

## PhD Adviser Checklist

### From First Year to ABD

- 1<sup>st</sup>-, 2<sup>nd</sup>-, and 3<sup>rd</sup>-Year reviews with student (in October)
- Approve exam fields and committee (required by end of 2<sup>nd</sup> year)
- Meet or confer with other committee members
- Approve exam schedule (by end of semester before exams take place)
- Chair Comprehensive Qualifying Exam (required by end of 3<sup>rd</sup> year)

### From ABD to PhD

- Consult on formation of Dissertation Committee
- Approve application for candidacy (online)
- Consult on dissertation chapter and dissertation progress
- Dissertation defense
  - Student submits final draft to committee one month prior to defense
  - Student files Request for Oral Defense with the Graduate School two weeks prior to defense