TIMELINE FOR THE PH.D. DISSERTATION 8-2012

Ph.D. Written Exam

1) Successfully complete the Ph.D. written exam at the beginning of your fourth semester. This exam consists of four individual exams, each of which covers a different subject area and is prepared by a different faculty member. Have the members of your Ph.D. written examination board and exam formats approved by the DGS by submitting four Ph.D. Written Exam Forms to the DGS at least two months prior to your exam.

Ph.D. Oral Candidacy Exam

2) The Ph.D. Oral Candidacy Examination must be passed by the end of the eighth semester of study. Have the members of your Ph.D. oral candidacy examination board approved by the DGS. Four voting members from the teaching and research faculty of the Department (advisor included). DGS approval required before a non-CEEES examiner is invited to serve on the student’s committee. No more than one committee member can participate at a distance (e.g., webcam).

3) Submit a copy of your research proposal (approved by your advisor) to the DGS a minimum of three weeks prior to the Ph.D. oral candidacy examination and obtain approval for sending the proposal to the members of the Ph.D. oral candidacy examination board. The proposal should outline the literature pertaining to your research area, the hypothesis (or hypotheses) to be addressed by the research, the techniques to be employed, and a projection of the time requirements to complete the research.

4) Submit a copy of your approved research proposal to each member of the Ph.D. oral candidacy examination board a minimum of two weeks prior to the examination.

5) Submit the Ph.D. Oral Candidacy Examination Form to the Graduate School after you have arranged the date, time, place, and the examination board of the Ph.D. oral candidacy examination. DGS approval required.

Dissertation and Defense

6) Have the dissertation readers approved by the DGS (no required form). Four voting members (advisor included) DGS approval required before a non-CEEES examiner is invited to serve on the student’s committee. No more than one committee member can participate at a distance (e.g., webcam).

7) Submit a copy of your completed dissertation (signed by your advisor) to the DGS and obtain approval for sending the dissertation to the readers.

8) Submit a copy of your completed dissertation together with the Reader's Report on Doctoral Dissertation Form to each approved reader. The readers have 2-4 weeks to review the dissertation and return their signed Reader's Forms to CEEES office (Mollie). Reader forms need to be at the grad school at least 3 working days prior to the defense. Check with the Graduate School that all Reader's Forms have been received.

9) Submit a copy of your dissertation to the Graduate School for a preliminary style check at the same time that copies are sent to your readers. Graduate School approval of the format of theses and dissertations is a requirement for graduation. The Graduate School formatting guide may be accessed on the web at http://www.graduateschool.nd.edu.

10) Once all of the Reader's Forms have been received by the Graduate School, submit a copy of your dissertation to the CEEES office. The dissertation must be made available to all students and faculty for at least two weeks prior to the doctoral dissertation defense.

11) After you have arranged the date, time, and place of the doctoral dissertation defense, provide Mollie with your name, 900# and the name & departments of all committee members. DGS approval required. The defense date must be set at least two weeks after the dissertation has been submitted to the CEEES office. The dissertation defense must be completed by the deadline set by the Graduate School each semester (see the Graduate School Academic Calendar for the academic year that you plan to graduate).

12) The Reporting Form will be submitted (by Mollie) after the defense is over and all have signed to the Graduate School by the deadline set by the Graduate School (see the Graduate School Academic Calendar for the academic year that you plan to graduate). DGS approval required.

13) Obtain the final signature of your dissertation director on the cover page of your dissertation after you have defended and content changes have been approved by your director.

14) Present your completed dissertation to the Graduate School by the deadline set by the Graduate School for each semester (see the Graduate School Academic Calendar for the academic year that you plan to graduate).