<table>
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<tr>
<th>Year</th>
<th>Checklist – BS to PHD track</th>
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</table>
| Year 1 | Meet with advisor; update and submit **AME Graduate Student Advising-Mentoring Form** to Administrative Associate.  
Complete two semesters of AME 696G.  
Complete two semesters of AME 500 (500A/500B)  
Identify dissertation area and advisor.  
Submit **GradPath - Responsible Conduct of Research Statement.**  
Submit **GradPath - Transfer Credit Form** if you want coursework from other institutions to be applied to your program. |
| Year 2 | Submit **GradPath - Doctoral Plan of Study.**  
Minor area courses.  
Complete additional courses and two semesters of 696G.  
**BS to PhD students should prepare to take Qualifying Examinations in Year 3, Semester 1.**  
Begin doctoral research. |
| Year 3 | **BS to PhD students should pass the Qualifying Examinations in Year 2, Semester 1.**  
Complete 1 more semester of AME 696G (to total 5 units).  
Continue doctoral research. |
| Year 4 | Complete all coursework (59 units):  
- 5 units AME 696G  
- 36 units Major subject  
- Max 6 units of individual study (AME 599, 699, 799) or research (AME 900) or case study (AME 908)  
- 9-12 units Minor area.  
- 18 units Dissertation AME 920  
Form comprehensive examination committee; submit **GradPath - Comp Exam Committee Appointment Form.**  
Schedule comprehensive exam.  
Submit **GradPath - Announcement of Doctoral Comprehensive Exam.**  
Pass comprehensive exams in major & minor areas; Committee Chair will submit **GradPath - Results of Comprehensive Examination.**  
Continue with research. |
| Year 5 | Select committee for final examination; submit **GradPath - Doctoral Dissertation Committee Appointment.**  
Submit an approved dissertation prospectus/proposal (signed or initialed by your advisor) to the Graduate Administrative Associate.  
Complete research.  
Present dissertation research at AME 696G seminar.  
Prepare dissertation.  
Schedule room (and projector) for dissertation defense; provide date and time of defense to the Graduate Administrative Associate.  
Submit **GradPath - Announcement of Final Oral Defense no later than 7 days prior to exam.**  
After final oral exam, the Chair of your Oral Defense Examining Committee will submit **GradPath - Results of Final Oral Defense.**  
After dissertation defense, complete all revisions and submit bound copies to Department Graduate Administrative Associate and advisor/committee members.  
Graduate Administrative Associate will submit Change of K Grades form to Graduate College upon receipt of bound copy.  
**Graduation plans:**  
- Let the Business Manager know if you plan to walk in PreCommencement;  
- Submit PowerPoint slide with bio;  
- Purchase announcements/tickets. |