

## Progress Checklist for Ph.D. students in the Graduate Group in Science and Mathematics Education

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 following schedule reflects the maximum time to complete the various stages in the SESAME 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.*

Use this checklist if you entered the program with master's degree in your mathematics, science or engineering discipline

Year	Semester	Expectations	Approval(s) where required
1	Fall (1)	<b>Discuss with advisor(s):</b> Interests and professional development Course planning to meet requirements Research work plan, goals for year 1	
	Spring (2)	<b>Preliminary Exam</b> (incl. required essay revisions)	SESAME Executive Committee
		<b>Discuss with advisor(s):</b> Feedback from prelim exam Progress on course requirements, professional goals; possible conference submission	
2	Fall (3)	Supplementary requirements from Preliminary Exam	SESAME Executive Committee
		<b>Discuss with advisor(s):</b> Suggested coursework, reading Research and writing work plan	
	Spring (4)	Submit <b>Ph.D outline of program</b> (available in program office).	Primary Advisor Graduate Advisor
		<b>Discuss with advisor(s):</b> Progress on course requirements, professional goals	
		Meet with additional faculty for advice on research	
3	Fall (5)	<b>Discuss with advisor(s):</b> Progress on course requirements, professional goals, plans toward publication Research and writing work plan	
	Spring (6)	Meet with additional faculty for advice on research	
		<b>Discuss with advisor(s):</b> Progress on research, reading/writing, personal goals Identify candidates for 4-member QE committee (incl. one outside SESAME. Refer to SESAME QE Plan form available from program office.	
4	Fall (7)	<b>Qualifying Exam (QE) / Advancement to Candidacy:</b> All required coursework completed Dissertation prospectus (10-15 pages) Plan B application for candidacy submitted (incl. identifying 3-member dissertation committee). Last semester to apply for full <b>Dean's Normative Time Fellowship</b> (admitted before F10) or <b>Doctoral Completion Fellowship</b> (admitted F10 or later) from the Graduate Division if eligible.	Program Assistant QE Committee Chair SESAME Chair
		<b>Discuss with advisor(s):</b> Results of QE and revisions for dissertation proposal	
		Spring (8)	<b>Dissertation Proposal Review</b> (w/in 3 mos of QE) Dissertation proposal (max 30 dbl-spc pages) Proposal review meeting
	<b>Discuss with advisor(s):</b> Plans for completing dissertation Progress on professional goals		
	5	Fall (9)	Meet with dissertation committee members
	Spring (10)	<b>Complete dissertation</b>	Dissertation Committee Chair

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Use this checklist if you entered the program without a master's degree in your mathematics, science or engineering discipline

Year	Semester	Expectations	Approvals
1	Fall (1)	<b>Discuss with advisor(s):</b> Interests and professional development Course planning to meet requirements Research work plan, goals for year 1 Plans for completing M.S. (or equivalent)	SESAME Executive Committee
		<b>Preliminary Exam</b> (incl. required essay revisions)	SESAME Executive Committee
	Spring (2)	<b>Discuss with advisor(s):</b> Feedback from prelim exam Progress on course requirements, professional goals; possible conference submission	
2	Fall (3)	Supplementary requirements from prelim exam	SESAME Executive Committee
		<b>Discuss with advisor(s):</b> Suggested coursework, reading Research and writing work plan	
	Spring (4)	Submit <b>Ph.D outline of program</b> (form available in program office)	Advisor
		<b>Discuss with advisor(s):</b> Progress on course requirements, professional goals <b>Master's degree</b> (or equivalent) in discipline	
3	Fall (5)	<b>Discuss with advisor(s):</b> Progress on course requirements, professional goals, plans toward publication Research and writing work plan Meet with additional faculty for advice on research	
		Spring (6)	<b>Discuss with advisor(s):</b> Progress on research, reading/writing, prfsl goals
4	Fall (7)	Meet with additional faculty for advice on research	
		<b>Discuss with advisor(s):</b> Progress on research, reading/writing, personal goals Identify candidates for 4-member QE committee (incl. one outside SESAME) Use form available in program office	
	Spring (8)	<b>Qualifying Exam (QE) / Advancement to Candidacy:</b> All required coursework completed Dissertation prospectus (10-15 pages) OR Description of proposed dissertation research Plan B application for candidacy submitted (incl. identifying 3-member dissertation committee) Last semester to apply for full <b>Dean's Normative Time Fellowship</b> (admitted before F10) or <b>Doctoral Completion Fellowship</b> (admitted F10 or later) from the Graduate Division if eligible. <b>Discuss with advisor(s):</b> Results of QE and revisions for dissertation proposal	Program Assistant QE Committee Chair SESAME Chair
5	Fall (9)	<b>Dissertation Proposal Review</b> (w/in 3 mos of QE) Dissertation proposal (max 30 dbl-spc pages) Proposal review meeting	Dissertation Committee Chair
	Spring (10)	<b>Discuss with advisor(s):</b> Plans for completing dissertation Progress on professional goals	
6	Fall (11)	Meet with committee members	
	Spring (12)	<b>Complete and file dissertation</b>	Dissertation Committee Chair