

Table 1: Summary of formal milestones.

Milestone	Personnel	Timeframe	Prerequisites	Student (to do prior/post)	Supervisor (to do prior/post)	Notes
Comprehensive Part 1: CUMEs	Student	First cume in 2nd sem.; pass 5 out of 18 attempts (over 4 sems.)	-	-	Cume giver updates student progress spreadsheet	-
Qualifying exam	Student + 2 faculty advisers	Goal: by end of 3rd sem.	Suggested: 2 cumes or end of 3rd sem.	Schedule meeting with both faculty	Fill in Doctoral Qualifying Exam form; enter result in student progress spreadsheet	Pay raise G1 to G2
Comprehensive Part 2: Coursework oral exam	Student + full committee	Goal: by end of 5th sem.	5 passed cumes; 4 sems. of courses (~40 credits); graduate faculty status for committee members	Form full committee; ensure graduate faculty status of members; find a common meeting time	Enter data in student progress spreadsheet	no official paperwork
Comprehensive Part 3: Thesis proposal	Student + full committee	Goal: by end of 6th sem.	Coursework oral exam; graduate faculty status for committee members	Find a common time; reserve a date on dept. schedule; Program of Study form; Doctoral Examination form; work with Riah to reserve a room; submit forms to Grad. School 10 days before exam; send proposal document to committee 10 days before exam; send title and abstract to colloquium organizer	Enter result in student progress spreadsheet; ensure Dean's Rep. submits paperwork	Pay raise G2 to G3; Apply for Master's (optional)
Thesis defense	Student + full committee	Goal: by end of 10th semester	Thesis proposal; dissertation document; graduate faculty status for committee members	Find a common time; reserve a date on dept. schedule; register for graduation; Program of Study form; Doctoral examination form; Dissertation Title form; submit to Grad. School 10 days before exam; work with Riah to reserve a room; send dissertation document to committee 14 days before exam; send title and abstract to colloquium organizer	Enter data in student progress spreadsheet; ensure Dean's Rep. submits paperwork; faculty confirmation of grades form	Well done!