

Using the Doctoral Degree Program Forms

The Graduate School obtains students' official academic records as soon as a student completes his or her first term of enrollment. Each of the following forms is completed at the departmental level, routed for required signatures, and forwarded to the Graduate School, 210 Jesse Hall. Each form is reviewed by staff in the Graduate School, given the dean's signature if approved, and a copy is returned to the department. If changes/corrections need to be made, or if signatures are missing, the forms will be returned to the department for corrective measures. If any faculty signatures are illegible, we ask that departments print a correct spelling below any such signatures.

D-1 Form: Qualifying Examination Results & Doctoral Committee Approval Form

This form combines the information from the previous D-1 and D-2 forms. It provides the Graduate School with a record of the student's proposed doctoral committee and a record of the results of the qualifying process. Note: the qualifying process often does not require the participation of a student's doctoral committee. This form should be submitted to the Graduate School by the end of the student's second semester of enrollment. A Graduate Student Change of Committee Form (available in departments and through the Graduate School) can be used if there is a change in the composition of a student's committee.

D-2 Form: Plan of Study for the Doctoral Degree Form

This form is used to provide the student, the department, and the Graduate School with a plan for the course work, transfer credit, and research hours that will comprise a student's program of study. Committee signatures are required; therefore, the D-1 form must be approved before a D-2 form can be approved. The D-2 (plan of study) form should be submitted to the Graduate School no later than the end of the student's third term of enrollment. Changes to a student's plan of study can be made easily by submitting a Course Substitution Form, available from departmental contact staff and the Graduate School.

D-3 Form: Doctoral Comprehensive Examination Results Form

Within one month of completing the doctoral comprehensive examination, this form needs to be completed and filed with the Graduate School. With the usual committee of five, there can be one "Fail" or abstaining vote allowable for a final "Pass."

D-4 Form: Report of the Dissertation Defense Form

This form records the official results of the dissertation defense. There can be one "Fail" or abstaining vote allowable for a final "Pass." It is recommended that this form be taken to the dissertation defense, along with the dissertation approval page (printed on the required cotton bond paper) so that the committee members can sign both forms for students who successfully defend their dissertation.