ECE Doctoral Qualifying Exam Submission Timeline
Fall 2019

Deadline	Notes about Deadlines	QE Steps	Responsible Entity
September 4, 2019	Census day of full-term session of a long semester (Fall/Spring)	Submit QE Application to ECE Graduate Program Office	**Student & Phd Advisor**
September 11, 2019	Census day plus 5 business days	Send QE Applications to PPC	ECE Graduate Program Office
September 18, 2019	Census day plus 10 business days	Submit QE Presentation Details Online (title, abstract, date, time & venue)	**Student** **(Student should make room reservation; Contact PhD Advisor's Administrative Assistant)**
September 25, 2019	Census day plus 15 business days	PPC takes necessary action	PPC
October 2, 2019	Census day plus 20 business days	Post exam schedule online	ECE Graduate Program Office
October 9, 2019	Census day plus 25 business days	**Start Date: QE Part 2** **(Avoid Fall Break: Nov 25-27 & Thanksgiving Holidays: Nov 28-29)**	**Student and PhD Advisor for first attempt.** Exam Committee Chair for second attempt.
November 28, 2019	5 business days before last day of weekday classes	**End Date: QE Part 2**	
November 28, 2019	5 business days before last day of weekday classes	Submit Doctoral Qualifying Exam Part 2 Evaluation form-First Attempt or Second Attempt form to ECE Graduate Program Office	PhD Advisor, participating faculty members for first attempt. Student and Exam Committee Chair for the second attempt.
December 5, 2019	Last Day of Weekday Class	Submit List of QE Part 2 results to PPC	ECE Graduate Program Office
December 18, 2019	Last business day of grading period	QE part 2 final decision (for cases requiring PPC's action)	PPC
December 18, 2019	Last business day of grading period	Inform students and PhD Advisor of QE part 1 and part 2 results	ECE Dept Head/Designate (ECE Graduate Program Office)
December 18, 2019	Last business day of grading period	Submit list of QE part 1 & part 2 results to PPC and update in SIS if needed	ECE Graduate Program Office

PPC = ECE PhD Program Committee

ECE Graduate Program Office = ecegradprogram@utdallas.edu; ECSN 2.7 Front Desk