DOCTORAL PROGRAM CHECKLIST
MANAGEMENT INFORMATION SYSTEMS
THE UNIVERSITY OF ARIZONA

First Year	When
Teaching Assistants Training Online (TATO).	August
Submit Annual Report	February
Pass core examination	May
Second Year	
Submit Ph.D. Plan of Study (in Grad Path)	December
Submit Annual Report	February
Third Year	
Written Prelim Proposal*	July
Written Prelim *	October
Submit Annual Report	February
Oral Comprehensive Exam (submit Comp Exam Committee Appointment form and Announcement (in GradPath)	Spring semester
Submit the Doctoral Dissertation Committee Appointment Form	After oral (after passing oral exam and *ideally* 6 months prior to defense)
Teach one class for the MIS Department.	Summer or academic year
Fourth /Fifth Year	
Teach one class for the MIS Department. (each year)	Summer or academic year
Prepare Job Placement Packet	August of the Job Market Yr.
Present practice Job Talk	Fall of the Job Market Yr.
Submit Annual Report	February
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 (Cinda Van Winkle) 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.