

PHD Process Sequence

Up to 6 years from the date of first degree-seeking enrollment:

Course work

Dissertation Committee

Minimum three members, five are recommended

- 1 Graduate Faculty Member as Chair
- 2nd Graduate Faculty Member
- 3rd Graduate Faculty Member from outside Program Department

Program Director approves Committee and forwards to Dean for approval.

Program of Study

- Coursework
- Qualifying Exam details
- Number of credits of 998/999 (12-24)

Final, updated Program of Study goes to Dean's office.

Qualifying Exam—written by the Committee; factors to consider include

- Research skills required of student
- Method of certifying research skills
- Subject areas for Exam
- Exam to include oral questions/defense?
- Date of Exam

998—Dissertation Proposal

- Dissertation Topic
- Human and animal Research Compliance? Check with Office Sponsored Programs

Dissertation Committee must approve and forward to Dept. Chair who reviews and forwards to Dean's office for approval.

Advancement to Candidacy—Program Director recommendation goes to Dean's office for approval.

Up to 5 years from Advancement to Candidacy:

999—Dissertation Research Student registers through Graduate Academic Affairs office [Continuous registration, excluding summer, minimum 3 credits per semester until 3 remaining. Then 1 credit per long semester allowed.]

Student files Intent to Graduate at beginning of final semester. Student has formatting review and confirms manuscript submission date.

Dissertation Committee must okay the defense attempt, and forward okay to Department Chair and then on to Dean's office for approval. Student and Committee select defense date. Student supplies department office with abstract information for a notice to be posted two weeks prior.

After public defense, Dissertation Committee makes a judgment, and forwards any approval to Department Chair and on to Dean's office.