

Year	Checklist – BS to PHD track		
		Sem 1	Sem 2
Year 1	Meet with advisor; update and submit AME Graduate Student Advising-Mentoring Form to Administrative Associate.		
	Complete two semesters of AME 696G.		
	Complete two semesters of AME 500 (500A/500B)		
	Identify dissertation area and advisor.		
	Submit GradPath - Responsible Conduct of Research Statement .		
	Submit GradPath -Transfer Credit Form if you want coursework from other institutions to be applied to your program.		
Year 2	Submit GradPath - Doctoral Plan of Study .		
	Minor area courses.		
	Complete additional courses and two semesters of 696G.		
	BS to PhD students should prepare to take Qualifying Examinations in Year 3, Semester 1.		
	Begin doctoral research.		
Year 3	BS to PhD students should pass the Qualifying Examinations in Year 2, Semester 1.		
	Complete 1 more semester of AME 696G (to total 5 units).		
	Continue doctoral research.		
Year 4	Complete all coursework (59 units):		
	- 5 units AME 696G		
	- 36 units Major subject		
	- Max 6 units of individual study (AME 599, 699, 799) or research (AME 900) or case study (AME 908)		
	- 9-12 units Minor area.		
	- 18 units Dissertation AME 920		
	Form comprehensive examination committee; submit GradPath - Comp Exam Committee Appointment Form .		
	Schedule comprehensive exam.		
	Submit GradPath - Announcement of Doctoral Comprehensive Exam .		
	Pass comprehensive exams in major & minor areas; Committee Chair will submit GradPath - Results of Comprehensive Examination .		
Continue with research.			
Year 5	Select committee for final examination; submit GradPath - Doctoral Dissertation Committee Appointment .		
	Submit an approved dissertation prospectus/proposal (signed or initialed by your advisor) to the Graduate Administrative Associate.		
	Complete research.		
	Present dissertation research at AME 696G seminar.		
	Prepare dissertation.		
	Schedule room (and projector) for dissertation defense; provide date and time of defense to the Graduate Administrative Associate.		
	Submit GradPath - Announcement of Final Oral Defense no later than 7 days prior to exam .		
	After final oral exam, the Chair of your Oral Defense Examining Committee will submit GradPath - Results of Final Oral Defense .		
	After dissertation defense, complete all revisions and submit bound copies to Department Graduate Administrative Associate and advisor/committee members.		
	Graduate Administrative Associate will submit Change of K Grades form to Graduate College upon receipt of bound copy.		
	Make graduation plans:		
	- Let the Business Manager know if you plan to walk in PreCommencement;		
- Submit PowerPoint slide with bio;			
- Purchase announcements/tickets.			