

UT Dallas Timeline for Completion of the Ph.D.

All Stages

- Enroll in the required number of hours and maintain a 3.0 GPA. Please consult the [graduate catalog](#) for specific program GPA requirements.
- File transfer of credit requests when developing a plan of study in “Year 1”.
- Develop a network of faculty and advanced graduate students within your department.
- Connect with the [Graduate Student Assembly](#) and other organizations in your discipline.
- Visit the [Office of Graduate Education](#) for resources on funding, preparation of theses and dissertations, career and professional development workshops.
- Explore resources for internal and external [grants](#) and [fellowships](#).
- Participate in [grants and fellowships workshops](#).
- Attend and present at conferences in your area of research.
- Participate in [graduate writing](#) and [other professional development workshops](#) offered by the Office of Graduate Education.
- Participate in [CTL workshops](#) (Center for Teaching and Learning).
- Explore [Career Center](#) programs and resources, including [Career Center workshops](#).
- Start to build your [CV and Resume](#).
- Complete your milestone report with your advisor, and/or dissertation committee annually.
- If you are a Teaching Assistant, Teaching Associate, Research Assistant, or Graduate Assistant, complete your Graduate Assistantship Review every semester. You will receive an email notification towards the end of each semester of your assistantship.
- Explore [campus events](#).
- **International Students:** Know when your immigration status ends if you are an F-1, J-1, or other non-immigrant. Investigate your immigration options early if you plan to continue your studies after that date.

Year 1

- Complete your Graduate Student Enrollment Survey. You will receive an email notification towards the beginning of your first semester.
- Visit with your academic advisor and enroll in the required courses for your [program of study](#). Be aware of [enrollment deadlines](#).
- Attend Graduate Student Launch and other orientations such as the International Student Orientation.
- Find a faculty advisor and develop an approved plan of study by the end of the first semester.
- Follow your program guidelines for preliminary or qualifying exam so that you complete them before the expected deadline.
- Review the [Policy on Procedures for Completing a Graduate Degree](#).

- Sign up [for National Center for Faculty Development & Diversity \(NCFDD\)](#) to access valuable resources (free for UT Dallas students).
- If you are a Teaching Assistant or Research Assistant, make sure you attend the [TA/RA Orientation](#).
- Sign up for [PIVOT](#) and register your professional profile.

Year 2

- Continue to take courses toward your degree.
- **Year 2 or 3:** Follow your program guidelines and take the qualifying examination (QE) by the expected deadline to demonstrate competence in your research area. Successful completion advances you to a PhD Candidate.
- Form your Dissertation Committee upon successful completion of the qualifying exam. The [Dissertation Committee](#) must be formally approved by the department head and the Office of the Dean of Graduate Education.
- After the Dissertation Committee is formally approved, submit a written dissertation proposal to the Dissertation Committee and/or appropriate approval body.
- After the proposal is approved, you can enroll in dissertation hours.
- Join professional organizations and build your external network.

Year 3

- Continue your research work and start assembling your dissertation.
- Consider competing in or attending the [Three Minute Thesis](#) competition.
- Consider applying for a [PhD Small Grant](#).
- Explore career opportunities for your field.
- Visit the [Office of Graduate Education](#) for all the information and steps you need for the the formatting and [preparation of Dissertation and Thesis](#).
- Download the [Formatting Guide](#), [Submission Guide](#), [Dissertation Template](#), and [PhD Checklist](#).
- Attend the [Formatting Workshop](#) and the [Submission Workshop](#).
- Considering applying for a [Dissertation Research Award](#).
- **International Students:** Meet with an ISSO advisor when you complete your coursework requirements (all but the dissertation) to understand your enrollment and employment options.

Year 4 - 5

- Before your last semester, see your Academic Advisor to review if you meet the requirements for [graduation](#). Your department will need to make you eligible to apply for graduation. You will apply for graduation in [Galaxy](#).
- **International Students:**

- Double-check your I-20 (f-1 students) or DS-2019 (J-1 students) program end date to assess if you will complete on time or request a program extension.
 - Meet with ISSO early in your last semester to review employment options.
- Apply to job opportunities.
- Confirm your final Dissertation Committee by following the link provided in your confirmation email after applying to graduate.
- Consult the [deadlines](#) page for scheduling a defense, holding a defense, and submitting a final document for the desired graduation semester. Refer to the [checklist](#) to make sure you have filled out all required forms. The dissertation is defended publicly. The [rules for this defense](#) are specified by the Office of Graduate Education.
- Complete your [citation form](#) and [Copyright tutorial for Graduate Students](#).
- Publish your research.
- Finish PhD research.
- RSVP for the [Doctoral Hooding Ceremony](#).
- Complete the Graduate Exit Survey. You will receive an email notification when you apply for graduation.
- Attend your Hooding/Commencement ceremonies.
- Join [UT Dallas Alumni network](#).