

Doctoral Candidate Timeline (Ph.D. in Urban Studies & Public Affairs)

Step 1 – Dissertation Committee Formed

- Doctoral candidate submits names of faculty members they would like to serve on their Dissertation Committee to the Director of the Ph.D. in Urban Studies and Public Affairs for initial approval
 - The committee should consist of the following:
 - Committee Chair –Level 1
 - Methodologist – Level 1 or 2
 - At least one member – Level 1 or 2
 - Maximum 5 members with at least one outside faculty member (not in CEPA or CSU with Grad Fac Level 1 or 2 status)
- Doctoral candidate sends a **Faculty Dissertation Committee Agreement** form to each committee member.
- Completed forms are sent to the Director of the Ph.D. in Urban Studies and Public Affairs, **cc'ing Coordinator**.
- Coordinator prints out forms to be placed in student's file.
- Admin Coordinator completes a **Thesis and Dissertation Proposal Approval Form** and sends it to Tachelle Bank's, Assoc Dean of COE for signature, then to Veronica Hill, College of Graduate Studies. When completing the form add "Signature on file with Program Director" for each signature line. Hard copy of file with Admin Coordinator. E-copy in Ph.D. in Urban Studies and Public Affairs drive in the **Dissertation Proposal Approval** folder by year.

Step 2 – Prospectus Hearing

- The Committee Chair and student decide on date and time for the Prospectus Hearing. Chairperson sends info to Admin Coordinator.
- Coordinator finds room for hearing and notifies Committee and student of location
 - In person meeting - Work with Steve Antol to find room
 - Zoom meeting – Chair schedules hearing
- Coordinator sends **Prospectus Hearing Notification** to the Committee Chairperson, cc'ing Director.
- After the Committee meets a hard copy of the signed Prospectus Hearing Notification form is given to the Program Director and emailed to the Administrative Coordinator.
- Coordinator emails Candidate **Dissertation Publication Checklist** for their reference.

Step 3 – Final Oral Defense

- Committee Chairperson notifies Director and Admin Coordinator of date and time for defense
 - In person, Admin Coordinator finds room
 - Zoom, Chair creates zoom link and sends link to Admin Coordinator, Committee, Student, and Director
- Admin Coordinator enter the relevant information on the **Dissertation Approval** form and the **Assessment of Doctoral Dissertation Rubric** and sends them to the Chair.
- Administrative Coordinator creates **Doctoral Dissertation Announcement** and attaches it to an **Outlook invitation** sent to the Program Director, cc'ing (optional attendees) all LCPAE Faculty and Staff, and bcc's doctoral students and alumni. Include zoom link in announcement with notation NOT to post to social media or otherwise distribute. Student may give to family and friends, but not post to social media.
- Admin Coordinator posts copies of invitations in each division within CPAE

Step 4 – Post Defense

- Coordinator sends **Final Stage memo, Post-Defense Checklist, and Doctoral Commencement Program Application** as an attachment in email to Candidate
- Coordinator sends completed Assessment of Doctoral Dissertation Rubrics and signed Dissertation Approval form to Program Director
- Coordinator sends completed forms and copy of \$65 receipt to Veronica Hill
- Coordinator completes top part of **Notice of Completion for Doctoral Degree Requirements** and sends it to the Program Director, then Veronica Hill, College of Graduate Studies, upon its signed completion
- Program Director completes a **Change of Grade** form for UST 895/899 online