## General Requirements for PhD (for Master's Degrees holder)

(Graduate Catalogue P. 54)

- Minimum of 48 credit hours beyond those required for the Master’s degree of which a minimum of 18 credit hours must be in graduate level course work and a minimum of 24 credit hours of thesis work.
- Maximum of three credit hours out of the 18 credits of course work may be tutorial courses.
- A zero credit comprehensive examination preparation course and a zero credit thesis proposal preparation course.
- The **Graduate Council** monitors the progress of the student through annual reports on course and thesis work by chairpersons of the department/program.

## General Requirements for PhD (for Bachelor Degrees Holder)

(Graduate Catalogue P.54)

- Minimum of 78 credit hours beyond those required for the Bachelor’s degree of which a minimum of 36 credit hours must be in graduate level course work and a minimum of 30 credit hours of thesis work.
- Maximum of six credit hours may be tutorial courses out of the 36 credits of course work.
- A zero credit comprehensive examination preparation course and a zero credit thesis proposal preparation course.
- The **Graduate Council** monitors the progress of the student through annual reports on course and thesis work by chairpersons of the department/program.

## Transfer of Credits

(Graduate Catalogue P.46)

- Minimum average of 85.
- No more than 6 credits are transferrable.
- Approval by the Faculty/School Graduate Studies Committee and the **Graduate Council** is required for all transfers.

## Probation and Removal of Probation

(Graduate Catalogue P. 53)

- Student is placed on probation if s/he attains a cumulative average of 75 or more, but less than 85 or fails any course taken for graduate credit.
  - Due to average must remove the probation at the end of the following semester/term by attainment of a cumulative average of at least 85.
  - Due to course failure should retake the course the next time it is offered and pass the course. In case this condition cannot be met, the student in consultation with the adviser must petition the Faculty/School Graduate Studies Committee.
- The department or program in which the student is enrolled may recommend probation to the Faculty Graduate Studies Committee even though the student has attained an adequate cumulative average.
- Probation of a PhD student may be removed by the **Graduate Council** upon recommendation from the Faculty Graduate Studies Committee.

## Dismissal

(Graduate Catalogue P.53)

- The **Graduate Council** upon recommendation from the Faculty Graduate Studies Committee and the chair of Department may discontinue a PhD student from graduate study if any of the following conditions arise:
  1. Probation status is not removed in the semester following the first probation.
  2. The student receives probation for a second time during the degree residency.
  3. The student attains a cumulative average of less than 75 or fails two courses in one term.
  4. The student attains a cumulative average of 75 or above, but less than 85, in any term and fails one course in that term. (This rule does not apply to the first term of study.)
  5. The work of the student is considered to be unsatisfactory in the opinion of the department or program, and regardless of the grades obtained.
  6. The student fails the Qualifying Examination Part I (Comprehensive Examination) or Part II (Thesis Proposal Defense) twice.
  7. The student fails the thesis defense twice.

## Extension of residency

(Graduate Catalogue P.55)

- Student must register for at least six semesters beyond the completion of the Master’s degree, or eight semesters for the accelerated track beyond the Bachelor’s degree.
- Requirements for the degree of Doctor of Philosophy must be completed within five years of starting graduate work beyond the Master’s degree or six years for the accelerated track beyond the Bachelor’s degree.
| **Leave of Absence**  
*Graduate Catalogue P.46* | - Students who are not enrolled for a period of more than 12 months must apply for a leave of absence (otherwise the student is considered dropped and has to re-apply)  
- Leave of absence should be approved by the Department, Faculty/School Graduate Studies Committee, and the **Graduate Council**.  
- Leave of absence can be up to one year at a time and the maximum period of approved leave of absence is for two years. An approved leave of absence does not count towards maximum residency.  
- Non-enrollment by the student for one semester without securing leave of absence will count towards maximum residency. |
| **Admission to candidacy**  
*Graduate Catalogue P.57* | - Students are admitted to candidacy at least two semesters before obtaining their PhD degree  
- Students enter degree candidacy upon passing the qualifying exam (comprehensive exam and thesis proposal defense) and while in good standing. (see Graduate Catalogue p. 58)  
- Faculties must inform the **Graduate Council** when students have met all requirements and are ready to enter degree candidacy.  
- Once a student is admitted to candidacy, enrollment in degree candidacy status must be continuously maintained for the academic year (i.e. fall and spring) until the degree is awarded. The only exception to this policy of continuous enrollment is if the Faculty Graduate Studies Committee and the **Graduate Council** have granted the student a formal leave of absence. |
| **PhD Thesis Committee**  
*Graduate Catalogue P.56* | - Should be composed of at least five members, one of whom should be from outside the department/program and one from outside the university.  
- The thesis adviser and at least three of the thesis committee members must be of professorial rank. All members of the thesis committee must hold a doctoral degree in a relevant field.  
- The chair of the thesis committee must be a full professor who is not the PhD thesis adviser  
- Members of the doctoral thesis committee are recommended by the student’s thesis adviser and approved by the department, the Faculty Graduate Studies Committee, and the **Graduate Council**.  
- The PhD thesis topic, examining committee, and admission to candidacy require **Graduate Council** approval. |
| **PhD Thesis Defense**  
*Graduate Catalogue P.58* | - The date, time and location for the defense must be sent at least two weeks in advance to the **Graduate Council**. |
| **Institutional Review Board (IRB)/Animal Care Committee (ACC) Requirements**  
*Graduate Catalogue P.57* | - All students conducting human subject research or animal related research for Master’s theses or projects must obtain prior written Institutional Review Board and/or Animal Care Committee approval/confirmation or exemption, respectively. |
| **Qualifying exams**  
*Graduate Catalogue P.55* | - All PhD programs require that PhD students pass the qualifying exam. The PhD qualifying exam is two parts. Qualifying Exam Part I is a written comprehensive exam administered by the department/program or the thesis committee. The Qualifying Exam Part II is an oral thesis proposal defense exam administered by the thesis committee. (see Graduate Catalogue P. 55)  
- After the Chair of the doctoral thesis committee approves the thesis proposal, the Faculty Graduate Studies Committee forwards the decision to the **Graduate Council** which informs the Registrar, the Dean of the Faculty, Department Chair, and Adviser of the final decision of passing the oral qualifying exam and the approval of the thesis proposal. |
| **Deposit of the Thesis in the Library**  
*Graduate Catalogue P.59* | After passing the thesis defense examination, the student is required to deposit copies of the thesis in the library. |