

## **DOCTOR OF PHILOSOPHY (PHD) IN ENGINEERING HANDBOOK**

This document presents a summary of PhD in engineering procedures, mostly from the perspective of the doctoral student. This summary is written to help students and faculty with correct procedures, but it is NOT an official document. The official procedures are outlined in the Graduate Catalog, which should be consulted for further clarification. The below timeline is typical. Although the events must be followed in the given sequence, the specific times when the milestones are achieved depends on the specific situation of the student. Most of the forms mentioned below can be downloaded from

<http://www.csuohio.edu/engineering/academics/doctorate.html>.

### **YEAR 1**

- Take courses, concentrating on core classes.
- Find an advisor. This could be done by making appointments with faculty members in the discipline, or by attending research seminars in the department.
- Take the Doctoral Qualifying Exam. This is usually taken toward the end of the first year, and it must be taken before completing 24 credit hours of doctoral course work. The qualifying exam is administered by the student's home department, and so the format and date varies from one department to the next.
- Start doing research. This may include a literature search and other preliminary work.

### **YEAR 2**

- Continue research and take courses that are relevant to your research.
- Establish the dissertation committee. The committee includes at least five graduate faculty, at least one of whom must be from outside the Engineering College.
- Finalize the research program: what, when, why, and how to conduct the research. Develop a dissertation proposal under the supervision of your advisor.
- Complete everything up through item (1) of the Dissertation Proposal Approval (DPA) form.
- Take the DPA form to the Chair of the Graduate Affairs Committee (GAC) for approval of the committee members. After approval, the GAC Chair sends the approved form to your advisor.
- Prepare for the Candidacy Exam, which includes a presentation and defense of the research proposal. This is a public seminar, followed by an oral examination by the committee members which is closed to the public but open to other faculty as observers.
- Candidacy exam is like a proposal; the work does not need to be completed first, just enough preliminary work to support the proposal.
- After the Candidacy Exam is satisfactorily completed, the committee members sign the DPA form, indicating that the student passed the exam.
- The committee members complete Candidacy Assessment forms and send them to the doctoral program director.
- Complete a Plan of Study form with your advisor.

- Attach the Dissertation Proposal and Plan of Study to the DPA form and send them to the GAC Chair, who signs the Plan of Study and the DPA form.
- After signing, the GAC Chair sends the Plan of Study and the DPA form to the doctoral program director.
- The doctoral program director signs the DPA form and sends the Plan of Study and the signed DPA form to the student's department for filing in the student's file.
- The doctoral program director sends a copy of the DPA form to the Graduate College.

### **YEARS 3 and 4**

- Schedule annual progress meetings with your committee. This could be a short presentation and a written synopsis on the progress of your dissertation work (**required for all ABE students**)
- Follow the Plan of Study as you continue taking courses. Any deviations from the Plan of Study require advisor approval, and possibly GAC Chair approval and doctoral program director approval.
- Continue conducting research. Remember you have to enroll in at least 20 credits of dissertation after the candidacy, so that's 2 full semesters at least after the candidacy exam.
- Submit one or more journal papers based on your research. At least one peer-reviewed journal paper submission is required before degree completion.
- Prepare the dissertation under the guidance of your advisor, including following the formatting guidelines that are specified by the Graduate College.
- Schedule the dissertation defense. Check with College of Graduate Studies on the acceptable last day of defense for that semester. The defense is a public seminar, which is followed by a private oral examination by the committee members.
- After the dissertation defense is satisfactorily completed, the committee members sign the dissertation approval pages.
- The committee members complete Dissertation Assessment forms and send them to the doctoral program director.
- The Graduate College's Notice of Completion is completed by the student's department; signed by the dissertation advisor, department chair, and doctoral program director; and forwarded to the Graduate College.
- Follow the exit procedures established by the Graduate College and your department (copies of the dissertation given to the Graduate College and library, etc.).
- Check with CSU library on printing and binding requirements for the dissertation, including type of paper. Check with your department chair and advisor whether you can use department printer for printing out the copies of your dissertation.
- Remember, a bound copy is still required for the department's library, and the advisor should be asked if they want a bound hardcopy. Most advisors would like to have a hardbound copy of their doctoral student's dissertation. Professional bound copies of your dissertation could be done at CSU library for a nominal fee, you just need to provide printout copies of your dissertation.
- In case you have questions at any step of this process, your advisor is your primary point of contact.