

Doctoral Progress Checklist

SCHOOL OF EDUCATION ■ UNIVERSITY OF COLORADO BOULDER

Note: This is meant to be a quick guide to important steps in the doctoral process. It is not comprehensive. Dates are approximate, based on a typical 5-year doctoral trajectory, and will vary by student. Steps should be integrated (for example, students should be working on dissertation ideas while in coursework and the prospectus during the comprehensive exam semester).

Please see the School of Education Graduate Handbook and the Graduate School Rules, as well as the Graduate School website for more details and specific semester deadlines.

YEAR 1	<input type="checkbox"/> May: First-Year Review with Advisor (see Graduate Handbook, p. 10)
YEAR 2 or 3	<input type="checkbox"/> Comps Committee (see Graduate Handbook, p. 13) Set up Comprehensive Exam Committee (3 Faculty) and sent to the Graduate Program Assistant Prior to Comps: Complete Scholarly Project requirement and Language/Culture requirement <input type="checkbox"/> Scholarly Project (see Graduate Handbook, p. 12) <input type="checkbox"/> Language/Culture requirement (see Graduate Handbook, p. 11) In first 2 weeks of Comps semester, fill out Comprehensive Exam Registration Form, Application for Admission to Candidacy and Degree Plan (turn in to Graduate Studies Program Assistant). Refer to School of Education Comprehensive Exam timeline for exam dates/deadlines <input type="checkbox"/> Comprehensive Exam Registration Form (see Graduate Handbook, p. 13) <input type="checkbox"/> Application for Admission to Candidacy (see Graduate Handbook, p. 13) <input type="checkbox"/> Degree Plan (see Graduate Handbook, p. 9)
YEAR 3 or 4	<input type="checkbox"/> Dissertation Committee Approval (see Graduate Handbook, p. 13) Set up Dissertation Committee (5 Faculty– all need graduate faculty status; at least 3 from School of Education, CU-Boulder including the Chair, 1 CU-Boulder Professor outside of Education, and one other). Submit committee to Graduate Studies Program Assistant for approval <input type="checkbox"/> Prospectus Signature Page (see Graduate Handbook, p. 14) Prospectus Defense: When passed, have committee members sign off on the signature page and turn in to Graduate Studies Program Assistant
YEAR 5	<input type="checkbox"/> Dissertation Defense (see Graduate Handbook, p. 15) In first 2 weeks of dissertation defense semester, fill out Application for Diploma Card (turn in to Graduate Studies Program Assistant) and check on committee members' approval by emailing Patty McDonald. Based on Graduate School timeline, submit to the Graduate School: Title of the Dissertation, Notice of Doctoral Defense Leaflet, signed copy of Exam form, signed copy of cover page, and Dissertation Final Grade Card. Refer to Graduate School timeline for final date to defend and electronically submit the final dissertation. <input type="checkbox"/> Application for Diploma Card (see Graduate Handbook, p. 16) <input type="checkbox"/> Check Dissertation Committee Approval (see Graduate Handbook, p. 15) <input type="checkbox"/> Title of Dissertation (see Graduate Handbook, p. 15) <input type="checkbox"/> Doctoral Defense Leaflet (see Graduate Handbook, p. 15)