



Doctoral Qualifying Exam Process Timeline

Fall 2016

EE/CE/TE Graduate Program

Deadline	Deadline Description	QE Step	Responsible Entity
September 7, 2016	Census day of full-term session of a long semester (Fall/Spring)	Submit QE Application to EE Graduate Program Office	Student and PhD Advisor
September 14, 2016	Census day plus 5 business days	Submit QE application to PPC	EE Graduate Program Office
September 21, 2016	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)
September 28, 2016	Census day plus 15 business days	PPC takes necessary action	PPC
October 5, 2016	Census day plus 20 business days	Post exam schedule announcements online	EE Graduate Program Office
October 12, 2016	Census day plus 25 business days	Start Date: QE Part 2 (Avoid Thanksgiving: November 24-25)	Student and PhD Advisor for first attempt. Student and Exam Committee Chair for second attempt.
November 30, 2016	5 business days before last day of weekday classes	End Date: QE Part 2	
November 30, 2016	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.
December 7, 2016	Last day of weekday class	Submit list of QE Part 2 results to PPC	EE Graduate Program Office
December 21, 2016	Last business day of grading period ¹	QE Part 2 final decision (for cases requiring PPC's action)	PPC
December 21, 2016	Last business day of grading period ¹	Inform student and PhD advisor of QE Part 1 and Part 2 results	EE Department Head/Designate (EE Graduate Program Office)
December 21, 2016	Last business day of grading period ¹	Submit final list of QE Part 1 and Part 2 results to PPC and update in SIS, if needed	EE Graduate Program Office

¹ If the results are unavailable by the mentioned deadline, the deadline would be 5 business days after their availability.

PPC = EE PhD Program Committee

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