



Guide to PhD Milestones

This chart is intended to serve as an easy-to-reference summary for students and faculty. Please note that the timetables listed here are not hard and fast. Different students understandably reach different stages at different times. The dates here are meant to serve as recommended guidelines for students going forward. Any questions or suggestions for improvement should be directed to the [Dean of Students](#).

Milestone	Usual Timing	Procedure	Faculty involved	Form
Course of Study Petition	Internal candidates: With application; External candidates: by end of year 1	Submission to Committee on Degrees	Committee on Degrees	Student creates petition using guidelines available here
Progress Review	Annually during Spring Quarter	Student completes form; Advisor approves and forwards to DoS	Advisor	Complete online here
Summer Research Stipend	Part of annual progress review in years 1-4	Students in years 1 and 2 are automatically eligible. Students in year 3 are eligible upon completion of qualifying exams. Students in year 4 are eligible upon successful submission of dissertation proposal.	Advisor	Part of annual progress review (above).
Pre-Exam Conference	Spring of Year 2*	Student submits form and should organize conference (Area Assistants may be enlisted to help); Advisor emails DoS for copy of transcript; Advisor submits completed form to DoS	Area faculty	Students in HIJD, HR, DVPR, ISLM use this form Students in ASR, BIBL, HCHR, RAME, RETH, RLVC use this form Advisor's report here
Language Exams	Prior to Qualifying Exams*	Receive an A in French 33333 and German 33333, or earn a High Pass on both reading exams	UChicago Language Center	None
Five Teaching Points	Prior to Dissertation Proposal; Required only to graduate	Report teaching points earned on annual progress report Students under fellowship should report teaching appointments to Dean of Students Office as soon as possible after appointment	Dean of Students	Annual progress review (above)
Qualifying Exams	Year 3	Student submits form signed by advisor to DoS for application to take exams-- must be submitted by end of Week 1 of Quarter; DoS forwards to Area Assistants to schedule exam; Advisor submits confidential results report to DoS	Exam committee	Application available here Advisor's report here
Dissertation Proposal	Year 4 (is also frequently held concurrent with Qualifying Exams)	Student submits cover letter and proposal to CoD after successful defense with dissertation committee	Dissertation committee, Committee on Degrees	Student creates using guidelines available here
Midpoint Review	Consult with Advisor; often after 2 complete chapters	Advisor notifies DoS.	Advisor	n/a
Internal Fellowships	After year 5	Includes Harper, Mellon, and Provost dissertation completion fellowships, as well as Divinity Junior Fellows (formerly Marty Center Junior Fellows)	Advisor	Available here
Dissertation Approval	Begins 1 quarter before graduation	Student sends final dissertation to committee by mid-quarter in quarter before intended graduation; Advisor informs DoS that committee is prepared to review dissertation; DoS sends review forms to committee members, who note confidential comments and superior ranking (if appropriate) Dissertation defense may be waived by committee	Dissertation committee	DoS emails form to committee members
Application to Graduate	By end of week 1 of quarter of graduation	Apply through my.uchicago	None	At my.uchicago
Dissertation submission	Quarter of graduation	Student submits approved dissertation to Dissertation Office for final formatting review	Dean of Students	n/a

*Required in order to take Qualifying Exams