

3359-60-06.4 Doctoral degrees requirements.

- (A) General requirements. A master's degree is not a prerequisite for the doctorate; however, the first year of study after the baccalaureate will be substantially the same for both the master's and doctoral student. No specific number or sequence of courses constitutes a doctoral program or assures attainment of the degree. A formal degree program consists of a combination of courses, seminars and individual study and research that meet the minimum requirements of the graduate school and those of the committee for each individual student.
- (B) Admission.
 - (1) Usually, a student is not officially considered as a doctoral student until completion of a master's program or its equivalent and approval for further study.
 - (2) A minimum grade-point average of 3.00 is required for graduation of a candidate for all doctoral degrees.
- (C) Residence requirements.
 - (1) A doctoral student may meet the degree requirements of the graduate school and department by full-time study or a combination of full- and part-time study.
 - (2) The minimum residence requirement for a doctoral candidate in all programs is at least two consecutive semesters of full-time study and involvement in departmental activities. "Full-time study" is defined as nine to fifteen semester credits, except for graduate teaching and research assistants for whom full-time study is specified by the assistantship agreements. No student holding a full-time job is considered as fulfilling the residence requirement. The summer sessions may count as one semester, provided that the candidate is enrolled for a minimum total of six semester credit hours per combined summer terms. Programs vary in their requirements beyond the minimum, e.g., credits or courses to be completed, proper time to fulfill the residence requirement and acceptability of part-time employment.
 - (3) Before a doctoral student begins residency, the student's adviser and the student shall prepare a statement indicating the manner in which the residence requirement will be met. Any special conditions must be detailed and will require the approval of the student's committee, the departmental faculty members approved to direct doctoral dissertations, the collegiate dean and the dean of graduate studies and research.

- (D) Time limit. All doctoral requirements must be completed within ten years of starting coursework at the university of Akron or elsewhere. This refers to graduate work after receipt of a master's degree or the completion of thirty semester credits. Extensions of up to one year may be granted by the dean of graduate studies and research under unusual circumstances.
- (E) Credits.
- (1) A doctorate is conferred in recognition, of high attainment and productive scholarship in some special field of learning as evidenced by the satisfactory completion of prescribed program of study and research; the preparation of a dissertation based on independent research; and the successful passing of examinations covering the special field of study and the general field of which this subject is a part. Consequently, the emphasis is on mastery of the subject rather than a set number of credits. Doctoral programs generally encompass the equivalent of at least three years of full-time study at the graduate level. A minimum of fifty per cent of the total credits above the baccalaureate required in each student's doctoral program must be completed at the university of Akron. A maximum of six workshop credits may be applied to a doctoral degree. Such credits must be relevant to the degree program, recommended by the student's adviser and approved by the dean of graduate studies and research.
 - (2) No graduate credit may be received for courses taken by examination or for five-hundred-numbered courses previously taken at the four-hundred number course level as an undergraduate without advance approval from the dean of graduate studies and research.
- (F) Transfer credits.
- (1) Up to fifty per cent of the total graduate credits above the baccalaureate required in a doctoral program may be transferred from an accredited college or university. All transfer credit must be at the "A" or "B" level in graduate courses. The course must be relevant to the student's program and fall within the ten-year limit if beyond the master's level. A student already admitted to the university of Akron must receive prior approval for transfer courses taken elsewhere.
 - (2) A student admitted with a master's degree or equivalent will have work evaluated in relation to the student's program to determine transfer credit. Thirty semester credits are transferable from a master's degree.
 - (3) A student seeking to transfer credits must have full admission and be in good standing at the university and the school in which the credits were achieved. Transfer credits shall not be recorded until a student has

completed twelve semester credits at the university of Akron with a grade-point average of 3.00 or better.

- (G) Language requirements. There is no university-wide foreign language requirement for the Ph.D. The student is required to demonstrate one of the following skills depending upon the particular program.
 - (1) Plan A: Reading knowledge, with the aid of a dictionary, of two approved foreign languages. At the discretion of the major department an average of “B” in the second year of a college-level course in a language will be accepted as evidence of proficiency in reading knowledge for that language. English may be considered as one of the approved foreign languages for a student whose first language is not English; and demonstrated competence in a research technique (e.g., statistics and/or computers) may be substituted for one of the two foreign languages.
 - (2) Plan B: Comprehensive knowledge of one approved foreign language, including reading without the aid of a dictionary and such additional requirements as the department may impose.
 - (3) Plan C: In certain doctoral programs (counseling and guidance, elementary education, engineering, psychology, secondary education), the demonstration of competence in appropriate research skills may serve as a substitute for the foreign language requirements.
- (H) Optional department requirements. Each department may determine requirements for a doctoral student with regard to entrance examinations, qualifying examinations, preliminary or comprehensive examinations and course sequences.
- (I) Advancement to candidacy.
 - (1) A student should apply for advancement to candidacy after completion of one-half of the credits required for the degree on which the student is working. A student must be in good standing to be advanced to candidacy.
 - (2) Advancement to candidacy forms must be submitted no later than the fifteenth of May for the January commencement and no later than the fifteenth of September for the May commencement. These forms are available in the office of the dean of graduate studies and research or in the academic department.
- (J) Dissertation and oral defense.
 - (1) The ability to do independent research and demonstrate competence in scholarly exposition must be demonstrated by the preparation of a

dissertation on some topic related to the major subject. It should represent a significant contribution to knowledge, be presented in a scholarly manner, reveal the candidate's ability to do independent research and indicate experience in research techniques.

- (2) A doctoral dissertation committee supervises and approves the dissertation and administers an oral examination upon the dissertation and related areas of study. This examination is open to the graduate faculty. The dissertation and oral examination must be approved by the committee before the dissertation is submitted to the graduate school. Two copies of the dissertation are due in the graduate school at least two weeks prior to commencement. These copies must be signed by the adviser, faculty reader, department head and college dean prior to submission to the dean of graduate studies and research. A manual titled "Guidelines for Preparing a Thesis or Dissertation" is available in the graduate school and all copies of the dissertation must conform to these instructions.

(K) Graduation. To be cleared for graduation, a candidate must have:

- (1) Completed the academic program with a grade-point average of at least 3.00.
- (2) Been advanced to candidacy.
- (3) Submitted an approved dissertation and passed an oral examination.
- (4) Filed an application for graduation with the registrar.
- (5) Paid all applicable fees.
- (6) Met any other department and university requirements.

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Certification: _____
Secretary
Board of Trustees

Prom. Under: 111.15

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