

GRADUATE STUDENT HANDBOOK

Vol. II. Ph.D. Program



**Department of
Civil and Environmental Engineering**
College of Engineering and Technology
Old Dominion University

October 2006

(Source: 2006-2008 ODU Graduate Catalog)

Table of Contents

	Page
1. INTRODUCTION	1
1.1 Welcome	1
1.2 Degree Programs Offered	1
1.3 Program Guideline Charts	1
1.4 Writing Proficiency Policy	1
2. STUDENT STATUS	3
2.1 Admission Status	3
2.2 Regular Admission	3
2.3 Provisional Admission	3
2.4 Non-degree Status	3
3. DOCTORAL PROGRAM	4
3.1 Credit-Hour Requirement	4
3.2 Transfer Credits	4
3.3 Course Load	4
3.4 Residency Requirement	4
3.5 Time Limit	4
3.6 Selection of Advisor	5
3.7 Writing Proficiency Diagnostic Evaluation	5
3.8 Advisory Committee	5
3.9 Diagnostic Examination	5
3.10 Submission of Formal Study Plan	5
3.11 Candidacy Examination	6
3.12 Dissertation Committee	6
3.13 Registration after Passing Candidacy Examination	6
3.14 Dissertation Proposal	7
3.15 Admission to Candidacy	7
3.16 Dissertation Work	7
3.17 Application for Graduation	7
3.18 Dissertation Defense	7
3.19 Dissertation Submission	8
3.20 Registration after Passing Candidacy Examination	8
3.21 Final Semester Registration	8
3.22 Graduate Assessment	8
4. FINANCIAL AID	9
4.1 Graduate Teaching Assistantships (GTA)	9
4.2 Graduate Research Assistantships (GRA)	9
4.3 Enrollment and Registration Requirements	9
4.4 Unfunded Tuition Scholarships	9
4.5 Outside Employment	10
5. INTERNSHIP PARTICIPATION	10

APPENDIX

Department Forms (CEE)

College Forms (BCET)

University Forms (G)

1. INTRODUCTION

1.1 Welcome

Welcome to the graduate program of the Department of Civil and Environmental Engineering at the College of Engineering and Technology. As a graduate student here, you are a vital part of our department and college, and we feel it is important that you thoroughly understand your role. There are many sources of information designated to guide you through your program. Primary among these are your Graduate Program Director and Faculty Advisor. This guide and the University Graduate Catalog are sources with which you should become very familiar. This guide is meant to supplement the University Graduate Catalog, never to supersede it. The catalog should be considered the authoritative source of written university policy.

1.2 Degree Programs Offered

The following degrees are offered in the Department of Civil and Environmental Engineering:

Master of Engineering (M.E.) in Civil Engineering
Master of Science (M.S.) in Civil Engineering
Doctor of Philosophy (Ph.D.) in Civil Engineering

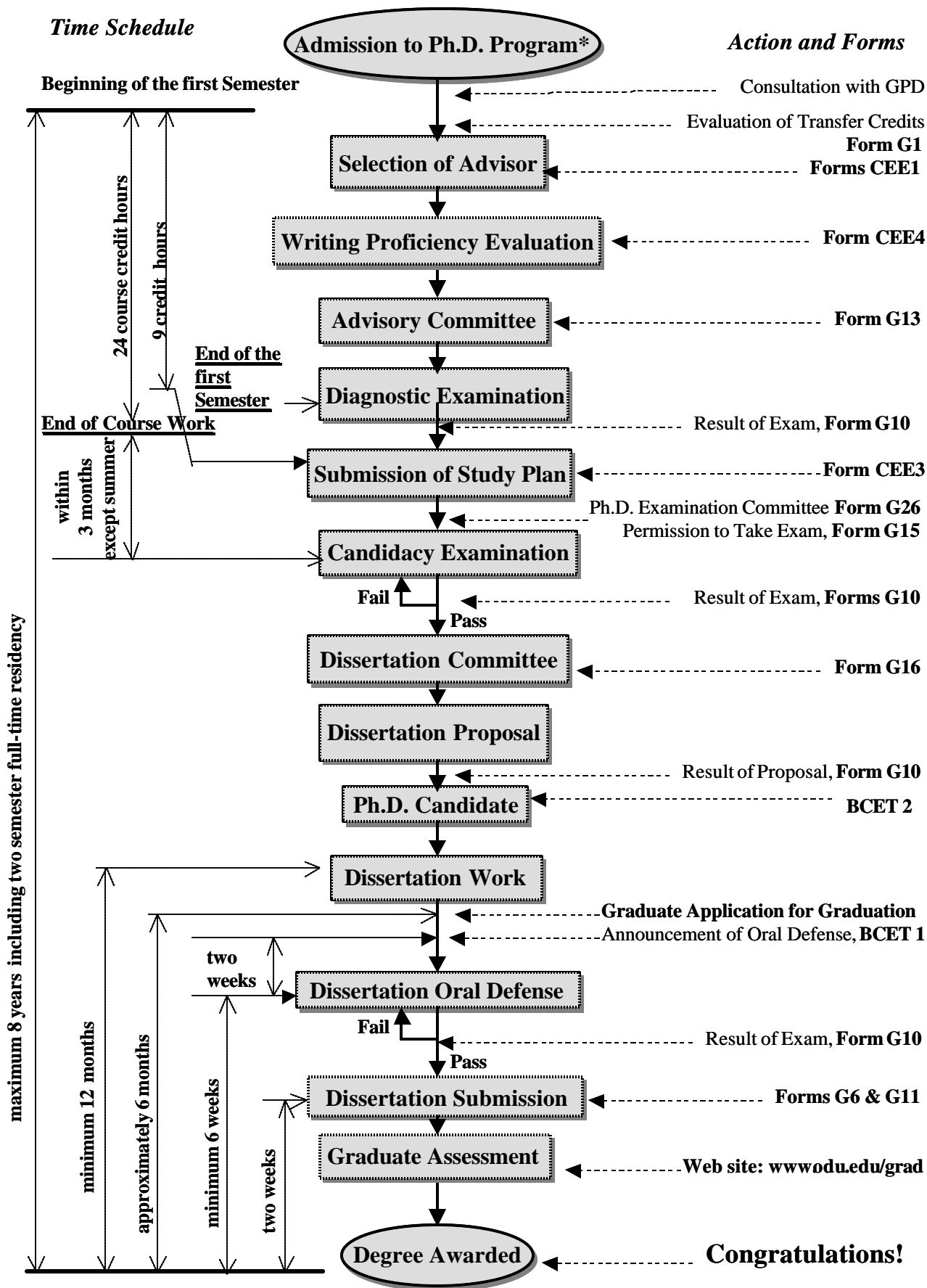
Master of Engineering (M.E.) in Environmental Engineering
Master of Science (M.S.) in Environmental Engineering
Doctor of Philosophy (Ph.D.) in Environmental Engineering

1.3 Program Guideline Charts

A simple flow chart diagramming graduate study is shown on Page 2 for Ph.D. programs. After entering the program, follow the appropriate chart carefully, and check your progress in the chart until successful completion of the program. Necessary forms (Departmental-CEE, College-BCET, and University-G) to be processed are listed alongside with key time schedules. These forms are included in the Appendix.

1.4 Writing Proficiency Policy

The CEE Department Policy on Writing Proficiency (adopted October 2004) is “Writing skills will be evaluated by the faculty advisors in their early stage of study. If deemed deficient, the student will be required to work with the advisor or attend training sessions provided by the University’s Graduate Writing Assistance Program (Room 311, BAL, amurphy@odu.edu, <http://www.odu.edu/al/gwap>) or other programs to improve their writing skills.”



* Provisional admission status must be removed before the graduation (Form G2)

Ph.D. Program Study Guideline

2. STUDENT STATUS

2.1 Admission Status

While a graduate student in the Department of Civil and Environmental Engineering at the College of Engineering and Technology, you will be placed in one of three categories:

1. Regularly admitted graduate student
2. Provisionally admitted graduate student
3. Non-degree seeking graduate student

2.2 Regular Admission

Before you obtain a degree, you must be in category 1. To be placed in category 1, you must have applied to your degree program, met all admission requirements and received a letter stating that you have been accepted into the degree program as a regular student. For a description of admission requirements for the Civil and Environmental Engineering program, see the ODU Graduate Catalog 2006-2008, p. 173 and p.177.

2.3 Provisional Admission

After applying for admission to your program, you may receive a letter, which states that you have been accepted as a provisional student in your degree program. This places you in category 2. The letter you receive describing the conditions of your acceptance into the program should describe the level of performance you must achieve or required prerequisite courses. On your initiative, when you believe you have met the conditions stated in the letter you should meet with your Advisor or the Graduate Program Director to determine if you are ready to apply for change of status to category 1. If the Graduate Program Director believes that you have met the required conditions, he will initiate the request to have you moved to category 1 by submitting the Notice of Change of Status (Graduate Form 2). Without being admitted to category 1, you cannot be certified for graduation.

2.4 Non-degree Status

If you are taking graduate courses in the College but have never been accepted into a degree program, you are in category 3. If you intend to apply for a degree program at some time, you must remember that you can transfer no more than 12 hours of credit (with a grade of B or above) taken in a non-degree status to a degree program.

3. DOTAL PROGRAM

3.1 Credit-Hour Requirement

A minimum of 24 credit hours of graduate-level courses beyond the master's degree or equivalent and at least 24 credit hours of dissertation work must be included in your doctoral program.

3.2 Transfer Credits

A combined maximum of 12 semester hours of graduate credit may be transferred into a graduate degree program from a non-degree status at Old Dominion University or another accredited institution, except in the case of an approved inter-institutional program.

Transfer credit will be given only for those courses that are certified as being applicable toward a comparable degree or certificate at the institution that offered the courses, and that were completed with a grade of B or better.

A student may earn a maximum of six semester hours through experiential learning mechanisms. The credits earned through experiential learning mechanisms are included in the maximum number of transfer credits allowed at Old Dominion University (ODU Graduate Catalog 2006-2008, p. 50).

A student who wishes to transfer credit earned prior to admission to a degree program at Old Dominion University must submit a special request for evaluation of transfer credits through the Graduate Program Director to the Office of Admissions (use Graduate Form 1). Following admission to the degree program, the student should obtain written permission from the Graduate Program Director before registering for a course at another institution with the intent of transferring the credit for that course into a graduate degree program at Old Dominion University. In no case is a transfer of credit final without the signature of the Graduate Program Director and the academic dean on the Evaluation of Transfer Credits form (Graduate Form 1). See the details of transfer credits in the ODU Graduate Catalog 2006-2008, p.50.

3.3 Course Load

The minimum load for a full-time graduate student is 9 graduate credit hours per semester. No more than 12 hours per semester may be carried without the permission of the Graduate Program Director. In summer sessions 6 credit hours constitute a full load. Graduate students with teaching or research assistantship with 20 hours per week shall register at least 6 hours (three hours for summer) (ODU Graduate Catalog 2006-2008, p. 43).

3.4 Residency Requirement

As a doctoral student you are required to spend at least two semesters engaged in full-time graduate study (ODU Graduate Catalog 2006-2008, p. 48).

3.5 Time Limit

All requirements for a Ph.D. must be completed within eight calendar years from the date of beginning the initial course following admission to the doctoral program. Students whose graduate study is interrupted by military service will be granted an extension of time

for the period of their military service, not to exceed five years (ODU Graduate Catalog 2006-2008, p.48).

If any of your credits granted toward your degree will be older than the time limit (8 years) at the time of graduation, those old credits must be validated by an examination (Graduate Form 5). See “Policy on Validation of Out-of-Date-Graduate Credit” in the ODU Graduate Catalog 2006-2008, p.44.

3.6 Selection of Advisor

When you enter a Ph.D. degree program, either as a provisional or regular student, you should coordinate with the Graduate Program Director to identify an advisor (Form CEE1). This advisor will be selected with consideration given to your wishes, your area of research interest and faculty workload and preference. Advisors are appointed by the Graduate Program Director (ODU Graduate Catalog 2006-2008, P. 48).

3.7 Writing Proficiency Diagnostic Evaluation

Your academic advisor will evaluate your English writing skills in the early stages of your Ph.D. program (during the first or second semester). If any deficiencies are found, University Graduate Writing Assistance Program (Room 311, BAL, amurphy@odu.edu, <http://www.odu.edu/al/gwap>) and/or your advisor will assist you in improving writing skills prior to dissertation preparation (see Sec.1.4 of this handbook).

3.8 Advisory Committee

Before you have completed nine semester hours of graduate course work you must, in consultation with your advisor, nominate and have appointed your advisory committee. This is accomplished with the Ph.D. Advisory Committee Form (Graduate Form 13). In general, the committee consists of at least three faculty members who are certified for graduate instruction. The approval authority for all advisory committees is the Dean of the College. The nomination of your committee will be forwarded to the Dean through Graduate Program Director. The advisory committee will continue to serve until the student has completed the candidacy examination successfully and the dissertation committee has been formed (ODU Graduate Catalog 2006-2008, p.48). Changes in committee membership may be requested using Graduate Form 14.

3.9 Diagnostic Examination

After being admitted to work toward a doctoral degree in Civil or in Environmental Engineering, you will be required to take a departmentally administered diagnostic examination prior to the completion of 9 credit hours in the doctoral program or by the end of the first semester. This examination will be designed to assess your ability to pursue a doctorate in Civil or in Environmental Engineering, and it will facilitate counseling in the development of your program of study. The results will be reported using Graduate Form 10.

3.10 Submission of Formal Study Plan

Based on the results of the diagnostic exam, you will complete a plan of study with the advice of your advisor. This plan (Form CEE3) will be approved by your advisory committee and Graduate Program Director. It will be filed with the Graduate Program

Director before the end of the semester during which you complete 9 semester credit hours and before registration for subsequent semesters.

The formal study plan will include no fewer than 24 post master's level semester credit hours of course work (at least three-fifths must be at 800 level), a dissertation topic, and provisions for meeting special departmental requirements such as proof of research skills. Care should be taken in the preparation of this formal plan since its completion is a requirement for the award of the degree.

3.11 Candidacy Examination (ODU Graduate Catalog 2006-2008, p.48)

During the last semester of course work you must arrange through your advisor and the Graduate Program Director to form the candidacy examination committee (Graduate Form 26), which consists of at least three graduate certified faculty members. In order to be eligible to take this examination you must achieve a GPA of at least 3.00 on all course work completed. This request is submitted to the Graduate Program Director using Graduate Form 15 no later than one month before the date of the first examination.

The candidacy examination consists of a written and an oral section, and you must pass both sections. The written examination will be given first. More than one negative vote from the examination committee on either part constitutes a failure for that section of the candidacy examination.

You have two opportunities to pass the written portion. A failed written exam must be retaken after six months but within one year. You will take the oral examination after passing the written part. You have two opportunities to pass the oral section also, but a failed oral portion should be retaken within one month of the first attempt. If you pass the written exam on the first try you need not repeat the written exam in the event of failing the oral portion. No part of the candidacy examination can be passed conditionally. The successful completion of the candidacy examination must be reported on Graduate Form 10. A detailed description of the examination is given in the ODU Graduate Catalog 2006-2008, p.48.

3.12 Dissertation Committee

After passing candidacy examination, the dissertation committee is formed to supervise your dissertation research. You should ask the Graduate Program Director to appoint a Dissertation Committee. The makeup of this committee is discussed in the ODU Graduate Catalog 2006-2008, pp.748-49. In general, it consists of at least three faculty members (two from the major and one from outside the major department). Its composition will reflect the topic of your dissertation, and the committee chairman will be your dissertation advisor. This will be accomplished using Graduate Form 16.

3.13 Registration after Passing Candidacy Examination

After successfully passing the candidacy examination, you are required to be registered for at least one graduate credit hour each semester (fall, spring, and summer) until you complete your degree. Failure to comply with this requirement will result in charges to your account for one graduate credit, plus a required fee for each semester after passing candidacy examination (ODU Graduate Catalog 2006-2008, p. 43, and P. 49). To avoid the above charge, you may formally apply for a petition of a leave of absence for a semester (up to one year) to the dissertation committee and the Graduate Program Director before the beginning of the semester (Graduate Form 27). During the leave of absence, you will not be entitled to

assistance from the dissertation committee or to the use of University facilities (ODU Graduate Catalog 2006-2008, p.49).

3.14 Dissertation Proposal

Once the Dissertation Committee has been formed, you should present your dissertation proposal to the committee members through the committee chairman. The dissertation committee will evaluate and approve (or not approve) your dissertation prospectus. The committee shall report the result of the evaluation to the Graduate Program Director by using Graduate Form 10 (Result of Ph.D. Examination or Requirement – Dissertation Prospectus).

3.15 Admission to Candidacy

Admission to candidacy is a formal step that occurs after the student has (1) passed the Ph.D. written and oral candidacy examinations, (2) gotten the dissertation proposal approved, and (3) completed formal course work. With the recommendation for advancement to Candidacy by the dissertation committee chair by using College Graduate Form 2, this Form will go to the Graduate Program Director and the Dean of the College for their approval.

3.16 Dissertation Work

You will perform your research and prepare your dissertation under the guidance of your Dissertation Committee. For details see the "Guide for Preparation of Theses and Dissertations," which is available at <http://www.odu.edu/ao/affairs/graduatestudies/gradtheses.htm>.

3.17 Application for Graduation

A formal application for the expected diploma must be made in the Office of the Registrar five to six months prior to the expected date of graduation, and the exact schedule is given below.

Anticipated Graduation Month	December	May	August
Application Deadline	3rd Friday in July	2 nd Friday in Nov.	2 nd Friday in April

Graduate Application for Graduation Form may be obtained from the Office of the Registrar or downloaded at <http://www.odu.edu/ao/affairs/graduatestudies/gradforms.htm>. If you fail to graduate in the planned semester, this application form, in general, will roll over and be effective for the next two semesters. Therefore, you do not need to file this form again for an additional two semesters. Beyond the third semester, you must reapply.

3.18 Dissertation Defense

You should plan to orally defend your dissertation no later than six weeks prior to the date you expect to graduate. You should submit typed copies of your complete dissertation to your dissertation advisor and to each member of your committee at least two weeks prior to your scheduled oral defense. It is required of you to have obtained informal approval from your advisor on the written dissertation prior to this submission. Also, at least two week prior to your oral defense you will obtain permission from your advisor to inform the Dean's

Office that you are prepared to defend your dissertation. You will inform the Dean using College Graduate Form 1 that you will defend your dissertation at a time and place, on the ODU campus, that you have arranged. The Dean's office will publicize your dissertation defense schedule and invite the student body and faculty to attend.

The defense of your dissertation will be conducted, as described in ODU Graduate Catalog 2006-2008 Catalog, p.49, by your dissertation advisor. Your success or failure in your oral defense will be determined by a majority vote taken by your dissertation committee in closed session immediately following your defense. Your dissertation committee chairman (your advisor) will inform you of the results immediately and submit Graduate Form 10 through the Graduate Program Director. In case of failure, the dissertation committee may recommend that the candidate be dropped or be allowed re-examination at least three months after the first examination.

3.19 Dissertation Submission

Upon successful defense of your dissertation you should prepare it for submission for publication. You shall submit your dissertation (including any post-exam corrections) in "final" form to Dean's Office. The dissertation (original copy) must be delivered to the Dean's Office accompanied by the Dissertation Acceptance and Processing form (Graduate Form 6) signed by all the dissertation committee members and the Graduate Program Director no later than three weeks prior to the last day of classes prior to graduation. The Dean's Office will review your dissertation for errors in grammar and formatting. You should make requested corrections and resubmit as soon as possible. When the dissertation is deemed acceptable, the Dissertation Acceptance and Processing form (Graduate Form 6) will be signed by the Dean, and you should submit it according to the instructions in the "Guide for Preparation of Theses and Dissertations" to the Office of the Registrar by the last day of classes of the semester in which you plan to graduate. If you cannot meet the submission deadline, your graduation will be delayed at least another semester.

3.20 Registration after Passing Candidacy Examination

After successfully passing candidacy examination, all doctoral candidates are required to be registered for at least one graduate credit hour each term (fall, spring, and summer) until the degree is completed. See Page 43 of ODU Graduate Catalog for details.

3.21 Final Semester Registration

A one-hour audit registration (CEE 899 or CEE 999) is required for all graduate students to maintain active status during the final semester prior to graduation if not formally enrolled in course work (ODU Graduate Catalog 2006-2008, p.43).

3.22 Graduate Assessment

Old Dominion University has developed an institution-wide plan to assess the quality of its graduate academic degree programs (ODU Graduate Catalog 2006-2008, p. 46). During your final semester, you will be required to visit it at <http://www.odu.edu/ao/upir/assessment/grad.htm> to complete a survey on your satisfaction with your academic program, as well as support services and other aspects of the University. You must complete the survey to receive your diploma or transcripts. Your responses will be used to improve teaching and learning in our graduate programs.

4. FINANCIAL AID

Various types of financial aid are available on a competitive basis for graduate students in Civil and Environmental Engineering. Apply for financial aid by submitting Graduate Form 8 to Graduate Program Director by April 1 for consideration for the Fall semester.

4.1 Graduate Teaching Assistantships (GTA)

There are two categories in graduate teaching assistantship: GTA Instructors and GTA Assistants. GTA Instructors are expected to participate directly in teaching activities as class instructors, laboratory supervisors, recitation leaders and tutors. GTA Assistants do not directly instruct students, rather assist instructors with grading, laboratory preparation, etc. The workload for a full-time appointment is normally 20 hours per week on average. The minimum stipend for full-time appointment is \$12,000 for Ph.D. students. Part-time Teaching Assistantships may be available also requiring teaching responsibilities of less than 20 hours per week.

To qualify as GTA Instructors, students must pass the Graduate Teaching Assistant Institute prior to their first semester of appointment. Without passing Graduate Teaching, students are not allowed to be a GTA Instructor (ODU Graduate Catalog 2006-2008, p. 40). Prior to attend GTA Institute, new international assistants must take and pass the SPEAK test administered by the Old Dominion University English Language Center or pass the Institute's re-test. This test measures the oral proficiency in English.

4.2 Graduate Research Assistantships (GRA)

Graduate Research Assistantships may be funded through sponsored research projects. The appointee is expected to participate directly in research conducted by faculty members. The workload for a full-time appointment is normally 20 hours per week on average. The minimum stipend for full-time appointment is \$12,000 for doctoral. Part-time Research Assistantships may be available also.

4.3 Enrollment and Registration Requirements

Assistantship recipients are required to be enrolled each semester of their appointment. The minimum credit hour requirement for the recipient to register for and to complete is six hours for doctoral students in Fall and Spring semesters. The requirement is three hours in the summer for doctoral students. However, Ph.D. Candidates who have completed all the course and dissertation credit requirements can sign up for one hour in any semester and still be considered a full time student (ODU Graduate Catalog 2006-2008, P. 43). Such students (ABD: All But Dissertation) must see the Graduate Program Director for a proper documentation each semester (Graduate Form 28). Undergraduate prerequisite courses and courses taken as audits are not counted toward the enrollment requirement. Graduate assistants normally may not enroll for more than nine credit hours per semester. Enrollment for 10 to 12 credit hours requires the approval of the Graduate Program Director. No graduate assistant is permitted to enroll for more than 12 credit hours in any semester the appointment is held.

4.4 Unfunded Tuition Scholarships

Unfunded tuition scholarships may be offered to graduate assistants. Students must hold the appointment for more than one-half of the semester with at least \$2,500 support per regular semester or \$1,334 during summer semesters to qualify for an unfunded tuition scholarship.

Doctoral graduate assistants may be granted a full unfunded tuition scholarship. Doctoral graduate assistants receiving full unfunded tuition scholarships do not pay any tuition regardless of their domicile. Unfunded tuition scholarships cannot be used for undergraduate courses, nor for courses taken as audits.

Graduate assistants seeking unfunded tuition scholarships must consult with the Graduate Program Director two weeks before the beginning of each semester to prepare the necessary paper work.

4.5 Outside Employment

Full-time (20 hours per week) graduate assistants are not permitted to accept additional on-campus employment, except under unusual circumstances and only by the approval of Dean. Any off-campus employment should be undertaken with caution and in consultation with GPD. It should in no way adversely affect academic performance or assistantship duties and responsibilities. International students shall consult the Office of International Students and Scholars Service for international student employment guidelines (See the ODU Graduate Catalog 2006-2008, p.41).

5. INTERNSHIP PARTICIPATION

For international students, who are attending school full time, paid internships may be allowed upon the recommendation of the department GPD and the approval of ODU's Career Management Center and/or International Student and Scholar Services (ISSS). However, since none of the department's graduate degree programs requires practical training or internship as a part of the curriculum, the department will not recommend any curricular practical training (CPT) application. In addition, internships often interrupt students' work on their thesis, dissertation, or project, and thus result in a lengthy delay of their graduation. Therefore, the department, in general, does not recommend participation in optional practical training (OPT) before their degree completion. Rather, the department recommends that students participate in OPT after obtaining their degrees. Only if the following conditions are met, may the GPD recommend OPT participation:

1. The student must submit a written detailed time schedule of planned thesis, dissertation, or project work until the completion of degrees and obtain the approval from the academic advisors. If the student fails to meet the scheduled plan, the renewal of their internship will not be recommended.
2. The academic advisor must submit his/her written evaluation and recommendation to the GPD after reviewing Items 1 above and consultation with the student. The academic advisor must support the application for the student to receive the GPD's recommendation.

These conditions will apply also to domestic students who would like to participate in internship programs while they are pursuing their graduate degrees (adapted on 02/16/2006).

APPENDIX

DEPARTMENT, COLLEGE, AND UNIVERSITY GRADUTE FORMS

Department Forms (CEE)

1. Graduate Program Advisor/Change of Advisor
3. Ph.D. Study Plan
4. Graduate Writing Proficiency Evaluation Form

College Forms (BCET)

1. Announcement of Oral Dissertation Defense
2. Recommendation for Advancement to Ph.D. Candidacy

University Graduate Forms (G)

The following university graduate forms can be printed from
<http://www.odu.edu/ao/affairs/graduatestudies/gradforms.htm>.

1. Evaluation Of Internal/External Transfer
2. Notice Of Change Of Status
5. Validation Of Out-Of-Date Graduate Credit By Examination
6. Thesis/Dissertation Acceptance And Processing
10. Result of Ph.D. Examination Or Requirement
11. Thesis/Dissertation Delivery
13. Ph.D. Advisory Committee
14. Request For Change In Ph.D. Advisory Committee
15. Request For Permission To Take The Ph.D. Candidacy Examination/Dissertation Defense
16. Ph.D. Dissertation Committee
17. Request For Change In Ph.D. Dissertation Committee
26. Ph.D. Examination Committee
27. Leave of Absence from Doctoral Program
28. 1-Hour ABD Notification for Graduate Assistants
- * Graduate Application for Graduation



Graduate Program Advisor/Change of Advisor

A. Initial appointment of advisor

I hereby request the following faculty to serve as the graduate program advisor for:

_____, _____, _____, _____
(Student name – requested) (student I.D. Number) (Student signature) (Date)

who is enrolled in the _____ Program
(Title of degree program)

_____, _____, _____
(Advisor’s name - agreed to serve) (Advisor’s signature) (Date)

Graduate Program Director’s Approval: _____, _____
(GPD’s signature) (Date)

B. Request to change of advisor

I hereby request to change my advisor from the above faculty member to the following faculty member with reasons listed:

Reason for change: _____

_____, _____
(Student signature - requested) (Date)

_____, _____, _____
(New Advisor’s name - agreed to serve) (Advisor’s signature) (Date)

Graduate Program Director’s Approval: _____, _____
(GPD’s signature) (Date)

Original: Graduate Program Director
cc: Student File



Ph.D. Study Plan

After consultation with the advisor and/or advisory committee, submit this form to Graduate Program Director before the completion of 9 credit hours course work.

Student Name: _____ I.D. No. _____

Semester of Admission to Program: _____

Title of the Program: Ph.D. in _____

Semester, Yr.	Course No.	Semester, Yr.	Course No.

Minimum required course work is 24 credit hours.
Minimum 15 course credits shall be from above 800 level courses.

(Tentative) Dissertation Topic: _____

Research Skill Requirement: _____

Foreign Language Requirement: _____

Other Requirement(s): _____

_____/_____
(student signature / date)

_____/_____
(advisor's signature / date)

_____, _____
(GPD's Signature-Approved) (Date)

ORIGINAL : Students' Folder
cc: Student /Advisor/ GPD



Graduate Writing Proficiency Evaluation Form

CEE Department Policy on Writing Proficiency (October 2004):

“Writing skills will be evaluated by the faculty advisors in their early stage of study. If deemed deficient, the student will be required to work with the advisor or attend training sessions provided by the University’s Graduate Writing Assistance Program (Room 720, BAL, <http://www.odu.edu/al/gwap>) or other programs to improve their writing skills.”

Student Name: _____ I.D. No. _____

Semester of Admission to Program: _____

Program: _____, Academic Advisor: _____

Evaluation 1. Date: _____, by _____
(Evaluator’s signature)

Materials used for evaluation (circle): class term paper, research paper, others ()

Recommendation: student () is writing proficient, () is not writing proficient and recommend:

Evaluation 2. Date: _____, by _____
(Evaluator’s signature)

Materials used for evaluation (circle): class term paper, research paper, others ()

Recommendation: student () is writing proficient, () is not writing proficient and recommend:

Evaluation 3. Date: _____, by _____
(Evaluator’s signature)

Materials used for evaluation (circle): class term paper, research paper, others ()

Recommendation: student () is writing proficient, () is not writing proficient and recommend:

(Keep this form in the student file during evaluation process. After the evaluator evaluated student to be proficient, submit to GPD for approval)

_____, _____
(GPD’s Signature-Approved) (Date)



Announcement of Ph.D. Oral Dissertation Defense

Student: _____, **UID:** _____

Department: _____, **Advisor:** _____

Dissertation Title: _____

Abstract: _____

Building: _____ **Room:** _____

Day: _____ **Time:** _____

Advisor's approval: _____ **Date:** _____

Graduate Program Director's approval: _____ **Date:** _____

This form should be completed and submitted to the Dean's Office at least two week prior to the time of the oral defense, so that Dean's office can promptly publish an announcement in an appropriate University news media.

original: Dean's office

copy: Student file

Student

Committee chair and members



Recommendation for Advancement to Ph.D. Candidacy

Student: _____, **UID:** _____

Program: Ph.D. in _____

Checklist:

- 1. Passing of both the written and oral portions of the candidacy examination
(Attach a copy of Graduate Form 10 (Result of Ph.D. Examination or Requirement – Candidacy Examination))
Date of passed examinations: _____
- 2. Dissertation proposal approval
(Attach copy of Graduate Form 10 (Result of Ph.D. Examination or Requirement – Dissertation Prospectus))
Date of proposal approval: _____
- 3. Completion of formal coursework
Total course work credit hours: _____
Total 800 level course work credit hours: _____
Minimum 24 credit hours are required, of which at least three-fifths must be at 800 level courses. (Attach a copy of student ODU Transcript)

All the above conditions have been checked and confirmed by:

_____, _____
(Dissertation committee chair’s signature) (Date)

_____, _____
(Graduate Program Director’s signature) (Date)

Approval is granted for admission to Ph.D. Candidacy by:

_____, _____
(Dean’s signature) (Date)

Congratulations!

- original: Student file
- copy: Student
- Dissertation committee chair and members
- Office of graduate studies