



Timeline for Completing PhD Graduate Requirements

All forms, petitions and information can be obtained and returned in the Option Manager's Office (Gates-Thomas 262)

Who	What	When	How	Details
Incoming Students	Arrival plans	July-August	e-mail	You need to Inform the Options Manager of your Arrival Plans
	Temporary Advisor Assignment Announcement	August-September	e-mail	You will receive an e-mail informing you of the name of your Interim Advisor and how to set up a meeting.
First Year Students	Check in with Options Manager, Department Administrator and Interim Advisor; complete Coursework Planning Matrix	September	in-person	Options Manager (262 Gates-Thomas) will give you Coursework Planning Matrix and instructions; Department Administrator (238 Gates-Thomas) will supply you with office space and building information; Interim Advisor will help you with coursework planning. We can all answer any questions you may have.
	Turn in <i>PRELIMINARY- M.S. Ph.D. Coursework Planning Matrix and Record of Study</i> form to the Option Office	October	hard copy in-person	Fill in the matrix with all graduate courses you plan to take the first year and beyond. Approval from interim advisor and Option Rep. required before registering for classes, but no later than October 15.
	<i>Degree of Master of Science</i> application	March	on-line	Master's applications must be submitted no later than Add Day of spring term for a June graduation. Students should log on to the Graduate Degree Progress application within REGIS and click on the M.S. Candidacy tab and follow instructions for developing a plan of study and fulfilling requirements.
	Turn in <i>Agreement to Serve as Academic and Research Advisor and Committee Member</i> .	April-May	hard copy in-person	You need to find a permanent Academic and Research Advisor and create a Dissertation Supervision Committee. Obtain approval of committee on the same form you use to line up your courses for the next year.
	Register for summer and next fall	May	on-line	Use the information from the approved <i>FINAL M.S. & PhD Record of Study and Coursework Planning Matrix / Agreement to Serve as Academic and Research Advisor & Committee Member</i> form
	Oral PhD Qualifying Exam Preferences	July	hard copy in-person	You will need to return the form with your preferences so we know which subjects you would like in your qualifying exam for the Coursework component of the PhD Candidacy exam.
Second Year Students	Quals Exam - Subject Exam	beginning of the Fall Term	in-person	Subject exams are held, schedule to be announced before exams.
	PhD Candidacy Exam Set up- Research Exam	March	in-person	You will need to set up the time and place for your candidacy Research Exam to occur before June 7. Confirm with your Dissertation Supervision Committee and inform the Options Manager by April 1.
	<i>Degree of Master of Science</i> application	March	on-line	If you have not already done so, Master's applications must be submitted no later than Add Day of spring term for a June graduation. Students should log on to the Graduate Degree Progress application within REGIS and click on the M.S. Candidacy tab and follow instructions for developing a plan of study and fulfilling requirements.
	PhD Candidacy Exam - Research Exam	April-May	in-person	Research Exams are held according to the schedule you set
	PhD Candidacy	June	on-line	Ph.D. Candidacy must be completed before beginning fourth year of residence. Students should log on to the Graduate Degree Progress application within REGIS to schedule candidacy and obtain the necessary approvals.
Third & Fourth Year Students	Dissertation Supervision Committee Meeting (annual)	April	in-person	The catalog specifies that you should meet with your Dissertation Supervision Committee. The meetings are an opportunity for the faculty to keep in touch with your work and your progress. The meetings are of great value to the students.
	PhD Candidacy	June	on-line	If you have not already done so, Ph.D. Candidacy must be completed before beginning fourth year of residence. Students should log on to the Graduate Degree Progress application within REGIS to schedule candidacy and obtain the necessary approvals.
	Petition to Dean for Extended Registration	July	in-person	If you plan to enroll in fourth year without being admitted to candidacy, you must submit an extended registration petition



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Fifth Year & Beyond Students	Dissertation Supervision Committee Meeting (annual)	Apr-May	in-person	The catalog specifies that you should meet with your Dissertation Supervision Committee. The meetings are an opportunity for the faculty to keep in touch with your work and your progress. The meetings are of great value to the students.
	Petitions to Dean and Petition to the MCE Dept. for Extended Registration	July	in-person	If you plan to enroll beyond the sixth year, you must submit an extended registration petition
Completing Students	Final PhD Defense	See details	in-person	Final exam committee - Students should log on to the Graduate Degree Progress application within REGIS to schedule the final exam and select an approved committee for the defense. An approved committee consists of four total voting members, three of whom must be current Caltech faculty. The chair of the committee must hold the rank of Professor, not including emeriti
	Check with Department Administrator and Options Manager	See details	in-person	Keep in contact with the Dept. Administrator and Options Manager during this process. Let them know your defense date, give them an abstract to advertise and complete a department departure form so we can keep in contact after defense.
	Thesis and Final Examination	See details	in-person	When ready, but at least 3 weeks before June Graduation
	EARN PhD	June	in-person	Graduation Ceremony

updated: 8/2016