

Appendix A: ECE Degree Program Milestones

(Graduate School Deadlines can be found on the [Academic Calendar](#))

MS Non-Thesis Milestones

- Before the beginning of the first semester of enrollment, submit complete, official transcripts for each college or university attended to the Graduate School. Transcripts must include all courses completed and the degrees and dates awarded.
- Before the end of the first semester, electronically sign the Patent Agreement in the Plan of Work section of the MyPack Portal.
- After completing 18 credit hours, submit the Plan of Work in the MyPack Portal. If changes need to be made to the Plan of Work, contact the ECE Graduate Office to request that they reset the Plan of Work.
- During the last semester, Apply to Graduate in the MyPack Portal before the Graduate School's [deadline](#). The Plan of Work must be submitted before applying to graduate.

MS Thesis Milestones

- Before the beginning of the first semester of enrollment, submit complete, official transcripts for each college or university attended to the Graduate School. Transcripts must include all courses completed and the degrees and dates awarded.
- Before the end of the first semester, electronically sign the Patent Agreement in the Plan of Work section of the MyPack Portal.
- After completing 18 credit hours, submit the Plan of Work in the MyPack Portal. If changes need to be made to the Plan of Work, contact the ECE Graduate Office to request that they reset the Plan of Work.
- Before the end of the first year, attend an Electronic Thesis and Dissertation (ETD) workshop. Refer to these links for [Workshops & Seminars Information](#) and [ETD Workshop Registration](#).
- At least 3 weeks before the Master's Oral Examination date, submit the Request to Schedule the Master's Oral Examination form to the ECE Graduate Office.
- After the Master's Oral Examination has been scheduled, Apply to Graduate in the MyPack Portal before the Graduate School's [deadline](#). The Plan of Work must be submitted before applying to graduate.
- Within 24 hours of receiving an Unconditional Pass on the Master's Oral Examination, submit the ETD Review copy of the thesis to the Graduate School through their ETD submission website.
- At least one month before graduation, submit the Final Error-Free ETD copy of the thesis to the Graduate School through their ETD submission website before their [deadline](#).

PhD Milestones

- Before the beginning of the first semester of enrollment, submit complete, official transcripts for each college or university attended to the Graduate School. Transcripts must include all courses completed and the degrees and dates awarded.
- Before the end of the first semester, electronically sign the Patent Agreement in the Plan of Work section of the MyPack Portal.
- Plan to take the Qualifying Review Exam and enroll in ECE 834 (Mandatory) no later than the third semester of PhD enrollment.
- Before completing 4 semesters of PhD enrollment, submit the Plan of Work in the MyPack Portal. If changes need to be made to the Plan of Work, contact the ECE Graduate Office to request that they reset the Plan of Work.
- After receiving an Unconditional Pass on the Qualifying Review Exam, plan to take the Preliminary Oral Examination. At least 3 weeks before the Preliminary Oral Examination date, submit the Request to Schedule the Preliminary Oral Examination form to the ECE Graduate Office. The Preliminary Exam cannot be held earlier than the end of the second year of graduate study or later than 4 calendar months before the Final Oral Examination.
- After receiving an Unconditional Pass on the Preliminary Oral Examination, attend an Electronic Thesis and Dissertation (ETD) Workshop. Refer to these links for [Workshops & Seminars Information](#) and [ETD Workshop Registration](#).
- At least 3 weeks before the Final Oral Examination date, submit the Request to Schedule the Final Oral Examination form to the ECE Graduate Office.
- After the Final Oral Examination has been scheduled, Apply to Graduate in the MyPack Portal before the Graduate School's [deadline](#). The Plan of Work must be submitted before applying to graduate.
- Within 24 hours of receiving an Unconditional Pass on the Final Oral Examination, submit the ETD Review copy of the dissertation to the Graduate School through their ETD submission website.
- At least one month before graduation, submit the Final Error-Free ETD copy of the dissertation to the Graduate School through their ETD submission website before their [deadline](#).