

## General Guidelines/Milestones for Full-Time Ph.D. Students

(Effective Fall 2020)

Fall Year One	Spring Year One	Summer Year One
<ul style="list-style-type: none"> <li>9 hours of course work</li> </ul>	<ul style="list-style-type: none"> <li>9 hours of course work</li> </ul>	<ul style="list-style-type: none"> <li>3 hours of course work</li> </ul>
Fall Year Two	Spring Year Two	Summer Year Two
<ul style="list-style-type: none"> <li>9 hours of course work</li> <li>Start forming advisory committee</li> </ul>	<ul style="list-style-type: none"> <li>9 hours of course work</li> <li>QE (HRD Students Only)</li> <li>File Degree Plan</li> </ul>	<ul style="list-style-type: none"> <li>3 hours of course work</li> </ul>
Fall Year Three	Spring Year Three	Summer Year Three
<ul style="list-style-type: none"> <li>9 hours of course work</li> <li>Start preparing for Preliminary Exam</li> </ul>	<ul style="list-style-type: none"> <li>9 hours of course work</li> <li>Preliminary Exam (early Spring)</li> <li>Defend Proposal (late Spring)</li> <li>Start IRB Application</li> </ul>	<ul style="list-style-type: none"> <li>IRB Application</li> </ul>
Fall Year Four	Spring Year Four	Summer Year Four
<ul style="list-style-type: none"> <li>3-9 hours of 691</li> <li>Admitted to Candidacy</li> <li>Work with Chair to plan a timeline for completion, including deadlines. (early Fall)</li> </ul>	<ul style="list-style-type: none"> <li>3-9 hours of 691</li> <li>Dissertation Defense</li> <li>Graduation</li> </ul>	
Fall Year Five	Spring Year Five	Summer Year Five
<ul style="list-style-type: none"> <li>3-9 hours of 691</li> <li>Dissertation Defense</li> <li>Graduation</li> </ul>	<ul style="list-style-type: none"> <li>3-9 hours of 691</li> <li>Dissertation Defense</li> <li>Graduation</li> </ul>	
<b>Year Six</b>		
Department actions if student fails to fulfill requirements by end of Year Five: <ul style="list-style-type: none"> <li>Student must submit to their Chair and department a plan for completion/timeline (see template form) prior to the first day of classes for the 6<sup>th</sup> year or registration will be blocked.</li> <li>The completion plan must indicate a schedule of mandatory meetings between Chair and student.</li> </ul>		
<b>Year Seven</b>		
Department actions if student fails to fulfill requirements by end of Year Six: <ul style="list-style-type: none"> <li>Same as Year Six except student must also submit current version of the dissertation for program review.</li> </ul>		
<b>Years Eight-Ten</b>		
Department actions if student fails to fulfill requirements by Year Seven: <ul style="list-style-type: none"> <li>Prior to the first day of classes for Year Eight, student must come before program faculty panel to establish a detailed plan for completion plan moving forward or registration will be blocked for Year Eight.</li> <li>Student must provide dissertation Chair monthly progress updates.</li> <li>Failure to comply with the requirements will initiate dismissal process.</li> </ul>		

### Additional Information and Useful Links

- Up to 18 hours of distance education (online courses) only.
- Students following this plan will be eligible to take the Qualifying Exam (HRD only) in Spring Year Two.
- Students following this plan will file their degree plan in Spring Year Two, once they complete 30 hours.
  - <https://ogsdpss.tamu.edu/default.aspx>
- Students following this plan will be eligible to take their Preliminary Exam in Spring Year Three. At the end of the semester in which the exam is given, there are no more than 6 hours of course work remaining on degree plan. (Does not include 691s)
  - <https://powerforms.docuform.net/c5fe35e4-6bc8-4e47-849f-8fbd8c37feec?env=na2&acct=16517be3-5a0c-489f-a422-a57859ee0f60>
- Students following this plan can hold their proposal hearing in Spring Year Three.
  - <https://powerforms.docuform.net/4bb0489e-9c28-44b1-b2da-c2fa9d9d0b90?env=na2&acct=16517be3-5a0c-489f-a422-a57859ee0f60>
- \*Once admitted to candidacy, students must maintain continuous enrollment until they clear the Thesis office. This does not include Summer, unless they will be defending their dissertation or clearing the Thesis Office during that semester.
- During the first week of the final semester, pay graduation fee after graduation application is submitted.
- Students must submit a Request and Announcement of Final Examination form to the Graduate Advising Office at least 2 ½ weeks prior to the date of their defense.
  - <https://powerforms.docuform.net/6bc30a44-705e-428b-a517-90550cf350cc?env=na2&acct=16517be3-5a0c-489f-a422-a57859ee0f60>
- Once the student has successfully defended their dissertation, they will upload their dissertation as a single PDF file to etd.tamu.edu and submit the fully signed Dissertation/Record of Study Approval form to OGAPS. The Report of Final Examination form and the Copyright Availability form must also be submitted to OGAPS.
- Graduation; arrange for cap and gown.
  - [graduation.tamu.edu](http://graduation.tamu.edu)