

## Time Guidelines for Obtaining Degree Objective:

These are general guidelines designed to help students progress toward their degree objective and to assist the faculty in assessing the student's accomplishments and satisfactory progress.

### Ph.D. Students:

• Major Professor (form)	1	Semesters
• Select Research project	2	Semesters
• Advisory Committee (forms)	2	Semesters
• Preliminary Program of Study (form)	2	Semesters
• Dissertation Proposal Defense (form)	4-5	Semesters
• Final Program of Study (form, filed prior to oral exam)	4-5	Semesters
• Written and Oral Doctoral Comprehensive Exams*	4-5	Semesters
• Admission to Candidacy (form)**	4-5	Semesters
• Complete degree requirements	8	Semesters

\* The oral doctoral comprehensive exam can proceed only after the Advisory Committee communicates to the major professor that the student has passed the written section of the examination. The graduate coordinator's office must notify the Graduate School of the time and location of the oral exam at least two weeks prior to the desired date. In order to verify that the student's file is complete and to provide time to process the required paperwork, the information needed to notify the Graduate School of the oral comprehensive exam will be submitted to the Graduate Coordinator's office **three weeks prior to the date of the oral exam**. The student must be registered for the appropriate number of hours prior to the exam. There must be an approved Advisory Committee form and an approved Final Program of Study form on file with the Graduate School prior to this notification. All members of the Advisory Committee must be present for the entire exam. The Graduate School must be notified if the exam is postponed or the student fails the exam.

\*\* The Admission to Candidacy form can be submitted at the same time as the notification of the Oral Doctoral Comprehensive Exam if all requirements for candidacy have been met. If not, the Admission to Candidacy form will be submitted only when requirements are met.

### **Admission to Candidacy Requirements:**

1. An average of 3.0 (B) must be maintained on all graduate courses taken and on all completed graduate courses on the Program of Study. No course with a grade below C will be accepted as part of the Program of Study.
2. Written and oral comprehensive examinations must have been passed and reported to the Graduate School.
3. A dissertation prospectus (proposal) must be presented and approved.
4. The residence requirement must be met.

