

PRE-FIRST SEMESTER

Qualifying Examinations	Qualifying Exams, prior to the start of the semester, help define the program of study for the first semester; identify deficiencies in background and possible pathways for remediation. Three exams must be passed by the end of the second semester, and a total of three attempts are allowed.
CBC Research Symposium	Held prior to the start of the semester, the CBC Research Symposium includes a poster session for new graduate students to familiarize themselves with research groups of interest.

FIRST SEMESTER

Course Work and Seminars	Course Work for the first semester is chosen in consultation with the GPC and is based on the projected Program of Study and performance on the Qualifying Exams. All students are expected to attend Journal Club as well as Departmental Colloquia.
Laboratory Rotations	Students will undertake 2 laboratory rotations: August 22 – October 14, 2016 October 17 – December 7, 2016

SECOND SEMESTER

Course Work and Seminars	Course Work for the second semester is based on the projected Program of Study. All students are expected to attend Journal Club as well as Departmental Colloquia. A second and third chance to pass three qualifying exams will occur at the start and end of this semester.
Laboratory Rotations	Continue with rotations: January 11 – March 3, 2017 March 6 – May 3, 2017
Research Director Selection	A matching process will take place at the end of the third rotation. If a successful match is made at this time, the student may spend a fourth rotation working in the lab of their newly chosen Research Director.
Research	Begin research
Evaluation of teaching performance – 1st Year	Your performance as a T.A. is considered to be a critical component of your training and your responsibility as graduate student at the University of Arizona

Dissertation Committee

In consultation with Research Director, a Dissertation Committee must be selected by May 15. Submit Proposed Dissertation Committee to the Graduate Program Coordinator and also record it in GradPath.

FIRST SUMMER

Research

Continue Research

THIRD SEMESTER

Course Work

Advised by Research Director. Submit Plan of Study to GPC. Register for coursework according to Plan of Study. All students are expected to attend Journal Club as well as Departmental Colloquia.

Second Year Dissertation Committee Meeting

Schedule a meeting to occur prior to September 30 with your Dissertation Committee and prepare presentation on research progress

Research

Continue research.

Written Comprehensive Examination

Independent Research Proposal and Research Summary, as detailed in Section "J" of this handbook, are due on November 1 or the first Monday after November 1 of the third semester in residence. Faculty are to return reviews prior to the last day of the semester.

FOURTH SEMESTER

Course Work

Continue coursework as defined in accepted Plan of Study. Present seminars according to programmatic requirements. All students are expected to attend Journal Club as well as Departmental Colloquia.

Research

Continue research.

Written Comprehensive Examination

Independent Proposal must be approved by your Dissertation Committee, subsequent to any revisions required (see Section J).

Oral Comprehensive Examination

Schedule Oral Comprehensive Examination; examinations shall be scheduled for a date as soon as possible (ideally within six weeks) after passing evaluation of the Independent Research Proposal. **All students must take their oral examination no later than the end of the fourth semester.**

SECOND SUMMER

Research

Continue research

REMAINING SEMESTERS

Course Work and Seminars

Make sure courses in Plan of Study have been completed and required seminars have been presented. Attend appropriate programmatic seminars, journal clubs, as well as Departmental Colloquia.

Research

Continue research

Annual Report and Annual Committee Meeting

Submit Annual Report to Dissertation Committee and Graduate Program Coordinator by July of each year in residence. Meet with Dissertation Committee once per year by July of that year.

FINAL STEPS

Approximately 6-9 months prior to expected date of graduation

Schedule a meeting with your Dissertation Committee to take place approximately 6-9 months prior to the expected date of graduation. Prepare presentation on research progress and distribute written dissertation outline.

Dissertation

Complete dissertation, including proofreading, prior to delivery to Dissertation Committee members.

Final Oral Defense Examination

Schedule dissertation defense (final oral). Submit Announcement of Oral Defense Examination at least **two weeks** prior to oral. A penultimate draft of your dissertation should be given to your committee members at this time.

Submission of Dissertation

The revised dissertation must be submitted to the Graduate College within one year of the final oral examination. (Normally this should be done within a matter of days or weeks). **Continuous registration is required until the dissertation is submitted.** See the Graduate Program Office for guidelines.

ALL REQUIREMENTS FOR THE PH.D. DEGREE IN CHEMISTRY MUST BE COMPLETED WITHIN 5 YEARS OF PASSING THE ORAL COMPREHENSIVE EXAM.