GRADUATE STUDENT GUIDE

MECHANICAL ENGINEERING (ME) PROGRAM

Ph. D. Degree

MECHANICAL ENGINEERING
Graduate Studies Committee
598 Rhodes Hall, P.O. Box 210072
COLLEGE OF ENGINEERING
UNIVERSITY OF CINCINNATI
CINCINNATI, OHIO 45221-0072

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V. DOCTORAL DEGREE PROGRAMS

A. Program of Study

The general policy of the Department is to permit flexibility in a Program of Study according to the individual objectives of the student. However, final authority for a student’s program of study is vested in the student’s Academic Advisor. The Academic Advisor must be a member of the ME Program Faculty. (Exception cases are considered by petition to the ME Graduate Studies Committee.)

It is the responsibility of both the student and his/her Academic Advisor to formulate a Program of Study as soon as he/she enters the PhD degree program. A Program of Study form should be completed in triplicate in order to record the study plan. The Advisor will keep one copy, and the student should retain a signed copy as his/her assurance of an approved Program of Study. The third copy should be given or sent to the Coordinator of Graduate Studies (701 ERC). The Program of Study forms are available on-line at www.eng.uc.edu/dept_min/grad/forms/. This should be completed by the end of the second week of the first quarter of study. Revisions of a student’s program of study are to be expected; however, revisions should be recorded by preparing revised Program of Study forms.

The major objective of the doctoral program is to strengthen the student’s ability to assume creative leadership in the solution of important, complex technological problems. Such ability is enhanced by both breadth of knowledge and depth of specialization. Therefore, the student’s Program of Study should be a compromise between breadth and depth. It should be an integrated program of formal coursework and independent study culminating in an original dissertation which demonstrates the student’s ability to define, analyze, and solve complex problems.

A student may select courses outside of the Program, Department and/or College of Engineering with the approval of his/her Academic Advisor. Individual study or projects can be accommodated by registration for Topics in Mechanical Engineering (20-MECH-871). However, it is the student’s responsibility to arrange for faculty supervision and to obtain the consent of the Academic Advisor prior to registering for Topics.

A Program of Study can be interdepartmental and interdisciplinary. However, in such cases the Academic Advisor may wish to select and consult with the student’s Advisory and Examining Committee during the development of the student’s Program of Study.
B. Credit Hour Requirements

The doctoral program includes the following specific requirements:

- A minimum of 135 graduate quarter credits beyond the BS degree is required. All students who have the MS Degree (whether thesis or non-thesis) will receive 45 credits toward the required 135 for a PhD. Therefore a minimum of 90 graduate quarter credits beyond the MS degree is required.

- The required 90 credit hours beyond the MS degree may include up to 63 credit hours for research courses (which must include a minimum of 33 credit hours 20-MECH-971 Dissertation and may include a maximum of 30 credit hours of 20-MECH-870 Research). Prior to electing 20-MECH-971 Dissertation, the student must pass the ME PhD Fundamentals Exam. In addition, a minimum of 27 graduate quarter credit hours must be classroom work, i.e., academic work other than PhD Dissertation (20-MECH-971), Topics in Mechanical Engineering (20-MECH-871), or Seminar (20-MECH-697).

- Of the 27 credit hour classroom course requirement, a minimum of six (6) graduate credit hours of study in advanced mathematics beyond the MS degree are required, which must be taken from the published list of core math courses. This list is provided at the following URL: www.eng.uc.edu/dept_min/grad/mechanical/math/. Any substitution must be approved by petition to the ME Graduate Studies Committee.

- Of the 27 credit hour classroom course requirement, a minimum of eighteen (18) graduate quarter credits of Mechanical Engineering courses (20-MECH-xxx or 20-EGFD-xxx) beyond the Master’s Degree are required. Topics in Mechanical Engineering (20-MECH-871), Thesis (20-MECH-800), Dissertation (20-MECH-971) and Seminar (20-MECH-697) credits do not count toward the eighteen graduate credit hour requirement.

- Exclusive of seminar and dissertation grades, the quality point average (QPA) in his/her Program of Study must not be less than 3.0 (B average). In addition, a student’s QPA for all credits in his/her Program of Study must not be less than 3.0. If a student’s QPA falls below 3.0 in any two quarters, dismissal from the program may result.

Any unsatisfactory, I (Incomplete), or F (failure) grade must be replaced by
repeating the course or by substituting another course acceptable to the student’s Academic Advisor. However, the unsatisfactory grade will be included in computation of the student’s QPA. An I grade will automatically be converted to an F one year after the initial grade was given.

C. Transfer of Credits

As a means of assuring that the character and standards embodied in graduate degrees awarded by the University of Cincinnati are preserved, limits are set on the amount of work completed at other institutions which can be included as fulfilling graduate degree requirements. The limits complement residency requirements, and are:

- A maximum of 12 graduate quarter credit hours (exclusive of 45 credits for an MS Degree at another university) can be transferred (one time) from another university and/or academic program, upon approval of the Academic Advisor, with subsequent approval from appropriate department and university authorities. Specific policies regarding such transfer of credits are:
  - Approval of these courses must be obtained before taking them unless the student is transferring to this program from another university.
  - Transfer of graduate credits is not allowed for coursework taken to satisfy the requirements of a previous or concurrent undergraduate or graduate degree program.
  - Credit hours allowed for a course will not exceed the quarter credit hours of any University of Cincinnati course(s) which covers equivalent material.
  - The student’s Academic Advisor must send a written request for transfer of credits to the Director of Graduate Studies (ME). Upon approval, the Director of Graduate Studies (ME) will submit the request to the University Graduate Faculty for approval.
  - Thesis or Dissertation work cannot be transferred.
  - Credits taken at the University of Cincinnati, prior to formal admission to the ME Graduate Program, are likewise limited to 12 graduate credit hours.
D. Minimum Academic Performance

In order to obtain a Doctor of Philosophy Degree in the ME Program, a student must (1) maintain a B average (3.0/4.0 or better), (2) obtain grades of A or B in at least 2/3 of the minimum graduate credit hours necessary for the degree, (3) take and pass the PhD Fundamentals Exam within the specified time limits, (4) take and pass the PhD Candidacy Exam within 5 years of first registration in the PhD program, and (5) satisfy all final dissertation examination requirements within 4 years after achieving candidacy.

E. Residency

All doctoral students must remain enrolled for at least twelve graduate credit hours during each of three quarters within a span of five consecutive quarters, including the summer quarter, so long as they register for each autumn quarter involved. (Note: This would permit a residence pattern of in-out-in-out-in during five consecutive quarters.

F. Doctoral Examination

The Doctoral Examination process consists of two exams, in addition to the final oral exam (dissertation defense) and is required of all doctoral students. The purposes of the Doctoral Examination are: (a) to evaluate the student’s knowledge of engineering fundamentals and comprehensive problem solving ability, and (b) to ascertain that the student is qualified to perform independent research. Hence, the examination is divided into two parts, the PhD Fundamentals Exam and the PhD Candidacy Exam, which are discussed in the paragraphs to follow. A student is required to pass the PhD Fundamentals Exam before taking the PhD Candidacy Exam. The PhD Fundamentals Examination is scheduled during the Autumn and Spring Quarters. Graduate students must take the PhD Fundamentals Examination within certain specified time limits of the date when they are first admitted into the ME PhD program.

The time limit depends upon which quarter (Autumn, Winter or Spring) the student is first admitted to the ME PhD program. (International students are first admitted only in Autumn quarter, domestic students are first admitted in Winter or Spring quarters only in exceptional circumstances.)

Note: In all cases the student’s first academic year begins with the Autumn quarter and ends with the Summer quarter. For instance if a student begins Spring quarter, the next Autumn quarter will begin his/her second academic
1. Students who are first admitted into the ME PhD program in the Autumn quarter:

   a. Must attempt the PhD Fundamentals Exam for the first time by the Spring quarter of their first academic year.

   b. Students who do not take the PhD Fundamentals Exam for the first time by the end of the Spring quarter of their first year will be dismissed from the PhD program.

   c. Students must pass the PhD Fundamentals Exam by the end of the Autumn quarter of their second academic year.

2. Students who are first admitted into the ME PhD program in either the Winter or Spring quarters:

   a. Must attempt the PhD Fundamentals Exam for the first time by the Autumn quarter of their second (the next) academic year.

   b. Students who do not take the PhD Fundamentals Exam for the first time by the end of the Autumn quarter of their second academic year will be dismissed from the PhD program.

   c. Students must pass the PhD Fundamentals Exam by the end of the Spring quarter of their second academic year.

In certain cases, students in the MS program in Mechanical Engineering at UC who petition the ME Graduate Studies Committee for continuation of UGS support beyond the prescribed maximum four (4) quarters may be required to take the PhD Fundamentals Exam as a condition of further support. Any such support will be granted at the discretion of the ME Graduate Studies Committee.

In no case will a student be offered more than two (2) attempts to pass the PhD Fundamentals exam. This includes any attempts while enrolled in the ME MS program. The second attempt (if necessary) must occur six months (two academic quarters) following the first attempt. Students who fail or who do not appear within the specified time limits are dismissed from the program. (MS students would be ineligible for PhD admission.)

A student with an MS degree from another institution, or from another
program within UC, who is matriculated into the PhD program in Mechanical Engineering and who subsequently petitions for and is granted demotion to the MS program in Mechanical Engineering within the first two quarters of study must nevertheless attempt the PhD Fundamentals Exam on the original schedule dictated by their original date of admission. Otherwise, such student will be ineligible for admission to the PhD program upon completion of the MS at UC. Any such student who takes and passes the PhD Fundamentals exam must nevertheless complete the MS in ME at UC prior to being eligible for re-admission to the PhD program.

**PhD FUNDAMENTALS EXAM**

The PhD Fundamentals Examination is prepared by the ME PhD Examining Committee and administered by the Mechanical Engineering Director of Graduate Studies. The examination requires that the student demonstrate competency in mechanical engineering fundamentals. The Mechanical Engineering PhD Fundamentals Exam takes place over two days for a total of six hours. The student is tested for 90 minutes (1.5 hours) in each of six (6) areas. Two areas are tested on one day. A ten (10) minute break between each area test is given. Each area test consists of three or four problems in a specific area. The student must work all problems in each area and is graded on a pass/fail basis in each area. All exams will be without reference or notes - appropriate reference material will be provided, if necessary. A student must choose a primary exam area out of the six areas. In order to pass the Mechanical Engineering portion of the PhD Fundamentals Exam, a student must pass three (3) of the six (6) areas including his/her declared primary area.

**NO CONDITIONAL OR PROVISIONAL PASSES WILL BE ISSUED.**

The following are the six areas included in the Mechanical Engineering PhD Fundamentals Exam.

1. Fundamental Dynamics and Mechanical Vibrations
2. Strength of Materials, including static and dynamic failure theories
3. Fluid Mechanics
4. Heat Transfer
5. Manufacturing Processes
6. Engineering Statistics

**Registering for the PhD Fundamentals Exam**
At the beginning of the quarter in which he or she takes the PhD Fundamentals Exam, the student must register for the course 20-MECH-950. This ME PhD Fundamentals Exam course is a no fee, zero credit hour course.

In the event the student does not pass the Mechanical Engineering PhD Fundamental Exam, he/she must petition the ME PhD Examining Committee for retake permission. No more than one repetition of the PhD Fundamentals Exam will be permitted. No Conditional or Provisional passes will be issued. Students must pass three of six areas of the Mechanical Engineering PhD Fundamental Exam including his/her declared primary subject area. Students who fail to pass the PhD Fundamentals Exam in two attempts are automatically dismissed from the ME PhD program.

A list of typical references, course outlines of basic courses in each area and at least one previous examination will be made available on the Graduate Studies Bulletin Board(s) or in the Engineering Library (see www.engrlib.uc.edu). Since the examinations are usually prepared by different faculty members each time they are given, the student should consider these materials only as general guidelines.

The PhD Fundamentals Examinations are usually given during the sixth and seventh weeks of the Autumn and Spring Quarters. After the student’s examinations have been evaluated, the Graduate Studies Committee will then notify the student and his/her Academic Advisor whether or not the student has passed the PhD Fundamentals Examination.

Within two months of successful completion of the PhD Fundamentals Examination, the student must officially notify the Graduate Studies Committee (in writing) of the members of his/her Advisory and Examining Committee. This Committee, which is chaired by the student’s academic advisor is responsible for administering the PhD Candidacy Examination and will serve as the students’ doctoral dissertation committee.

Retaking the PhD Fundamentals Exam

In the event the student does not pass the PhD Fundamentals Exam, he/she must petition the ME PhD Examining Committee for retake permission. When a student retakes the PhD Fundamental Exam, only the areas that were not passed in the first attempt need to be repeated. The student must pass at least three (3) of the six (6) areas of the Mechanical Engineering PhD Fundamentals Exam, including his/her declared primary
area, in a maximum of two (2) attempts. The second attempt must occur within six months (two academic quarters) of the first attempt. No more than one repetition of the PhD Fundamentals Exam will be permitted under any circumstances. No exceptions to applicable timetables are made for students whose registration status is other than full-time (e.g., part-time, GE, or inactive). MS students who fail in two attempts will be ineligible for PhD admission. PhD students who fail to pass the PhD Fundamentals Exam in the two attempts are automatically dismissed from the ME PhD program. The ME PhD Examining Committee will not accept petitions for readmission to the ME PhD Program within ten years of dismissal from the ME Graduate Program.

**PhD CANDIDACY EXAM**

The PhD Candidacy Examination is concerned with the specialized knowledge and research ability of the student. The objectives are to evaluate the student’s progress toward high scholarly attainment and to ascertain that the student is qualified to begin independent research. This examination may be written and/or oral, and it is prepared and administered by each student’s Advisory and Examining Committee. The student’s Academic Advisor selects and is Chairperson of the Committee. Since the PhD Candidacy Exam is designed for individual students, the subject matter, manner of conducting the examination(s), and scheduling are at the discretion of the student’s Advisory and Examining Committee. **However, at a minimum the PhD Candidacy Exam must include a formal dissertation proposal (written) and its defense (oral).** It is recommended that the PhD Candidacy Exam be given as soon as practical after the PhD Fundamentals Exam.

As soon as possible after a student has completed the PhD Candidacy Exam, his/her Advisory and Examining Committee will meet to discuss the student’s overall performance and make a decision on passing or failing the PhD Candidacy Examination. If the student does not pass, the Committee will decide upon a future course of action. If the student passes, the Committee will send written notification to the student and the Director of Graduate Studies (701 ERC). The student will be admitted to Doctoral Candidacy on that date. The student has a maximum of five (5) years to attain Candidacy.

**Candidacy**

Candidacy occurs when the student successfully passes both the PhD Fundamentals Examination and the PhD Candidacy Examination as described previously.
Time Limitations for Candidacy/Graduation

The minimum requirement for the PhD Degree is the equivalent of two academic years of full-time graduate study beyond the MS Degree. The average length of time involved in completing the PhD Degree is more than three years. A student has a maximum of five (5) years to become a candidate. Once a student becomes a candidate, the student must complete his/her program within four (4) years. In no case may the PhD program of any student exceed nine (9) years from the date of acceptance into the PhD program.

In general, full-time students who continue their academic programs without interruption (not including Summer Quarter) are held responsible for the graduate program requirements that are in force and published at the time of first matriculation into that program. For PhD students, this means the date they first matriculated into the ME PhD program, not the date they were first admitted into the ME MS program. Changes in graduate program requirements will generally affect only the students who enroll after adoption and publication of the modifications.

Students who interrupt their graduate studies by withdrawing from the University, either officially or by failing to register for an entire academic year, will be held responsible for the graduate program requirements in force and published at the time they reenter that program. A written request for reinstatement must be made to the Graduate Studies Director.

The student must be a candidate for at least seven months before the PhD degree is granted. Also, candidacy must be maintained by registering for at least one graduate credit hour each Autumn Quarter. Doctoral candidacy starts when the student passes the Candidacy Examinations (both parts) and terminates after seven years.

G. Doctoral Dissertation

1. Dissertation Director and Committee

Dissertation work is a valuable learning experience in which a student has an opportunity to develop his/her abilities to search the literature, plan, analyze, experiment, evaluate, present and defend his/her work in addition to achieving a significant depth of specialization. The primary requirement of a dissertation is that it show evidence of high scholarly attainment through original and independent work. The acceptability of a
dissertation depends upon its quality and merit rather than the time and effort required for its completion or the tuition fees and credit hours spent on the investigation (although the student will normally register for at least 45 dissertation credits).

The dissertation topic is expected to be in the student’s area of specialization. The investigation can be either research or design oriented depending upon the mutual interest of the student and the Dissertation Director. It is the student’s responsibility to initiate dissertation topic discussion with his/her Academic Advisor/Dissertation Director.

Obtaining financial support is usually important to a doctoral student, especially during completion of the dissertation which typically involves a minimum of one year of full-time work. Since the dissertation is expected to be of value and interest to some segment of our society, students and their Dissertation Directors are strongly urged to write and submit research proposals to government agencies and industry. In addition to the possibility of financial support, this could provide valuable experience for the student. However, agencies typically require at least six months for action on a research proposal and funding usually starts at the beginning of their next fiscal year. Therefore, research proposals should be planned and submitted well in advance of the intended period of work.

**Dissertation Director.** Since the student is normally assigned an Academic Advisor in his/her field of interest and since the Academic Advisor has guided the student in preparation for the dissertation, the Academic Advisor and the Dissertation Director will normally be the same person. If a student wishes to change Advisors (Academic, Dissertation to a Dissertation Director different from the Academic Advisor), he/she must submit a written petition to the Director of Graduate Studies (ME) including the written approval of the intended Dissertation Director and the reasons for the change. **The Dissertation Director must be approved by the Academic Advisor.** Appointment of a Dissertation Director from outside the ME Program faculty must be approved by petition to the ME Graduate Studies Committee.

The Dissertation Director will become a member of the student’s Advisory and Examining Committee, if not already a member, and assumes the primary responsibility for guiding the student to completion of the dissertation as long as the student continues to make reasonable progress.

**Dissertation Proposal.** Communications between the student and his/her
Advisory and Examining Committee is an important factor in the successful completion of a dissertation. Since the student is the central figure in a dissertation investigation, he/she should strive to maintain communication. Preparation of a written dissertation proposal with an oral presentation to the Advisory and Examining Committee is an excellent way of establishing communication and is required of each student. The dissertation proposal should include a plan for subsequent meetings or other forms of communication. To be effective, however, the dissertation proposal should be prepared early in the investigation.

A written proposal must be submitted to the Department Head for all dissertation investigations or projects requiring departmental facilities, technician support, funds for computer usage, or funds for materials and equipment. If the proposal is approved, then a departmental project number will be assigned to the investigation and the instructions will be given to the student regarding preparation of purchase orders, work orders and other required paper work.

**Advisory and Examining Committee.** Members of the Advisory and Examining Committee are selected and appointed by the student’s Academic Advisor (in consultation with the student) at the appropriate stage of the program. The Committee consists of a minimum of three faculty members including the Academic Advisor, who acts as its Chairperson, and the Dissertation Director (if applicable). At least 50% of the Committee must be ME Program faculty. One member of the Committee must be from the Graduate Faculty. The remaining member(s) may be selected from the faculty of the Department, the faculties of other departments in the University, and appropriate persons outside the University (who must have a PhD.). A minimum of three full-time UC faculty members is required. The student's Dissertation Director must be a member of the committee.

**Dissertation Submittal.** When the dissertation work is essentially complete, a final draft is prepared. In general, the dissertation will have gone through several preliminary drafts, and the Advisory and Examining Committee will have set forth specific requirements concerning the final draft.

The final draft is submitted to the Advisory and Examining Committee for critical review before scheduling of the Final Oral Examination. The student should allow the Advisory and Examining Committee ample time to review the work. Action on a draft submitted less than one month before the date on which the completed dissertation is due may be deferred until the next quarter.
After the Advisory and Examining Committee is satisfied, the student will, together with the Chairperson of this committee, schedule the Final Oral Examination. The Dissertation Director will instruct the student regarding specific material which must be prepared for the examination. Information concerning the required dissertation format, reproduction, and fees is available from the Graduate School (110 Van Wormer) or online at www.grad.uc.edu. Additional stipulations regarding dissertation reproduction may exist if the student is working under a grant or research contract. Any dissertation submitted to the Department to satisfy requirements for the PhD degree becomes the property of the University of Cincinnati.

2. Final Defense of Dissertation

A Final Oral Examination or dissertation defense is required of every doctoral candidate after he/she has fulfilled all other requirements. In general, the examination will be restricted to the content of the dissertation and closely related material.

The examination is administered by each student's Advisory and Examining Committee. A student should contact his/her Dissertation Director at the beginning of the last quarter in order to discuss and make preliminary arrangements for the Final Oral Examination. The examination should be held not later than two weeks before the anticipated graduation date.

The student's Dissertation Director will moderate the Final Oral Examination and will assist the student in arranging for the time, place and date. The student and his/her Dissertation Director will prepare a resume of the student's Program of Study including grades received, credits earned, details of foreign language fulfillment, and candidacy date. The resume will be submitted along with the final draft of the dissertation to members of the Advisory and Examining Committee at least one month before the examination date.

The dissertation defense is open to the public, with invitations extended to the University and local community. The COE Graduate Studies Office (701 ERC) will assist the Academic Advisor in publicizing the dissertation defense and sending invitations at least two weeks before the examination date. As such, official notification of the date, time, location, dissertation title, and abstract must be provided to the COE Graduate Studies Coordinator (701 ERC) at least two weeks in advance of the dissertation defense. Official notification of the Graduate School
is no longer required.

The examination includes an uninterrupted summary (approximately 45 minutes) of the dissertation by the student, followed by pertinent questions from anyone in attendance. After the public has completed its questioning, members of the Advisory and Examining Committee will have an opportunity to submit further questions or comments, in private.

The candidate is judged by the quality of the dissertation, the manner of presentation, and his/her comprehension and response to questions on subjects related to the dissertation. The dissertation presentation is important and should be well prepared. Visual aids are recommended for this presentation.

At the conclusion of the examination, the Advisory and Examining Committee will withdraw, make a decision forthwith regarding the acceptability of the dissertation and its defense, and report to the candidate. If the student does not pass the examination, then the Committee will decide upon a future course of action. If the student passes, then the Committee will complete the Dissertation Approval Page and the Record of Final Oral Examination form. The Committee will also recommend a grade for the dissertation.

The Dissertation Director will forward the Record of Final Oral Examination form and a copy of the student’s resume to the Director of Graduate Studies (ME). The Academic Advisor will forward the Record of Final Oral Examination form and a completed Program of Study for the student showing grades received, credits earned, and QPA to the Graduate Studies Coordinator (701 ERC).

There may be minor changes or additions required in the dissertation. These must be made by the student and approved by the Dissertation Director. The final corrected copies must be submitted to the Graduate School (110 Van Wormer) before the date on which the completed dissertation is due. Electronic submission is now required. For further information, refer to www.etd.uc.edu.

3. Publication of Dissertation

All dissertations approved for the doctorate will be published in the form of a master microfilm negative that will remain on deposit with University Microfilms at Ann Arbor, Michigan. Microfilm copies will be available from University Microfilms at a nominal charge. In addition, a 350-word abstract of the dissertation will be published in Dissertation Abstracts.
and listed in its cumulative and annual indexes. One microfilm copy of the complete dissertation will also be deposited with the Library of Congress and listed in its subject and author catalogs. After a dissertation has been approved, a candidate for the doctorate will be required to complete the steps for electronic submission of the dissertation, as set forth by the Graduate School, Electronic Thesis and Dissertation (ETD) program. For further information, style guides, and detailed submission instructions, please refer to the following URL: www.etd.uc.edu. Also consult the Graduate School URL at www.grad.uc.edu for applicable forms and deadlines.

Detailed information regarding dissertation format and related issues may also be obtained from the ETD site at www.etd.uc.edu. A doctoral candidate may request (by signing the appropriate space on the University Microfilms Agreement form and attaching a check) that the dissertation be copyrighted by University microfilms.

H. Graduation

The graduate student has the responsibility to notify the Graduate Studies Coordinator in the COE Graduate Studies Office (701 ERC) a minimum of one quarter prior to expected graduation (no later than January 1 for June graduation). Application for graduation is now handled on-line. The student planning to graduate must apply for graduation by the posted deadline at the URL www.grad.uc.edu. Failure to apply for graduation by the posted deadline in a given quarter will make the candidate ineligible for graduation in that quarter. Since the student’s graduation must be deferred to a later quarter, additional fees may be incurred.

Any student intending to receive a graduate degree is responsible for insuring that the aforementioned procedures, as well as those listed below, are carried out and the indicated forms submitted to the appropriate Department and University Offices.

Graduation Requirements for Doctoral Degrees are:

1. Formal Application for Degree—on-line at www.grad.uc.edu

2. Alumni Office Record.

3. Cap and Gown - Cap and gown may be purchased or rented at the University Bookstore (for June Graduation).

4. Final Date for Defense of Dissertation (as applicable to the degree
awarded by the unit). The COE Graduate Studies Office must have ten working days' notice in order to make notification of the defense.

5. Degree in Absentia - A degree is conferred in absentia upon written request from the student, submitted on the appropriate form to the Graduate Studies office. The request must be made at least ten days prior to Commencement.

6. SP, NG, N, I, and F Grades - Notification of removal of all SP, NG, N, I, and F grades must be submitted prior to a student’s graduation.

7. Credit Hours - Completion of the required quarter credit hours for the degree.

8. Certification of Program Requirements - Completion of all program requirements for the degree. Certification will be based upon a valid Program of Study Form.

9. Survey of Earned Doctorate - NSF Form 558 (Doctoral Degrees only). Each Doctoral candidate is requested to complete this form and return it to the Graduate School (110 Van Wormer). The basic purpose of this survey is to improve graduate education by gathering objective data about doctoral graduates.

**Job Placement Form.** It is very helpful to the Department to know the kinds of employment obtained by graduates. The Job Placement Form should be completed by the student and returned to the Academic Advisor for submission with the Final Oral Examination form. If the student has not confirmed employment at the time of the Oral Examination he/she should submit this form to the Graduate Studies Coordinator (701 ERC) as soon as possible. Part-time students should list their present jobs on this form.

**Doctoral Exit Surveys** Each doctoral candidate is required to complete the Doctoral Exit Survey on their doctoral experience and return it to the Graduate School. The results will be shared with the doctoral programs.