

**DOCTORAL PROGRAM CHECKLIST
MANAGEMENT INFORMATION SYSTEMS
THE UNIVERSITY OF ARIZONA**

<i>First Year</i>	<i>When</i>
Teaching Assistants Training Online (TATO)	August
Submit Annual Report	February
Pass Core Examination Part 1	May
<i>Second Year</i>	
Submit Ph.D. Plan of Study (in Grad Path)	December
Submit Annual Report	February
Pass Core Examination Part 2	May
<i>Third Year</i>	
Written Prelim Proposal*	July
Written Prelim *	October 15
Submit Annual Report	February
Teach one class for the MIS Department.	Summer or academic year
<i>Fourth Year</i>	
Oral Comprehensive Exam (submit Comp Exam Committee Appointment form and Announcement in GradPath)	Before Aug 15 of 5th Year
Submit Approved Dissertation Proposal	Within 3 months after oral exam
Submit the Doctoral Dissertation Committee Appointment Form	After passing oral exam and <i>ideally</i> 6 months prior to defense
Submit Annual Report	February
Teach one class for the MIS Department	Summer or academic year
<i>Fifth Year</i>	
Prepare Job Placement Packet	August of the Job Market Yr.
Present practice Job Talk	Fall of the Job Market Yr.
Submit Announcement of Final Oral Examination to Grad. Degree Certification	Seven working days prior to the exam
Final Oral Defense of the completed dissertation	When Ready

* Note: The Program Coordinator (Emily Savage) retains copies of all official departmental documentation. University paperwork is held in GradPath. Departmental paperwork (associated with the written prelim) should be submitted to the Program Coordinator.