



# Doctoral Qualifying Exam Process Timeline

Fall 2017

## EE/CE/TE Graduate Program

Deadline	Deadline Description	QE Step	Responsible Entity
September 6, 2017	Census day of full-term session of a long semester (Fall/Spring)	Submit <a href="#">QE Application</a> to ECE Graduate Program Office	<b>Student</b> and PhD Advisor
September 13, 2017	Census day plus 5 business days	Submit <a href="#">QE application</a> to PPC	ECE Graduate Program Office
September 20, 2017	Census day plus 10 business days	<a href="#">Submit QE presentation details</a> (title, abstract, date, time & venue) to ECE Graduate Program Office	<b>Student</b> (Student required to make room reservation through PhD Advisor's Administrative Assistant)
September 27, 2017	Census day plus 15 business days	PPC takes necessary action	PPC
October 4, 2017	Census day plus 20 business days	Post exam schedule announcements online	ECE Graduate Program Office
October 11, 2017	Census day plus 25 business days	Start Date: <a href="#">QE Part 2</a> (Avoid Fall Break: Nov 20-22)	<b>Student</b> and PhD Advisor for first attempt. <b>Student</b> and Exam Committee Chair for second attempt.
November 29, 2017	5 business days before last day of weekday classes	End Date: <a href="#">QE Part 2</a>	
November 29, 2017	5 business days before last day of weekday classes	Submit <a href="#">Doctoral Qualifying Exam Part 2 Evaluation Form</a> to ECE Graduate Program Office	PhD Advisor; participating faculty members for first attempt. Exam Committee Chair for second attempt.
December 6, 2017	Last day of weekday class	Submit list of QE Part 2 results to PPC	ECE Graduate Program Office
December 21, 2017	Last business day of grading period	QE Part 2 final decision (for cases requiring PPC's action)	PPC
December 21, 2017	Last business day of grading period	Inform student and PhD advisor of QE Part 1 and Part 2 results	ECE Department Head/Designate (ECE Graduate Program Office)
December 21, 2017	Last business day of grading period	Submit final list of QE Part 1 and Part 2 results to PPC and update in SIS, if needed	ECE Graduate Program Office

PPC = EE PhD Program Committee

ECE Graduate Program Office = [ecegradprogram@utdallas.edu](mailto:ecegradprogram@utdallas.edu); ECSN 4.524