation Proposal Defense

- Check Graduate School website for all deadline dates
- Complete the PhD Plan of Study Form and turn it in to the Department Graduate Coordinator
- Complete the Dissertation Committee Form and turn it in to the Department Graduate Coordinator

At Least Two (2) Semesters after Qualifier and No later than Two (2) Semesters before Graduating

- Discuss your Comprehensive Exam/Dissertation Proposal Defense with your advisor and your committee
- Coordinate and schedule your Comprehensive Exam/Dissertation Proposal Defense with your committee
- See Department Graduate Coordinator to reserve a room for your Comprehensive Exam/Dissertation Proposal Defense and pick up all relevant forms
- Complete your Comprehensive Exam/Dissertation Proposal Defense and turn in all forms to Department Graduate Coordinator

Semester of Graduation

- Check Graduate School website for all deadline dates
- <u>During first week of semester</u>, Student must file Application for Degree with the department after being signed by Advisor then Department Graduate Director
- Coordinate and schedule your Final Defense with your committee
- See Department Graduate Coordinator to reserve a room for your Final Defense and pick up all relevant forms
- Approved dissertation should be submitted to Graduate School Office at least six weeks prior to the end of the semester in which student will graduate. Contact Graduate School Office for exact date each term