

11 APPENDIX 3: TSUSP SUMMARY OF PROCEDURES FOR DOCTORAL DEGREES

| Event | Event Date | Document Required | Access Location | Initiates Process | Sign Off | Submitted To | Next Step | Next Step |
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| Stage 1 - Orienting to Program - Completing Core and Field Courses | | | | | | | | |
| Assigning Advisor | | Offer Letter | | Director, PhD Director | | | | |
| PhD Orientation | Fall -Year 1 | PhD Student Handbook | Handbook on Line | Staff, PhD Director | | | | |
| Plan of Study Conference | Spring - Year 1 | Plan of Study Document | TSUSP Forms | Student, Advisor | Student, Advisor, PhD Director | PhD Director | Student File | |
| Stage 2 - Comprehensive Field Area Exams | | | | | | | | |
| Selection of Exam Committee, review of Program Proposal, approval of course waivers and transfer credits | After completion of 9 credits within the fields but no later than 6 months prior to exam | Program Proposal Form | TSUSP Forms | Student | Chair, Field Area Committee, PhD Director (relevant faculty members for waivers and credit transfers) | PhD Director | Student File | |
| Program Proposal Audit | Upon completion of all required core and field courses but no later than two weeks prior to exams | Program Proposal Form | TSUSP Forms | Student | Chair, PhD Director | PhD Director | Student File | |
| Qualifying Papers | Prior to Comprehensive Field Area Exam | Qualifying Papers | | Student | Chair, Field Area Committee | Chair, Field Area Committee | | |
| Field Area Written Exams # 1 and # 2 | TBD by student and Field Area Committee (generally a week apart) | Exam Questions | Emailed to student, 9 am Exam Day | Chair of Exam Committee | | Completed exam sent to chair, committee, office staff by 6pm 2nd day of exam | Student File | |
| Establishing Date for Field Area Oral Examination | TBD by student and Field Area Committee, minimum 3 weeks prior to Oral Exam | Request for Comprehensive Examination Date Form | TSUSP Forms | Student | Student, Exam Chair | PhD Director | Student File | |
| TSUSP report of results of Comprehensive Field Area Examination | Same day as oral exam | TSUSP Comprehensive Exam Form | TSUSP Forms | Chair informs office staff, who prepare document | Chair, Examiners, PhD Director | PhD Director | Student File | |
| GS report of results of Comprehensive Field Area Examination | Same day as oral exam | GO-22, Comprehensive Examination Report Form | Grad School Forms | Chair informs office staff, | PhD Director | Office staff | Student File | GS File |

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| | | | | who prepare document | | | | |
| Letter to student upon successful completion of Comprehensive Exams | Within week, after submission of GO-22 | Letter Template | I Drive | PhD Director | PhD Director | Student - cc Chair, Committee, office staff | Student File | |
| Stage 3 – Proposal Defense and Advancement to Candidacy | | | | | | | | |
| Appointment of Dissertation Committee | Within 6 months of date of successful completion of Field Exams | GO-16D, Appointment of Doctoral Dissertation Committee Form | Grad School Forms | Student | Dissertation Chair, PhD Director | PhD Director | Student File | GS for approval |
| Request for Proposal Defense Date | After approval of dissertation committee by Dean of Graduate School, minimum 3 weeks prior to proposal defense date | Request for Defense Date Form | TSUSP Forms | Student | Dissertation Chair, PhD Director | PhD Director | Student File | |
| Public announcement of Proposal Defense | Two weeks prior to proposal defense date | Announcement includes: date, time, place, title, abstract. Identifies student, chair, committee | | Student | Dissertation Chair | Office staff | Announcement circulated to faculty and student lists | |
| Proposal Defense | Proposal defense must take place within 24 months of the date of the successful completion of the field area exams. | Written Dissertation proposal, proposal presentation | | Student | | Dissertation Chair and committee | | |
| Memo from Dissertation Chair to PhD Director | Immediately following approval of dissertation proposal | States outcome, outlines changes, if any, to be implemented by student. | | Dissertation Chair | Dissertation Chair | PhD Director | Student File | |
| Request for Advancement to Candidacy | Upon successful completion of all requirements and defense of dissertation proposal | GO-23, Request for Advancement to Candidacy Form | Grad School Forms | Chair informs office staff, who prepare document | Dissertation Chair, Committee, PhD Director | PhD Director | Student File | GS File |

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| Submission of Human Subject Review Document (if required) | Immediately prior to or following the date of proposal defense | HSSR (IRB) Application | HRPP Forms and Templates | Student | | Independent Review Board | Board determines acceptability | Informs candidate and GS |
| Approval of Advancement to Candidacy | Upon review of GO-23 and notification of approval from the IRB (if required) | Approval memo | | Dean of Graduate School | Dean of Graduate School | Student, Dissertation Chair, PhD Director | Student File | GS File |
| Stage 4 -Dissertation and Defense | | | | | | | | |
| Conducting research, drafting dissertation | Student begins dissertation process, checking in quarterly with Chair to assure orderly progression to completion | Written drafts of chapters | | Student | Chair determines when student is ready for defense | Chair, and in final stages, members of the committee | | |
| Application for Awarding of Doctoral Degree | Must file by the first Friday of the anticipated term of graduation | Online application | Banweb/Student Services/Grad App/Diploma Orders. | Student | Student | GS | GS File | |
| Request for date to defend dissertation | Three weeks prior to requested defense date | Request for Defense Date Form | TSUSP Forms | Student | Dissertation Chair, PhD Director | PhD Director | Student File | |
| Delivery of a complete draft of the dissertation | Two weeks prior to date of dissertation defense | Dissertation draft | | Student | | Dissertation Chair and committee | | |
| Public announcement of Dissertation Defense | Two weeks prior to dissertation defense date | Announcement includes: date and time, title, abstract. Identifies student, chair, committee | | Student | Dissertation Chair | Office staff | Announcement circulated to faculty and student lists | |
| Dissertation Defense | Must be successfully defended within five years from the date of the Advancement to Candidacy and no later than five weeks prior to the close of the term of application for graduation | Doctoral Recommendation for Degree Form GO-17D | Grad School Forms | Chair informs office staff, who prepare document | Dissertation Chair, Committee, PhD Director | PhD Director | Student File | GS File |

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| Stage 5 - Submission of Dissertation and Checkout | | | | | | | | |
| Approval of the final post-defense doctoral dissertation | No later than three weeks prior to the close of the term of application for graduation | Doctoral Dissertation Signature Page | Grad School Forms | Student | Dissertation Chair, Committee, PhD Director, Student | PhD Director | Student File | GS File |
| Submission of Electronic Dissertation (EDT) to GS | Three weeks prior to close of term | EDT Access form, Formatted dissertation | Grad School Forms | Student | Student | GS | | |
| Complete Online Survey of Earned Doctorates | Three weeks prior to close of term | Online survey | Grad School Forms | Student | Student | Confirmation email sent to GS | | GS File |
| Stage 6 - Conferring of Degree | | | | | | | | |
| Conferring of Degree | PSU Graduation | Diploma | President of PSU | President of PSU | President of PSU | Dr. [your name here] | Employment | Life |
| RESOURCES | | | | | | | | |
| Graduate School Summary of Procedures for Doctoral Degrees - https://www.pdx.edu/gradschool/summary-of-procedures-doctoral-degrees | | | | | | | | |
| PSU Bulletin Doctoral degree requirements - https://pdx.smartcatalogiq.com/2022-2023/Bulletin/Graduate-School/Degree-requirements/Doctoral-Degree | | | | | | | | |
| CUPA Graduate Student Forms and Handbooks - https://www.pdx.edu/urban-studies-planning/current-students | | | | | | | | |
| Graduate School forms - http://www.pdx.edu/ogs/forms | | | | | | | | |
| Graduate School Thesis and Dissertation Information - http://www.pdx.edu/ogs/thesis-and-dissertation-information | | | | | | | | |
| Electronic Thesis and Dissertation Submissions Instructions - https://www.pdx.edu/ogs/etd-submission-instructions | | | | | | | | |
| Human Subjects site - https://sites.google.com/a/pdx.edu/research/about-research-administration | | | | | | | | |
| Human Subjects forms - https://sites.google.com/a/pdx.edu/research/integrity/hrpp/forms | | | | | | | | |