

Minimum Requirements for Completion of PhD

The following requirements for the PhD degree are the minimal requirements and apply to all students seeking the doctoral degree. Because individual programs may have additional specific requirements, the student is urged to clearly identify them before beginning a course of study.

- **Residence Requirement**
One academic year in continuous residence as a fulltime student
- **Time Limit**
No more than 5 years following admission to candidacy
- **Complete Coursework**
60 hours minimum or 30 hours beyond Masters
 - ID 709 - Research Ethics (All programs except CHS and PHN)
 - ID 700 - Ethics in Research (CHS and PHN)
 - ID 714 - Professional Skills (All programs except CHS and PHN)
- **Qualifying Exam Form**
- **PhD Application for Candidacy**
Complete and submit within 2 weeks of passing Qualifying Exam
- **Nomination of Advisory Committee**
Committee to consist of 5 members to include: 4 Graduate Faculty members/3 within major program and 1 outside
- **Proposal Approval Form**
Within 1 year of candidacy
- **1st Authored Publication**
The student must be listed as the SOLE first author on at least one publication in a national or international peer-reviewed journal
- **Application for Diploma/Cap and Gown Forms**
- **PhD Dissertation Defense Form**
Public – 2 weeks prior, send announcement to SGSHS/10 days prior written copy of thesis/dissertation to advisory committee members. 5 members of AC participate in the defense.

Other Requirements At Completion Of Dissertation

- **Dissertation Finalized** Final Draft must be submitted to SGSHS within 2 weeks after defense for formatting review.
- **2 copies of Dissertation on CD**
- **Signed Abstract Finalized** Title Page, Copyright Page and Signed Abstract
- **Receipt for Binding**
- **Copyright Form** Pages 4, 5 and 6
- **Survey of Earned Doctorates Certificate** Completed online
- **Student Exit Survey Completion Certificate** Completed online
- **Employer Permission Form**
- **Student Information Sheet**
- **Alumni Affairs Form**

Student Printed Name

Student Signature

Date

Mentor Printed Name

Mentor Signature

Date

Program Director Printed Name

Program Director Signature

Date