

“Normative Time to Degree” Progress Checklist for Ph.D. students in the EMST Degree Program

Normative Time refers to the amount of time that the Graduate Division has determined it should take a student who is enrolled full time to complete a particular degree program. The normative time for all doctoral degree programs in the School of Education is six years, whether you enter with an M.A. or not. **The following schedule reflects the maximum time to complete the various stages in the EMST PhD program in order to complete your degree within the limit** as well as other things you should be doing to ensure timely completion of your degree program requirements.

Year	Semester	Expectations
1	Fall (1)	Outline of Program for the M.A. Degree (Plan II; see page 20, GSE Advanced Degree Handbook) Discuss with advisor(s): <ul style="list-style-type: none"> ✓ Interests and professional development ✓ Course planning to meet requirements ✓ Research work plan, goals for year 1 ✓ EMST First Year Project (Prequalifying Position Paper 1 of 3)
	Spring (2)	GSE First Year Evaluation (see page 24, GSE Advanced Degree Handbook) Discuss with advisor(s): <ul style="list-style-type: none"> ✓ Progress on course and degree requirements, professional goals; possible conference submission
2	Fall (3)	EMST First Year Project due (also serves as GSE Prequalifying Position Paper #1; Approval Form required) Discuss with advisor(s): <ul style="list-style-type: none"> ✓ Suggested coursework, reading ✓ Research and writing work plan ✓ EMST Second Year Project (Prequalifying Position Paper 2 of 3)
	Spring (4)	Submit GSE Ph.D outline of program (see page 25, GSE Advanced Degree Handbook). Discuss with Faculty Advisor(s): <ul style="list-style-type: none"> ✓ Progress on course requirements, professional goals ✓ Meet with additional faculty for advice on research
3	Fall (5)	EMST Second Year Project due (also serves as GSE Prequalifying Position Paper #2 and M.A. Plan II Project; 2 Approval Forms required) Discuss with Faculty advisor(s): <ul style="list-style-type: none"> ✓ Progress on course requirements, professional goals, plans toward publication ✓ Research and writing work plan ✓ Progress on research, reading/writing, personal goals ✓ Identify candidates for Qualifying Exam
	Spring (6)	Prequalifying Review (Completion of 3 Position Papers and a Dissertation Prospectus; see page 25-26 of GSE Advanced Degree HB). <ul style="list-style-type: none"> ✓ Meet with GSE Student Academic Advisor (Student Academic Services) to discuss Qualifying Exam logistics Discuss with Faculty Advisor: <ul style="list-style-type: none"> ✓ Progress on course requirements, professional goals, plans toward publication ✓ Content & Construction of Qualifying Exam Reading list
4	Fall (7)	Qualifying Examination (Orals) (see page 26, GSE Advanced Degree HB) Advancement to Candidacy ((see page 26, GSE Advanced Degree HB) Plan B application for candidacy submitted (incl. identifying 3-member dissertation committee). Apply for Dean’s Normative Time Fellowship (admitted prior to F10) or Doctoral Completion Fellowship (admitted F10 and after) if eligible. Discuss with Faculty Advisor(s): <ul style="list-style-type: none"> ✓ Results of QE and revisions for dissertation proposal
	Spring (8)	Discuss with Dissertation Committee: <ul style="list-style-type: none"> ✓ Dissertation Proposal (see page 30-31, GSE Advanced Degree HB) Discuss with Faculty Advisor(s): <ul style="list-style-type: none"> ✓ Progress on professional goals
5	Fall (9)	Dissertation Proposal Review Meeting (see page 30-31, GSE Advanced Degree HB) Annual Report on Progress in Candidacy (see page 31, GSE Advanced Degree HB)
	Spring (10)	Dissertation research and writing with goal to file in 12th semester of program
6	Fall (11)	Annual Report on Progress in Candidacy (see page 31, GSE Advanced Degree HB)
	Spring (12)	File Dissertation (see page 32, GSE Advanced Degree HB)