**FIRST YEAR**

**WEEK 1:**
1. Enroll in ENG 700
2. Submit proposed 1st Year Course Schedule (on DartHub) to the Registrar.

**BEFORE THE 2ND TERM:**
1. Submit proposed PhD Program Plan (on DartHub) to the Registrar.
2. Course Equivalence Form, with approvals, should be submitted to the Registrar.

**JUNE OF 1ST YEAR**
Complete PhD - Student Advisory Meeting Form (on ThayerExpress) and submit to the Registrar.

**SECOND YEAR**

**BY FALL OF YEAR 2:**
1. Enroll in ENG 194, PhD Oral Qualifier
2. Turn in Oral Qualifying Planning Sheet. Both the Oral Exam Guide and Oral Qualifying Exam forms can be found on ThayerExpress.

**PhD Candidacy**
1. Pass Oral Exam (ENG 194)

**Annual Meeting with Thesis Committee (June)**
1. Form Thesis Committee in consultation with your advisor. (see PhD Requirements)
2. Meet with committee and complete the PhD Student Thesis Advisory form. Submit the completed form to the Registrar.

**THIRD YEAR ONWARDS**

**Annual Meeting with Thesis Committee for Thesis Proposal (June)**
Complete the Annual PhD Student Advisory Meeting Report each year and complete the Thesis Proposal Form. (See Thesis Guidelines and Templates.)

**ONGOING/CONTINUING**

**Additional Requirements**
2. Enroll in ENG 197 PhD Professional Workshops.
3. Enroll in ENG 198 Research-In-Progress Workshop each year.
4. Every June – complete the PhD Student-Thesis Advisory form and submit to the Registrar.
5. Give oral presentation at a professional conference.
6. Have at least one manuscript, as first author, accepted.

**Notes:**
- PhD students are required to take 8-10 courses (see Course & Requirements)
- All PhD forms are available on ThayerExpress under “PhD/PhD-I/PhD+MD”
  - Registrar is located in MacLean 103