Completing the Degree

Time Limit for Completion of Degree

The candidate for the doctorate who holds a master's degree on entering the doctoral program is expected to complete all requirements for the degree no later than seven years after beginning the program, as measured by matriculation into the degree program. Candidates who hold only a bachelor’s degree on entering the doctoral program are expected to meet all degree requirements no later than eight years after doctoral studies begin. Failure to complete the degree within the established time limits will result in termination unless the student successfully petitions for an extension to the Associate Provost for Graduate Studies. The college, school, or department chair and advisor must recommend this extension in writing. If it is not approved, the student will be terminated from the program. Students may petition for an extension of time for a minimum of one quarter up to a maximum of one year per request. For more information, see Exceptions regarding extensions of time.

Final Procedures for Earning the Doctorate of Philosophy

The student must assume full responsibility for meeting all requirements for the degree. Before becoming a candidate for graduation, the student must complete the following:

• The candidate must apply for graduation in the by the deadline. Failure to do so will automatically delay graduation to a subsequent quarter. Failure to complete the degree during the expected quarter will require a new application and payment of a fee for additional evaluation and services.
• Arrange for an oral defense. The Office of Graduate Studies should approve the oral defense committee as soon as the dissertation proposal has been approved or defended but no later than the first day of the quarter in which the student expects to complete his/her degree. Formal notification of the oral defense should be filed in the Office of Graduate Studies no later than four weeks before the defense date and in accordance with the University schedule of deadlines when graduation candidacy is in the same quarter as the defense.
• Submit the dissertation to the oral defense committee at least two weeks before the date of the defense.
• Satisfactorily complete the oral defense at least three weeks before the end of the quarter in which the degree is to be awarded.
• All Incomplete grades must be removed at least three weeks before the end of the quarter in which the degree is to be awarded.
• Submit electronic copy of dissertation to ProQuest and have faculty approval page submitted to the Office of Graduate Studies two weeks prior to the end of the quarter. The student should contact the Office of Graduate Studies for the schedule of deadlines and obtain specific instructions for the preparation of the dissertation format.
• If revisions are such that the dissertation in its final form cannot be filed at least two weeks before the end of the quarter, the awarding of degrees will be postponed.
• Students who are working on a doctoral paper must submit their paper no later than two weeks before the end of the quarter.