

Adequate Progress

Full-Time Ph.D. Students in the Department of TLAC

For Students Admitted to the Degree Program and Taking Courses

1. Meets/has met **face-to-face**² with temporary advisor upon admission or prior to beginning of coursework
2. Enrolls in a course load sufficient to complete coursework in approximately four (4) years.
3. Accurately and fully completes required Doctoral Student Portfolio each year.
4. Identifies Chair and committee within 27 hours.
5. Within completing 36 hours of doctoral work, has developed, with help of Chair a degree plan, listing both courses to be taken and semesters in which courses will be taken.
6. Successfully completes all enrolled courses listed on degree plan with a grade of "B" or better each semester, including summer session.
7. After first semester, **participates** in at least one professional development activity (i.e., conference proposal writing, conference presentation, grant writing etc.) each semester.
8. After first semester, **participates** in a research project (e.g. various activities such as lit search, data collection, data analysis); after third semester, **participates** in the design and implementation of a research project.
9. By the beginning of the third semester, if not sooner as part of grant work, completes training for research compliance certification appropriate for program/ field of study (e.g. IRB).
10. By the end of the third semester, and each semester thereafter, actively engages in research process, by way of contributing to conference proposals, manuscripts, grant proposals, or other research products.

For Students Who Have Completed Coursework

1. Meets **face-to-face**² with Chair at least once a semester.
2. Accurately and fully completes required Doctoral Student Portfolio each year.
3. Admitted to candidacy within one year of finishing course work.
4. No later than one semester after finishing course work, completes a detailed "Roadmap" outlining steps and dates for completing and defending the dissertation within 2 years of completing Preliminary/Qualifying Examination.
5. Schedules and successfully completes Preliminary/Qualifying Examination sequence within one semester of finishing coursework.
6. Prepares, schedules and successfully presents proposal for dissertation within one year of finishing coursework but no sooner than 2-weeks following the Preliminary/Qualifying Examination.
7. Continues to actively engage in research process, by way of contributing to conference proposals, manuscripts, grant proposals, or other research products.

¹ This document was created in response to concerns expressed by members of College of Education and Human Development to the GIC about the quality of the PhD student experience. The "suggested" benchmarks are provided as a starting place - to be modified as appropriate -for departments/programs to develop their own set of benchmarks to assist students. The benchmarks can be applied to help articulate adequate progress for PhD students.

² Face-to-face meetings can be in-person or virtually, such as through Skype.

For Students Admitted to Candidacy

1. Meets **face-to-face**² with Chair at least once a semester.
2. Accurately completes required Doctoral Student Portfolio each year.
3. Successfully defends dissertation by "Roadmap" date.
4. Revises "Roadmap" if deadline is not met – no more than two extensions during period of writing.

Adopted at TLAC Graduate Committee meeting on 11/5/12 effective for students entering PhD program Fall 2012 and later.

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