

PhD Program Logistics Cheat Sheet

Maneuvering the CU system can be difficult. Below is a summary of some important deadlines and steps to keep in mind as you progress through the PhD program. For any questions, contact the Graduate Program Coordinator.

A. Guidance Committee Meeting

- Submit a copy of your completed guidance committee form to the Graduate Program Coordinator and maintain a copy for your own records.

B. Preliminary Examination

- Alert the Graduate Program Coordinator of your plans to take the exam at least six weeks in advance of the exam date.
- Submit a final reading list, approved by your committee, to the Graduate Program Coordinator at least six weeks in advance of your exam date.

C. Prospectus Defense

Before the defense

- If you would like to include a committee member who is not on the CU-Boulder faculty, submit a request to the graduate school at least 6 weeks in advance of your prospectus defense.
- Notify the Graduate Program Coordinator of your plans to defend your prospectus *at least three weeks prior to your defense date*.
- Submit an *Admission to Candidacy* application to the Graduate School *at least three weeks before the prospectus defense*.
- Submit a final version of your prospectus to your committee at least two weeks prior to your defense date.

After the defense

- Submit the completed Doctoral Examination Report to the Graduate Program Coordinator

D. Dissertation Defense

Before the defense

- Notify the Graduate Program Coordinator of your plan to defend your dissertation *at least three weeks prior to your defense date*.
- Submit a final version of your dissertation to your committee at least two weeks prior to your defense date.

After the defense

- Submit the completed Doctoral Examination Report and grade card to the Graduate Program Coordinator
- Submit a signature page with original signatures from the chair of the student's committee and at least one other committee member to the Graduate School by the Graduate School's deadline.
- Submit the final version of the dissertation by the Graduate School's deadline according to the [Graduate School instructions](#).
- Submit the Survey of Earned Doctorates Form online at <http://survey.norc.uchicago.edu/doctorate>.