

Timeline Phase	Activity	Person(s) Responsible
Before Applying	Select potential mentor Contact potential mentor via email	Potential student
Application Phase	Submit application materials to graduate school Admissions University of Louisiana at Lafayette Select ALSS Pathway Pay application fee Apply for funding	Potential student
Upon Admission	Meet with Mentor for advising	Doctoral Student
First Semester in PhD Program	Create Advisory Committee	Doctoral Student with Mentor Mentor will be Chair of Committee
	Complete and send Ph.D. Advisory Committee Appointment Form to Graduate School	Doctoral Student
	Complete Transfer Graduate Credit Form (if applicable)	Doctoral Student with Advisory Committee
Each semester at midterm	Make advising appointment with mentor	Doctoral Student
End of each spring semester (Due by February 15th)	Complete and submit Doctoral Student Progress Form to the Graduate School	Doctoral Student
Coursework Phase First two years of program	Take required and elective courses (see PhD Handbook)	Doctoral Student Advised by Mentor
Third year of program (varies per student)	Continue with courses Entering Comprehensive Exam Phase	Doctoral Student Advised by Mentor
Comprehensive Exams (Comps) Phase	Meet with Advisory Committee to set Comprehensive Exam guidelines and date for examination	Doctoral Student with Advisory Committee
	Take Comprehensive Exams (Written portion) Complete Oral Exams	Doctoral Student Exams proctored and assessed by Advisory Committee
Candidacy Phase	Apply for Doctoral Candidacy	Doctoral Student
	Complete Comprehensive Requirement Results Reporting Form	Graduate Program Coordinator or Advisory Committee Chair
	Meet with Mentor to discuss dissertation topics	Doctoral Candidate
Dissertation Phase	Dissertation Committee created	Doctoral Candidate with Mentor

Links to forms may change. For most up-to-date versions see:
<https://louisiana.edu/graduateschool/tools-success/graduate-school-forms>

	Complete and submit Doctor of Philosophy (Ph.D.) Dissertation Committee Appointment Form	Doctoral Candidate
Proposal Preparation	Prepare Dissertation Proposal Meet with Mentor to decide on guidelines for Dissertation Proposal meeting	Doctoral Candidate
	Set Dissertation Proposal meeting	Mentor with Doctoral Candidate
	Invite dissertation committee members to proposal meeting	Mentor
	Present Dissertation Proposal Integrate notes from committee Resubmit for committee review, if applicable	Doctoral Candidate
Data Collection Phase	Prepare IRB for dissertation research Complete cycles of revisions Wait until IRB is approved before collecting data	Doctoral Candidate
	Register for dissertation hours until finished with PhD	Doctoral Candidate
Dissertation Defense	Dissertation distributed to Dissertation Committee for comments	Dissertation Committee Chair
	Schedule Dissertation Defense	Dissertation Committee Chair
	Conduct Dissertation Defense	Committee Chair introduces Doctoral Candidate Doctoral Candidate presents dissertation
	Complete Preliminary Approval of Thesis, Dissertation, or DNP Synthesis Project Manuscript Form	Dissertation Committee Chair
	Complete Defended Manuscript Submission and Contact Information Form	Doctoral Candidate
	Follow the Graduate School Guidelines for the Preparation and Submission...of Dissertations	Doctoral Candidate
	Complete Manuscript Defense and Approval Form (comes from Graduate School to Committee)	Each member of Dissertation Committee (signatures)
	Follow Guidelines for Preparation and Submission of Theses, Dissertations, and	Doctoral Candidate

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	Synthesis Projects and Title and Approval Page Template	
	Complete dissertation according to graduate school guidelines Follow Title and Approval Page Template	Doctoral Candidate Additional Dissertation Preparation Guidelines can be found at Graduate School Forms University of Louisiana at Lafayette
Celebration Phase	Attend Doctoral Hooding Ceremony and Graduation	Doctorate conferred

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