

DEPARTMENT OF HORTICULTURE

GUIDELINES FOR GRADUATE STUDY

This guide has been prepared to assist in orienting new graduate students into the department and to aid them in obtaining maximum benefits from the graduate program. This guide is intended to clarify departmental policy on academic performance, assistantship obligations, research plans and records, and general intellectual and professional development.

These guidelines supplement the current edition of *Clemson University Graduate School Announcements*. Students should familiarize themselves with the general Graduate School regulations. Those sections of the Announcements relating to the degree requirements, the Major Advisor, the Advisory Committee, and filing of a Graduate Degree Curriculum are particularly relevant during the early stages of a student's program.

FOCUS OF GRADUATE PROGRAM

The goals of the graduate program in horticulture are to provide comprehensive education and training, to offer instruction in methods of independent investigation, and to foster independent thought and problem-solving skills through research or practitioner training. The Horticulture faculty place a high priority on the strength of our graduate program and take a great deal of pride in the quality of our students and programs. This same commitment to excellence is expected from our students.

Graduate study requires dedication and commitment. This often means sacrifices and rearranging priorities. However, it also means a rich interchange of experiences with faculty and student peers.

PROGRAMS OF STUDY

Doctor of Philosophy in Plant and Environmental Sciences

The doctoral degree (Ph.D.) is offered in the Department of Horticulture through the interdepartmental Plant and Environmental Sciences program with emphases in floriculture, ornamental horticulture, postharvest physiology, vegetable crop production and physiology, fruit production and physiology, turfgrass management, weed science, genetics and molecular biology and landscape design. No minimum course work requirement has been established by Clemson University. Clemson does require that a minimum of 18 credit hours be earned in dissertation research (991). The advisory committee will determine the appropriate courses to be taken by each candidate. The Ph.D. program focuses on in-depth education and experience to prepare students for careers in academics, research or public service at colleges and universities, in government, or with industry. Research is conducted in the field, laboratory and greenhouse on a whole-plant, cellular and subcellular level, emphasizing physiology, biochemistry, development, genetics, molecular biology and breeding. Herbaceous and woody plants are the subjects of research studies.

The work leading to the Ph.D. degree is designed to challenge and thoroughly develop the student's knowledge-base in his/her area of specialization. The Ph.D. student (with guidance of his/her advisor) must be able to independently master research techniques, plan and conduct in-depth, original, independent experimentation, and communicate findings in professional journals and before professional audiences. For those unsure if the rigors and time commitment of a Ph.D. degree program are right for them, they should consider entering the M.S. thesis program first.

Master of Science in Plant and Environmental Sciences

The M.S. degree emphasizes research in the same areas as the Ph.D. and through the same inter-departmental program. As with the Ph.D. courses for this interdepartmental degree program are taught by faculty from the departments of Entomology, Soils and Plant Sciences, Biological Sciences, Environmental Toxicology, Forestry, Experimental Statistics, as well as Horticulture and other disciplines. Scientific knowledge acquired through horticultural research, as well as that available in the related fields of botany, plant physiology, biochemistry and genetics, gives the student a broad base for future work. The University requires a minimum of 24 credit hours from formal courses and an addition six credits from master's research (891). Supervised original research leading to a thesis is required. A M.S. (thesis) degree should be pursued for those considering a Ph.D. later.

Master of Science in Plant and Environmental Sciences (non-thesis)

The non-thesis M.S. degree program provides professional, non-experimental oriented (non-hypothesis driven) graduate research in plant and environmental sciences. The program is designed to serve the graduate educational needs of agri-business, Extension Service, consulting and other agricultural professions. Some courses in the program are available to off-campus students through telecampus.

This program of study will also give advanced training to general practitioners in crop protection and production. Typically, the curriculum includes courses in crop science, entomology, plant pathology, weed science and integrated pest management. In addition to formal coursework, M.S. non-thesis students must complete a special project as approved by his/her major advisor and graduate advisory committee. The University requires a minimum of 30 credit hours of course work (none of which can be research hours). A M.S. non-thesis degree is generally considered a terminal degree.

Doctor of Philosophy and Master of Science in Genetics

Students working with certain Horticulture faculty, who are also associated with the Department of Genetics and Biochemistry, have the option to earn a graduate degree in Genetics. Please see the department's web site (<http://www.clemson.edu/genbiochem/>) or speak with the appropriate faculty for degree requirements and guidelines.

ACADEMIC AREAS AND REQUIREMENTS

University-wide rules are followed regarding the selection of an advisory committee, course requirements, filling deadlines, etc. Some details are given here, but the student is referred to the latest edition of the *Clemson University Graduate School Announcements* (<http://www.grad.clemson.edu/>). It is the student's responsibility to learn and follow these guidelines/rules.

Deficiencies

Students may be required to correct deficiencies in supporting basic sciences, agricultural sciences, statistics, etc. The Department of Horticulture Graduate Committee and the student's advisory committee will decide whether undergraduate deficiencies are to be corrected by auditing or by enrolling for credit.

Course Requirements and Credit Loads

At least one-half of the student's graduate course program as listed on the GS-2 form should be at the 800 level; one-half may be at the 600 level. This is a Graduate School requirement for M.S. students, and an identical curriculum design is strongly recommended for doctoral students. M.S. (thesis) students need a minimum of six credits from thesis research (891), while doctoral students need a minimum of 18 credits (991). There are no foreign language requirements for graduate degrees in Plant and Environmental Sciences; however, foreign language studies are encouraged in view of increasingly global career opportunities for scientists.

Maximum credit loads established by the Graduate School are as follows:

<u>Student Category</u>	<u>Maximum Credit Hours</u>	
	<u>Semester</u>	<u>Summer</u>
Full-time student	18	6
Graduate assistants (1/4 time)	15	5
Graduate assistants (1/2 time)	12	4
Graduate assistants (3/4 time)	12	3
Persons employed full time	6	3

As established by the Graduate School, during the academic year the minimum credit hour load for graduate students on an assistantship is nine (9) credits for those in a doctoral or a master's program. However, the department suggests enrolling in 12 credits during the Fall and Spring Semesters. The minimum enrollment for first and second summer sessions is three (3) credits per session for all candidates on an assistantship. Examples of academic programs for graduate degrees are given in Appendix II.

Seminar Requirement

Graduate students in both the M.S. and Ph.D. programs are required to enroll in two semesters of seminar, PES 825 (Fall) and 826 (Spring). It is strongly recommended that they must present at least one seminar per academic year. This presentation may take the form of a research proposal, special topic, research update, meeting report or exit seminar.

Special Problems

The Special Problems course in Horticulture (HORT 812) or other disciplines are intended to acquaint a student with techniques other than those needed for his/her thesis or dissertation research. Students from other departments may take HORT 812 for credit toward their minors.

Teaching

All Ph.D. and M.S. students, whether supported by a formal teaching assistantship or not, should have the opportunity to serve in a teaching capacity. This important experience can be satisfied by one or more semesters of teaching under the supervision of the faculty instructor for a particular course. Doctoral candidates may be asked to conduct a lecture

series under similar supervision. This teaching experience provides valuable training in communication, and could be the only formal teaching experience obtained before embarking upon a profession academic career.

THE MAJOR ADVISOR

The major advisor has numerous obligations to the student. He/she will assist in selecting course work, orientation in the department, selecting a research problem, acquiring materials for conducting the research, completing administrative forms, and selecting additional committee members. The advisor must be accessible, provide leadership and encouragement, and be willing to discuss problems encountered during the degree program. A professional relationship between student and advisor helps ensure completion of the research project and degree in a timely and professional manner. The student should meet with his/her major advisor as soon as possible after arriving on the Clemson University campus to begin discussions of the research project, class registration and to familiarize the student with standard operating procedures.

THE ADVISORY COMMITTEE

An advisory committee will approve the student's graduate degree curriculum (GS-2 form), supervise the graduate program, administer the qualifying/comprehensive written and oral examinations (Ph.D.), the final examination (M.S.), and thesis or dissertation defense (M.S. and Ph.D.). Also, they initiate the recommendation for awarding the degree. One member of the committee will be designated as chairperson or major advisor and will direct the student's dissertation or thesis, if required. If the chairperson or major advisor is located off-campus, then a co-advisor located on campus is required. This committee is selected by the student and major advisor and approved by the Department Chair and program coordinator. Concurrent with the submission of the graduate degree curriculum (GS-2 form), the program coordinator will forward recommendations to the Dean of the College, who will, if he/she approves, then transmit the recommendations to the Graduate Dean.

A minimum of four (4) faculty members, including the major advisor, shall be selected for a student seeking a doctorate/Ph.D. and a minimum of three (3) faculty members shall be selected for a student seeking a M.S. degree. The majority of the advisory committee, including the major advisor, must be comprised of Clemson University faculty (who hold full-time positions carrying eligibility for tenure) preferably from the program offering the particular degree. Committee members for this interdepartmental program shall be program faculty and endorsed by the Graduate School. If the student pursues a Minor, at least one member of his/her graduate advisory committee should hold an appointment in that department.

Part-time, visiting and non-tenured research faculty employed by Clemson University may serve on the committee. Persons not employed by the University may serve if they have been appointed to an adjunct faculty status (see Faculty Manual). Part-time, visiting, and adjunct faculty may serve as major advisors and will have full voting status on the outcome of all examinations given by the committee. Inclusion of part-time, visiting and adjunct faculty must not comprise the majority requirements as defined above. The student and committee members are notified of the appointment(s) by the Dean of the Graduate School.

A full committee meeting for discussion of the course of study should be held before completion of the GS-2 form at the beginning of the second semester. The GS-2 form should be submitted to the Graduate School during the second semester of graduate study. A written outline of the student's research proposal and literature review should be presented to each committee member one week before the first meeting. A proposal should be prepared by the end of the second semester. The student should feel free to confer with any member when assistance is needed. The student is responsible for timely completion of work and submission of required forms. A schedule guide is given in Appendix I.

RESEARCH COMMITMENT

The Ph.D. and M.S. degrees indicate that a recipient has the ability to recognize problem areas in need of investigation and to design experiments leading to new information in these areas. The department, therefore, considers research to be fundamentally important in fulfilling the degree requirements.

Choice of a research problem is determined through in-depth discussions between the student and the major advisor and is restricted to areas in which the advisor is skilled. Restrictions may also be imposed by the source of the major advisor's funding, *i.e.*, grants that include stipends for graduate assistants and other funds given in support of the research. However, the student may have several alternative research problems from which to choose. Typically, more latitude in the choice of problems will be allowed the Ph.D. student and more independent initiative will be expected from him/her.

Records of experimental methods and results are essential to good research. Each student should keep accurate records of experiments, data, and analyses. The records should be organized in a form readily available for inspection by the advisory committee during consultations. Appropriate photographic and/or electronic records should be assembled as work progresses. Records should be duplicated regularly, with copies kept in separate locations in case of damage or loss. All databases, as well as biologicals and digital resources developed during the research effort, must be organized and stored in a form acceptable to your major advisor.

Accurate and orderly laboratory, greenhouse, or field operations are critical components of valid research. Equipment should be cleaned and returned to its proper location immediately after use. Malfunctions should be reported and corrected immediately. Although the department's technicians and faculty generally will be helpful to students in finding and assembling needed items, they are not responsible for providing janitorial services, nor be expected to assist outside of normal University business hours.

Students are given keys (obtained from the departmental Administrative Assistant) to the necessary laboratories, greenhouse and field facilities so that they may invest the time necessary to obtain creditable and publishable research results. Due to the equipment, ongoing projects, valuable plant material, etc., possession of these keys and the appropriate use of these facilities is a responsibility not to be taken lightly.

It is not unusual to feel that it is difficult to give sufficient attention to departmental obligations, your research project, and required coursework in a 40-hour week. Thus the ability to organize one's time and prioritize is an important skill to have (or to develop quickly!). Furthermore, the amount of time devoted to research often bears little relationship to the number of credit hours obtained in PES/HORT 891 or 991, or to the student's assistantship type or category.

DECISIONS AND ETHICS

“Many people think of scientific research as a routine, cut-and-dried process. They associate the nature of scientific knowledge with the process of deriving it and conclude that research is as objective and unambiguous as scientific results. The reality is much different. Researchers continually have to make difficult decisions about how to do their work; and how to present that work to others. Scientists have a large body of knowledge that they can use in making these decisions. Yet much of this knowledge is not the product of scientific investigation, but instead involves value-laden judgments, personal desires, and even a researcher's personality and style.”

The paragraph above was taken from the booklet *On Being a Scientist*. You are highly encouraged to read it. Reprinted with permission from *On Being a Scientist*. Copyright 1989 by the National Academy of Sciences. Published by the National Academy Press, Washington, D.C.

Academic Integrity

Integrity is one of the basic tenants of an open society. It is no less important in academics and research. The following is the official policy of the Graduate School and Clemson University.

“As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a "high seminary of learning." Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.” (See Graduate School Announcements pages 27 to 28 for a more complete explanation and the consequences of breaking this covenant.)

Plagiarism should be an area of great concern for graduate students embarking on a career in science and education, because of the necessity to use published works of others when participating in class assignments as well as when developing your project proposal, manuscripts for publication and dissertation or thesis chapters. This form of academic misconduct or dishonesty includes the copying of language, structure or ideas of another and directly or indirectly attributing that information or body of work to one's own efforts. It is the students' responsibility to understand this aspect of academic integrity. If you have any questions at any time, discuss these with your advisor or any member of your graduate advisory committee.

PREPARATION OF THESIS OR DISSERTATION

The Clemson University "Guide for the Preparation of Theses and Dissertations", (revised in 2000) should be read before writing the literature review (and the remainder of the thesis/dissertation). This booklet contains instructions for the proper preparation,

especially formatting, of the thesis/dissertation, and it is available in hardcopy or on the Internet at the Graduate School's web site (<http://www.grad.clemson.edu/>).

Students are encouraged to refer to publications such as "How to Write and Publish A Scientific Paper" 3rd edition, by Robert A. Day (1988); "Effective Writing: Improving Scientific, Technical and Business Communications," 2nd edition by Christopher Turk and John Kulsmar (1989); "The Craft of Scientific Writing" by Michael Alley (1987); "Writing Successfully in Science" by Maeve O'Connor (1991); and/or "Good Style: Writing for Science and Technology" by John Kirkman (1992).

As sections of the dissertation/thesis manuscript are completed, they should be reviewed by the major advisor, who will assist the student in organizing the material, improving grammar, avoiding false conclusions, and developing scientific writing style.

The major advisor should approve a draft of the manuscript before it is reviewed by other members of the committee. Reviewers are obligated to return the manuscript promptly. The final draft should be given to the committee and Department Chair fourteen or more days before the committee meeting, final examination or defense.

If disagreements concerning the dissertation or thesis arise between the student and a committee member, the argument will be arbitrated in the presence of the major advisor and, if necessary, the Graduate Coordinator and/or the Department Chair.

Publications

Graduate students are expected to prepare their research results for publication in a timely manner. Publications are important to the student, to the department, and to faculty involved in the graduate program. Publications that appear in professional and technical journals requiring peer review are documentation of research accomplishments, serve as resources for the scientific community, and for continued commitment of funds by those who have supported the research. Publications and professional/scientific presentations are also important for assisting students in qualifying for scientific positions. Typically, prior to dissertation or thesis approval, at least one article suitable for peer-review should be available from a student's research project.

EXAMINATIONS

Candidates for graduate degrees are given examinations by their advisory committees at prescribed stages in the student's program. Doctoral candidates are given a comprehensive (oral and written) examination near the end of their formal course work and a final oral examination at the defense of their dissertation (typically following a formal seminar announced to the University community). Candidates for the M.S. degrees are given a final oral examination and project defense at the conclusion of their project or thesis preparation. All examinations are open to all faculty members. Only members of the advisory committee are eligible to vote on the outcome of exams, and a majority vote is required for the student to pass. The student will usually be notified of the results immediately after conclusion of the examination. Students should bring appropriate Graduate School forms to the exam(s).

Ph.D. Candidates

Comprehensive Examination

Comprehensive written and oral examinations will be administered when most of the course work (listed on GS-2) has been completed. This must be no less than six months and no more than five years before the degree is awarded. The written exam will precede the oral

examination (preferably by no less than two weeks and no more than two months). Written examinations should be evaluated and returned to the student with appropriate comments, or the overall results communicated to the student, before the oral examination. The oral examination will often include questions covering areas where weakness was demonstrated on the written examination; as well as, other areas where the student should demonstrate depth and breadth of knowledge (expertise).

At the conclusion of the examination, the committee will decide whether (a) the student should be permitted to proceed with his/her degree requirements, (b) re-examination is required, or (c) the student should be dismissed from the degree program. At least one semester should elapse before re-examination.

The purpose of the comprehensive examination is to evaluate the student's knowledge of subject matter relevant to his/her degree program and career goals. If deficiencies are identified, early scheduling allows time to correct these before the final examination. Deficiencies may be corrected by course work (e.g., formal enrollment or auditing), independent study, and/or other means as deemed appropriate by the student's advisory committee.

Final Examination

The final examination for the Ph.D. candidate is primarily a defense of the dissertation, although questions may be used to determine improvement in academic areas in which weaknesses have been displayed (e.g., during the comprehensive examination). The candidate will be judged on the clarity and confidence with which the research is presented as well as the interpretations and conclusions reached in the dissertation.

M.S. (thesis and non-thesis) Candidates

Examination questions may cover the basic sciences as well as subject matter from courses taken for the degree. The purposes of the final examination include testing the student's comprehension of course work, ability to apply knowledge gained from courses, and general horticultural knowledge.

The M.S. (thesis) candidate will defend his/her thesis at the time of the oral examination. Written examinations may be given under unusual circumstances such as inability of a committee member to attend the examination. M.S. (non-thesis) candidates normally have written and oral examinations.

GRADUATE ASSISTANTSHIPS

Stipends may be awarded as quarter-time, half-time or three-quarter-time assistantships from the Department or from individual faculty member's extramural grants when funds are available. Assistantships (teaching, research or administrative) are not automatically awarded to students enrolled in Graduate School. Instead, these assistantships are awarded individually on a competitive basis.

A Departmental/University supported assistantship is viewed as a paid position, and not as a grant or fellowship. Students on departmental assistantships are expected to fulfill an average of 10 (quarter-time), 20 (half-time), or 30 (three-quarter-time) hours of assistantship-duties per week. These duties will be determined by the Department Chair and the student's major advisor, and will be outlined prior to the start of each semester. The requirements/duties of an assistantship provided by a faculty member are determined by that faculty member in accordance with the rules and regulations of the granting agency.

Many faculty have externally-funded grants that may also be a source of assistantship funding. If awarded an assistantship based on external funding, the student is usually expected to work towards the objectives of the grant, according to the above time schedule. These duties will be under the direction of the faculty member providing the assistantship. The assistantship and grant objectives may or may not be directly related to the student's specific dissertation or thesis research area. All graduate students, whether on assistantship or not, are expected to contribute Departmental service, and will be given responsibilities in the program of their major professor as determined by the major professor and student.

RESEARCH AND EMPLOYMENT ISSUES

Neither the Graduate School nor the Department provides specific regulations for graduate student vacations. Need for an occasional break is generally acknowledged, however, and should be planned with the agreement of the major advisor (see Research Commitment). Before leaving campus, the student is expected to arrange (usually in consultation with the major advisor) for care of all research materials and performance of official duties. Record books, desk, and laboratory areas must be left in order.

For all employment matters, please see the department lead secretary for the appropriate forms (e.g., Position Information Form, GS2000/Tuition Remission Form, etc.). These must be filled out by the student and/or the supervisor and the original copy must be delivered to the Graduate School Office (E-106 Martin Hall) and/or the college's human resource specialist as soon as possible. *Delay in submitting these forms can result in delay of hourly or stipend payment, cancellation of course registration, excessive tuition charges, etc.*

ADDITIONAL POLICIES AND SUGGESTIONS

Departmental Policies on Equipment and Supplies

Department policies on the use of vehicles and machinery, and procedures to follow in submission of travel expenses will be explained by the major advisor or by the appropriate administrative staff person. The student should become acquainted with these procedures soon after arrival at the University. All state and University licensing laws and guidelines must be followed before operating a state vehicle or other regulated machinery.

Most offices and laboratories in the department are equipped with telephones. Students should consult with their major advisor concerning the long distance phone call policy. No personal long distance calls are allowed. Except in cases of emergency, office telephones are for official use only. The departmental FAX machine is for official use only. Office space (to the extent space is available) will be assigned by the Departmental Graduate Committee Chair in consultation with the senior graduate student on the committee. An ID charge number is necessary to operate the copier. Each faculty member is assigned a specific copier number. Students should consult with their major advisor concerning the use of the copying machine. No personal copying will be authorized.

Graduate Study by Full-Time Employees

Full-time employees are encouraged to pursue graduate studies. Their semester credit load is limited to six hours by the Graduate School. The supervisor and employee should prepare a formal statement describing the manner in which time spent in class activities will be made up. This statement should be approved by the Department Chair.

Attendance at Professional Meetings

Participation in professional meetings at state, regional, and national levels is strongly encouraged. Students (especially Ph.D. candidates) may be required to present their research results at a local, regional and/or national meeting as part of their professional development and introduction/incorporation into the scientific community.

Because funds are limited, departmental support cannot be provided consistently for student attendance at meetings, especially at distant locations. Advantage should be taken of meetings that are scheduled nearby and of available space in official vehicles. Especially for doctoral students, efforts will be made to assist with funding for at least one major meeting during the student's tenure.

Scientific Competitions

Many professional societies, typically at their annual meetings, provide one or more opportunities for graduate students (either individually or as teams) to enter "competitions" that evaluate the quality of their research through presentations made at these meetings (or publications in society journals). Students are encouraged to participate in these opportunities whenever available.

Recognition

Election to honor societies signifies research excellence and scholarship. Superior scholars may be awarded fellowships. These recognitions aid in documenting the student's success in his/her chosen field of study. The major advisor should inform the student of opportunities.

Professional Organizations

Students are encouraged to affiliate with a professional organization(s) in their area of study, such as the American Society for Horticultural Science (ASHS), American Society of Plant Biologists (ASPB), Botanical Society of America (BSA), International Horticulture Society (IHS), Crop Science Society (ASA/CSSA/SSSA), International Society for Plant Molecular Biology (ISPMB), etc. Student memberships are often available at a greatly reduced rate and include subscription to the journal, participation in local and national activities, and use of the placement/career service.

Recreation and Cultural Activities

Recreational facilities are available on campus, and there are many intramural sports opportunities. Some expense beyond that included in tuition payments may be required. Also, students are encouraged to enroll in broadening courses in the humanities and social sciences, and to take advantage of cultural events on the campus and in the community.

Graduate Student Association

An organizational meeting is held each year by the graduate students to elect a departmental representative(s) to the Graduate Student Association. GSA meetings are held throughout the year. Interaction with fellow students from other graduate programs is a necessary component of graduate student training.

Every attempt is made to meet the needs of individual students. You are encouraged to discuss your goals and objectives fully with your Major Advisor, Advisory committee, Department Chair, Department Graduate Coordinator or the PES Degree Program Coordinator. Solicit the help of the Graduate Coordinator if departmental policies are unclear or if you feel a policy is in conflict with your objectives. Suggestions for changes, additions or deletions to all policies are appreciated. Your views and suggestions are taken

seriously by the Department and have a real impact on formulating departmental policies. Therefore, please speak up when you feel it appropriate.

Recommended Guide for Completion of Degree Requirements

1. Prior to Acceptance

- a. Select a major advisor (contact him/her to discuss graduate career, projects, financial needs, coursework, etc.)
- b. Students are not admitted to the program unless a faculty member agrees to serve as advisor

2. Prior to Registration

- a. Obtain information packet including catalog, guidelines, etc.

3. Within One Month after Registration

- a. Become acquainted with department operational policies on vehicle use, supplies, etc.
- b. Meet with major advisor to discuss project, experimental design, begin Literature Review and Material and Methods section of proposal

4. Prior to End of First Semester

- a. Complete selection of advisory committee and schedule meeting
- b. Substantially complete Literature Review and Materials & Methods sections

5. Once Each Semester

- a. Meet with advisory committee, independently or as a group, to discuss project's progress.

6. Prior to End of Second Semester

- a. File GS-2 form listing courses and designating thesis area
- b. Finalize proposal, submit for discussion/review by full committee
- c. Schedule a seminar presentation on your proposed project, once approved by major advisor

7. Near middle of graduate program

- a. Present a seminar on project progress to date

8. Near end of Ph.D. Coursework

- a. Schedule meeting with committee members and complete Ph.D. comprehensive examinations

9. At Least One Semester Prior to Graduation

- a. File GS-4 (Admission to Candidacy)

10. At Least Six Weeks Prior to Graduation

- a. Provide committee with final rough draft of thesis or dissertation after review by major advisor
- b. Arrange date of final examination/defense
- c. Schedule "exit" seminar

11. At Least 14 Days Prior to Final Exam

- a. Notify Graduate School, College Dean, Dept./Program Chair, etc. of date of final exam/defense
- b. Do same for exit seminar, including hard-copy and electronic announcements
- c. Submit final draft of thesis to committee members

12. At Least Three Weeks Prior to Graduation

- a. Complete final examination/defense
- b. Submit GS7 to Graduate School
- c. Submit thesis or dissertation to Graduate School*

13. Present Formal Exit-Seminar before Graduation Date

* consult Graduate School for specific deadline concerning submission of thesis/dissertation for graduation