

Overview of Doctoral Requirements

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➤ Human Development and Family Sciences, Graduate Policies and Handbook, [Current Ph.D. Student Forms](#)

		INITIATED			
ACTION (HANDBOOK PAGE)		THROUGH	SUBMITTED TO	TIME	PROCESSING
1	Plan courses for degree	Graduate Advisor	Graduate Advisor	Prior to registration	Internal
2	Assistantship Contract (26-29)	Student & Assistantship Supervisor	Graduate Program Coordinator & Director	Submit by 5th class day of the semester	Internal
3	Assistantship Mid-semester report	Student	Graduate Program Coordinator	Submit during week 8 of the semester, every semester when assigned an assistantship	Internal
4	Set up doctoral advisory committee and title	Graduate Advisor	Graduate Advisor	Prior to filing doctoral degree plan	Internal
5	Annual Review, completed digitally (17-20) - Links will be emailed	Annual Review Committee and Student	Graduate Program Coordinator	Early spring semester, every year	Internal
6	Consent for Student Evaluation for Candidacy (64)	Student	Graduate Program Coordinator	Second semester of 1st year	Internal
7	Preliminary Exam Meeting (64)	Student & Advisor	Graduate Program Coordinator & Director	by the end of the second semester of 1st year (spring); completed in conjunction with annual review	Internal
8	Submit Doctoral Report of Preliminary Exam with Ph.D. Course Sequence Chart and Ph.D. Plan of Study . (64-66)	Student, Advisor, Committee	Graduate Program Coordinator & Director	Early in doctoral study, usually by end of first year; ; completed in conjunction with annual review. Submit to GPC -> Dynamic form & course substitutions will submitted to GS (54-55).	Internal -> Dynamic form to Grad School
9	Changes in degree program, if necessary	Student, Advisor, Committee	Graduate Program Coordinator & Director	As needed & confirmed prior to filling intent to graduate.	Internal -> Dynamic form to GS
10	Design and begin 7000 project (65-66)	Student, Advisor	Graduate Program Coordinator & Director	Timeline varies in consultation with advisor.	Internal
11	Complete 7000 project	Student, Advisor	Graduate Program Coordinator & Director	After completion and presentation of 7000 project.	Internal

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12	Teaching Practicum (66-68) - File Intent - Complete Practicum I - Complete Practicum II - Receive evaluations (for both I & II)	Student, Advisor/Practicum Advisor	Graduate Program Coordinator & Director	The student must have completed their master's degree and 18 hours of HDFS to begin. FERPA required. Practicum II progression is contingent on Practicum I performance.	Internal
13	File intent to sit for Qualifying Exams (69-84)	Student	Graduate Program Coordinator & Director	After approval of doctoral program and completion of coursework	Internal
14	Sit for Qualifying Exams & take Orals (Methods and Theories)	Student & Committees	Graduate Program Coordinator & Director	Submission of written components and then oral exams as scheduled	Internal
15	Sit for Specialization Exam	Student, Advisor, Committee	Advisor, Committee	After successful completion of Methods and Theories exams. Must be completed 4-6 weeks after start.	Internal
16	Recommendation for admission to candidacy (Qualifying Exam and Admission to Candidacy Recommendation Form ; 70)	Chair of Committee	Graduate Program Coordinator & Director	After passing all qualifying exam components and no later than 4 months before graduation.	Internal -> Dynamic form to GS
17	Propose dissertation project and submit Dissertation Proposal Checklist (79-80)	Student, Advisor, Committee	Graduate Program Coordinator & Director	Completed after admission to candidacy. Notify GC two weeks prior to proposal.	Internal
18	Enroll in semester of graduation if all requirements are met (at least 3 hours)	Student, Advisor, Committee	Registrar	Semester of graduation no later than posted deadline.	GS
19	Apply to Graduate: Go to raiderlink.ttu.edu --> "TTU MyTech" --> "Current Term" --> "Apply to Graduate"	Student	Graduate School Enrollment Services	Semester of graduation (One must be filed for each intended graduation semester.)	GS

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20	Schedule final oral defense of dissertation and submit Dissertation Defense Notification (82)	Student, Committee Chair, and Advisory Committee	Graduate Program Coordinator & Director	No later than 3 weeks before defense	Internal -> Dynamic form to GS
21	Stand for final oral defense of Dissertation and submit results (82-83)	Advisory Committee	Graduate Program Coordinator & Director	Semester of graduation	Internal -> Dynamic form to GS
22	After incorporating committee recommendations and changes, submit .pdf file of dissertation to ETD site for review.	Student, Committee Chair, and Advisory Committee	Graduate Program Coordinator & Director, Graduate School	Semester of graduation (usually 5 weeks before graduation date, verify deadlines)	GS
23	Pay the Thesis-Dissertation fee through Student Business Services	Graduate School Dissertation Supervisor	Student Business Services	Semester of graduation (This is paid only once.)	GS
24	Final grade for thesis hours (A or B). Grade will be "CR" until final semester	Committee Chair or Advisory Committee	Registrar-Final Grade Roll	End of semester	GS
25	Submit official .pdf of dissertation to ETD web site	Student	Graduate School Dissertation Supervisor	Prior to deadline	GS
26	Complete Doctoral Survey	Student	https://sed-ncses.org/login.aspx	Before Graduation	GS

➤ Doctoral Students, Grad School: https://www.depts.ttu.edu/gradschool/academic/Doctoral_Students.php