

## COMPLETING THE DOCTORAL PROGRAM OF STUDY FORMS

The Program of Study is officially submitted by a student's Advisory Committee and represents the student's individualized degree program. The following addresses common mistakes. These errors cause the forms to be returned to the department and delay approval by the Graduate School. General questions may be directed to Graduate Records, 388-3181.

-**MAJOR FIELDS** must be consistent with those designated in the Graduate Bulletin (i.e., not specialties or sub fields within a major.)

-If there is an external **MINOR FIELD**, it must be in a curriculum in which the University offers a graduate degree, and requires a committee member and approval of the chair of the minor department. Internal minors should be monitored by the department.

-**COMMITTEE MEMBERS** must be on the Graduate Faculty. The Graduate Bulletin, General Catalog, and the Graduate Advisor are the best sources of information regarding committee composition and member status. Additional members can be added at the time of the general exam.

-**SIGNATURES** for all names must be original. No one can sign for a committee member.

-**COURSEWORK** listed should be limited to what is required for the student's program. Be careful to list coursework as it appears on the transcript.

-**THESIS RESEARCH** may be counted for a maximum of 6 semester hours—subject to departmental approval and provided the student completed a master's thesis degree.

--**NO UNDERGRADUATE** level coursework should be listed. This includes departmental requirements and required English and/or foreign language courses.

### -**COURSES FROM ANOTHER INSTITUTION**

- Must be listed as they appear on the official transcript.

- Must have been evaluated as graduate level work. This is indicated on the student's credentials Analysis, which the department receives from Graduate Admissions.

- The Graduate School must have an official transcript from each and every institution the student has attended.

- Quarter hours should be converted to semester hours at the rate of 2/3.

- Coursework from institutions outside the U.S. should be carefully reviewed for equivalency to semester hours and our letter grading system.

-Allowable **REPETITION OF COURSES** is based on the maximum for the individual course listed in the General catalog.

-**DEPARTMENTAL REQUIREMENTS** should be checked before submission of the Program of Study to the Graduate School.

Graduate Records  
prgstud.1/96