

Electrical & Computer Engineering Ph.D. Checklist

First Quarter:

By December 1st: Select a Major Professor (MP) & turn in the Change of MP **form** to the Graduate Program Coordinator (GPC). Or complete the EEC 290C **form** (verifying your meetings with 3 potential Major Professors to discuss their research) and turn it in to the GPC.

Apply to take the Preliminary Exam

- Choose two or three areas on which to be tested
- Fill out and turn in the **form** to the Graduate GPC

International students who will TA in Spring: Sign up in December to take the SPEAK test in January.

Second Quarter:

Pass the Prelim in January!

International students who will TA in Spring: Take the SPEAK test by the end of the first week of February.

Select an MP if you didn't during your first quarter. Fill out the Change of MP **form** and turn it in to the GPC.

Fourth/Fifth Quarter:

In consultation with your MP, choose a Guidance (Dissertation) Committee. The committee will consist of your major professor, plus 2 other professors and will help direct your research & eventually read your dissertation.

Create a Program of Study

- Get approval (signatures) from your Guidance Committee members
- Bring Program of Study **form** to GPC, who will:
 - Get approval from Graduate Adviser
 - Get approval from the Graduate Study Committee. (They meet only once per quarter... plan ahead!)

Complete the coursework on your approved Program of Study. Note: If scheduling (course cancellations) necessitates that you change your Program of Study, you must submit a revised Program of Study and obtain all of the approvals again.

During the quarter in which you are finishing the coursework in your Program of Study and your dissertation proposal, apply to take the qualifying exam (QE). Submit your application 1 month before your QE.

- In consultation with your MP, choose a committee, the majority of whom are ECE Grad Program Faculty. At least one must not be from the ECE Grad Program Faculty. Your major professor cannot serve as the chair of your QE, but should be on the committee. If any of your members are outside of UC Davis, you must submit their CV

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and an External Committee Membership Application along with the QE application. You may write the quarter and year where it asks for “Date” on the form.

- If you wish to get an MS II via your QE see the GPC for details/restrictions, and, of course, more **forms**.
- Bring the Application for Qualifying Exam **form** to Graduate Coordinator to:
 - Get approval from the Graduate Adviser
 - Get approval from the Office of Graduate Studies
- You will be notified by email once your committee is approved.
- Then, arrange a date for the exam when all members can be present if you haven’t already.
- Send your dissertation proposal to your QE committee for review *at least* one week prior to your exam (or earlier if requested by your committee).

Practice for your QE and check out these “Tips for Acing your QE”
http://gradstudies.ucdavis.edu/students/qualifying_exam.html

Pass your Qualifying Exam – You are encouraged to pass your qualifying exam and advance to candidacy by your 7th quarter and no later than the end of your 12th quarter.

- Upon passing your QE, see the GPC for your Advancement to Ph.D. Candidacy **form**
 - Complete the Advance to Candidacy **form** and declare your dissertation committee. Pay the Ph.D. Advance to Candidacy fee at Dutton Hall.
 - Bring the Advancement form back to the GPC, who will send the form to the Office of Graduate Studies with your pass report.
- If you are an international student, you will enjoy three years free of NRT starting the quarter after you advance.
- If, for some reason, you need to change the membership of your dissertation committee later on, make sure to see the GPC for a Request for Reconstitution of Committee Membership **form**. Reconstitution approvals must be received prior to the submission of your dissertation.

Nth Quarter:

Complete dissertation research and draft. Consider the filing fee option (see GPC for details) when you only need one more quarter to finish.

Final Quarter:

Watch for Commencement Ceremony & Registration emails and sign up by the deadline.

Schedule your Exit Seminar

- When you’re in the final stages of your dissertation, schedule your exit seminar.
- Insure members of your committee can attend
- Then send an email announcement to the GPC who will forward your seminar offering to grad students & faculty. In the announcement, include: Your name, Department, Major Professor, the Title of your talk, Date, Time, Venue, and Abstract.

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- Hold your Exit Seminar. Turn in a signed Exit Seminar Completion **form** to GPC.
- Make an appointment with your Graduate Studies Student Affairs Officer to file your dissertation.
 - Review the Information for Degree Candidates:
http://gradstudies.ucdavis.edu/students/degree_candidates.html
 - Make sure you've completed the Doctoral Degree Checklist provided by graduate studies before your appointment, including the "Graduate Program Exit Information" available at <http://gradstudies.ucdavis.edu/forms>.
 - Make sure *not* to electronically file your dissertation until it is your FINAL draft that has been approved by all of your committee members.
- File your completed dissertation with grad studies during your appointment. (Don't forget to bring your checklist!)
- Celebrate!

****Obtain forms from GPC or online: <http://www.ece.ucdavis.edu/graduate/docs/> ****