

UNIVERSITY OF MINNESOTA
Driven to DiscoverSM

Graduate Education Policy Guide

Doctoral Degree: Performance Standards and Progress

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Policy Summary

Doctoral Degree: Performance Standards and Progress

Policy Purpose

This policy governs degree progress elements, progress reviews, continuous enrollment, time limits, GPA requirements, S/N limits, Prelim Oral Committee composition and grading for the prelim written and prelim oral

Policy Location: <http://z.umn.edu/doctoralperformance>

Effective date

July 2012 (*Applies to all students admitted after 01/01/2013**)

Highlights

- Students must complete the degree and have the degree awarded within eight calendar years of the initial enrollment in the graduate program
- To remain in good academic standing a student must maintain a minimum GPA of 3.000 and coursework on the GDP must be at a minimum of 3.000
- Coursework completed S/N that is only offered on the S/N grading basis is not counted in the S/N limit
- Prelim written may be graded as pass, pass with reservations, or fail in accordance with program standards
- Students who pass with reservations must be given a written notice of the reservations within ten working days of the exam, including a timeline for completion
- Reservations on the written exam must be removed prior to the preliminary oral exam
- Retake of the preliminary oral requires all committee members or all save one approve this option

College Responsibilities

- Ensure appropriate review of coursework on students' Graduate Degree Plans (including any subsequent changes to an approved Graduate Degree Plan)
- Archive students' approved Graduate Degree Plans (and any subsequent changes to an approved Graduate Degree Plan) in the system of record
- Set the college deadline for students who are requesting an extension to the time limit for completing doctoral degrees
- Review and approve students' requests for exceptions to the time limit for completing the doctoral degree
- Archive in the system of record students' requests for exceptions to the time limit for completing the doctoral degree
- Collaborate with graduate programs as needed to request a program-wide exception to the U's time limit for completing the doctoral degree
- Archive in the system of record requests for program-wide exceptions to the time limit for completing the doctoral degree

Program Responsibilities

- Ensure that the program's student handbook clearly articulates current college, and program requirements for the doctoral degree
- Ensure that incoming doctoral students are assigned a temporary adviser
- Ensure that each student plans and appropriately completes the graduate program's requirements in a timely fashion
- Review and approve students' Graduate Degree Plans (including any subsequent changes to an approved Graduate Degree Plan)
- Determine whether to adopt the U's minimum GPA requirement of 3.000 (on a 4.000 scale) or to adopt a more stringent requirement
- Establish and publicize protocol for reviewing/taking action on students' requests for exceptions to program-specific policy
- Review their doctoral students' degree progress on an annual basis, and inform students, in writing of the results of the review
- Ensure that each student receives training appropriate to the discipline in the responsible conduct of research and ethical teaching and scholarship (policy specifies this as the DGS's responsibility)
- Determine whether to establish a program-wide deadline for doctoral degree completion that is more restrictive than the eight years allowed by U policy

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Policy Summary

Doctoral Degree: Performance Standards and Progress (continued)

- Determine whether to request a program-wide exception to establish a time limit beyond the U's eight-year limit for completing the doctoral degree, and submitting any such requests to the college for its review and action
- Review and approve students' requests for extensions to the time limit for completing the doctoral degree
- Establish and communicate the program-specific purpose, format, and evaluation of the doctoral preliminary written examination
- Ensure that preliminary oral examinations are conducted in accordance with this policy

Graduate Student Responsibilities

- Enroll every fall and spring semester from the time of matriculation until degree conferral
- Be informed about their program's doctoral degree requirements
- Remain in good academic standing; i.e., meet minimum GPA requirement specified by grad program, or 3.000 on a 4.000 scale, whichever is higher
- Plan their program coursework to ensure that at least 2/3 of the course credits included are taken A/F
- Ensure that their Graduate Degree Plan is filed, approved, and archived in the system of record at least three months prior to their preliminary oral examination date
- Declare a minor (should they choose to do so) when they file their Graduate Degree Plan for review/approval
- Complete all doctoral degree requirements and be awarded the degree within the shorter of eight calendar years after initial enrollment (or a more restrictive time frame, if specified by the graduate program)
- Request an extension of time limit if unable to complete the degree within the time limits due to extraordinary circumstances
- Initiate time extension requests, obtain required approvals, and submit their requests for review/approval in a timely manner

Graduate School Responsibilities

- Coordinate (with ASR) an on-going consultative process regarding policy effectiveness
- Adjudicate academic student complaints related to this policy that are not successfully addressed at the college level
- Review and approve 2nd requests to extend doctoral students' degree-completion deadlines
- Coordinate the consultative process for formal review of this policy

SVPP Office Responsibilities

- Review/take action on program-wide exception requests (re: doctoral time limit)
- Communicate SVPP decision regarding exception request to stakeholders
- Archive requests/SVPP decisions centrally

Academic Support Resources Responsibilities

- Provide college staff with assistance related to Graduate Degree Plan and adviser/committee assignment review/approval processes
- Create and implement an online process to replace the existing Graduate Degree Plan form
- Maintain the Graduate Degree Plan form until the transition to an online process is implemented
- Archive approved Graduate Degree Plans, and subsequent changes to those plans

*** Note: Students who matriculated before 01/01/2013 may elect to continue under the policies in effect when they initially matriculated in their graduate program.**

CHANGES TO THE POLICY - WHAT'S DIFFERENT

- Students must complete the degree and have the degree awarded within eight calendar years of the initial enrollment in the graduate program
- To remain in good academic standing a doctoral student must maintain a minimum GPA of 3.000 and coursework on the GDP must be at a minimum of 3.000
- Coursework completed S/N that is only offered on the S/N grading basis is not counted in the S/N limit
- Prelim written may be graded as pass, pass with reservations, or fail in accordance with program standards
- Students who pass with reservations must be given a written notice of the reservations within ten working days of the exam, including a timeline for completion
- Reservations on the written exam must be removed prior to the preliminary oral exam
- Retake of the preliminary oral requires that all committee members or all save one approve this option

RESPONSIBILITIES AND ISSUES TO CONSIDER

COLLEGE RESPONSIBILITIES

Each college is responsible for:

1. Ensuring appropriate review of coursework on students' Graduate Degree Plans (including any subsequent changes to an approved Graduate Degree Plan)
2. Archiving students' approved Graduate Degree Plans (and any subsequent changes to an approved Graduate Degree Plan) in the system of record
3. Setting the college deadline for students who are requesting an extension to the time limit for completing doctoral degrees
4. Reviewing and approving students' requests for exceptions to the time limit for completing the doctoral degree
5. Archiving in the system of record students' requests for exceptions to the time limit for completing the doctoral degree
6. Collaborating with graduate programs as needed to request a program-wide exception to the U's time limit for completing the doctoral degree
7. Archiving in the system of record requests for program-wide exceptions to the time limit for completing the doctoral degree

1. Ensuring appropriate review of coursework on students' Graduate Degree Plans (including any subsequent changes to an approved Graduate Degree Plan)

Things to consider:

- Other U-wide policies (e.g., *Application of Graduate Credits to Degree Requirements*) indicate that decision-making authority regarding the review/action on students' Graduate Degree Plans is within the purview of the graduate programs. Colleges and programs will need to determine how to balance the programs' authority with the colleges' responsibility (as stated in this policy) for ensuring appropriate review of students' Graduate Degree Plans.

- Decision-making authority to approve or not approve students' Graduate Degree Plans is based on the criteria established by this and related U policies, and to any program-specific criteria consistent with U policies. Exceptions that do not meet U-wide policy criteria are not considered.
- It is important to note that no review of students' Graduate Degree Plans will be done by Graduate Student Services and Progress (GSSP) at the time of submission, aside from required PeopleSoft data elements.
- Ensuring accuracy of the student's Graduate Degree Plan at the time it is approved by the program is a key factor in minimizing – if not eliminating entirely – last-minute policy compliance problems at the time of the student's degree clearance.
- How will the college and its programs collaborate to determine whether, in what ways, and for what purpose the college will be involved and meet its responsibilities regarding students' Graduate Degree Plans? How will those decisions be communicated to stakeholders?
- **Involvement could be, for example,**
 - Graduate programs sharing their students' approved Graduate Degree Plans with the colleges so the colleges can
 - Spot check – or review all – submitted Graduate Degree Plans to ensure compliance with U-wide policy, and
 - Follow-up with the graduate program if any Graduate Degree Plans are out of policy compliance; collaborate on resolution
 - Use routine spot checks/reviews to monitor trends in programs' decisions
 - Colleges assisting graduate programs as needed with regard to policy implementation/compliance

2. Archiving students' approved Graduate Degree Plans (and any subsequent changes to an approved Graduate Degree Plan) in the system of record

Things to consider:

Note: There currently is inconsistency among the University's graduate education policies regarding the responsibility for archiving students' Graduate Degree Plans and other information related to students' degree progress, as well as the need to reconcile these policies with current and future processes. Until these inconsistencies can be reconciled, approved Graduate Degree Plans and related degree progress information will be forwarded to Academic Support Resources (ASR) for archiving.

3. Setting the college deadline for students who are requesting an extension to the time limit for completing doctoral degrees

Things to consider:

- **Students are advised to initiate the time extension petition with their adviser(s), DGS, and college at least six months prior to the expiration of their degree-completion deadline (per instructions on the Doctoral Degree: Request for Extension to the Maximum Time Limit form).**
 - Will the college adopt the time-extension petition's guideline (i.e., student initiates the time extension petition at least six months prior to the expiration of their degree-completion deadline) as its deadline, or establish a different deadline?
 - Who has the authority to decide what the deadline will be?
 - College administrators only?

- College administrators and graduate program representatives? Program, faculty, staff, and/or students?
- New or existing college committee charged with developing college-wide policies?
- The deadline should balance the advantage of flexibility with the need to ensure that students do not face last-minute obstacles to degree-clearance

4. Reviewing and approving students' requests for exceptions to the time limit for completing the doctoral degree

Things to consider:

- **What are the college's priorities/principles with regard to time extensions?**
 - Priorities might include:
 - Equity among graduate programs and students in those programs
 - A fair and transparent process
 - Impact of the time extension on students' degree progress and degree completion
 - Impact of the time extension on students' financial support
 - Impact of time extensions on international students' visas
 - Other?
- **What circumstances would the college accept/not accept as an argument for a time extension?**
- **Who in the college office will be responsible for informing programs of the college's established deadline and circumstances under which a time extension request would be considered?**
- **Who in the college office will review/take action on time extension petitions? An individual? A committee?**
 - If an individual is responsible, how much lead time will s/he need – given other job duties – to ensure timely review of/action on the time extension request?
 - If a committee is responsible, what is their meeting schedule? Will meeting the college's established deadline ensure the committee's timely review/action?
- **Who in the college office will be responsible for communicating the college's decision to the graduate program, and for responding to any resulting questions regarding the college's decision? (Note: Graduate programs are responsible for communicating the decision and related information to the student – see #11 Program Responsibilities, below)**
- **This U policy allows doctoral students to file a second petition for up to 24 additional months for degree completion**
 - Do the above questions/concerns (and any additional questions/concerns identified by the college) change for the review of additional time extension requests? If so, how?
 - In addition to adviser, DGS, and college approval, 2nd requests must be reviewed and approved by the Vice Provost and Dean of Graduate Education
 - Who in the college will be responsible for forwarding these doctoral time extensions to the Vice Provost for review/approval?
 - Who in the college will be responsible for responding to any questions from the Vice Provost regarding the time extension requests?
 - Who in the college will be responsible for responding to questions posed by the graduate program and/or student regarding the review/approval process and outcome?

5. Archiving in the system of record students' requests for exceptions to the time limit for completing the doctoral degree

Note: There currently is inconsistency among the University's graduate education policies regarding the responsibility for archiving students' Graduate Degree Plans and other information related to students' degree progress (e.g., time extension requests) as well as the need to reconcile these policies with current and future processes. Until these inconsistencies can be reconciled, approved time extension requests will be forwarded to Academic Support Resources (ASR) for archiving.

6. Collaborating with graduate programs as needed to request a program-wide exception to the U's time limit for completing the doctoral degree

Note: This policy establishes (for students admitted January 1, 2013 and later) a doctoral degree-completion deadline of eight calendar years after initial enrollment in the graduate program.

Graduate programs wishing to establish a program-wide exception to establish a time limit beyond the U's eight-year limit must obtain approval from their college and the SVPP. (It is within the graduate program's purview to establish a program-wide time limit for doctoral degree completion that is more restrictive than the eight years allowed by U policy.)

Things to consider:

- Colleges review graduate programs' exception requests, and recommend SVPP approval only for programs requesting exceptions based on accreditation requirements, national standards of the field, interdisciplinary nature of the program, or similar arguments.
- What will be the college's process for reviewing/recommending action on requests for program-wide exceptions to the U's doctoral degree-completion deadline? For example,
 - Who in the college will be responsible for
 - responding to inquiries from graduate programs regarding exception requests?
 - receiving graduate programs' Doctoral Degree: Program-Wide Exception to the Maximum Time Limit form, and forwarding them to the collegiate dean for his/her review, recommendation, and signature?
 - Forwarding signed forms to the SVPP office for final review/action?
 - Responding to SVPP inquiries regarding exception requests?
 - Communicating the SVPP's decision to the graduate program?
 - Communicating the SVPP's decision to Academic Support Resources (ASR) and the Graduate School?

7. Archiving in the system of record requests for program-wide exceptions to the time limit for completing the doctoral degree

Note: The process to support this college responsibility is being reviewed by the SVPP office and the Graduate School. Colleges and programs will be notified if/when the process is modified, and this policy guide will be updated as needed.

PROGRAM RESPONSIBILITIES

Programs are responsible for:

1. Ensuring that the program's student handbook clearly articulates current University, college, and program requirements for the doctoral degree
2. Ensuring that incoming doctoral students are assigned a temporary adviser
3. Ensuring that each student plans and appropriately completes the graduate program's requirements in a timely fashion
4. Reviewing and approving students' Graduate Degree Plans (including any subsequent changes to an approved Graduate Degree Plan)
5. Determining whether to adopt the U's minimum GPA requirement of 3.000 (on a 4.000 scale) or to adopt a more stringent requirement
6. Establishing and publicizing protocol for reviewing/taking action on students' requests for exceptions to program-specific policy
7. Reviewing their doctoral students' degree progress on an annual basis, and informing students, in writing of the results of the review
8. Ensuring that each student receives training appropriate to the discipline in the responsible conduct of research and ethical teaching and scholarship (policy specifies this as the DGS's responsibility)
9. Determining whether to establish a program-wide deadline for doctoral degree completion that is more restrictive than the eight years allowed by U policy
10. Determining whether to request a program-wide exception to establish a time limit beyond the U's eight-year limit for completing the doctoral degree, and submitting any such requests to the college for its review and action
11. Review and approve students' requests for extensions to the time limit for completing the doctoral degree
12. Establishing and communicating the program-specific purpose, format, and evaluation of the doctoral preliminary written examination
13. Ensuring that preliminary oral examinations are conducted in accordance with this policy

1. Ensuring that the program's student handbook clearly articulates current college and program requirements for the doctoral degree

Note: See Graduate Program Student Handbook: Guidelines for suggestions about items to include in graduate program student handbooks.

Things to consider:

- Who in the graduate program will be responsible for creating and maintaining handbooks, and for ensuring their accuracy?
- What will be the production cycle to ensure up-to-date handbooks are available for incoming doctoral students?
- Will the handbook be available on the program's web site? If so, who is responsible for ensuring that the online version is up-to-date?

2. Ensuring that incoming doctoral students are assigned a temporary adviser

Note: See Appointments to Graduate Examination Committees for U policy on eligibility requirements for serving as an adviser.

Things to consider:

- **At what point will students be assigned an adviser?**
 - At the time of admission?
 - Upon matriculation in the program?
 - As part of incoming students' program orientation?
 - Other?
- **On what basis will temporary advisers be assigned?**
 - DGS assigned to all incoming doctoral students?
 - Best fit, based on student's application materials?
 - Other?
- **At what point will permanent advisers be assigned, and on what basis?**

3. Ensuring that each student plans and appropriately completes the graduate program's requirements in a timely fashion

Things to consider:

- **U policy specifies that this is the responsibility of the student's adviser and DGS**
 - How will this responsibility be shared between the adviser and DGS?
 - If complex degree requirement issues arise, how will the adviser and DGS share responsibility for assisting the student?
 - What role will the Plan Level Coordinator (DGS assistant) play, if any, with regard to supporting the adviser and DGS with their responsibilities related to this policy?
 - How will the program ensure that individuals responsible for advising students have accurate information about program, college, and U requirements?
 - How will advising responsibilities of the adviser and DGS be applied to the review/approval of students' Graduate Degree Plans? To the required annual student reviews?

4. Reviewing and approving students' Graduate Degree Plans (including any subsequent changes to an approved Graduate Degree Plan)

Things to consider:

- **Based on the outcome of discussions between the college and its programs regarding the college's role in the review and approval of students' Graduate Degree Plans:**
 - Who will ensure that program-approved Graduate Degree Plans are routed to the college?
 - Who will be responsible for communicating with the college if/when the college has questions about a student's Graduate Degree Plan?
 - Who is the graduate program's contact person for students who have inquiries related to their degree requirements and/or status of their Graduate Degree Plan?

5. Determining whether to adopt the U's minimum GPA requirement of 3.000 (on a 4.000 scale) or to adopt a more stringent requirement

Things to consider:

- **Does your program wish to adopt a minimum GPA requirement higher than the U's 3.000 minimum?**

- How is the determination whether to adopt a more stringent requirement made, and by whom?
- Would students be (dis)advantaged by being required to maintain a GPA higher than 3.000? If so, why or why not?
- If the program chooses to adopt a minimum GPA requirement higher than 3.000, what would that minimum be? Why?
- Who in the program will ensure that information regarding the minimum GPA (whether 3.000 or higher) is included in the program's student handbook?

6. Establishing and publicizing protocol for reviewing/taking action on students' requests for exceptions to program-specific policy

Things to consider:

- **What are the graduate program's priorities with regard to their program-specific degree requirements, and for those that are non-negotiable (if any)?**
 - Being clear about priorities will help the individual(s) responsible for taking action on exception request to make decisions that support the program's priorities
 - How will exception requests be reviewed, and by whom?
 - How will consistent review/action on exception requests be assured?
 - Does the program wish to publicize information regarding graduate program-specific exceptions? If so, this information needs to include:
 - Contact information for individual(s) within the graduate program responsible for responding to inquires
 - Contact information for individual(s) within the graduate program responsible for the review/approval of exception requests
 - Where and how students submit the exception requests
 - Whom students contact if they have questions about the status or outcome of exception requests

7. Reviewing their doctoral students' degree progress on an annual basis, and informing students, in writing of the results of the review

Things to consider:

- **For information regarding annual progress reviews, please refer to the University's Annual Student Reviews: Guidelines**

8. Ensuring that each student receives training appropriate to the discipline in the responsible conduct of research and ethical teaching and scholarship (policy specifies this as the DGS's responsibility)

Things to consider:

- **For reference, see the Office of the Vice Provost for Research's Research Education and Oversight, and the Board of Regents Code of Conduct**

9. Determining whether to establish a program-wide deadline for doctoral degree completion that is *more restrictive* than the eight years allowed by U policy

Note: This policy establishes (for students admitted January 1, 2013 and later) a doctoral degree-completion deadline of eight calendar years after initial enrollment in the graduate program. It is within the graduate program's purview to establish a program-wide time limit for doctoral degree completion that is more restrictive than the eight years allowed by U policy.

Things to consider:

- What will be the program's process for determining whether a more restrictive deadline for doctoral degree completion is appropriate? Who will be involved in the process?
- What would be the program's more restrictive deadline? Why?
- Would students be (dis)advantaged by being required to complete their doctoral degree in under the eight years allowed by U policy? If so, why or why not?
- Who is responsible for ensuring that the program-specific deadline is publicized in the program's student handbook?

10. Determining whether to request a program-wide exception to establish a time limit *beyond* the U's eight-year limit for completing the doctoral degree, and submitting any such requests to the college for its review and action

Note: This policy establishes (for students admitted January 1, 2013 and later) a doctoral degree-completion deadline of eight calendar years after initial enrollment in the graduate program.

It is within the graduate program's purview to establish a program-wide time limit for doctoral degree completion that is more restrictive than the eight years allowed by U policy (see #9 Program Responsibilities, above). Graduate programs wishing to establish a program-wide exception to establish a time limit beyond the U's eight-year limit must obtain approval from their college and the Provost (SVPP).

Things to consider:

- Colleges review graduate programs' exception requests, and recommend SVPP approval only for programs requesting exceptions based on accreditation requirements, national standards of the field, interdisciplinary nature of the program, or similar arguments.
- What will be the program's process for determining whether a program-wide exception is appropriate? Who will be involved in the process?
- What would the proposed time limit for doctoral degree completion be? Why?
- Would students be (dis)advantaged by having a doctoral degree-completion *beyond* the eight years allowed by U policy? If so, why or why not?
- Who in the program will be responsible for
 - Forwarding the graduate program's completed Doctoral Degree: Program-Wide Exception to the Maximum Time Limit form to the college for the dean's review, recommendation, and signature?
 - Responding to inquiries from the college and/or SVPP regarding its exception request?

11. Review and approve students' requests for extensions to the time limit for completing the doctoral degree

Things to consider:

- **What are the graduate program's priorities/principles with regard to time extensions?**
 - Priorities might include:
 - Equity among students in the program
 - A fair and transparent process
 - Impact of the time extension on students' degree progress and degree completion
 - Impact of the time extension on students' financial support
 - Impact of time extensions on international students' visas
 - Other?
- **What circumstances would the program accept/not accept as an argument for a time extension?**
- **Who in the program office will be responsible for forwarding program-approved petitions to the college for its review/approval?**
- **Who in the program office will be responsible for responding to any questions the college may have about the program's decision, and/or resulting questions regarding the college's decision?**
- **This U policy allows doctoral students to file a second petition for up to 24 months additional months for degree completion.**
 - Do the above questions/concerns (and any additional questions/concerns identified by the program and/or college) change for the review of additional time extension requests? If so, how?
 - In addition to adviser, DGS, and college approval, 2nd requests must be reviewed and approved by the Vice Provost and Dean of Graduate Education
 - Who in the program will be responsible for responding to any questions from the Vice Provost regarding the time extension requests?
 - Who in the program will be responsible for responding to questions posed by the college and/or student regarding the review/approval process and outcome?

12. Establishing and communicating the program-specific purpose, format, and evaluation of the doctoral preliminary written examination

Things to consider:

- **What is the purpose of the program's preliminary written examination?**
 - Evaluation of student's understanding of the discipline (e.g., required coursework), and/or ability to synthesize key concepts/information?
 - Evaluation of student's ability to produce a viable literature review?
 - Evaluation of student's ability to produce a viable grant proposal?
 - Evaluation of student's portfolio (e.g., an overview of the student's field of research, course syllabi the student has developed, research papers, and/or dissertation prospectus)?
- **How is the preliminary written exam taken?**
 - On site or off site?
 - With or without proctor?
 - Sections completed over the course of several hours/days?
 - At specific times of the academic year?
 - Other?
- **Who evaluates the preliminary written exam?**

- A committee specifically assigned to review preliminary written exams?
- The student's preliminary oral exam committee?
- Other?
- Does the student know who evaluates their preliminary written exam?
- Do the evaluators know whose written exam(s) they are grading?
- **How is the preliminary written exam graded?**
 - This U policy states that the outcome must be pass, pass with reservations, or fail.
 - What are the program's standards for passing the written exam? Passing it with reservations? Failing the written exam?
- **Who is responsible for communicating the outcome of the preliminary written exam to the student?**
 - If the student passes with reservations, s/he must be provided with a written statement that includes the conditions to be met, and a timeline for addressing those conditions, within 10 working days of the written examination.
- **Does the program allow a retake if the student fails the preliminary written examination?**
 - If so, how many retakes will the program allow?
 - Note that common practice is no more than one retake of a failed preliminary written examination
 - What is the program's process for retakes?
 - Same format, same questions?
 - Same format, different questions?
 - Does a specific amount of time need to elapse between the first written exam and the retake?

13. Ensuring that preliminary oral examinations are conducted in accordance with this policy

Refer to the Doctoral Degree: Performance Standards and Progress Checklist for more information.

STUDENT RESPONSIBILITIES

Graduate students are responsible for:

1. Enrolling every fall and spring semester from the time of matriculation until degree conferral (Exception: Students granted a college-approved leave of absence are not required to register for the term(s) of the leave. Refer to the University's Leave of Absence policy for more information)
2. Being informed about their program's doctoral degree requirements
3. Remaining in good academic standing; i.e., meeting minimum GPA requirement specified by grad program, or 3.000 on a 4.000 scale, whichever is higher
4. Planning their program coursework to ensure that at least 2/3 of the course credits included are taken A/F
5. Ensuring that their Graduate Degree Plan is filed, approved, and archived in the system of record at least three months prior to their preliminary oral examination date
6. Declaring a minor (should they choose to do so) when they file their Graduate Degree Plan for review/approval

7. Completing all doctoral degree requirements and being awarded the degree within the shorter of eight calendar years after initial enrollment (or a more restrictive time frame, if specified by the graduate program)
8. Requesting an extension of time limit if unable to complete the degree within the time limits due to extraordinary circumstances
9. Initiating time extension requests, obtaining required approvals, and submitting their requests for review/approval in a timely manner

GRADUATE SCHOOL RESPONSIBILITIES

Graduate School is responsible for:

1. Coordinating (with ASR) an on-going consultative process regarding policy effectiveness
2. Adjudicating academic student complaints related to this policy that are not successfully addressed at the college level
3. Reviewing and approving 2nd requests to extend doctoral students' degree-completion deadlines
4. Coordinating the consultative process for formal review of this policy

SVPP OFFICE RESPONSIBILITIES

SVPP Office is responsible for:

1. Reviewing/taking action on program-wide exceptions requests
2. Communicating SVPP decision regarding exception request to stakeholders
3. Archiving requests/SVPP decisions centrally

ACADEMIC SUPPORT RESOURCES RESPONSIBILITIES

ASR Office is responsible for:

1. Providing college staff with assistance related to the Graduate Degree Plan and adviser/committee assignment review/approval processes
2. Creating and implementing an online process to replace the existing Graduate Degree Plan form
3. Maintaining the Graduate Degree Plan form until the transition to an online process is implemented
4. Archiving approved Graduate Degree Plans, and subsequent changes to those plans

POLICY COMPLIANCE CHECKLIST

POLICY STATEMENT	EXCEPTION?
Programs must provide incoming doctoral students with a current graduate program handbook that includes requirements and policies governing successful degree completion	No
Programs must assign incoming doctoral students with a temporary adviser	No
Programs must review the progress of each doctoral student annually	No
Programs must notify doctoral students, in writing, of rev	No
Doctoral students must have an approved Graduate Degree Plan on file in the college, and archived in the system of record, prior to taking their preliminary oral examination	No
Doctoral students must declare their intention to pursue a minor on their Graduate Degree Plan prior to taking the preliminary oral examination	No
Doctoral students are required to enroll every fall and spring semester from the time of matriculation until degree conferral	No ¹
DGSs are responsible for ensuring that each doctoral student receives training appropriate to the discipline in the responsible conduct of research and ethical teaching and scholarship	No
All requirements for the doctoral degree must be completed and the degree awarded within the shorter of eight calendar years after initial enrollment in the graduate program, or the more restrictive time frame specified by the graduate program	No ^{2,3}
Doctoral students may petition the program and college for an extension of up to 24 months	No
Doctoral students must be informed, in writing, of the outcome of their time extension petition. If approved – expectations articulated; if not approved – informed of dismissal from the doctoral program	No
Doctoral students may, under extraordinary circumstances, file a second petition for an additional 24 month extension. Such petitions must be approved by the graduate program and the Vice Provost and Dean of Graduate Education	No
Doctoral students must meet the graduate program’s minimum GPA requirement, or the University’s minimum of 3.000 (on a 4.000 scale), whichever is higher	No ⁴
A minimum of 2/3 of the course credits included on a degree plan must be taken A/F.	No
Every doctoral student must pass a written examination in the major field	No

The doctoral preliminary written exam will be graded either pass, pass with reservations, or fail in accordance with program standards	No
Students who pass the preliminary written examination with reservations must be provided, in writing within ten working days of the examination, the conditions to be met and timeline for completion	No
Every doctoral student must pass a preliminary oral examination in the major field	No ⁵
The preliminary oral examination is conducted as a closed examination, attended by only the student and the examination committee	No
The preliminary oral examination cannot take place before examiners have certified that the student received a passing grade on the prelim written examination and that any reservations have been removed	No
The doctoral preliminary oral examination will be graded either pass, pass with reservations, or fail	No
If a student fails the preliminary oral examination, s/he may retake the examination once, if all committee members (or all committee members save one) approve	No
The second attempt to pass the preliminary oral exam must use the same committee members unless an emergency situation necessitates a substitution	No
If the committee does not approve a retake, or if the student fails the second attempt, the student will be terminated from the program	No
The doctoral preliminary oral examination committee must consist of at least four members, including the adviser(s)	No
The doctoral student and all committee members must participate in the preliminary oral examination	No
Committee members and/or the student may participate remotely as long as all conditions for remote participation in the examination are met	No ⁶
At least three preliminary oral examination committee members (including adviser) must be from the student's major	No
At least one preliminary oral examination committee member must represent a field outside the major	No
If the student has declared a minor, at least one preliminary oral examination committee member must represent the minor field	No
Preliminary oral examination committee members cannot satisfy the requirement with respect to more than one field	No

¹ Students who obtain a college-approved Leave of Absence are not required to register for the terms specified by the leave. See the University's [Leave of Absence](#) policy for more information.

² The eight-year time limit applies to students admitted after January 1, 2013. For students who first matriculated in their graduate program prior to January 1, 2013, the previous doctoral time limit (five years following the term preliminary oral examination was passed) may be applied.

³ Programs with a distinctive student population or approved joint-degree programs may request a program-wide exception to the eight-year time limit for earning the doctoral degree.

⁴ Students with an approved doctoral Graduate Degree Plan should maintain a 3.000 for courses included on the plan.

Students who have not yet filed a Graduate Degree Plan must maintain an overall GPA of 3.000.

Graduate programs may require a higher GPA for individual major fields.

Graduate programs may apply the GPA requirement to the overall GPA rather than only to Graduate Degree Plan coursework.

Students who fall below the graduate program's minimum GPA may be terminated from the program.

⁵ Doctoral programs with University-approved degree performance standards and progress requirements that do not require preliminary written and oral exams are exempt from the policy points outlined in this policy (see IV. Doctoral Preliminary Written and Oral Examinations).

⁶ For information, refer to Required Conditions and Best Practices for Remote Participation in Graduate Examinations