



Doctoral Qualifying Exam Process Timeline

Spring 2017

EE/CE/TE Graduate Program

Deadline	Deadline Description	QE Step	Responsible Entity
January 25, 2017	Census day of full-term session of a long semester (Fall/Spring)	Submit QE Application to EE Graduate Program Office	Student and PhD Advisor
February 1, 2017	Census day plus 5 business days	Submit QE application to PPC	EE Graduate Program Office
February 8, 2017	Census day plus 10 business days	Submit QE presentation details (title, abstract, date, time & venue) to EE Graduate Program Office	Student (Student required to make room reservation through PhD Advisor's Administrative Assistant)
February 15, 2017	Census day plus 15 business days	PPC takes necessary action	PPC
February 22, 2017	Census day plus 20 business days	Post exam schedule announcements online	EE Graduate Program Office
March 1, 2017	Census day plus 25 business days	Start Date: QE Part 2 (Avoid Spring Break: March 13-17)	Student and PhD Advisor for first attempt. Student and Exam Committee Chair for second attempt.
April 24, 2017	5 business days before last day of weekday classes	End Date: QE Part 2	
April 24, 2017	5 business days before last day of weekday classes	Submit Doctoral Qualifying Exam Part 2 Evaluation Form to EE Graduate Program Office	PhD Advisor; participating faculty members for first attempt. Exam Committee Chair for second attempt.
April 30, 2017	Last day of weekday class	Submit list of QE Part 2 results to PPC	EE Graduate Program Office
May 11, 2017	Last business day of grading period	QE Part 2 final decision (for cases requiring PPC's action)	PPC
May 11, 2017	Last business day of grading period	Inform student and PhD advisor of QE Part 1 and Part 2 results	EE Department Head/Designate (EE Graduate Program Office)
May 11, 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	EE Graduate Program Office

PPC = EE PhD Program Committee

EE Graduate Program Office = eegrad_assist@utdallas.edu; ECSN 4.524