

## CHECK LIST OF GRADUATE COUNCIL REQUIREMENTS FOR PH.D. DEGREE

### Please review each semester:

The following is a summary of Graduate Council requirements that Ph.D. students must meet before the Office of Graduate Enrollment Services may approve their graduation. Please use this as a guide. For more detailed information on these and other degree requirements, please refer to the [Graduate Degree Programs Bulletin](#) and [Graduate Education Policies](#).

- **RESIDENCY REQUIREMENT.** Residency may be completed any time after admission to the Ph.D. Program. A student must be registered full time for two consecutive semesters, exclusive of summer sessions, in a twelve-month period. SUBJ 601 may not be used toward the residency requirement.
- If students have a minor field, they must earn at least 15 graduate credits in that field. Students having a minor field must have a graduate faculty representative from that field on their doctoral committee. Minors must be added prior to the doctoral committee appointment formation and before scheduling the comprehensive exam.
- A student's Ph.D. Committee shall be nominated to the J. Jeffrey and Ann Marie Fox Graduate School by the student's major Graduate Program Head as soon as possible after the student has secured an adviser, but no later than one calendar year following the date of the student's successful completion of the Qualifying Examination unless an alternative timing is approved through the Graduate Council's curricular review process.
- The English Competency Requirement must be satisfied before scheduling the comprehensive examination.
- The student's academic record must be in good academic standing to schedule any benchmark exam and to graduate:
  - Registration required the semester of both the oral comprehensive and final examinations (including summer).
  - No missing or deferred grades can appear on a student's transcript when the oral comprehensive examination or the final oral examination is scheduled.
  - Registration for 601 or 611 (full or part time dissertation) is not permitted until the semester immediately after the successful completion of the oral comprehensive examination.
  - Must have at least a 3.0 grade point average to schedule an oral comprehensive examination or final oral examination and to graduate.
  - No more than 12 credits of thesis research (600/610) may be assigned a quality letter grade. Any credits over this maximum must be changed to "R" before a student will be permitted to take the oral comprehensive examination, final examination, or graduate.
- Three or more months must have elapsed between the passing of the comprehensive examination and scheduling of the final oral examination.
- The Comprehensive Examination should be scheduled within a year of completion of all required course work, but it must be scheduled no later than five years following the passing of the Qualifying Examination.
- **CONTINUOUS REGISTRATION REQUIREMENT.** Students must maintain continuous registration each semester (excluding summer) beginning with the semester following the passing of the comprehensive examination and continuing each semester until the final oral examination is passed.
- The final oral examination must be held within six years of the date the comprehensive examination was passed. If more than six years have passed, a second comprehensive examination must be given before scheduling the final oral examination.
- A final draft of the dissertation must be provided to the doctoral committee at least two weeks prior to the final oral examination. The final oral examination must be scheduled with the Office of Graduate Enrollment Services at least two weeks prior to the date of the exam. If any committee member finds that the draft submitted to them is not correct and polished with respect to content and style, it is their responsibility to notify the chair at least one week in advance of the final oral examination date. The committee member should indicate their concerns regarding the draft and recommend consideration of postponement of the examination to the chair. If an exam is canceled, the committee chair/graduate program must notify Graduate Enrollment Services as soon as they are aware of this.
- **TIME LIMITATION.** All requirements including submission of the dissertation must be completed within eight years of the passed qualifying examination date.