

## INFORMATION FOR PHD STUDENTS

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### During your first year, prepare for and have a committee meeting

At your first committee meeting, you typically review your plan of study and research proposal.

#### Select Your Committee

PhD Committees consist of at least 4 people: 3 from the major and 1 from the minor or 2 from the major and 2 from the minor. Of the 4, 3 must be regular, tenure-track faculty. The fourth (or additional members) may come from outside the University (this requires a "request for special committee member" form for the individual, who must also provide us with a copy of their CV). If you choose to have more than one "outside" person on your committee, you and your advisor must submit a petition to the Graduate College.

We strongly encourage students have 3 faculty from the major and 1 from the minor, noting that some minor departments require 2 faculty members serve on the minor committee.

The chair of the committee must be a tenure-track faculty member. Adjunct professors can *co-chair* a committee, but cannot be the sole chair. A faculty member cannot simultaneously serve as a major and minor committee member.

If, for some reason, you select more than 4 members for your committee, remember, only 1 negative vote is required for a student to fail comprehensive and final examinations.

#### Start your proposal

Your primary goal as a graduate student is to conduct scholarly research. To that end, you will need to have an approved proposal for that research. Although your research may be part of a larger project and a funding proposal may already exist, you should write your own proposal to indicate your understanding of the work and distinguish it from the larger project.

#### Plan of Study

The Plan of Study Form ([grad.arizona.edu/Current\\_Students](http://grad.arizona.edu/Current_Students)) outlines courses you will use towards completion of degree requirements. The Graduate College will charge you \$35 for processing this paperwork.

- You must complete 36 units of coursework in the major, at least 9 units in the minor, and 18 units of dissertation.
- 23 units must have a letter grade.
- Up to 33 units of transfer course work is acceptable. Attach an "evaluation of transfer credit form" ([grad.arizona.edu/Current\\_Students](http://grad.arizona.edu/Current_Students)).
- Courses listed must be graduate (500-level +) courses, at least half of which must be assigned letter grades (A, B, C. . .).
- You may NOT list course work deficiencies; they don't count toward your degree.
- Do NOT include dissertation units; the Graduate College tallies those separately.
- If your work requires approval from Human Subjects or IACUC, include a copy of your approval letter.

*Students in Natural Resource Studies* have 66 units of course work required. These must also be outlined in a School-generated plan of study form (available from Cheryl), and must be approved prior to submitting the Graduate College form. The form indicates how courses in the major must be structured to highlight interdisciplinary study that is the hallmark of this option.

#### Required Minor

All PhD students must complete a minor. Students in the Natural Resources Studies emphasis must declare a minor *outside* of the School. Candidates in all other emphases can minor within the School.

Course work for the minor depends on the requirements outlined by the minor department or program, but will be at least 9 units. For minors in Natural Resources Studies; 12 units of course work (6 units from two different prefixes within the School) must be approved by your minor committee.

### When you are done with course work

#### **Written and Oral Comprehensive Exams**

PhD students are required to take a written and oral comprehensive exam prior to advancement to degree candidacy. These exams determine your subject matter competency in major and minor fields of study. Talk to your advisory committee and peers for guidance on how best to prepare.

#### *First the writtens*

You are required to pass your written exam prior to the oral comprehensive exam. The written exam generally takes place over 1 week, but the time can vary depending on the program and committee.

#### *Then the orals*

The Application for Oral Comprehensive Examination ([grad.arizona.edu/Current\\_Students](http://grad.arizona.edu/Current_Students)) should be submitted to the Graduate College 7 working days before the oral exam.

The oral comprehensive exam will be scheduled no later than 3 months prior to your final defense. You should expect to be questioned further on subjects covered in the written exam and on any areas of the major and minor fields. The exam is to last between 2 and 3 hours.

No students will be permitted a second attempt to pass the oral comprehensive exam except upon recommendation of the examining committee, School, and Graduate College.

#### **Advancement to Candidacy**

After you have passed written and oral comprehensive exams, submit the Advancement to Candidacy form ([grad.arizona.edu/Current\\_Students](http://grad.arizona.edu/Current_Students)) to the Graduate College Degree Certification Office. The advisory committee that signs your Advancement to Candidacy form is committed to participating in your final defense. When you submit this form, your bursar's account will be charged \$35 in candidacy fees and \$100 for archiving (microfilming) your dissertation.

### During your final semester

#### **Complete your dissertation**

Preparation of the dissertation is your responsibility. You are expected to publish your research, and are encouraged to submit your papers for publication within one year after completing your degree. This task becomes more difficult the longer it is delayed; if you do not meet this obligation, your major professor may assume responsibility for publication. The Graduate College has prepared a Manual of Theses and Dissertations to guide the physical format of your dissertation:

[www.grad.arizona.edu/Current\\_Students/Manuals](http://www.grad.arizona.edu/Current_Students/Manuals).

You must follow this format.

#### **Announcement of Final Defense**

When you have finished, or nearly finished, your dissertation, you may announce your final defense (if approved by your advisor) by submitting an Announcement of Oral Defense Examination form ([grad.arizona.edu/Current\\_Students](http://grad.arizona.edu/Current_Students)) to the Graduate Degree Certification Office at least 7 working days before the exam. You must also send an email to Cheryl announcing your defense, 1 week in advance.

## **Final Defense**

After you have satisfied all degree requirements and your committee has approved the penultimate draft of your dissertation, it will be time to defend. You will give a professional, 30 to 40-minute seminar, open to the public, followed by a brief question and answer session. Then all but you and your committee are asked to leave, and the remainder of the oral defense takes place privately (~2-3 hours).

Your major professor will bring your Notice of Completion of Oral Defense Exam form, a copy of your plan of study, and change of grade forms (if required) to your defense.

You will take the penultimate draft and 3-typed Approval Pages to the oral defense examination. The Approval Pages must be obtained from the Graduate Degree Certification Office.

Your major professor will return the Notice of Completion of Oral Defense Examination, Program of Study, and grade-change forms to the Degree Certification Office immediately after the exam. The dissertation director need not sign on the dissertation director line at this time, although he/she should sign as a committee member, indicating that the exam was passed.

## **Turn in your dissertation**

PhD students must submit an electronic copy of their dissertation to the Graduate College ([grad.arizona.edu/Current\\_Students/Manuals](http://grad.arizona.edu/Current_Students/Manuals)).

Please submit an electronic copy of your abstract to Cheryl for inclusion on the School website.

You must submit one unbound copy to the School to be bound. The School will pay to bind 1 thesis for the School library. Additional bound copies may be ordered for \$16-18/copy. Often, your advisor can use an account number to pay for additional copying and binding. Work with Anne Hartley to arrange for bound copies.

## *Copyrighting your dissertation*

You are responsible for copywriting costs (\$65; subject to change).

## **Clear all fees with the Bursar's office**

An outstanding balance with the University of Arizona means you won't get your diploma.