

PHD-ADVISING CHECKLIST

All students must follow the [Student Code of Rights and Responsibilities](#).

All students must follow [Graduate School Policies and Procedures](#).

All students must follow [Department of Communication & Film Policies and Procedures](#).

YEAR ONE

BEFORE FALL SEMESTER BEGINS

- ____ Student makes appointment with Director of Graduate Studies (DGS) for advising.
- ____ DGS clears PIN to register.
- ____ Student registers for courses (GAs register as soon as they can to avoid issues with GA contract).
- ____ Student completes required employment paperwork (GAs only).

AFTER FALL BREAK

- ____ Student makes appointment with DGS for advising for Spring.
- ____ DGS clears PIN to register.
- ____ Student registers for courses.

BEFORE SPRING BREAK

- ____ Student secures major advisor and notifies DGS and admin associate.

BEFORE END OF SPRING SEMESTER

- ____ Student works with advisor to secure two (2) additional COMM faculty to serve on advising/exam committee. One (1) outside member may also be appointed to advising/exam committee.
- ____ Student and advisor work together to finalize [Plan of Study](#).
- ____ Student and advising committee meet to approve Plan of Study.
- ____ Student submits approved Plan of Study document *with committee signatures* to admin associate.
- ____ Advisor clears PIN to register.
- ____ Student registers for Fall courses.

YEAR TWO**AFTER FALL BREAK**

____ Advisor clears PIN to register for Spring courses.

____ Student registers for Spring courses (any changes to Plan of Study must be approved by advising committee).

AFTER SPRING BREAK

____ Student meets with advising committee to [finalize exam reading areas and schedule exams](#) (typically in the Fall).

____ Advisor notifies admin associate that exams have been scheduled.

____ Student registers for COMM 8996-Reading for Comps. (GAs register for 5 hours; other students register for at least 1 hour—consult with financial aid to determine minimum number of hours needed for financial aid purposes).

YEAR THREE**FALL SEMESTER**

____ Student writes exams during the Fall writing period.

____ Advisor follows [department exam policy and procedures](#) re: distributing written exams and scheduling oral exam with committee.

____ After oral exam defense, student initiates [exam results form](#) in eTrieve.

____ Advisor and committee members sign exam results form.

____ Advisor and committee members complete assessment form (UofM faculty members only).

____ Advisor clears PIN to register for Spring.

____ Student registers for COMM-9000 Dissertation hours. (GAs register for 2 hours; other students register for at least 1 hour; a minimum of 6 dissertation hours is required to graduate).

SPRING SEMESTER

____ Student and advisor finalizes composition of dissertation committee (must include at least one (1) member from outside of COMM).

____ If appointing a faculty member from outside of UofM, notify the department chair and [follow these steps](#).

____ Student initiates [Dissertation Committee appointment form](#) in eTrieve.

____ Advisor and committee members sign Committee Appointment form.

____ Student works with advisor/committee to complete draft of prospectus.

____ Advisor follows [department dissertation policy and procedures](#) re: distributing prospectus document and scheduling prospectus defense with committee.

____ Advisor notifies admin associate of prospectus defense date.

____ After prospectus defense, student initiates [Prospectus Defense form](#) in eTrieve.

____ Advisor and committee members sign Dissertation Prospectus form.

____ Advisor and committee members complete assessment form (UofM faculty members only).

____ Advisor clears PIN to register for Fall courses.

____ Student registers for Dissertation hours.

YEAR FOUR

FALL SEMESTER

____ Student works with advisor on Dissertation research and writing.

____ Advisor clears PIN to register for Spring.

____ Student registers for Dissertation hours.

SPRING SEMESTER

____ Student files [intent to graduate form and completes other steps](#) required to graduate.

____ Student completes dissertation.

____ Advisor follows [department dissertation policy and procedures](#) re: distributing dissertation document and scheduling defense with committee.

____ Advisor notifies admin associate of prospectus defense date.

____ After dissertation defense, student initiates [Dissertation Defense form](#) in eTrieve.

____ Advisor and committee members sign Dissertation Defense form.

____ Advisor and committee members complete assessment form (UofM faculty members only).

IMPORTANT LINKS

[Graduate School Deadlines.](#)

[Milestone and Assessment Forms.](#)

[Graduate School Thesis/Dissertation Preparation Guide.](#)

[Graduation Information.](#)