

PhD Time line

- A. Applications for incoming Ph.D. students:
- 1) The entire faculty in the applicant's area of study reviews the application.
 - 2) A willing Ph.D. supervisory faculty within the applicant's area of study accepts responsibility for serving as the major professor of the student's Doctoral Program Committee (DPC) and supervising the student's doctoral study.
 - 3) Final acceptance into the doctoral program requires approval by the Graduate Affairs Committee.
 - 4) International students that are not exempt from the TOFEL test (see graduate school guidelines) must have a score above 575 (within the last two years) unless the applicant has received their MS degree from a country that is on the exempt list, then a TOEFL score of 550 is needed.
 - 5) Cumulative GRE scores (Quantitative, Verbal and Analytical Writing) taken within the last five years, must be no lower than 400 in the Verbal and 400 in the Quantitative sections. GREs after October 1st, 2002 have a new section of Analytical Writing, a minimum score greater than 3 is required.
- B. Doctoral Program Committee (DPC)
- 1) At a minimum, the DPC shall consist of the major professor (committee chair) and three committee members.
 - 2) One committee member must have their primary appointment in the department and must hold the rank of Associate Professor or higher with graduate faculty status.
 - 3) One committee member must be from another department.
 - 4) Major Professor of the DPC criteria
 - a) University Graduate faculty status with primary appointment in the department
 - b) Met School standards for graduate student supervisory status
 - c) Previously supervised a Master's thesis
 - d) Doctoral committee experience
 - e) External funding; active or pursuing.
- C. Annual reviews and acceptable progress in the program
- The Graduate Affairs Committee will review doctoral students annually. The Graduate Affairs Committee may recommend probation if there is not evidence of timely and continued progress toward the degree. For full-time students without need for remediation, the Graduate Affairs Committee expects the following:
- 1) Establishment of a preliminary Doctoral Program Committee within the first 18 months.
 - 2) Successful completion of the qualifying exam within the first 24 months.

- 3) Departmental seminar (review of literature) presentation within the first 24 months.
- 4) Proposal presentation with methods and preliminary data within first 36 months.
- 5) Professional development activities that include:
 - a) Attendance at professional meetings and a presentation of empirical findings at a professional meeting within the first 36 months.
 - b) Evidence of teaching in a lecture environment with an acceptable review by a faculty member other than the student's major professor using the current teaching evaluation forms of the department. Registration in a supervised teaching course would fulfill this expectation.
 - c) Evidence of participation with manuscript publication.
 - d) Evidence of participation with grant development and submission.