



CSEM Program - Doctoral Candidacy Check-list

- Submit proposed committee to Graduate Advisor for approval ([GSC Faculty Member Areas.](#))
Minimum committee requirements:
 - 1) Advisor
 - 2) CSEM GSC faculty member from Area A
 - 3) CSEM GSC faculty member from Area B
 - 4) CSEM GSC faculty member from Area C
 - 5) Additional faculty member (must NOT be on the CSEM GSC)
- Submit abstract to each committee member for approval (see [Abstract Guidelines](#)). Each member must sign abstract. To obtain signatures via DocuSign, send abstract to the Graduate Coordinator, who will send it to each member. For any non-UT faculty, provide e-mail address.
- Submit abstract to Graduate Coordinator for approval by the CSEM Graduate Studies Subcommittee (GSSC). The GSSC meets monthly during Fall & Spring semesters. If you need the abstract reviewed before the next scheduled GSSC meeting, inform the Graduate Coordinator with your submission. Once the GSSC has approved your abstract, you may schedule the proposal.
- Submit proposal to each committee member and the Graduate Coordinator at least two weeks before the proposal presentation (see [Proposal Guidelines](#)).
 - Title page
 - Abstract
 - Description of proposed work (no more than 20 pages)
 - References
 - C.V.
 - Timeline
 - Appendices (no more than 10 pages)
- Schedule proposal and inform Graduate Coordinator of date, time, and location. To reserve a room in POB, send a reservation request to POB_MGMT@austin.utexas.edu. NOTE: Proposal may be held virtually or in hybrid format.

Proposal attendance: One non-supervisory committee member may be absent from the proposal presentation. The student is not required to give a separate presentation to the absent committee member, but must provide them with a copy of the proposal document.
- After you pass the proposal** – The Graduate Coordinator will send you instructions to apply to submit [Degree Candidacy Application](#) form to the Graduate School candidacy after your advisor has confirmed you have passed. Once the candidacy application is approved, you may register for dissertation hours.

Full CSEM Doctoral Program requirements:

<https://www.oden.utexas.edu/academics/phd-program/>

Program Contacts

Graduate Advisor: George Biros – biros@oden.utexas.edu
Graduate Coordinator: Stephanie Rodriguez – slr@oden.utexas.edu