

# Adequate Progress

Part-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<sup>2</sup> with temporary advisor upon admission or prior to beginning of coursework.
2. Completes a detailed "Roadmap" outlining steps and dates for completing coursework within 6 years.
3. Enrolls in and completes a course load as outlined in the "Roadmap".
4. Accurately and fully completes required Doctoral Student Portfolio each year.
5. Identify Chair and committee within 27 hours.
6. Within completing 36 hours of doctoral work, has developed, with help of Chair/Co-Chairs a degree plan, listing both courses to be taken and semesters in which courses will be taken.
7. Successfully completes all enrolled courses listed on degree plan with a grade of "B" or better each semester, including summer session.
8. After second semester, participate in at least one professional development activity (i.e., conference proposal writing, conference presentation, grant writing) each year.
9. After first semester, attends at least one professional development activity hosted by the department, college, or university each year.
10. After second semester, participates in a research project; after fourth semester, participates in the design and implementation of a research project.
11. By the beginning of the third semester, if not completed sooner as part of grant work, has completed training for research compliance certification appropriate for program/ field of study (e.g. IRB).
12. By the end of the fourth semester, and at least once a year 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<sup>2</sup> with committee 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.

<sup>1</sup> 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.

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

## **For Students Admitted to Candidacy**

1. Meets face-to-face<sup>2</sup> with committee 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*

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