



STUDENTS (*Checklist for Program Procedures* is on page 3 & 4).

- **Funding consideration:** Those students who wish to be considered for funding (e.g., scholarships, fellowships, teaching or research assistantships, etc.) must complete their application no later than January 15th. This is for both Fall and Spring semester funding decisions. Students who have been offered funding must notify the department of their decision no later than April 15th.
- **Accepted students:** Those accepted must notify the Hospitality, Tourism, and Retail Management (HTRM) Doctoral Program Advisor regarding their decision about enrolling in Texas Tech's HTRM Doctoral Program by these dates: April 15 for Fall enrollment; November 15 for Spring enrollment. Send an emailed message to the Doctoral Advisor.
- **Accepted but not enrolled:** Students who were accepted to the doctoral program within the last 12 months but did not enroll must complete a *Request to Change the Initial Entry Date*, (see the Graduate School website). Their status will be reviewed by the HRM Graduate Faculty at its next meeting after the January 15th application deadline.
- **Returning students:** If a graduate student who was previously enrolled elects to not take classes for a period of time that is no greater than one year, the student must complete a *Request to be Re-Admitted* form in order to resume his/her studies (see Graduate School website). If the student has not been enrolled for a period of time greater than a year, the student must complete a new application and be reconsidered for admission in order to resume coursework.
- **International students:** International students should check with the Office of International Affairs regarding the diagnostic English test.
- **International Teaching Assistant Workshop:** Any international student who anticipates having a teaching or research assistantship is required to take the International Teaching Assistant (ITA) Workshop in order to be employed as a Teaching Assistant (TA) or Research Assistant (RA). Discuss this with the HTRM Doctoral Advisor. See the International Teaching Assistant Workshop information website:
https://www.depts.ttu.edu/classic_modern/ita/
Note: Attendance does not assure an assistantship will be available.

GETTING STARTED

- Upon arriving on campus, meet with the Ph.D. program coordinator to plan first semester coursework (See HRM Website for *Degree Planning Sheet*). Students should also meet the Hospitality and Retail Management (HRM) Department Business Manager in Suite 601 of the College of Human Sciences Building to be certain that all paperwork is complete.
- Early in the second semester, choose a Dissertation Committee chair and work with them to plan for the Program of Work meeting (Preliminary Examination), prepare the *Program of Work*.

PROGRAM OF WORK

- Complete Program of Work meeting (Preliminary Examination) by the end of the second semester of enrollment. (See HRM Website for *Program of Work* procedures)
- Submit completed *Program for the Doctoral Degree* form to the HTRM Doctoral Advisor.
- If changes in the *Program for the Doctoral Degree* become necessary, a *Course Change* form, approved by the Dissertation Committee Chair, is to be submitted by the student to the HTRM Doctoral Advisor for a signature.



ANNUAL REVIEW

- A progress review should be completed annually with the Mentor or Dissertation Chair. Submit the completed *Annual Report* form to the Mentor or Dissertation Committee Chair by May 1st and schedule a progress review before May 10th. (See HRM Website for form). Submit a copy for the official file which is located in Room 601.

DISSERTATION COMMITTEE

- Select Dissertation Committee Chair by end of the 2nd semester and submit the *Dissertation Committee Selection* form to the Doctoral Advisor (see HRM Website).

By the end of the 3rd semester select Dissertation Committee members with advice of the Dissertation Committee Chair prior to the Qualifying Examination and add their names to the selection form at the time they are chosen.

If the dissertation title or committee composition changes from the title or names submitted on the *Program of Work*, the student must inform the Graduate School. (See Graduate School Website for the *Title or Committee Change* form). This is usually necessary, since few students have made these decisions in time for the Program of Work meeting.

The HTRM PhD Program Coordinator should be informed of committee changes.

QUALIFYING EXAMINATION

- When core coursework is substantially completed, at the beginning of our 3rd semester, take written Qualifying Examination. This exam is usually given on the day after Faculty on Duty Day in both the Fall and Spring semesters.
- Upon satisfactory completion of the Qualifying Examination, the Dissertation Committee Chair submits a memo to the Graduate School recommending the student for Admission to Candidacy. If a contract was created for remediation, fulfill requirements.
- A doctoral student must be Admitted to Candidacy at least four months prior to the dissertation defense.

DISSERTATION PROPOSAL

- Set the date for the dissertation proposal meeting and present proposal to Dissertation Committee. Send an emailed message to the HTRM PhD Program Coordinator announcing the proposal meeting. He/She will forward the invitation to faculty and students and arrange to have posted as an announcement on the departmental monitor outside HS601.
- Complete the *Human Subjects Proposal* form and submit to the Dissertation Chair.
- Once the Dissertation Committee approves the doctoral proposal, submit the *Dissertation Proposal Approval Form* for the department file. The student should submit the *Graduate Student Grant Request form* to the Department Chair to secure funds for dissertation research. (See HRM Website). The Dissertation Chair will submit the IRB.
- The Dissertation Committee and the Graduate Dean must approve the subject of the dissertation at least four months before the candidate's proposed date of graduation. (Graduate School requirement).

DISSERTATION

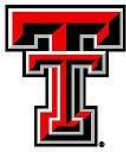
- Obtain and follow the list of Major Steps Required by the Graduate School form and follow it carefully as you complete your dissertation. (See the Graduate School website; go to Current Students, Doctoral, List of Required Major Steps).
- Dissertation defense must be completed according to the University calendar deadline which is published each semester.
- Publicize the doctoral dissertation defense to HRM graduate faculty and graduate students at least one week prior to the defense, usually as class announcements, posting a notice on the department monitor, and via email to the HTRM PhD Program Coordinator, who will forward it to the HRM faculty. Note: Graduate students are expected to attend proposal meetings (if public) and defenses of dissertations to support fellow students and learn about the process.



**CHECKLIST OF PROGRAM PROCEDURES FOR
HOSPITALITY, TOURISM, AND RETAIL MANAGEMENT DOCTORAL STUDENTS**

(See pages 1 and 2 for details)

TASK	TIMELINE
Email acceptance to Hospitality, Tourism, and Retail Management Doctoral Program Coordinator	Due by April 15 after accepted for the Fall or Spring if funding is to be accepted Due by November 15 after accepted for the Spring
International students-Attend the International Teaching Assistant Training Workshop-required before employment as a TA or RA	Check the workshop web page for dates.
Check with the Office of International Affairs re. diagnostic English test	Week prior to classes (international students)
Meet Mentor, schedule first semester coursework/Meet Dept. Business Mgr.	Early in first semester
Work with Mentor to develop <i>Program of Work</i>	First semester enrolled
Compete <i>Annual Report</i> & review with Mentor or Dissertation Chair	May 1 st annually.
Select Dissertation Committee Members/Indicate on selection form	By end of 2 nd semester
Select Dissertation Committee Members/Indicate on selection form	By end of the 3 rd semester with Dissertation Committee Chair
Complete Qualifying Examination-the day after Faculty On-Duty Day in the Fall or Spring Semesters	After completion of your first two semesters of coursework
Be recommended for Admission to Candidacy After the Qualifying Exam, the student, Dissertation Chair, and HTRM Doctoral Program Coordinator should complete an audit of the current transcript , reconciling it with the Program of Work & the Graduate School Audit	After successful completion of Qualifying Written and Oral Examination
Announce the Dissertation Proposal Meeting to Dissertation Committee, RHIM Graduate Faculty & students. After approval of Dissertation Committee, submit <i>Dissertation Proposal Approval Form</i> .	After Qualifying Examination
Submit <i>Dissertation Proposal Approval Form</i> & <i>Graduate Student Grant Request Form</i>	After proposal approval
Complete the <i>Human Subjects Proposal Form</i>	Get approval before conducting research
Obtain and follow <i>Major Steps Required by Graduate School</i> Defend Dissertation/Notify RHIM faculty and students of defense date	According to university calendar
Optional opportunities: Apply for COHS and RHIM scholarships Summer Dissertation Award-Graduate School TEACH Program-TLTC	COHS & RHIM - January 15th Check the Graduate School Website. Check the Teaching, Learning & Technology Center for date.



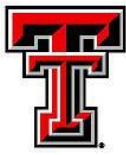
TEXAS TECH UNIVERSITY

Hospitality & Retail Management

CHECKLIST OF PROGRAM PROCEDURES FOR HOSPITALITY, TOURISM, AND RETAIL MANAGEMENT DOCTORAL STUDENTS

(See pages 1 and 2 for details)

Study Abroad Competitive Scholarship	Check the ICC for Spring, Summer & Fall Dates.
Complete the HTRM-Exit Survey	HRM Department office staff



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CHECKLIST OF PROGRAM PROCEDURES FOR HOSPITALITY, TOURISM, AND RETAIL MANAGEMENT DOCTORAL STUDENTS

(See pages 1 and 2 for details)

REQUIRED FORMS SUBMITTED BY STUDENTS	RECIPIENT
Program for the Doctoral Degree (Program of Work)- official Degree Plan- landscape version/working copy	Graduate Advisor who submits it to Grad School
Long Range Course Plan & Research Plan	Dissertation Committee Chair
Annual Review Form	Dissertation Chair & Department file
Course Change Form*	Graduate Advisor & Graduate School
Dissertation Committee Selection Form-select chair and upload to department database	Graduate Advisor
Dissertation Committee Selection Form-select committee members and upload to department database	Graduate Advisor
Dissertation Title/Committee Change form*	Graduate Advisor & Graduate School
Dissertation Proposal Approval Form	Dissertation Chair for Department File
Graduate Student Grant Request Form	HRM Department Chair
Others as required by Graduate School**	Graduate School
Statement of Intent to Graduate-Semester of graduation	Graduate School
Doctoral Final Oral Examination Notification Form	Three weeks before defense
Doctoral Defense Abstract	Three weeks before defense
Purchase a bound copy of dissertation for the department (red binding with black or gold lettering)	Dissertation Chair or Office staff for delivery to department bookcase in Room 601

* Only as needed

**Check Major Steps Required By Graduate School form for additional requirements