

## CSEM Program - Doctoral Candidacy Check-list

- Submit proposed committee to Graduate Adviser for approval ([GSC Faculty Member Areas](#)).  
Minimum committee requirements:
  - 1) Adviser
  - 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
  
- Submit abstract to each committee member for approval (see [Abstract Guidelines](#)). Have each member sign abstract to submit to Graduate Coordinator.
  
- Submit abstract to Graduate Coordinator for approval by the CSEM Graduate Studies Subcommittee (GSSC). 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.
  
- 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 POB 4.304 or 6.304 send reservation request to Charlott Low at [charlott@oden.utexas.edu](mailto:charlott@oden.utexas.edu). To reserve any other room in POB, reserve online via [POB Rooms & Reservations](#).
  
- Submit [Degree Candidacy Application](#) form to the Graduate School. After you pass the proposal, the Graduate Coordinator will send you instructions to apply to candidacy. Once candidacy application approved, you may register for dissertation hours.

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Full CSEM Doctoral Program requirements:

<https://www.odен.utexas.edu/graduate-studies/phd-requirements/>

### *Program Contacts*

Graduate Advisor: Clint Dawson – [clint@oden.utexas.edu](mailto:clint@oden.utexas.edu)  
Graduate Coordinator: Stephanie Rodriguez – [slr@oden.utexas.edu](mailto:slr@oden.utexas.edu)