

### Doctoral Student Timeline

REQUIREMENT	PAPERWORK	COMPLETION DEADLINE
1. Coursework <ul style="list-style-type: none"> <li>Coordinated by student and PI</li> </ul>	None	Semester of Graduation
2. Qualifying exam <ul style="list-style-type: none"> <li>The QE is an evaluation of progress with coursework and prepares the student for dissertation work.</li> <li>Coordinated by the BME department</li> </ul>	The <a href="#">qualifying exam score sheet</a> will be completed by the QE committee; the student will need to bring this with them to the exam.	By the end of the third semester.
3. Form Dissertation Committee <ul style="list-style-type: none"> <li>Complete form</li> <li>Committee: pg. 17 of <a href="#">handbook</a></li> <li>Coordinated by student and PI</li> </ul>	<a href="#">Committee appointment form</a> submitted to Graduate Advisor after committee agrees and initials form	By with 6 months of passing the qualifying exam; at most two weeks before the prospectus exam.
4. Prospectus Exam <ul style="list-style-type: none"> <li>Coordinated by the student and their PI</li> </ul>	<a href="#">Prospectus exam score sheet</a> submitted to Graduate Advisor after committee signs form	One semester before dissertation defense.
5. Submit Degree Plan <ul style="list-style-type: none"> <li>Coordinated by Graduate Advisor, the student, and PI</li> <li>The blank degree plan will be completed to ensure degree requirements have been satisfied.</li> </ul>	Degree Plan; completed by student and sent to PI, then Graduate Advisor. This document signals all academic degree requirements have been satisfied. Once signed by PI, it is submitted to the Dean's Office by the Graduate Advisor  <a href="#">From BS</a> <a href="#">From MS</a>	By ORD (12 <sup>th</sup> school ay) of the semester you plan to graduate.
6. Apply for graduation <ul style="list-style-type: none"> <li>Students must apply for graduation through their myUH account and student center.</li> <li>Students should apply for graduation during the semester they plan to defend</li> </ul>	Graduation application: submitted by student via student center (\$25 fee for on-time; \$50 for delayed. After late deadline, student will have to wait a semester to graduate)	Students must apply for graduation during the semester they plan to graduate. The dates are published on the academic calendar.
7. Dissertation Defense <ul style="list-style-type: none"> <li>Coordinated by student and PI</li> </ul>	The passing of the defense is signaled by each committee member by signing the <a href="#">Written Dissertation Approval Form</a> .  <a href="#">Dissertation checklist</a> <a href="#">Dissertation template</a>	Students by defend by the specified date and within the semester they plan to graduate. Dates are typically found on the bottom of this <a href="#">webpage</a> .
8. Submit Dissertation for Binding <ul style="list-style-type: none"> <li>Dissertation should be submitted to the Dean's office</li> <li>They will bind the documents and return to the Graduate Advisor. You will be notified when it is ready.</li> </ul>	<a href="#">Binding form</a>	Dates are typically found on the bottom of this <a href="#">webpage</a> .