

PhD Checklist

Forms can be found at:

www.ece.ucdavis.edu/academics/graduate/docs/

1) Major Professor Selection

Due: By the end of the first quarter of enrollment.

Note Even if the major professor is assigned before admission, you still need to submit this form.

2) Guidance Committee Selection

3) Preliminary Examination

Application Due: November during the academic year you intend to take the Preliminary Exam

4) Program of Study

Due: By the third quarter of enrollment.

- a) Guidance Committee reviews and signs Program of Study
 - i) Major Professor is Chair of Guidance Committee (signs row 1)
- b) Submit to Kyle (Graduate Program Coordinator) for review and Graduate Advisor Signature
- c) ECE's Graduate Study Committee will review and vote for final approval of Program of Study

5) Qualifying Examination

Due: When you have completed all of the necessary course work and prepare to do the QE exam

**QE Application must be typed

**Program Code: GEEC

In order to Report M.S. II with Qualifying Examination:

- a) MS II Program of Study
- b) Qualifying Exam for Comprehensive Exam Agreement Form
 - i) Your Name goes in the Blank
 - ii) Major Professor must initial page
- c) Forms due upon successful completion of the QE:
 - i) Verification of Completion of C.E.
 - ii) MS II Pass Report
 - iii) Copy of MS II Report
 - (1) Edit Research Proposal from Q.E.
 - (2) Must have MS II Report title page
 - (3) Must discuss the research you have already completed

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6) Dissertation Committee Selection

7) Advancement to Candidacy

Due: Within one month after successful completion of the qualifying examination

**International Students must Advance prior to the first day of the corresponding quarter.

Steps for Candidacy Application:

- a) Information on this form should be typed
- b) Pay Candidacy Fee at Cashier's Office in Dutton Hall
- c) Submit Form to Kyle (Graduate Program Coordinator)

8) Thesis and Exit Seminar

**Steps b) – d) may be completed in reverse order under the direction of Major Professor and Dissertation Committee.

- a) Submit thesis to dissertation committee
 - i) Suggested timeline: 2 months prior to Exit Seminar
- b) Schedule Exit Seminar
- c) Hold Exit Seminar
 - i) Take Exit Seminar verification to Kyle
Due: After the completion of the exit seminar
- d) Submit thesis electronically via ETD
 - i) Schedule appointment with Office of Graduate Studies to file thesis
 - ii) You may file your thesis electronically prior to the Exit Seminar, if your dissertation is approved and finalized prior to the Exit Seminar.
- e) File thesis with Office of Graduate Studies
(<http://gradstudies.ucdavis.edu/students/filing.html>)