

**A Summary of Milestones for Ph.D. Degree**  
**Department of Mechanical & Aerospace Engineering**  
**Office of Graduate Studies (210 Bell Hall)**

Milestone	Initial Course Registration	Selection of Academic Advisor	Continuing Registration	Qualifying Exam (QE)	Application to Candidacy (ATC)	Revision to ATC	Pre-Defense Presentation	Annual Review Form	Full-Time Status Form	Dissertation and Defense	Submission of M-form
<b>When to Do</b>	First semester of the program.	Preferably in the first semester but not later than second semester.	Every semester until graduation.	Offered once a year in May. Must take it at their first opportunity after having been admitted.	As soon as possible after taking your qualifying exam but not later than fourth semester of your graduate studies.	Any time you change information on ATC form.	Within 12 months of passing the QE.	Annually during the month of August.	If registering for less than 12 credits (9 for GA, TAs or RAs)	At the end of the program.	After you have completed all requirements of your program.
<b>What to Do</b>	Meet with preliminary advisor to map out courses and register for first semester.	Students should consult with department faculty to identify an academic advisor. (Take the permission of faculty member before registering for thesis, project or individual problem credits with them)	Register for classes after consulting your academic advisor. (Take the permission of faculty member before registering for thesis, project or individual problem credits with them)	Register with MAE graduate office. Must have an academic advisor and a GPA>3.0.	a) Fill out the application to the candidacy form after meeting with your academic advisor. b) Academic advisor and thesis/project committee members should sign the form. c) Submit the signed form along with RCR (Responsible Conduct of Research) documentation to MAE graduate office for further approval.	a) Fill out the Graduate Student Petition form. b) Student and advisor will sign the form and submit the signed form to MAE graduate office for further approval.	Schedule your presentation and submit the presentation feedback form signed by your dissertation advisory committee to MAE graduate office.	Fill out annual review form. Have advisor and committee members sign the annual review form and submit it to MAE graduate office for further approval.	Fill out the full-time status form. Advisor will sign the form and submit the signed form to MAE graduate office for further approval.	a) Write and defend your dissertation. b) Schedule your presentation. c) Submit dissertation announcement form at least 10 days before your presentation date.	Have advisor and committee members sign the M-form and submit it to MAE graduate office for further approval.  ALL STUDENTS MUST FILL OUT AN EXIT SURVEY.
<b>Resources</b>	Attend graduate student orientation before the start of classes.	Consult department web-page to ascertain faculty research interests.	See MAE graduate office.	See MAE graduate office.	<a href="http://grad.buffalo.edu/content/dam/www/graduate/documents/students/atc.pdf">http://grad.buffalo.edu/content/dam/www/graduate/documents/students/atc.pdf</a> <a href="http://grad.buffalo.edu/Academics/Policies-Procedures/PHD-Candidate-Requirements.html#RCR">http://grad.buffalo.edu/Academics/Policies-Procedures/PHD-Candidate-Requirements.html#RCR</a>	<a href="http://grad.buffalo.edu/content/dam/www/graduate/documents/students/pet_amend.pdf">http://grad.buffalo.edu/content/dam/www/graduate/documents/students/pet_amend.pdf</a>	See MAE graduate office.	Consult your academic advisor and MAE graduate office.	<a href="http://grad.buffalo.edu/content/dam/www/graduate/documents/students/certfts.pdf">http://grad.buffalo.edu/content/dam/www/graduate/documents/students/certfts.pdf</a>	Consult your academic advisor and MAE graduate office.	MAE graduate office.

**Path to Graduation (Ph.D.)**

It is the responsibility of the student to meet all deadlines specified by the Department and by the Graduate School. Students should consult the **Policies and Procedures** (<http://www.grad.buffalo.edu/policies>).

**Graduate School**

**Degree Conferral Deadlines:** Degree conferral deadlines are available at <http://www.grad.buffalo.edu/policies/deadlines.php> and are subject to change. Check at least three months before expected conferral. Allow time for internal processing.