

Department of Teaching, Learning, & Sociocultural Studies

GUIDELINES OF MAJOR STEPS AND FORMS FOR DOCTORAL STUDENTS

Student's Name:

Advisor's Name:

MAJOR PROCEDURE	TIME	FORM(S)	GRADPATH	ACTION	DATE COMPLETED
Oral Qualifying Exam	Recommended to be completed before the end of the first year.	Request to Schedule Oral Qualifying Exam  Report on Oral Qualifying Exam	No forms necessary.	Committee signs form confirming exam date.  Student takes form to exam, and then submits to Graduate Coordinator.	<hr/> <hr/>
Plan of Study	To be developed based on committee recommendations at the end of Qualifying Exam. Must be completed before comprehensive exam.	Advising Worksheet	Responsible Conduct of Research Statement  Plan of Study	Student works with Chair using the Advising Worksheet to help finalize the plan of study on GradPath.  Major and Minor Chair approve	<hr/> <hr/> <hr/>
Written Comprehensive Exam	Near or at completion of course work.	Request to Schedule Written Comprehensive Exam	Comp Exam Committee Appointment Form	Chair approves  Once the committee approves student's comprehensive exam proposal (see handbook), the student can submit the Request to Schedule Written Comprehensive Exam form.  Submit form to Graduate Coordinator at least 3 weeks prior to proposed date.  Exam is submitted to Graduate Coordinator who distributes to Committee who then evaluates and submits ballots at the end of two weeks.	<hr/> <hr/> <hr/>

Oral Comprehensive Exam	As soon as Student has passed Written Comprehensive Exam.		Announcement of Doctoral Comprehensive Exam  Results of Comprehensive Exam	Major Chair approves.  Major Chair reports results.	<hr/> <hr/>
Dissertation Proposal	Following completion of comprehensive exams.	Request to Schedule Doctoral Proposal Defense  Dissertation Proposal Approval	Doctoral Dissertation Committee Appointment   Prospectus/Proposal Confirmation	Major Chair approves.  Committee signs form confirming Proposal Defense  Student takes form to proposal defense and committee signs off.  Graduate Coordinator confirms approved proposal.	<hr/> <hr/> <hr/> <hr/>
Dissertation Defense	Upon completion of dissertation.	Announcement of Final Oral Defense	Announcement of Final Oral Defense  Results of Final Oral Defense	Committee signs form confirming student is ready to defend.  Major Chair approves.  Major Chair reports results.	<hr/> <hr/> <hr/>

**\*It is recommended that students enroll in dissertation units only after successful completion of comprehensive exams. A total of 18 dissertation units (LRC/TTE 920) are required to graduate. LRC/TTE 900 may be used as a research option prior to successful completion of comprehensive exams.**

It is recommended that students work closely with their Chair in preparing for their Qualifying Exam, Comprehensive Exams and Dissertation Defense. Refer to your Doctoral Program Handbook for more information.

In addition, refer to “Requirements for Doctor’s Degrees” in the Grad College website: <http://grad.arizona.edu/> .  
For additional information regarding policies and procedures please contact the Graduate Coordinator.

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