

# Timeline for Doctoral Degree Completion

Semester	Task(s)
1 Fall	<ul style="list-style-type: none"> <li>• Coursework</li> <li>• Encouraged to identify dissertation topic</li> </ul>
2 Spring	<ul style="list-style-type: none"> <li>• Coursework</li> <li>• Work toward dissertation</li> </ul>
3 Fall	<ul style="list-style-type: none"> <li>• Complete <i>Request for Supervisory Committee</i> form</li> <li>• Committee meeting to propose/discuss remaining coursework &amp; dissertation</li> </ul>
4 Spring	<ul style="list-style-type: none"> <li>• Coursework</li> </ul>
5 Fall	<ul style="list-style-type: none"> <li>• Take comprehensive exams* (could also be in semester 4 or 6)</li> <li>• Complete the <i>Report of the Qualifying Examination for the Ph.D., M.Phil Degree and Recommendation for Admission to Candidacy</i> form**</li> </ul>
6 Spring	<ul style="list-style-type: none"> <li>• Complete <i>Program of Study</i> form (Parts 1 &amp; 2)</li> <li>• ESS 7850 (1 cr.) Graduate Seminar</li> <li>• Dissertation is proposed (could also be in semester 5 or 7)</li> <li>• Non-resident, domestic students receiving tuition waiver apply for in-state residency status</li> </ul>
7 Fall	<ul style="list-style-type: none"> <li>• Dissertation</li> </ul>
8 Spring	<ul style="list-style-type: none"> <li>• Copy of dissertation to the committee AND to the Thesis Editor 2 weeks prior to the defense for preliminary formatting screen</li> <li>• Dissertation defense announced 1-2 weeks prior by email <i>and</i> written notice</li> </ul>

8 (con't) Spring	<ul style="list-style-type: none"> <li>• Committee signs and completes <b><i>Report of the Final Oral Examination for the Ph.D., Ed.D or M.Phil Degree</i></b> form immediately after the defense (don't wait!)</li> <li>• Committee signs <b><i>Ph.D. Supervisory Committee Approval</i></b> form when all required changes have been made to the dissertation</li> <li>• Dissertation given to the Thesis Editor for format approval***</li> <li>• Department Chair reads dissertation &amp; signs <b><i>Final Reading Approval</i></b> form</li> <li>• Final three copies of dissertation + <b><i>Final Reading Approval</i></b> form and other required documents are turned into the Graduate School***</li> <li>• Graduation^</li> </ul>
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\*May overlap with summer semester, as long as one portion of the exam is taken in either spring or fall (ie., written exam in spring, oral in summer; written in summer, oral in fall). If both portions of the exam are taken in summer, then the student must register for 3 credit hours in summer semester.

\*\*For spring graduation, the Candidacy form is due by the beginning of November. For summer, in March and for fall, in June. ***IRB approval or exemption or IACUC approval must be included with this form.***

\*\*\* Students should follow *A Handbook for Theses and Dissertations*, available through the Graduate School, for formatting guidelines and for preparing final copies of the dissertation.

^ Students should confirm that all dissertation research (ESS 7970), independent study (ESS 7920), or other arranged course grades have been assigned by the mentor faculty member before graduation.

- Students should submit all completed forms to the graduate administrative assistant (Bernadene Butters in PEAK, HPR-E 217) with the exception of the Ph.D. Supervisory Committee Approval and the Final Reading Approval forms
- Work on the dissertation must be directed and approved by the supervisory committee
- There is no minimum number of total credit hours required for graduation
  - A minimum of 14 credit hours of dissertation research (ESS 7970) should be applied to the program of study
  - Dissertation research credit hours should be saved for the last two years of the program (they are billed at the in-state rate and save money for the tuition benefit program)
  - Students must register for a minimum of 3 credit hours per semester; students receiving a tuition waiver must register for a minimum of 12 credit hours per semester
  - Students must register for a minimum of 9 credit hours in two consecutive semesters
  - Students must complete a minimum of 10-12 credit hours of research methods, design & statistics to satisfy the departmental research tool requirement
  - Non-resident, domestic students receiving a tuition waiver must apply for in-state residency status after accumulating 60 credit hours, typically by the end of the 5<sup>th</sup> semester
- Students may obtain tuition waiver for eight semesters, so long as the master's degree was obtained elsewhere
- Degree must be completed within 7 years (preferably within 4 as outlined above)
- Students may request a leave of absence under circumstances outlined by the Graduate School; time away from the program during a leave of absence does not count toward the 7 year time limit
- Students who have achieved candidacy and who are away from campus but working toward their degree may register for ESS 7990, Continuous Registration; only four semesters of ESS 7990 are allowed