

# PROTOCOL AND NORMATIVE TIMEFRAME

## Doctoral Program

Requirement	Timeframe	Evidence for Certification	Responsible for Certifying
<b>Research Readiness Review (RRR)</b>	Year One	<ul style="list-style-type: none"> <li>Written evaluation using RRR rubric by two course instructors</li> <li>Papers and evaluations then reviewed by Advisor</li> </ul>	Course Instructors, Advisor
<b>Coursework</b>	By end of second year	<ul style="list-style-type: none"> <li>Four semesters of coursework (48 units).</li> <li>Normal load is 3 three-unit courses plus 3 units of "Preparation for comps"</li> <li>Includes Seminar on Interdisciplinarity and Department Seminar plus other courses in primary and secondary concentrations and outside discipline (or tertiary concentration for ThD)</li> </ul>	Advisor and Course Instructors
<b>Languages</b>	By end of second year	<ul style="list-style-type: none"> <li>Certification in 2 scholarly research languages through: Translation &amp; comprehension examinations (offered once each semester) <b>or</b> Coursework</li> </ul>	GTU Language Committee
<b>Comprehensive Exam Proposal</b>	By end of third year	<ul style="list-style-type: none"> <li>Formation of a Comprehensive Examination committee consisting of a coordinator (CDF member from the student's primary concentration), a second GTU member (consortial faculty from a different school than the coordinator), and a third/outside reader - See Doctoral Handbook for details</li> <li>Exam proposal, including bibliographies, developed in consultation with committee and submitted for approval to department chair</li> <li>See "Procedures for Comprehensive Examination Proposal Approval" in Doctoral Handbook</li> </ul>	Comps Committee approved by GTU Dean, Committee and Department Chair approve proposal
<b>Comprehensive Exams</b>	Completion within one academic year of proposal/end of fourth year	<ul style="list-style-type: none"> <li>Four exams</li> <li>At least one exam is a research paper of 30-40 pages</li> <li>Format options for other exams: four-hour closed book, student designed/taught course, 24 hour take-home, or two papers-two courses</li> <li>Exams in primary concentration, secondary concentration, outside discipline (or tertiary concentration for ThD), and background to the dissertation</li> </ul>	Comps Committee
<b>Oral/Comprehensive Exam</b>	No earlier than two weeks after submitting completed exams to committee	<ul style="list-style-type: none"> <li>Three hour examination by committee</li> <li>One of the following assessments will be made: pass with distinction, pass, fail with recommendation for re-exam, fail with recommendation for terminal MA, fail terminal, no decision</li> </ul>	Comps Committee
<b>Dissertation Proposal</b>	By end of fifth year	<ul style="list-style-type: none"> <li>Formation of a Dissertation Committee consisting of coordinator, second GTU reader, and third/outside reader - dissertation committee must be approved by department chair and GTU dean</li> <li>Dissertation proposal with short bibliography developed in consultation with committee and submitted for approval to the Doctoral Council - proposal must meet with requirements detailed in the Doctoral Handbook</li> <li>Human subjects protocol (if relevant) should be submitted along with proposal</li> </ul>	Committee and Doctoral Council approve the proposal, and human subjects protocol (if relevant)
<b>Dissertation</b>	By end of seventh year	<ul style="list-style-type: none"> <li>All Committee members must approve final draft</li> </ul>	Dissertation Committee
<b>Dissertation Oral Defense</b>	Four weeks (minimum) after final draft is submitted to committee	<ul style="list-style-type: none"> <li>All Committee members must approve defense</li> </ul>	Dissertation Committee