

## Ph.D. Administrative Guidelines: Forms and What to Do with Them

WHAT TO FILE	PURPOSE OF FORM	WHO SIGNS	WHEN TO FILE
Ph.D. Program of Study (original)	Planned course listing	Major Professor, Dir. of Graduate Studies, student	By mid-Dec. - Fall semester of your second year.
Establishment of a Graduate Program Committee	Establish doctoral core committee	Major Professor and Doctoral Core Committee (3), Dir. of Graduate Studies, student	Last semester of course work
Results of Written Comprehensive Exams	Report Written Exam result; request to schedule Oral Exam within 4 weeks of Written - includes Oral Committee	Doctoral Core Committee (3), Dir. of Graduate Studies	At completion of Written Comprehensive Exams - Oral Exam to be taken with four weeks
Results of Oral Comprehensive Exam	Report results of Oral Comprehensive Exam	Doctoral Oral Comprehensive Exam Committee (5), Dir. of Graduate Studies	At completion of Oral Exam
Request to schedule Dissertation Proposal Oral Defense	Departmental form	Doctoral Core Committee (3), Dir. of Graduate Studies	Semester after completing Oral Exam
Dissertation Proposal & Approval Form (4 copies total; original + 2 copies to Grad School, 1 for Eng. Grad Office)	Graduate School approval of proposal	Doctoral Core Committee (3), Dir. of Graduate Studies	Submit form to committee within 8 weeks of passing the oral exam
Ph.D. Program of Study (2) - (revised if necessary)	Notify Graduate School of any changes from original Program of Study	Student, Doctoral Committee (3), Dir. of Graduate Studies	Before end of last semester
Guide to Applying for Graduation and Nomination for Graduation	Notify Graduate School of plan to graduate	Major Professor, Director of Graduate Studies	First week of semester you plan to graduate
Request to schedule Oral Defense of Doctoral Dissertation	Notify Graduate School of Dissertation Defense, Copies of dissertation draft for committee review	Dissertation Defense Committee (5), Dir. of Graduate Studies, student	At least 20 days before Defense date
Report of Dissertation Defense	Report results of Dissertation Defense	Dissertation Defense Committee (5), Dir. of Graduate Studies	At completion of Defense
Graduate Student Thesis/Dissertation Defense Evaluation	Departmental Form to evaluate Dissertation Defense	Dissertation Defense Committee (5)	At completion of Defense
Final copy of Dissertation with Dissertation Approval Page	Complete Ph.D. degree requirements - see Checklist for Final Submissions	Doctoral Core Committee (3)	See Graduate School Deadline Calendar
Doctoral Commencement Questionnaire	Notify Graduate School of plan to attend ceremony and to appear in commencement program	Student	Accompany final copies of the Dissertation
<b>Doctoral Core Committee = 3 members: Major Professor + 1 additional English graduate faculty member + 1 graduate faculty member from another department (must have Graduate status).</b>			
Doctoral Oral Exam Committee and Dissertation Defense Committee = 5 members: Doctoral Core Committee + 1 additional English graduate faculty member + 1 graduate faculty member from another department (must have Graduate status)			