

A Student's Guide to the ECE Graduation Process: Ph.D. Requirements

1. Complete the written Ph.D. Qualifying Examination. Doctoral students must pass two areas of the Ph.D. qualifying exam within the first four semesters of enrollment of full-time study if your first semester of enrollment is Fall or within the first five semesters of enrollment of full-time study if your first semester of enrollment is Spring.
2. Select an advisor (with his/her consent) for your thesis work. The thesis advisor does not need to be the one to who you were originally assigned upon entering the graduate program. Any departmental faculty at the rank of Assistant, Associate, or Full Professor may act as an advisor.
3. Clearly identify a dissertation area and in consultation with your advisor select a committee. Your advisor will obtain their approval. Provide the committee with a copy of your dissertation prospectus and with your advisor arrange a mutually acceptable date for your Preliminary Oral Examination. Your advisor must submit the **Committee Recommendation** form to the Graduate Coordinator (900 SEO) at least three to four weeks prior to the scheduled examination date; he/she will forward it to the Graduate College.
4. The Graduate College will return the Examination Report to the student affairs office and will send letters through the Graduate Coordinator for your committee members. After the examination, your advisor will return the completed Examination Report to the Coordinator who will forward it to the Graduate College.
5. Under the advisor's direction, complete your dissertation, registering for at least 48 hours of ECE 599 (56 hours if in the direct Ph.D. program). (See Instructions for Preparation of Thesis available from the Graduate College.) If you are required to maintain a minimum number of hours of course work, you may register for more hours of ECE 599 but a maximum of 48 (56 if in the direct Ph.D. program) will be credited toward your degree. Consult the UIC graduate catalog for regulations on continuous registration. It is strongly recommended that you keep your entire committee apprised of your progress, and consult them periodically for guidance in their areas of specialization related to your dissertation research.
6. When your dissertation is completed, provide your committee with a copy of your dissertation and arrange a mutually acceptable date for your Ph.D. Dissertation defense. Your advisor must submit the **Committee Recommendation** form and current Curriculum Vitae of the outside member (if the member is from outside UIC) to the Coordinator at least three to four weeks prior to the scheduled examination date; he/she will forward it to the Graduate College.
7. The Graduate College will return the Examination Report and two Thesis Certificate of Approval forms to the Graduate Coordinator with letters for your committee members. After the examination your advisor will return the completed *Thesis Certificate of Approval* forms and the *Examination Report* to the Coordinator who will get the signatures from the head of the department and return them to you.
8. After your thesis has been defended and approved by the committee, it must be submitted to the student affairs office for final format approval. The office will review the format and notify you of any needed corrections. Please note that the Graduate College is quite rigorous in its check of the format. Students are strongly advised to follow the guidelines in the Graduate College Thesis Manual.

University of Illinois at Chicago
Department of Electrical and Computer Engineering

9. On the assumption that you will complete all your requirements by the end of the semester, file for graduation, and submit the Ph.D. Graduation Checklist.
10. Make an appointment with your advisor and bring the completed forms. Request your advisor to obtain your file from the Graduate Coordinator. At this meeting, it is your responsibility to demonstrate to your advisor that you have completed all of the requirements necessary for your graduation, pending successful completion of work in progress. If there are any remaining petitions to file, such as a request for an extension of the time limit for graduation or transfer credits, this is the time to file them. Obtain the advisor's signature on the Ph.D. Thesis Graduation Checklist.
11. File for graduation via the UI-Integrate Self Service System, and submit the Ph.D. Graduation Checklist to the Student Affairs Office (900 SEO) by the published deadline. The Ph.D. Graduation Checklist will be retained in your file.
12. File for graduation on-line by **Friday of the third week of classes** (or second week of the summer semester). The Graduate College is very strict about this deadline; if you miss the cut-off date, you will not graduate that term. Please consult the Graduate College web site for any changes in these deadlines. It is your responsibility to know the Graduate College deadlines, which are published on-line each semester.
13. Deadline for submitting defended and format approved Ph.D. dissertation to the Graduate College is **Friday of the tenth week of classes** (or sixth week of the summer semester). Schedule to defend your dissertation at the latest a week prior to this deadline, so that you have ample time for format check and last minute changes. At that time you must also provide the department with a copy of your dissertation. Please consult the Graduate College web site for any changes in these deadlines. It is your responsibility to know the Graduate College deadlines, which are published on-line each semester.
15. Contact the Graduate Coordinator during the last two weeks of classes to see if there are any remaining difficulties with your graduation forms. It is your responsibility to contact the Graduate Coordinator; this is an extremely busy period and he/she will not have the time to search for you.

University of Illinois at Chicago
Department of Electrical and Computer Engineering

Check the following:

	Filed for graduation via the UI-Integrate Self Service System by the published deadline.
	Petitioned to transfer all courses taken outside the ECE department and UIC Graduate College.*
	Completed at least 28 semester hours (52 hours if in the direct Ph.D. program; of which 36 hours must be ECE coursework) of ECE graduate courses excluding ECE 595-599.
	Completed at least four 500-level ECE courses (six 500-level ECE courses if in the direct Ph.D. program) excluding ECE 595-599.
	Completed at least 48 hours of ECE 599 (56 hours if in the direct Ph.D. program).
	Passed written qualifying examination? Date:
	Passed preliminary oral examination? Date:
	Ph.D. dissertation defense completed by Friday of ninth week of classes.
	Defended and format approved Ph.D. dissertation submitted to Graduate College by published deadline.
	Submitted a copy of the dissertation to the Students Affairs Office (900 SEO).
	Submitted Graduation Check List to Student Affairs Office (900 SEO) with the dissertation.
	All courses were taken within the 7-year time limit or were approved by petition.*
	Submitted Ph.D. Survey Form to the Students Affairs Office (900 SEO).

* You may check this box if petition has been approved or already been submitted to the Graduate College.

STUDENT'S STATEMENT

According to my analysis, these requirements must be met before I am eligible to graduate this term.

I have carefully checked all of the above requirements and submitted this checklist to my advisor for approval. To the best of my knowledge, the information is accurate and complete. I realize that my graduation may be delayed if the information on this form is not correct.

Student's Printed Name and Signature Date

Address

Home Phone Work Phone E-mail

.....
ADVISOR'S STATEMENT

This student has presented the above information to me. Based on this information, it appears that the student has satisfied the requirements for graduation, pending completion of the items listed above.

Advisor's Printed Name and Signature Date