

General Guidelines/Milestones for Part-Time Ph.D. Students

(Effective Fall 2020)

Fall Year One/Two	Spring Year One/Two	Summer Year One/Two
<ul style="list-style-type: none"> 6 hours of course work 	<ul style="list-style-type: none"> 6 hours of course work 	<ul style="list-style-type: none"> 3 hours of course work
Fall Year Three	Spring Year Three	Summer Year Three
<ul style="list-style-type: none"> 6 hours of course work Start forming advisory committee QE (HRD Students Only) 	<ul style="list-style-type: none"> 6 hours of course work File Degree Plan File Residency Waiver 	<ul style="list-style-type: none"> 3 hours of course work
Fall Year Four	Spring Year Four	Summer Year Four
<ul style="list-style-type: none"> 6 hours of course work 	<ul style="list-style-type: none"> 6 hours of course work Preliminary Exam 	<ul style="list-style-type: none"> 3 hours of course work
Fall Year Five	Spring Year Five	Summer Year Five
<ul style="list-style-type: none"> 3-6 hours of 691 Proposal Defense IRB Application Admitted to Candidacy Work with Chair to plan a timeline for completion 	<ul style="list-style-type: none"> 3-6 hours of 691 	
Fall Year Six	Spring Year Six	Summer Year Six
<ul style="list-style-type: none"> 3-9 hours of 691 Dissertation Defense Graduation 	<ul style="list-style-type: none"> 3-9 hours of 691 Dissertation Defense Graduation 	
Year Seven		
Department actions if student fails to fulfill requirements by end of Year Six: <ul style="list-style-type: none"> Student must submit to their Chair and department a plan for completion/timeline (see template form) prior to the first day of classes for the 6th year or registration will be blocked. The completion plan must indicate a schedule of mandatory meetings between Chair and student. 		
Year Eight		
Department actions if student fails to fulfill requirements by end of Year Seven: <ul style="list-style-type: none"> Same as Year Seven except student must also submit current version of the dissertation for program review. 		
Years Nine-Ten		
Department actions if student fails to fulfill requirements by Year Eight: <ul style="list-style-type: none"> Prior to the first day of classes for Year Nine, student must come before program faculty panel to establish a detailed plan for completion plan moving forward or registration will be blocked for Year Nine. Student must provide dissertation Chair monthly progress updates. Failure to comply with the requirements will initiate dismissal process. 		

Additional Information and Useful Links

- Up to 18 hours of distance education (online courses) only.
- Students following this plan will be eligible to take the Qualifying Exam (HRD only) in Fall Year Three.
- Students following this plan will file their degree plan in Spring Year Three, once they complete 36 hours. Also, they can file a residency waiver request through OGAPS. This requires a petition and letter of full-time employment from employer.
 - <https://ogsdps.tamu.edu/default.aspx>
- Students following this plan will be eligible to take their Preliminary Exam in Spring Year Four. At the end of the semester in which the exam is given, there are no more than 6 hours of course work remaining on degree plan. (Does not include 691s)
 - <https://powerforms.docusign.net/c5fe35e4-6bc8-4e47-849f-8fbd8c37feec?env=na2&acct=16517be3-5a0c-489f-a422-a57859ee0f60>
- Students following this plan can hold their proposal hearing in Fall Year Five.
 - <https://powerforms.docusign.net/4bb0489e-9c28-44b1-b2da-c2fa9d9d0b90?env=na2&acct=16517be3-5a0c-489f-a422-a57859ee0f60>
- NOTE: Once admitted to candidacy, students must maintain continuous enrollment until they clear the Thesis office. This does not include Summer, unless they will be defending their dissertation or clearing the Thesis Office during that semester.
- During the first week of the final semester, pay graduation fee after graduation application is submitted.
- Students must submit a Request and Announcement of Final Examination form to the Graduate Advising Office at least 2 ½ weeks prior to the date of their defense.
 - <https://powerforms.docusign.net/6bc30a44-705e-428b-a517-90550cf350cc?env=na2&acct=16517be3-5a0c-489f-a422-a57859ee0f60>
- Once the student has successfully defended their dissertation, they will upload their dissertation as a single PDF file to etd.tamu.edu and submit the fully signed Dissertation/Record of Study Approval form to OGAPS. The Report of Final Examination form and the Copyright Availability form must also be submitted to OGAPS.
- Graduation; arrange for cap and gown.
 - graduation.tamu.edu