

### PROCEDURAL STEPS IN COMPLETING AEE DOCTORAL PROGRAM (Ph.D., D.Ed.)

ADMISSION TO GRADUATE PROGRAM

THE GRADUATE OFFICER OR DEPARTMENT HEAD WILL ASSIGN AN ADVISOR AT TIME OF ADMISSION

ACADEMIC ADVISOR ASSIGNED

IDENTIFY AND ORGANIZE COURSES FOR GRADUATE PROGRAM

CANDIDACY EXAMINATION--ADVISOR PROVIDES OFFICIAL NOTIFICATION TO GRADUATE PROGRAM STAFF ASSISTANT THAT STUDENT HAS PASSED THE CANDIDACY EXAM. A CANDIDACY REPORT IS PREPARED AND SIGNED BY THE GRADUATE PROGRAM OFFICER AND THE REPORT IS SENT TO THE GRADUATE SCHOOL. STUDENT NOTIFIED THAT THEY ARE NOW OFFICIALLY A DOCTORAL CANDIDATE.

WRITTEN AND ORAL EXAM TO EVALUATE COMMUNICATION ABILITY AND GENERAL KNOWLEDGE. GIVEN BY A MINIMUM OF 3 DEPARTMENT GRADUATE FACULTY MEMBERS.

PASSED

FAILED

RETAKE EXAMINATION  
DROPPED FROM PROGRAM

#### IMMEDIATELY FOLLOWING CANDIDACY:

SELECT GRADUATE COMMITTEE

IDENTIFY A MINIMUM OF FOUR GRADUATE FACULTY MEMBERS INCLUDING ADVISOR TO SERVE ON YOUR COMMITTEE. SELECT ONE PERSON FROM OUTSIDE THE DEPARTMENT.

**RESIDENCY:** OVER A TWELVE-MONTH PERIOD DURING THE INTERVAL BETWEEN ADMISSION TO THE PH.D. PROGRAM AND COMPLETION OF THE PH.D. PROGRAM, PH.D. STUDENTS MUST SPEND AT LEAST TWO SEMESTERS OF STUDY AS A REGISTERED FULL TIME STUDENT ENGAGED IN ACADEMIC WORK AT THE UNIVERSITY PARK CAMPUS (SUMMERS SESSIONS ARE NOT INCLUDED).

THE STUDENT IS RESPONSIBLE FOR OBTAINING THE GRADUATE COMMITTEE POLICIES AND PROCEDURES AND COMMITTEE APPOINTMENT SIGNATURE FORM FROM THE GRADUATE PROGRAM STAFF ASSISTANT. ALL COMMITTEE MEMBERS SHOULD READ AND SIGN. THE STUDENT RETURNS COMPLETED FORM TO THE GRAD ASSISTANT FOR SIGNATURE BY THE GRADUATE PROGRAM OFFICER. THE SIGNED COMMITTEE FORM IS THEN FORWARDED TO THE GRADUATE SCHOOL FOR APPROVAL AND THE OFFICIAL DOCTORAL COMMITTEE IS FORMED.

