



## Graduate School Guidelines

According to Graduate School, a "*Program for the Doctoral Degree and Report of the Preliminary Examination*" projecting the student's course of study is to be submitted to the Graduate School by the Doctoral Program to which the student is enrolled. It is recommended that this action be taken before the end of the student's first year of doctoral coursework (see Doctoral Degree Major Steps) and the form filed with the Graduate School before the second year of work is begun (see *Program for the Doctoral Degree Form*). *Texas Tech University Undergraduate and Graduate Catalog* and Graduate School Website <http://www.depts.ttu.edu/gradschool/> Go to *Current Students* then to *Doctoral Degree Plan*.

## HOSPITALITY ADMINISTRATION PROCEDURES

- The goal of the *Program for the Doctoral Degree* committee meeting (referred to as the *Program of Work* meeting by faculty and students in the Hospitality Administration Doctoral Program) is to recommend a quality program.
- All students admitted to the Hospitality Administration Doctoral Program are assigned a Mentor. The Mentor is a member of the graduate faculty in the Restaurant, Hotel and Institutional Management (RHIM) program. The Mentor will assist in advisement until the student chooses his/her Doctoral Committee Advisement (Dissertation) Chair. The student's Mentor will assist in preparation for the *Program of Work* meeting.

## The Committee Meeting

- For the Hospitality Administration (HA) Doctoral Program, a committee of three consisting of the student's Mentor, the Doctoral Advisor, and an additional RHIM graduate faculty member will meet to develop the *Program for the Doctoral Degree*. If a committee member serves more than one of the above roles for an individual student, a third faculty member will be selected.
- The *Program of Work* committee will meet with each Doctoral student individually. The Doctoral student will have the opportunity to provide input at the meeting regarding courses proposed for transfer, leveling, and other topics related to developing a quality plan.
- Meetings will be scheduled at a time convenient for committee members and students. Though Graduate School guidelines provide for a year's time, a goal of the HA Doctoral Program is to have meetings to develop the *Program for the Doctoral Degree* during the first semester of each student's enrollment.
- The Doctoral student, in consultation with his/her Mentor, is to prepare a draft of the *Student Coursework Planning Sheet* (landscape version of the Degree Plan) in advance of the meeting to assist in discussion/decision making.
- The Doctoral student is to make a 7-10 minute prepared presentation about his/her background, goals related to Doctoral study, and teaching and research interests.
- The Doctoral student should provide each *Program of Work* committee member with a photocopy of all college transcripts, a resume, and the draft of the *Student Coursework Planning Sheet* (landscape version of the Degree Plan).
- The Doctoral student should bring copies of the syllabi for courses being proposed to transfer for credit toward the Hospitality Administration Doctoral Degree.
- The student should bring a copy of his/her thesis if one was completed for the Master's Degree.
- Courses that have a grade of Pass/Fail or Satisfactory/Unsatisfactory or a grade of "C", Master's Thesis Credit, and Internships are not transferable for credit toward the HA Doctoral Degree (Graduate School guideline).
- Credit ordinarily will not be given for coursework completed more than 7 years prior to admission to the Doctoral Program at Texas Tech University.
- Preparing a preliminary long range plan, showing the scheduling of classes and projected date for the Qualifying Examination, is helpful. A form is available at this Website.



### Completing and Submitting the Form to the Graduate School

- The *Program for the Doctoral Degree* Form requests the name of the Doctoral Advisory (Dissertation) Committee Chair. It is not necessary to have selected the Chair at the time of the *Program of Work* meeting. The student may indicate that the Chair has not been chosen and list the Mentor instead. It is the student's responsibility to notify the Graduate School once he/she selects Dissertation Committee members. The *Title or Committee Change Form* is available at [<http://www.depts.ttu.edu/gradschool/>].
- The Hospitality Administration Doctoral Program does not have a residency requirement; therefore, the proposed enrollment pattern is not required on the Program of Work Form.
- Once agreement has been reached on the student's projected Program of Work, the student will prepare the final version of the *Program for the Doctoral Degree*. The Graduate Advisor and Mentor will proof and sign the final form. If the student has a minor, the signature of the Graduate Advisor of the minor department is required.
- A copy of the student's *Program for the Doctoral Degree*, along with a "working copy" of the *Student Coursework Planning Sheet* (landscape version of the Degree Plan) that was used for discussion in the meeting, will be kept in the student's file in the Nutrition, Hospitality, and Retailing Department office.
- Signed copies of the *Program for the Doctoral Degree* will be mailed to the Graduate School by the Doctoral Advisor.
- Once the Graduate School approves the *Program for the Doctoral Degree*, the signed copy will be placed in the student's department file. If the Graduate School review raises questions regarding the plan, the student, Mentor, and Graduate Advisor will discuss any needed changes/corrections. The student should take the initiative in dealing with questions regarding his/her *Program of Work*.

### Changes in the Program of Work for the Doctoral Degree

- Revisions to the *Program for the Doctoral Degree* are permitted by the Graduate School as needed. The student should discuss the proposed changes with the Dissertation Chair and Graduate Advisor. A *Change of Degree Plan Form* must be submitted to the Graduate School to alter the original *Program of Work*. The form is available at [<http://www.depts.ttu.edu/gradschool/forms.php>].
- A copy of the *Change of Degree Plan Form* should be placed in the student's departmental files at the time it is submitted to the Graduate School. It is wise to keep current in submitting changes to the Degree Plan.