[Insert Name]

Academic Plan for the Physics PhD Program

Degree Progress and Future Milestones and Timelines

**Date of Plan:**

**Start Date in the PhD Program:**

**Last Semester to Complete PhD Requirements**:

**Thesis Advisor**:

Degree Progress Summary

* **Required coursework**: [Insert either “Complete” or the courses the student still needs.]
* **500-level coursework requirements**: [Insert either “Complete” or the credits the student still needs.]
* **Thesis Research Credits (599)**: Must continue to register for 599 thesis research until graduation.
* **PhD Exam Progress**: Qualifying Exam complete. Still need to complete the Preliminary Exam and Final Exam, as well as deposit doctoral dissertation. *(Please update this sentence based on what exams are left to complete.)*

# Expectations and Academic Plan

Summary of Current Status

Modify and add additional text as appropriate.

[Insert Student Name] has exceeded the graduation time limit and is petitioning the Graduate College to continue in the [Insert Department] PhD Program. [Insert Department] will support this extension, pending Graduate College approval of this petition, to allow [Insert Student Name] additional time to complete the remaining requirements outlined below.

Expectations

Enter in the general expectations the student must meet or mutual expectations between the student and advisor. Each expectation should be a separate bullet. Examples are provided below.

* Must meet with your thesis advisor on a regular basis to ensure progress is being made toward degree milestones.
* Must respond to emails within 24 hours during week days (Monday-Friday) throughout the academic term.
* Must use professionalism and respect when interacting with other students, faculty, and staff, both in oral and written formats.

Milestones and Deadlines

Modify and add additional terms as appropriate. Include actual dates for milestones to be completed in the current year.

Summer 2020 Term

* Complete the Preliminary Exam by [Insert Date]. Work with thesis advisor to establish doctoral committee. Work with [Insert Department] Graduate Programs Office to submit all Preliminary Exam paperwork to the Graduate College at least three weeks prior to exam date.
* Prepare Preliminary Exam Proposal and send to doctoral committee members at least two weeks prior to the exam.

Fall 2020 Term

* Incorporate feedback received from committee on the Preliminary Exam into your dissertation research and finish up dissertation research.
* Continue to work towards publications.
* Start to write dissertation.

Spring 2021 Term

* Finish writing your dissertation and send final draft to committee to review no later than [Insert Date].
* Complete your Final Exam no later than [Insert Date]. Work with [Insert Department] Graduate Program Office to submit Final Exam paperwork to the Graduate College at least three weeks prior to the exam date.
* Send doctoral committee your dissertation at least two weeks prior to the exam date.
* Add your name to the [Insert Term] Degree Conferral List by the deadline set for [Insert December / May / August and year] graduation.
* Deposit your dissertation with the Graduate College by the deadline for the [Insert either December / May / August and year] degree conferral. It is highly recommended that you start your deposit at least three days prior to this deadline.

GEM Fellowship Department-