PH.D. SUGGESTED SCHEDULE

1ST SEMESTER

☐ GRAD PATH: Responsible Conduct of Research Statement

☐ Complete Key Request Form: Complete form and submit to OSC Rm. 641. Bring your CatCard.
   Form can be found at: www.optics.arizona.edu/about/staff/forms

☐ Sign Up for First Year Ph.D. Student Lab Rotation (Optional but highly recommended)
   Form can be found at: www.optics.arizona.edu/academics/graduate-students/forms

2ND SEMESTER

☐ Submit First-Year Graduate Student Progress
   Form can be found at: www.optics.arizona.edu/academics/graduate-students/forms

☐ Complete the First-Year Graduate Student Survey
   Form can be found at: www.optics.arizona.edu/academics/graduate-students/forms

3RD SEMESTER

☐ Determine a Faculty Advisor

☐ GRAD PATH: Plan of Study
   See Requirements: www.optics.arizona.edu/academics/degree-programs/doctor-philosophy-optical-sciences
   Total (72 units): Optics labs (2 units), OPTI 920 Dissertation (18 units), Other coursework (43 units), Minor (9-12 units)

☐ Commence Qualifying & Comprehensive Exams
   Take the Qualifying Exam. (Students will be notified of the two-day exam date, set in August.)
   Must have completed 20 units of coursework and courses: OPTI 501, 502, 505R, and 511R or 544/600G
   Complete the Comprehensive Exam Committee Request Form. (www.optics.arizona.edu/academics/graduate-students/forms)
   Must have passed the Qualifying Exam
   GRAD PATH: Comp Exam Committee Appointment Form.

When Ready for Oral Comprehensive Exam

☐ GRAD PATH: Announcement of Doctoral Comprehensive Exam.

☐ Email a copy of your paper to the Graduate Advisor.

☐ Take oral comprehensive exam.

After completing prelims and 32 units, you will advance to doctoral candidacy. Graduate College will charge a $35 candidacy fee at that time.
AFTER COMPLETING REQUIRED COURSEWORK

☐ GRAD PATH: Doctoral Dissertation Committee Appointment

☐ Complete Ph.D. Dissertation Proposal Exam Summary
   - Complete the form. (www.optics.arizona.edu/academics/graduate-students/forms)
   - Coordinate with your committee to schedule a time to present
   - Contact your faculty advisor or graduate coordinator to book an OSC room

LAST SEMESTER

☐ GRAD PATH: Announcement of Final Oral Defense. Submit at least 10 business days before the defense.

☐ Email a 2-4 Paragraph Dissertation abstract to the Graduate Coordinator for your Defense announcement.
   Submit at least 2 weeks before defense.

☐ Defend Your Dissertation. (It is customary to provide snacks/drinks for committee).
   Check Grad College Important Dates and Deadlines for recommended latest exam date

AFTER PASSING DISSERTATION DEFENSE

☐ Submit Dissertation to the Graduate College
   Check Grad College Important Dates and Deadlines for last day to submit thesis.

☐ Email a Copy of your Dissertation to the OSC Graduate Advisor

☐ Complete College of Optical Sciences Exit Survey
   Form can be found at: www.optics.arizona.edu/academics/graduate-students/forms

☐ Complete the OSC Clearance Form
   Form can be found at: www.optics.arizona.edu/academics/graduate-students/forms

☐ Update Mailing Address in UAccess to Receive Diploma

☐ Celebrate! RSVP for OSC Convocation Ceremony