

PHD PROGRAM: STUDENT CHECKLIST

Students are advised to check deadlines and policies with their graduate advisor and the Graduate College.

WHEN?	WHAT?	Check
During PhD program	Complete a minimum of 72 hours with prior MA Complete a minimum of 96 hours without prior MA Complete 40 hours exclusive of thesis research, a minimum of 32 in Germanic Studies	
Every semester	Meet with graduate advisor about course selection	
During first semester of being TA	Take GER 407	
During PhD program	Acquire reading knowledge of two research languages other than English or German	
At least 2 semesters before graduating	Goethe Language Exam	
After completing most but not necessarily all coursework. At least 1 semester before prelims.	Choose preliminary examination advisor and consult advisor on selection of committee members	
No later than three months before preliminary exam	Submit list of papers written after MA to committee	
	Take written part of preliminary exam	
At least three weeks before oral part of preliminary examination	Committee Recommendation form must be received by Graduate College	
At least one week before oral part of preliminary examination	Submit bibliography and dissertation prospectus to committee	
At least one week after submitting prospectus	Oral examination	
After preliminary examination until defense	Register for GER 599 (excluding summer)	
After completion of all coursework, preliminary examination and all degree requirements except dissertation: No later than 10 th day of semester	Option of registering for zero hours of 599 by submitting graduate petition. Not possible of holding assistantship or fellowship. Option A or B is available.	
After preliminary examination	Consult dissertation advisor on dissertation committee	
No later than Friday of week 3 in graduating semester	Submit Intent to Graduate	
At least four weeks before defense; no later than Friday of week 6 in graduating semester	Committee members must receive on a complete draft of the dissertation	
At least three weeks before defense; no later than Friday of week 7 in graduating semester	Committee Recommendation form must be received by Graduate College. Obtain form from department and submit with signatures.	
No later than Friday of week 10. At least one (no more than five) year(s) after preliminary exam.	Very last day for dissertation defense	
No later than Friday of week 10	Very last day to submit two final, approved and defended copies of dissertation to Graduate College. Submit one copy to Department Head.	