Steps for the PhD

Step 1

☐ Complete & Submit a PhD Program of Study before the end of your first quarter in the program
- www.ee.ucla.edu — Forms and Petitions
- PhD Program of Study form (under PhD Students Only)

Step 2

☐ Complete all course requirements

Step 3

☐ Take and pass the PhD Preliminary Examination
- Students must pass PhD Prelims within 2 years of starting PhD program
- Prelims are offered each January
- More information available online
- www.ee.ucla.edu—Programs—PhD Requirements—Preliminary Exam

Step 4

☐ Nominate Doctoral Committee
- www.gdnet.ucla.edu — Forms — Nomination of Doctoral Committee
- Turn completed form into the EE Office of Student Affairs

Step 5

☐ Take and pass PhD Oral Qualifying Exam
- More information available online
- www.ee.ucla.edu—Programs—PhD Requirements—Qualifying Exam

Step 6 ***(ONLY IF NEEDED)***

☐ Reconstitute Doctoral Committee if changes are needed
- www.gdnet.ucla.edu — Forms — Reconstitution of Doctoral Committee
- Turn completed form into the EE Office of Student Affairs

Step 7

☐ ***International Students Only*** Apply for OPT with Dashew Center if planning to use OPT.
- More information online — www.internationalcenter.ucla.edu (under F-1 Visa)
- Must complete application by 1st week of last quarter.

Step 8

☐ Attend Thesis & Dissertation Meeting
- Typically offered the 2nd week of each quarter
- Schedule at www.gdnet.ucla.edu/gasaa/library/thesismtg.htm

Step 9

☐ Read Policies & Procedures for Thesis & Dissertation Preparation and Filing
- www.gdnet.ucla.edu/gasaa/library/thesisintro.htm

Step 10

☐ Defend Dissertation
- More information available online
- www.ee.ucla.edu—Programs—PhD Requirements—Defense of Dissertation

Step 11

☐ File Dissertation
- Go to EE Office of Student Affairs to gather required form and turn in a copy of your title page for your file.
- Email Deeona (deeona@ee.ucla.edu) once you have filed successfully with Graduate Division.

NOTES

- EE295 (Technical Writing) is offered with limited enrollment. The week prior to the beginning of the quarter, an email will be sent from the EE Office of Student Affairs. Students interested in this course should reply to the email as per instructions.
- EE297 (Seminar Series) is required of all PhD students even if it was taken while enrolled in the MS program with UCLA.