

Year	Checklist – MS 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.		
	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.		
	Ph.D. students who completed their M.S. previously at the University of Arizona should prepare for and pass the Qualifying Examinations in Semester 2.		
Year 2	Submit GradPath - Doctoral Plan of Study .		
	Minor area courses.		
	Complete additional courses and 696G according to study plan.		
	Ph.D. students who completed their M.S. elsewhere should prepare for and pass the Qualifying Examinations in Year 2, Semester 1.		
	Begin doctoral research.		
Year 3	Complete all coursework (57 units):		
	- 3 units AME 696G		
	- U.A. MS: 12 units Major subject (24 units transferred from the AME MS degree.)		
	- Non-U.A. MS: 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 examinations in major & minor areas; Committee Chair will submit GradPath - Results of Comprehensive Examination .		
Continue with research.			
Year 4	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.			