

Advisor/Student Checklist – Doctoral

Successfully earning your PhD in Communication requires that you maintain satisfactory progress throughout your time in the program (see “Maintaining Satisfactory Progress-PhDs” on reverse of this document). It also helps to know the administrative tasks and milestones that officially record your passage through different stages of the program. Study the rules contained in the University of Memphis Graduate Catalog (<http://www.memphis.edu/gradcatalog/>). Each student must make sure s/he knows what needs to be done to get through the program in a timely manner. While this checklist aims to help you bear that responsibility, it does not supersede the judgment of your committee about the proper pace of your program of study. **Don’t hesitate to contact the Graduate Studies Coordinator with any questions you have about earning your degree.**

COURSEWORK

By the end of a student’s first year (or at 18 hours of coursework)

- Convene PhD Advisory committee to review Plan of Study.
- Submit signed and approved Plan with “Plan of Study Coversheet” to Department. You cannot register beyond 18 hours without an approved Plan.

By the end of a student’s second year (or near the completion of 36 hours of coursework)

- Convene PhD Advisory committee to review Plan and complete “Comprehensive Exam Plan,” a description of and timeline for taking your written and oral comprehensive exams.

EXAMS

By the middle of a student’s third year (or after the completion of 36 hours of coursework)

- Convene PhD Advisory committee for oral comprehensive exams.
- Submit signed and approved “Comprehensive Exam Results Form” to Department.

PROSPECTUS

By the end of a student’s third year (only after passing comprehensive exams, and exactly in the order below)

- Submit signed and approved “Thesis/Dissertation Faculty Committee Appointment Form” to Department.
- Convene PhD Advisory committee for defense of dissertation prospectus.
- Submit signed and approved “Thesis or Dissertation Proposal Defense Form” to Department (if research involves human or animal subjects, you must also submit approval from University’s Institutional Review Board).

DISSERTATION

After successfully defending prospectus and in order to complete dissertation stage and graduate

- Submit “Intent to Graduate Form” (apply to graduate) through MyMemphis.
- Submit signed and approved “Doctoral Degree Candidacy Form” to Department.
- Convene PhD Advisory committee and successfully defend dissertation.
- Submit signed and approved “Thesis/Dissertation Final Defense Results Form” to Department.
- Submit signed and approved “Thesis/Dissertation Final Approval Form” to Graduate School (with defended dissertation and a “Thesis/Dissertation Checklist” signed by you and your advisor) for review by Graduate Analyst.
- After review by Graduate Analyst, and after making required corrections, submit final draft of dissertation to Graduate School.

ALL DOCTORAL STUDENTS MUST....

- Meet University deadlines for each of the above documents: <http://www.memphis.edu/gradschool/calendar.php>
- Meet the minimum requirements in the University of Memphis “Graduate Catalog” for the year s/he entered the program.
- Complete at least thirty-six (36) GPA hours of coursework (all must be at 7000/8000 level).
- Take at least two (2) courses outside of COMM.
- Take comprehensive exams within two (2) semesters of completing thirty-six (36) hours of coursework.
- Defend prospectus successfully within two (2) semesters of passing comprehensive examination.
- Complete at least six (6) hours of COMM 9000.
- Be enrolled in COMM 9000, once exams are completed, each academic semester until the dissertation is approved.
- Be enrolled in COMM 9000 the semester they graduate.
- Complete all requirements for the degree in fewer than 12 calendar years.
- Have a cumulative GPA of 3.0 on all graduate work undertaken at The University of Memphis (whether or not the courses are listed on the candidacy form) to graduate.

Maintaining Satisfactory Progress - PhDs

The Graduate Faculty of the Department of Communication conducts mid-year and annual reviews of graduate student progress. Such reviews assess whether a student's overall performance constitutes "satisfactory progress." The student will be judged as NOT making satisfactory progress if stu:

- The student's cumulative GPA drops below 3.0 and remains there for more than one (1) semester or nine (9) credit hours.
- The student does not pass comprehensive exams within two (2) semesters of completing thirty-six (36) hours of coursework.
- The student does not defend prospectus successfully within two (2) semesters of passing comprehensive examination.
- The student has acquired more incompletes than s/he can complete during one semester of normal academic work.
- The student's coursework does not demonstrate promise for independent scholarly work.

Should a student fail to maintain satisfactory progress, the Graduate Committee (which is the same as the department's "program retention committee"), in conjunction with the department chair, can recommend to the CCFA Associate Dean for Graduate Affairs and U of M Dean of the Graduate School that the student be dropped from the program. (See "Termination Procedures" link in the Graduate Catalog.) Moreover, students found by the Office of Student Conduct to have committed misconduct will be sanctioned by the University in accordance with the policies contained in the "Code of Student Rights and Responsibilities." In these cases, the Department may also recommend to the CCFA Associate Dean for Graduate Affairs and the U of M Dean of the Graduate School that the student be dropped from the program.