

# CHIP Doctoral Degree Timeline and Paperwork

		Program Milestone	Deadline	Required Paperwork
Year 1 CHIP Orientation & Coursework	Fall	Submit official transcripts to the Graduate School	Before the start of the first semester	
		Complete Transfer Credit Request	Before the end of the first semester	Transfer Credit Request
		Identify a Faculty Advisor	Before the end of the first semester	Advisor Agreement
		Consult Faculty Advisor to develop a Course Completion Plan and submit to doctoral program coordinator	Before the end of the first semester	Course Completion Plan
	Spring	Continue fulfilling Pillar and Elective Course Requirements.		
		*Update Course Completion Plan and submit to the Doctoral Program Coordinator	Start of 2 <sup>nd</sup> semester	Revised Course Completion Plan
Year 2 Coursework (Cont.)	Fall	Continue fulfilling Pillar and Elective Course Requirements	**End of Year Two	Revised Course Completion Plan
		Begin thinking about who will serve on your doctoral exam committee.	Before the end of this semester	
	Spring	Submit Finalized Course Completion Plan to doctoral coordinator	By the term registration deadline	Course Completion Plan
		Begin Preparing for Comprehensive Exams	During semester when Pillar and Elective courses are completed	
		Organize Doctoral Exam Committee	By the end of the semester when pillar and elective courses are completed	Report of Committee Composition Form (Section I)
		Doctoral Degree Check with Doctoral Program Coordinator	By the end of the current semester	Doctoral Degree Check Form
		Complete CHIP 994 Registration and Learning Contract when registration window for next semester opens	Submit at least <b>3 weeks</b> before the start of the next semester	*** CHIP 994 Registration Form and Learning Contract

\*The purpose of the Course Completion Plan is to map out the courses a student will complete to fulfill the Pillar and Elective course requirements for the doctoral degree. Students should consult with their faculty advisor to verify course selections meet Pillar and Elective course requirements.

\*\*Full-Time doctoral students should aim to complete Pillar and Elective course requirements by the end of the second year of the program. Part-time students should expect to complete this requirement within four years.

\*\*\*Students must be registered for 994 during any semester in which they are taking an action on their doctoral exams - comprehensive exams, dissertation proposal, final dissertation and defense.

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		Program Milestone	Deadline	Required Paperwork
Year 3 CHIP 994 & Doctoral Exams	Fall	Register for CHIP 994	By the term registration deadline	CHIP 994 Registration Form and Learning Contract
		Conduct Comprehensive Exams Written Exam and Oral Exam <sup>‡</sup>	By the end of the current semester	Report Exam Report Form (Section I and Section II)
		Prepare for Dissertation Proposal and Defense	Immediately following successful completion of Comprehensive Exams	
		Register for CHIP 994 when the Spring registration window opens	At least 3 weeks before the start of the next semester	CHIP 994 Registration Form and Learning Contract
		Successfully defend Dissertation Proposal	Within one year of completing the Comprehensive Exams	Report of Approved Dissertation Project Form (Section II)
		PhD candidacy awarded upon successful completion of proposal defense	Immediately following successful dissertation proposal defense	Application for Admission to Candidacy for Doctoral Degree Form
	Spring	Register for CHIP 994 when the Fall registration window opens	At least 3 weeks before the start of the next semester	CHIP 994 Registration Form and Learning Contract
		Meet Waiver of Hours Criteria	By the Fall registration deadline	Waiver of Hours Form
		Conduct dissertation research and begin developing dissertation draft		
Year 4 Dissertation Prep	Fall	Register for CHIP 994	By the term registration deadline	CHIP 994 Registration Form and Learning Contract
		Update course plan as needed		Course Completion Plan
		Successfully defend Dissertation Proposal <sup>‡</sup>	Within one year of completing the Comprehensive Exams	Report of Approved Dissertation Project Form (Section II)
		Dissertation draft review		
	Spring	Complete Dissertation Project		
		Prepare for dissertation defense		
		Register for CHIP 994 when the Fall registration window opens	At least 3 weeks before the start of the next semester	CHIP 994 Registration Form and Learning Contract
Year 5 Dissertation Defense	Fall	Register for CHIP 994	By the term registration deadline	CHIP 994 Registration Form and Learning Contract
		Continue preparing for dissertation defense		
		Update Course Plan as needed		Course Completion Plan
	Spring	Register for CHIP 994	By the term registration deadline	CHIP 994 Registration Form and Learning Contract
		Apply for Graduation	by the semester deadline	e-form in ConnectCarolina
		Submit and defend dissertation <sup>‡</sup>		Exam Report Form (Part III and Part IV)
		Certify degree completion		Program Certification of Degree Requirements

<sup>‡</sup> Students must notify the CHIP Doctoral Coordinator when an oral examination is scheduled. See CHIP Doctoral Program canvas site for form submission instructions.