



# DEPARTMENT OF MECHANICAL ENGINEERING Ph.D. Program Checklist

## ALL SEMESTERS

- Enroll in courses and/or research (6-9 graded credits per semester plus research credits)
- Register for 1 credit Graduate Seminar

## YEAR 1

### Semester 1: Advisor & Research

- Enroll in at least 2 ME core courses
- Discuss research interests with faculty
- Begin work in research group
- Maintain a minimum GPA of 3.0
- Prepare for qualifying exam

**Retake Qualifying Exam If Necessary**  
(mid May if starting in August)

### Semester 2: Start Research

- Pass written qualifying exam (early January if starting in August)
- Pass oral qualifying exam (within 6 months of passing written qualifying exam)
- Enroll in research and/or additional courses

## YEARS 2 & 3

**Continue to Take Graded Courses Toward Your Degree**

**Upon *Plan of Study* Approval by Graduate School, Start Proposal**

### Form an Advisory Committee

- Choose 2 associate advisors
- Note: advisory committee guidelines  
<https://gradcatalog.uconn.edu/grad-school-info/advisory-system/>

**Submit *Plan of Study* to the Graduate School (After 18 Credits Completed)**  
<https://grad.uconn.edu/forms/>

## YEARS > 3

**Complete a Minimum of 21 Credit Hours After the M.S.** (excluding requirements for dissertation, language and minor area) **and 15 Graded Research Credits**

**Prospectus Presentation**  
(at least one year before graduation)

**Prepare Dissertation**

**Complete at Least One Accepted and One Submitted Peer-reviewed Journal Paper**  
Your advisor may require more than the University's minimum requirement

### Dissertation Proposal/General Exam

- Provide a copy of proposal to advisory committee 1 week in advance
- Defend proposal
- Submit Proposal Hard Copy, Dissertation Proposal Approval, and General Exam Forms to Graduate School (at least 6 months before final Ph.D. defense)

## FINAL DEFENSE

For a complete checklist of required steps visit:  
<https://registrar.uconn.edu/graduation/doctoral-degrees/#dissertation-information>

**Apply for Graduation in Peoplesoft During Last Semester**

**Provide Dissertation to Advisory Committee 2 Weeks in Advance of Defense**

**Defend Dissertation and Obtain Signatures of Advisory Committee**

**Complete ME Clearance Form**  
includes: submitting pdf of thesis, and returning keys

**Announce Final Defense 2 Weeks in Advance on UConn and ME Event Calendars**

**Review Dissertation Submission Checklist in Link Above**

### Submissions

- Submit 1 electronic copy of dissertation to Digital Commons
- Submit completed dissertation checklist, 1 approval page, final exam form, and receipt of earned doctorate survey to Graduate School

