



MARQUETTE UNIVERSITY GRADUATE SCHOOL

DOCTORAL PROGRAM PLANNING FORM

STUDENT INFORMATION

Name:	<input type="text"/>	MUID:	<input type="text"/>
Street Address:	<input type="text"/>	Daytime Phone:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code:	<input type="text"/>
Email Address:	<input type="text"/>	Adviser:	<input type="text"/>
Program:	<input type="text"/>	Term & Year Began PhD Program:	<input type="text"/>
Specialization:	<input type="text"/>		

General Instructions: Please read these instructions carefully. If you have any questions, contact your adviser or the Graduate School prior to completing this form. If you need assistance completing this form, please contact the Graduate School at 414-288-7137.

The *Doctoral Program Planning Form* (DPPF) is a written agreement between each doctoral student, the academic department, and Marquette University, that specifies the requirements that must be successfully completed in order for the student to receive the doctoral degree. The DPPF must comply with the requirements listed in the *Graduate Bulletin*, specifically the Doctoral Degree credit requirements. The DPPF is filled out in consultation with the student's adviser and must be submitted to the Graduate School prior to the end of the student's first year of doctoral study. When signed by all parties, the DPPF becomes a contract between the student and the university. A completed DPPF may be changed only by submitting an approved *Doctoral Program Planning Form Amendment*.

Post-baccalaureate credits (i.e., all credits taken after completion of the bachelor's degree) taken towards a master's or doctoral degree, either at Marquette or at another institution, may be recognized and may result in having to take fewer credits at Marquette to complete the Ph.D. Those credits must be listed on this DPPF, the courses must be appropriate to the doctoral degree being pursued, and must have been taken at the graduate level.

Prior credits that are part of an earned master's degree may be counted towards completion of the post-baccalaureate Ph.D. requirements, but will be limited to 30 credits. In such cases, the age of the credits will normally not be considered.

Prior credits that are not part of an earned master's degree will be considered on a case by case basis. The grade earned in each course must have been a "B" or higher, and the credits will normally have been taken within six years prior to official doctoral admission at Marquette. If the age of the credits is greater than six years, the academic department will require evidence of competency with the academic material.

In all cases, the academic department will determine the acceptability of the credits, based on the academic discipline, the number and nature of the courses previously taken, and the tendency of the academic discipline to be sensitive to recent changes.

Some Marquette programs require that the student already have a master's degree before being admitted to a doctoral program, while others will allow admission for students who have only a bachelor's degree. For that reason, this form is constructed to consider all post-baccalaureate credits.

For doctoral programs in the physical and natural sciences, a minimum of 24 credits of course work beyond the bachelor's degree is required. With the approval of the department and the Graduate School, a maximum of 25% of the required course credits may be satisfied by prior course work. In all cases, a minimum of 18 credit hours of course work must be completed at Marquette after official admission to degree status in the doctoral program.

For all other doctoral programs, a minimum of 45 credits of course work beyond the bachelor's degree is required. With the approval of the department and the Graduate School, a maximum of 50% of the required course credits may be satisfied by prior course work. In all cases, a minimum of 21 credits of course work must be taken at Marquette after official admission to degree status in a doctoral program.

Every doctoral student must complete 12 dissertation credits that are typically taken while conducting research and writing the dissertation. All 12 dissertation credits must be taken at Marquette University in the department from which the doctoral degree is being earned, and are in addition to course credits.

All doctoral students are expected to complete their degrees within eight years. Extensions may be requested, and will be considered based on extenuating circumstances and with the concurrence of the academic department.

REQUIREMENTS

Credit Requirements

Total number of **post-baccalaureate credits** required for completion of the doctoral degree:

Post-baccalaureate credits (maximum of 30 credits) taken prior to PhD admission at Marquette University to be counted towards completion of Ph.D. requirements:

Credits to be taken for completion of the doctoral degree at Marquette University (including dissertation credits):

List the institution(s), degree(s), academic discipline(s), and date of degree(s), if any:

Language Requirements: I understand that foreign language(s) may be required by my program. The languages I have checked below are the ones I have completed or plan to complete by the date I have listed beside the selected language:

- | | | | |
|---|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> French _____ | <input type="checkbox"/> German _____ | <input type="checkbox"/> Greek _____ | <input type="checkbox"/> Hebrew _____ |
| <input type="checkbox"/> Japanese _____ | <input type="checkbox"/> Latin _____ | <input type="checkbox"/> Spanish _____ | <input type="checkbox"/> Other _____ |

Residency Requirements: Residency requires enrollment in at least nine credits per term for two terms within an 18 month period, or six credits per term for three terms in an 18 month period. Students may use a combination of course work, dissertation credits, and/or continuation course work to meet the residency requirement. Residency may not be satisfied by continuation courses alone.

1st residency semester: Fall Spring Summer Session Year:

2nd residency semester: Fall Spring Summer Session Year:

3rd residency semester (if applicable): Fall Spring Summer Session Year:

Completion Schedule: Please initial at the end of each statement below to indicate your awareness of additional requirements necessary to earn your degree:

Your Doctoral Qualifying Exam (DQE) should be taken upon completion of your doctoral course work.

The Dissertation Outline is typically completed within one year of successful completion of the DQE. The Dissertation Outline **MUST** be submitted by the graduation cycle deadline listed in the Academic Calendar.

You must apply for graduation early in the term that you expect to graduate. The Graduation Application deadline is listed in the Academic Calendar. If you fail to graduate when expected, you must submit a new Graduation Application in a future term.

You must submit the "Announcement for Public Defense of the Dissertation" form at least four weeks prior to your defense, and your electronic dissertation abstract must be e-mailed to the Graduate School at the time of your announcement.

The electronic dissertation and accompanying paperwork must be submitted prior to the deadline listed in the Academic Calendar.

Every student receives six years to complete their degree. If more than six years is required to complete your doctoral degree, you must request an extension from the Assistant Dean of the Graduate School using the "Request for Extension of Time" form.

Graduate Credits: Please attach a listing of all post-baccalaureate credits already completed and all credits remaining to be taken in pursuit of your doctoral degree. This list should include all course work, thesis credits, foreign language requirements, dissertation requirements, zero-credit departmental seminars and internship/practicum requirements. The list should indicate the department and course number, the institution where the course was taken, the title of the course, the term the course was taken or will be taken, the credit total for each course, and grade received for each course (if applicable).

An example of part of such a listing is below:

EXAMPLE

Dept./Course No.	Institution	Title	Term Taken	Credits	Grades
Biology 700	UW-Milwaukee	Principles in Molecular Biology	Fall 2008	4 credits	A-
Biology 708	UW-Milwaukee	Issues and Practices in Biology Education	Fall 2008	1 credit	A
Biology 730	UW-Milwaukee	Molecular Endocrinology	Fall 2009	3 credits	B+
BIOL 6001	Marquette	Radioisotope Safety	Spring 2010	2 credits	AB
BIOL 6005	Marquette	Scientific Writing Workshop	Spring 2010	3 credits	A
BIOL 6952	Marquette	Department Colloquim	Fall 2010	0 credits	
BIOL 8101	Marquette	Structure and Function of Proteins	Fall 2010	3 credits	
BIOL 8702	Marquette	Systems Physiology	Fall 2010	3 credits	
BIOL 8504	Marquette	Advanced Survey in Neuroscience	Spring 2011	1 credit	
BIOL 8999	Marquette	Doctoral Dissertation	Spring 2011	6 credits	
BIOL 8999	Marquette	Doctoral Dissertation	Fall2011	6 credits	

Approvals: When signed by all parties, the Doctoral Program Planning Form becomes a contract between the student and Marquette University.

Student Signature: Date:

Adviser Signature: Date:

DGS or Chair Signature: Date:

Graduate School Signature: Date:

PLEASE FORWARD COMPLETED FORM TO THE GRADUATE SCHOOL