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Policy and Procedures

ID Badges  (http://www.ecu.edu/1card/)

It is the policy of the Brody School of Medicine that ID badges be worn at all times while you are on the campus.

One of the secretaries in your department will be responsible for ordering your ID badge.

If you lose your badge, report it to the police in Brody. A replacement badge will cost you $25.

Badges as well as other items will need to be turned in to the department secretary before you withdraw or graduate from the program.

The web site shown above will give you more information about the additional uses for your ID badge.

Students in the IDPBS Biology or Chemistry track should check with their department to determine if any special permission is needed so you will have access to your building.

Medical Insurance  (http://www.ecu.edu/studenthealth/)

It is University policy that all international students maintain medical insurance at all times during their enrollment at ECU.

It is the policy of the Graduate Programs in the School of Medicine that all students maintain medical insurance during their enrollment. In an effort to assist the students with this, students receiving fellowships from the School of Medicine may also receive reimbursement for up to $1,000 for medical insurance. Check the Student Health Services website for information and application form for the group plan medical insurance. It is not mandatory to purchase medical insurance from this company; any company you choose is okay.

If you are eligible for reimbursement of your medical insurance premiums, you will need to furnish a receipt from your insurance company showing amount paid and coverage period.

Vacation and Sick Leave

At present, there is no uniform school-wide policy for vacation and sick leave. You should find out your department’s policy on vacation and sick leave.
**Parental Leave**

A doctoral student may take up to two weeks of parental leave in addition to days of vacation leave specified by their department or program. In exceptional circumstances the Associate Dean for Research and Graduate Studies may grant additional parental leave. The student, the student’s advisor, and the Graduate Committee of the department or program should request any additional leave.

**Parking and Traffic Services**  (http://www.ecu.edu/parking/)

It is mandatory that you have a parking sticker to park a car or motorcycle in any campus parking areas. You will need to purchase a parking sticker each year. Parking stickers can be purchased at the Parking and Traffic Services office on 10th St (between McDonald’s and El Ranchito) or via their website.

**Vehicle Registration**

Vehicle registration applications are sent to current faculty/staff and resident students each spring. **On-line registration** of vehicles is also available for students, staff, and faculty. Standard application forms may be picked up at Parking and Traffic Services, 305 E. Tenth Street, (252) 328-6294. The application must be completed and returned, with accepted method of payment, to the Parking and Traffic Services Office prior to receiving the permit.

Vehicles may be registered at anytime during the year and permit fees for partial years are prorated on a monthly basis. Contact Parking and Traffic Services to determine the applicable fee for the permit type you require.

The Department of Parking and Traffic Services offers several payment options:

- Cash
- Credit Card Charge (Visa/Mastercard)
- Personal Check

**Replacement of Permits**

If a replacement permit is ever needed, the original permit must be returned to the Department of Parking and Traffic Services. There is a replacement fee of $1. **If the permit is destroyed by a dealership when the vehicle is traded, a statement from the dealership on letterhead stationery verifying destruction of the permit is required in order to receive a replacement.** If the permit is not turned in, the replacement fee will be equal to that of the annual fee for alternate vehicle fee. This fee also applies if the permit was lost or misplaced by the registrant.
Permits that are stolen must be immediately reported to the Department of Parking and Traffic Services and the ECU Police. There is no charge for replacing a stolen permit that has been reported.

**Refund Policy**
Students who graduate in December may return their parking permit to the Department of Parking and Traffic Services and request a refund of the purchase fee. A prorated refund schedule is in place for permits returned prior to December 31. A permit turned in because of disciplinary action resulting from violation of university parking and traffic regulations is not eligible for a refund.

**Registration / Registrar’s Office**
It is the policy of the graduate programs in the Brody School of Medicine that all possible registration is done through the Office of Research & Graduate Studies. However, you may need to register for some classes in another department or at the registrar’s office. If you need to register for a restricted class (from another program), a full class, or need to drop or add a class after the departmental terminals have been locked out of the registration program, you need to provide a copy of the registration form/change form to the GPC in Research & Graduate Studies after the change has been made to your schedule. The GPC maintains a record of all classes, grades, and credit hours taken during your time in our programs.

After initial registration, students are required to register during early registration. Registration forms and course lists are mailed to all students and graduate directors from the office of research of graduate studies prior to each registration period. Deadline for registration and other important dates for the semester will be included in the mailing. If tuition and fees are not paid by the deadline, schedules will be cancelled. You will be notified if your schedule is cancelled. If you have not paid fees by the date the University uses to count enrollment for the semester, the Graduate School will revoke your out-of-state tuition remission.

**Loan Deferment Forms:** You should complete any loan deferment forms and give them to the GPC in the Office of Research & Graduate Studies, Brody 1N-11. The GPC will forward them to the appropriate office. If you have a special concern or request about your deferment form, contact the GPC.
Withdrawal from Ph.D. Program

If you decide to withdraw from the Ph.D. program use the steps below:

- Provide your department with a letter of resignation including the date of withdrawal.
- Go to the Registrar’s Office in Whichard Building to complete the withdrawal paperwork.
- Turn in keys, badges and any other university property in your care to your departmental secretary.

Residence Status

It is the policy of the Graduate Programs in the BSOM that all domestic out-of-state students make an honest effort to attain residence status. If an out-of-state student does not make a sincere effort to attain residence status, the out-of-state remission will be revoked.

A student can apply for residence status after one year. During that year the students needs to establish their residency. Here are some ways to establish residency:

- obtain a NC driver’s license
- register a car in NC
- register to vote
- maintain a residence on a year round basis
- file and pay local and state taxes
- **show intent to reside in NC** – volunteer work; memberships in religious, civic, or charitable organizations; spouse working in the area; children in local schools; etc.

After you have been enrolled in a program for one year, you are eligible to apply for residence status. The Office of Research & Graduate Studies will send you an application to complete. The completed application should be returned to the GPC, Brody 1N-11. A copy of the application will be maintained in your file.

If your application is denied, you will need to discover why so you can appeal the decision. Please forward a copy of all correspondence about the decision and any appeal to the GPC so a copy can be maintained in your file. If your request is still denied after the appeal, you should send a memo to the GPC describing your efforts, the results, and include an explanation about why you will be unable to attain residence status or when you will be able to comply with the residence status requirements and reapply. As long as you continue to make an effort to attain residence status or can provide a reasonable explanation about why you can’t comply, you can continue to receive a tuition remission.
Travel Allowance

Eligibility:

♦ Third year in program
♦ Presenting at a national meeting

Funds Available: When you meet the eligibility requirements, you will be eligible for a total of $1000. These funds can be used for 1 meeting or used to reduce your costs to several meetings. These funds cannot be used for international meetings.

Backup Needed to Prepare Travel Request: When you determine the dates you will be attending the meeting, contact your departmental secretary to prepare the necessary paperwork. Provide the secretary with the following: the meeting brochure (or web site address), a copy of the abstract to be presented, completed registration form (original if pre-payment is requested), cost of hotel (per night), name and department of anyone sharing room, method of travel (include flight preference).

Items that **CAN** be Prepaid by Research & Graduate Studies:

♦ Airfare
♦ Registration – Given sufficient time (at least 2 weeks before the deadline), registration can be pre-paid by the University. You must supply the original, completed registration form to your departmental secretary to request pre-payment.

Travel Advance: Prior to your trip (about 3-5 days before your trip) you can receive a check based on 80% of the estimated cost of hotel and meals. When the trip is complete you will be responsible for paying back the advance **IF** your allowable expenses are **less** than the advance. If your allowable expenses are **more** than the advance, you will receive a check for the difference approximately 2-3 weeks after the reimbursement paperwork has been submitted (see below).

Travel Reimbursement: Receipts are needed for all expenditures EXCEPT meals, even expenditures prepaid by the University, such as airfare or registration. State regulations dictate that credit card slips or statements are **not** acceptable receipts! Receipts should be submitted to your departmental secretary as soon as you return.

Any of the following expenditures require receipts for reimbursement:

♦ Taxi, bus, subway, any form of inner-city transportation.
♦ Parking, if billed separate from hotel bill. (This can be parking when you drive your car to a meeting or parking at the airport while you are gone).
Hotel bill MUST show charges for each night of the stay AND show a balance due of $0.00! If you use the quick checkout (usually at night) you will probably not get a receipt that shows a balance due of $0.00 (in case there are any more charges that night). You will need to request receipt showing $0.00 balance due before you leave the next day.

Registration receipt (even if pre-paid by University.)

Airline ticket receipt, last page of ticket book, (even if pre-paid by the University.) If you purchase your own ticket, GET A RECEIPT! If the ticket is purchased via the Internet, request a receipt or itinerary that shows the amount paid.

Abstract submission fee.

**Meals:** There is a set amount you can be reimbursed for out-of-state travel: breakfast, $7.00; lunch, $9.25; dinner, $17.75 ($34.00/day). On the days you leave and return to Greenville, the time you leave and return will determine which meals can be reimbursed. NOTE: If any meals are included in the registration or even on the plane, eat them. You cannot be reimbursed if you choose not to eat the meal provided. If there is some medical or religious reason you cannot eat the meal provided, you will need to provide signed statement to that effect to your departmental secretary. (Continental breakfasts and snacks do not qualify as meals, so you can purchase a real breakfast and be reimbursed.)

**Cashier’s Office** ([http://www.ecu.edu/financial_serv/cashier/](http://www.ecu.edu/financial_serv/cashier/))

If you are paying any of your tuition and fees, you will need to go to the Cashier’s Office on the East Campus (located in the Old Cafeteria building.) If you have questions about the Cashier’s Office you should check the website or contact the GPC before you make the trip to campus. It might save you a trip and parking aggravation.

Even if you receive remission for your tuition and fees, you will still receive a statement from the cashier’s office for the full total. You must send the statement back to the cashier’s office prior to the “late fee” date so that a late fee is not attached to your account. If you are receiving a remission, you will need to attach a note to the tuition statement indicating the source of your remission (Dept, BSOM, or Graduate School). **If a late fee is attached, it will be the student’s responsibility to pay the late fee.**
Student Health Services  (http://www.ecu.edu/studenthealth/)

If you purchase medical insurance from the company contracted by the Student Health Services, that is your first stop for health care. During the summer you will not be registered, therefore, you cannot go to Student Health Services for medical care. You will need to see an outside doctor for your health care. There is a link on the Student Health Services website with information on the contracted medical insurance.

Financial Aid  (http://www.ecu.edu/financial/)

If you receive financial aid, your fellowship will probably affect the amount of money you can receive. You will need to maintain full time enrollment in order to receive financial aid. The only exception is when you are enrolled in Dissertation Research. The Financial Aid Office views the Dissertation Research Course as if you are registered full time.

Any financial aid you receive is sent to the Cashier’s Office. It is automatically credited to your account – even if you receive a tuition remission. The Cashier’s Office will not release your money until all tuition and fees have been paid for the semester. Sometimes the tuition remission is not transferred to the Cashier’s Office until close to the end of August, so it might be September before you receive your excess financial aid.

The University has changed its policy for refunding money to students. Other than your payroll checks, your money will be placed into your Higher One Account. The Higher One Account is mandatory. Be sure to activate your account as soon as you receive the account information.

Computer Use Policies  (http://www.ecu.edu/ecu/policies.cfm)

Please visit the website above and read all the appropriate information concerning ECU computer use. Complete the Computer Use form at the site and give it to the GPC in Brody 1N-11.
Steps Leading to Graduation

A friendly little piece of advice...

Unless you finish all requirements in the beginning or middle of the semester, the last month or two before graduation can be very stressful and frustrating (hell on earth). To avoid this, work up a timeline of when to have certain requirements met and all the little things that lead up to them. Discuss the timeline with your committee. You will need their willing co-operation so that the writing of your dissertation goes smoothly.

Below is a list of the items the student, department, and/or GPC need to complete before the student may graduate. Samples of forms can be viewed at the end of this section.

- Course work
- Candidacy Exam
- Application for Graduation
- Graduation Certification
- Completion of Dissertation
- Request to Schedule a Defense
- Defense announcement
- Defense
- Dissertation to Graduate School for signature
- Dissertation to GPC for copying
- Completion of forms by student: Graduation Information, Dissertation Agreement; Survey of Earned Doctorates; Dissertation/Thesis Acknowledgment Form
- Deposit original and copies of the dissertation in Joyner Library
- Distribute forms signed by the Library to Graduate School, Registrar’s Office, and the Office of Research & Graduate Studies/BSOM

Course Work

A minimum of 58 semester hours is required to graduate. Of the 58 hours, 18 can be dissertation research hours.

Definition of Grades

1. A – Excellent
2. B – Good
3. C – Passed
4. **I – Incomplete** – The grade of I is given for a deficiency in the quantity of work done in a course. “I” grades must be resolved within one calendar year or a grade of “F” will automatically be assigned. No exceptions to this policy will be allowed. No student will be allowed to graduate with an incomplete on his or her record.

5. **IP – In Progress** – A special grade reserved for capstone courses such as thesis, dissertation, professional paper, internships, practica, and similar courses. The “IP” grade is removed with the course is successfully completed. The grades in these courses are not included in meeting the cumulative “B” average required for graduation.

6. **F – Failure**

7. **N – Audit**

A department or program may elect to accept a grade of “C” to fulfill course requirement; however, the credit hours for the course will not be counted as part of the required 58 semester hours required for the degree.

**Retention Standards**

1. Students must maintain a cumulative “B” average in all formal course work while enrolled in doctoral programs, based on semester hours of “A” graded work equal to or exceeding semester hours of “C” work. If the cumulative average falls below “B”, the student’s program is subject to termination. However, at the discretion of the student’s department, one or two semesters of additional course work may be allowed to bring the cumulative average to “B” or better.

2. No grade less than “B” in a graduate-level course may be used to satisfy any part of the minimal credit ours required for the Ph.D. or Ed.D. degree. A grade less than “B” in a course defined by the student’s department as being essential for the doctoral degree might, at the department’s discretion, result in program termination.

3. A cumulative “B” average in graduate-level courses is a prerequisite for the administration of the Ph.D. candidacy examination and of the Ed.D. qualifying and comprehensive examinations.

4. The Ph.D. student’s department and individual advisory committee are responsible for evaluating research skills with respect to potential for independent and creative research. Failure to meet departmental standards may result in program termination.

The Office of Research & Graduate Studies (Brody 1N-11) maintains an informal transcript of all grades, credit hours, and courses. See the GPC if you want a copy.
Candidacy Examination

After you have completed the course work portion of your program, you will take the candidacy exam. Each department may have a different method of scheduling and administering the exam. The graduate director in your program will be able to answer questions.

Students should not register for Dissertation Research until they have passed the candidacy exam. Once the exam is complete, the Candidacy Exam Report form should be completed and sent to the GPC. Forms are available from the GPC on or before the student’s examination.

Application for Graduation

Application for Graduation forms must be submitted to the Registrar’s Office by the student at least 1 semester before the anticipated graduation date. The student can obtain the form from the GPC or the Registrar’s Office. If the student cannot complete requirements by the anticipated graduate date, the student should notify the GPC who will notify the Registrar's Office to change the graduation date.

Graduation Certification

Graduation Certification paperwork will be compiled by the GPC.

The GPC will send the student’s course list to the Program Graduate Director to sort courses by required and elective designations. **Note:** Courses with grades of “C” or below or courses below the 5000 level cannot count toward the 58 credit hours needed for the degree and should receive neither a required nor elective designation.

After the GPC completes the Certification paperwork, it will be sent to the department or program for signature.

The signed Certification paperwork is then returned to the GPC so it can be processed through the Registrar's Office.

If the Graduation Certification is not submitted by the due date, the student will not be allowed to graduate.
**Completion of Dissertation**

The student must complete writing the dissertation and submit a final version to his/her advisory committee for approval before further steps can be completed.

Composing and typing the dissertation takes some time. Don’t wait till the last minute! Your department may have procedures in place for submitting the dissertation to your committee for review. Some may want the whole thing at one time and some may want it section by section. However they want it, don’t procrastinate about revising and resubmitting it to your committee. Some committees may want at least 2 weeks to review the work each time you submit it for review. Make sure you know how your committee wants to handle the review process.

**Manual of Basic Requirements for Theses and Dissertations**

There is a manual developed by the Division of Research & Graduate Studies outlining the technical aspects of compiling the dissertation. It is on the Graduate School website; HOWEVER, the version on the website has not been revised since 1991 and some information is missing or not clear. The Office of Research & Graduate Studies has copies of the “Manual for Basic Requirements for Theses and Dissertations” that you can pick up from the GPC in Brody 1N-11. The GPC has included 5 pages of notes at the beginning of the manual to help clarify some of the sections of the manual. Also, every year or two the Graduate School has a seminar/workshop to answer any questions you may have about their requirements. You should make every effort to attend.

**Request to Schedule a Defense**

Before the student defense is scheduled, a “Request to Schedule a Defense” form (see Appendix A) should be completed and sent to the GPC. The form verifies that the student’s committee agrees the dissertation is complete and the student is ready for the defense. With the information provided on the form, the GPC will schedule a representative from the Office of Research & Graduate Studies to attend the defense. The Office of Research & Graduate Studies can request an alternate date for the defense if the representative cannot attend on the suggested date.

**Dissertation Defense Announcement**

After the “Request to Schedule a Defense” form is approved, the student, graduate director, or advisory committee (whichever is department policy) will e-mail the dissertation announcement to the GPC for distribution to all faculty in the School of Medicine (at least 1 week prior to the defense). The announcement can be a simple “flyer” type notice or include the student’s CV. The department can also send out hard copies of the announcement if that is their policy.
Dissertation Defense

The representative from the Office of Research & Graduate Studies will bring the Defense Form (see Appendix A) to the defense. At the successful conclusion of the defense the Advisory Committee and the Departmental Chair or Program Director sign the defense form and the dissertation signature page. The Office of Research & Graduate Studies representative will return the Defense Form to the GPC who will forward copies to the appropriate offices.

Dissertation to Graduate School for Signature

As soon as you successfully pass your defense, get the signatures on the title page of your dissertation from your advisory committee and departmental chair. Getting signatures at the defense avoids having to track down people later for signatures and is especially important if one of your committee members had to come from out-of-town for your defense. After getting department and committee signatures, take the dissertation to the Graduate School (Ragsdale) for Dr. Pellicane’s signature. There is a deadline date for submitting the dissertation for signature every semester/session. You can find the date in a current graduate catalog, on the Graduate School web site or from the GPC. You will need to schedule an appointment with either Dr. Pellicane (Dean of the Graduate School) or Dr. Newton (Interim Associate Dean of the Graduate School). The appointment date needs to be prior to the stated “last day to submit your dissertation to the Graduate School for signature”. If they want changes made (usually grammar or formatting) you may need to make those changes and resubmit the dissertation for signature. Keep in mind that there is a definite deadline for turning your dissertation into the library for binding so that you can graduate (last day of class in the semester).

Copying the Dissertation

The student should present the original dissertation on the required paper to the GPC for copying. The GPC will make the required copies and any extra copies the student requests. The cost of the required copies will be born by the Office of Research & Graduate Studies. Any extra copies will be at the student’s expense. The GPC will put the original and copies in kraft envelopes for delivery to Joyner Library.

Required Forms for Student Completion

- **Graduation Information** – This form requests information needed for the graduation program and forwarding information for the bound copies of the dissertation. This form remains in the GPC’s office.
Survey of Earned Doctorates – The GPC will provide this document to the student. The surveys are collected from all universities in the United States and are recorded in a database that contains all Ph.D.’s awarded in the United States. The information is compiled by The National Science Foundation, The National Institutes of Health, The US Department of Education, The National Endowment for the Humanities, The US Department of Agriculture, and the National Aeronautics and Space Administration. The student should complete and return this survey to the GPC prior to leaving the University.

Doctoral Dissertation Agreement Form – The GPC will provide this form. This form will be completed by the student and submitted to Joyner Library with the original and copies of the dissertation. The Library will not accept the dissertation without this form.

Dissertation/Thesis Acknowledgment Form – The Graduate School will provide this form to the student when the dissertation is signed. The Graduate School, the student, and the library must sign this form. The student will need to distribute copies of the signed form to the Registrar’s Office, Graduate School, and Office of Research & Graduate Studies. This is the last documentation received by the Registrar’s Office that confirms the student can graduate.

Time Extensions

The request should be sent to the Graduate Program Coordinator who will forward the request to the Graduate Studies Committee. If the Committee approves the time extension, the Graduate Program Coordinator will forward the request to the Dean of the Graduate School for review by the Graduate School Administrative Board.

PROCEDURES FOR MAKING REQUESTS FOR TIME EXTENSIONS FOR APPROVAL BY THE ADMINISTRATIVE BOARD

Approved by the Graduate School Administrative Board, January 14, 2002

Requests for “time to degree” extensions must be submitted for the first meeting of the Graduate School Administrative Board during the semester the student intends to graduate. All such requests must include:

1. The semester the student was admitted to the degree program.
2. The student’s registration history while enrolled in the program, e.g., continuous, last time registered, etc. (can use a copy of the RG40 screen from the student data base)
3. The reason(s) for the necessity of the extension.
4. The plan of study the student will follow to complete the degree requirements, i.e., what courses, examinations, portfolios, thesis must be completed.
5. The justification for this plan of study.
6. The specific semester the student will graduate.

**Transfer of Credit Hours**

Up to 20% of the credit hours in a program may be earned at a different institution. Transfer of credit hours can be requested anytime from admission to 1 semester prior to graduation.

Graduate directors will submit requests to the GPC who will distribute copies to the BSOM Graduate Studies Committee. If the Committee approves the request, the GPC will submit the request to the Dean of the Graduate School for review by the Administrative Board of the Graduate School. Ordinarily the Administrative Board will approve the application of graduate course transfer only if

(1) the school, program or department so recommends;
(2) the graduate credit was earned at a regionally accredited institution;
(3) the student was admitted to a formal graduate degree program at the time the credit was earned with a minimum final course grade of B; and
(4) the credit can be satisfactorily incorporated within the applicable time frame for completion of all degree requirements (6 years from date transfer credits were earned).

The request must include the following:

(1) why a transfer of credits is necessary;
(2) list of courses & credits to be transferred and a list of courses and credits they will replace;
(3) an original transcript showing the courses to be transferred.

If the Graduate School does not receive the request one semester prior to the semester of graduation, the request will be denied.
Distribution of Bound Copies of Dissertation

After Joyner Library receives the bound copies of your dissertation, they will be sent to the GPC for distribution. The original and any personal (extra) copies will be shipped to you. A copy will be sent to your advisor and a copy to your department. It is very important that the GPC has an accurate forwarding address (street address – no PO Box). The information should be included on the “Information for Graduation” form you will complete prior to graduation.

Commencement

Graduation can occur three times a year: December, May, and July. However, there are only two commencement ceremonies – December and May. If a student graduates in July, he/she may attend Commencement in December if desired.

Cap and Gown. The student should rent a cap and gown through the Student Stores. Cap and gown rental should be done at least two months prior to commencement.

Hood. The student does not need to purchase/rent a hood. The hood is provided by the Chancellor’s Office at no charge to the student. If the student does not participate in commencement, the GPC will forward the student’s address to the Chancellor’s Office so the hood can be mailed to the student.
Appendix
DOCTORAL CANDIDACY EXAMINATION REPORT

Directions: Complete this form for any students who complete the Doctoral Candidacy Exam and send it to Katrina Searcey, Research & Graduate Studies, Brody 1N-11. Please note: This is a Form and the tab key will take you from one response area to another.

Department:

On (date), (student name and SS#) completed the written and oral portions of the Doctoral Candidacy Exam. The student’s advisory committee has determined that: (check one of the following)

☐ The responses are satisfactory, and the student is recommended to candidacy for the doctorate.

☐ Some responses are unsatisfactory, and the student is to be re-examined at a specific time. Subjects and time are to be set by the advisory committee.

☐ The responses are unsatisfactory, but a full re-examination will be administered during the subsequent semester.

☐ The responses are unsatisfactory, and termination of the program is recommended.

____________________                                       ___________________________________
Date                                                      Chairperson of the Department

___________________________________
Chairperson, Student Advisory Committee

____________________________________
Co-Chairperson, Student Advisory Committee (if applicable)
Request to Schedule Student Defense

Complete and return this form to Graduate Programs Coordinator in the Office of Research & Graduate Studies, Brody 1N-11, at least 2 weeks prior to the defense date.

_______________________________ is ready to schedule the defense exam.

Student Name

Signatures below verify that the dissertation has been read, the research and dissertation are complete or require only minor changes, and that the student advisory committee is satisfied that the student is ready for the defense. The defense has been tentatively scheduled for (date) __________, (time) __________, (rm) ___________.

Required Signatures:

_______________________________  □ Concur  □ Not Concur

Department Chair

_______________________________  □ Concur  □ Not Concur

Chair of Advisory Committee

_______________________________  □ Concur  □ Not Concur

Committee Member

_______________________________  □ Concur  □ Not Concur

Committee Member

_______________________________  □ Concur  □ Not Concur

Committee Member

_______________________________  □ Concur  □ Not Concur

Committee Member

_______________________________  □ Concur  □ Not Concur

Committee Member

Date of Request: _______________________

Date approved by Office of Research & Graduate Studies: ________________

Research & Graduate Studies Representative: _______________________________
Office of Research & Graduate Studies
Brody School of Medicine

REPORT OF DEFENSE OF PH.D. DISSERTATION
AND RECOMMENDATION TO AWARD THE DEGREE

Directions: Complete this form after the student has successfully defended his/her dissertation. Send the original form to Katrina Searcey, Research & Graduate Studies, Brody 1N-11, who will forward copies to the appropriate offices.

On (date) (student's name) SS#) successfully defended his/her dissertation (dissertation title) to the satisfaction of his/her advisory committee. Therefore, the Advisory Committee recommends that the Doctor of Philosophy Degree in (department) be awarded (Dec./year or May/year).

Date ____________________________

Chairperson of the Department

Chairperson, Student Advisory Committee

Co-Chairperson, Student Advisory Committee (if applicable)