

## REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY DEGREE

In addition to the requirements described below, individual programs may have their own specific requirements. Students must consult and familiarize themselves with their program requirements.

### CREDITS

The degree of Doctor of Philosophy requires a minimum of 75 credits earned in courses and in dissertation research, including a minimum of 30 credits of course work, at least 15 of which must be graded and may not count towards a master's degree, and a minimum of 20 credits of dissertation research. At least 9 credits of 6000-level coursework is required. A minimum grade point average of 3.00 must be achieved. A minimum of 15 credits in courses used in compilation of the grade point average must be taken in residence at the University of Vermont following matriculation for the Ph.D. Consult individual programs for additional information on credit hour requirements. Generally, the first year of each doctoral program consists of required courses. With the prior approval of their department and the Graduate College, doctoral students may apply up to 6 credits of 3000- or 4000-level coursework towards their graduate program. The student and student's advisor must petition the Graduate College for approval via online form before the student enrolls in the course. Consult individual programs for further limitations. Under no circumstances will a course numbered below 3000 be applicable to a doctoral program.

### MINIMUM RESIDENCE REQUIREMENTS

Candidates for the doctoral degree must satisfactorily complete a minimum of 51 hours in residence. The residency requirement is completed by courses that:

1. are taken for graduate credit through the University of Vermont, and
2. are taken after the student has been admitted to the Graduate College.

Some programs may require more than the above minimum hours in residence.

### TEACHING REQUIREMENT

All doctoral candidates must acquire appropriate teaching experience in their chosen fields prior to the awarding of the degree. The nature and amount of teaching, for which no academic credit is allowed, will be determined by each candidate's program.

### LANGUAGE REQUIREMENT

Demonstration of competency in foreign languages may be required in some programs. The requirement may be fulfilled by an examination administered by the program or in conjunction with the appropriate language department. The outcome of the language

examination is reported to the Graduate College and will appear as a notation on the transcript. There is no fee for taking the exam.

### GRADUATE STUDIES COMMITTEE

It is the responsibility of the graduate studies committee to supervise the graduate student's program and to review progress at least annually. A graduate studies committee consisting of at least 4 regular members of the graduate faculty is appointed by the department chair or designated departmental representative and approved by the Dean of the Graduate College within the first 2 semesters after first enrollment in the Graduate College, unless the student's department employs an alternative procedure approved by the Graduate College. The chair of the graduate studies committee serves as the student's academic advisor and also as the dissertation advisor or supervisor. Only a regular member of the graduate faculty can serve as an advisor of a doctoral dissertation. On occasion, it may be appropriate for a professional other than a regular member of the graduate faculty to serve as a member of a graduate studies committee. In such cases, written approval must be obtained from the Dean of the Graduate College prior to the student's beginning dissertation research.

### COMPREHENSIVE EXAMINATION

A written comprehensive examination in the field of study must be passed by the candidate at least 6 months before the dissertation defense. The examination must be prepared by the program concerned, in consultation with the candidate's graduate studies committee. Should the candidate fail the examination, only 1 reexamination is permitted. Some programs also require an oral comprehensive examination; success in the written comprehensive examination is prerequisite to standing for the Dissertation Oral Defense Examination.

There is no fee for the Doctoral Comprehensive Examination. The student's program director or advisor must notify the Graduate College of the outcome of the examination. The result of the examination and the date taken will be recorded as a notation on the academic transcript.

### RESEARCH AND DISSERTATION

Each candidate, while in residence at the University of Vermont, must complete an acceptable original research project which contributes new knowledge or techniques in an academic field. Each candidate must enroll in a minimum of 20 credits of dissertation research. Only a member of the graduate faculty may supervise dissertation research for the Ph.D.

### DISSERTATION DEFENSE FORMS

A Public Notice of the defense is required at least 3 weeks prior to the scheduled defense date in order for the student to defend. The Intent to Graduate form must be submitted to the candidate's department and the Graduate College by the published date for the cycle in which the student plans to graduate. The Defense Committee form is due

as soon as the student's committee is formed, or by the published due date of the Intent to Graduate form at the latest.

## DISSERTATION FORMAT

Students are required by the Graduate College to use a computer software program appropriate to the discipline to create the Table of Contents and the Lists of Tables and Figures from the dissertation text headings.

A dissertation must be prepared and submitted in compliance with the "Guidelines for Writing a Thesis or Dissertation" available on the Graduate College website and the program. A formatted copy of the dissertation must be reviewed by the Graduate College at the Format/Record Check at least 3 weeks prior to the scheduled oral defense. Each student must also provide defensible copies of the dissertation to members of the dissertation defense examination committee at least 2 weeks before the scheduled examination. Individual departments may require earlier deadlines.

Students must notify the Graduate College prior to defending their dissertations.

## DISSERTATION DEFENSE EXAMINATION COMMITTEE

The dissertation defense examination committee consists of a minimum of 4 University of Vermont faculty members, all regular members of the graduate faculty. If a student has co-advisors, they count as 1 defense committee member. At least 2 graduate faculty members must be from inside the student's department or program. The chair must be both a member of the graduate faculty and from outside the candidate's and advisor's department and program. The definition of outside faculty means the faculty member has no appointment of any kind in the department or program. For University-wide interdisciplinary programs, and/or programs that incorporate faculty from multiple departments, the chair must be outside the department of the candidate's advisor. Individual programs may require more than 4 committee members or have other specific membership requirements. The dissertation defense examination committee must be approved by the Graduate College prior to the defense. The dissertation defense examination committee and the graduate studies committee do not have to be the same.

The chair of the dissertation defense examination committee has the responsibility for ensuring proper conduct of the examination, appropriate documentation of the results, and that the signatures of endorsement are added to the Defense Examination Record following a successful defense.

The acceptability of the dissertation is determined by the dissertation defense examination committee. The chair of the dissertation defense examination committee notifies the Graduate College of the outcome. The result of the defense and the date defended will be recorded as a notation on the academic transcript. If a

student's defense examination performance is not satisfactory, then 1 reexamination, and 1 only, is permitted.

After a successful dissertation defense, candidates must electronically upload the corrected dissertation to <http://www.etdadmin.com/uvvm> for approval by the Graduate College within the time period specified by the dissertation defense examination committee, and/or the Graduate College.