

General Requirements for Graduate Admission

Policy Number

5020

Date Created/Revised

03/22/2017

Executive Responsibility

Dean of Graduate School

~~Graduate Council~~ Faculty Senate

Functional Responsibility

Graduate School

5020.1 General Policy

Applicants must submit official documentation as evidence of meeting the following Graduate School admission requirements. Programs that wish to partner with outside entities to handle official documentation must submit a request to do so to the Graduate School. Such requests must be approved by both the ~~Graduate Council~~ Faculty Senate and the Graduate School Dean. Programs may have requirements over and above those of the Graduate School.

- A. Completion of a bachelor's degree program at an appropriately accredited academic institution or at an academic institution with high academic standards deemed appropriate and acceptable by the Wright State academic program to which the student is applying.
- B. Academic preparation for the declared field of study that is acceptable to the graduate program concerned (degree program candidates).
- C. Proof that the applicant has the minimum undergraduate grade point average (GPA) established by the Graduate School for an admission category.

In addition to the Graduate School requirements supplementary documentation may be required by a graduate degree program.

Students having master's or other advanced degrees, or who have previously completed 12 quarter or 9 semester credit hours at the graduate level with an overall graduate grade point average of 3.0, from an appropriately accredited academic institution or an academic institution with high academic standards deemed appropriate and acceptable by the Wright State academic program to which the student is applying may be admitted into Wright State graduate programs in regular status regardless of their undergraduate grade point averages provided the appropriate academic departments or programs recommend them for admission.

International Students

Policy Number

5070

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01/02/2018

Executive Responsibility

Dean of Graduate School

~~Graduate Council~~ Faculty Senate

Functional Responsibility

University Center for International Education

5070.1 Application Procedures

Application materials should be requested from the University Center for International Education (UCIE). Applications for admission from applicants outside the United States should be submitted at least one term prior to the term in which the students wish to begin studies at Wright State University. International transfer students from U.S. colleges and universities, or international applicants already in the United States, must apply at least three months prior to the term in which they wish to begin their studies.

5070.2 Additional Admission Requirements

- A. Graduate applicants must have earned a baccalaureate degree equivalent to a degree from a regionally accredited U.S. college or university.
- B. Only an official transcript and the English translation will be accepted as evidence of academic preparation. If the Office of International Student Admissions cannot evaluate the credentials, the applicant will be required to submit his or her credentials to an evaluation service. The student must bear the cost of the evaluation.
- C. International students must submit official transcripts to be considered for admission to the Graduate School. This requirement can be fulfilled by the submission of official transcripts or copies of official transcripts that are attested by the issuing university's Registrar, Principal or Controller of Exams. In order to be considered official, the attested copy must contain the university's stamped or embossed seal. In certain exceptional cases when students who have applied for admission while in the U.S. prove that it is impossible to obtain additional official transcripts or attested copies from their international schools, the Director of International Recruitment and Admissions may attest copies of official international transcripts. Only the Director of International Recruitment and Admissions will have this authority. These attested copies can be used for admitting students into the Graduate School.

5070.3 English Proficiency

International applicants whose native language is not English and who do not have an undergraduate or graduate degree from a regionally accredited U.S. academic institution or an overseas academic institution of high standards whose language of instruction is English must demonstrate proficiency in English. English proficiency is demonstrated by achieving a score of 550 or better on the Test of English as a Foreign Language (TOEFL), a score of 79 on the TOEFL-IBT exam, a band score of six (6) on the International English Language Testing System (IELTS), or a minimum score of 57 on the Pearson Test of English (PTE). Regular admission to the graduate program in English, however, requires a minimum score of 600, a score of 100 on the TOEFL-IBT, a score of 7.5 on the IELTS, or a score of 68 on the PTE. Applicants for regular degree status may not

submit, and graduate programs may not accept, other tests of English ability in place of these tests (TOEFL, IELTS, PTE) without prior permission from the Graduate ~~Council~~School and Faculty Senate. Departments may set higher requirements, particularly for students who have applied for graduate teaching assistant positions. International students who have an undergraduate or graduate degree from a regionally accredited U.S. academic institution or an overseas academic institution of high standards whose language of instruction is English are not normally required to take the TOEFL. Academic programs may, however, require that international students with a U.S. degree take the TOEFL as an admission requirement. In addition, international students may be required by their academic advisors to take a university administered English writing placement test. The results of this test will be used to advise students in regard to supplemental on-campus classes required to strengthen their English skills.

The requirement to provide a TOEFL, IELTS, or PTE score will be waived for students who pass 1) all Level 4 LEAP courses with a minimum score of 90% and 2) one WSU graduate course with a minimum grade of B.

International students on the F-1 student visa program applying for non-degree status must meet either the proficiency requirements specified above or one of the following requirements:

- a minimum score of Level B2 on the Cambridge English First (FCE)
- a minimum score of 750 on the Test of English for International Communication (TOEIC)
- a minimum score of 1160 on the Global Test of English Communication (GTEC)

International applicants who are seeking Transient Status ([UP# 5010](#)) and who intend to return to their home institutions to complete their degree are required to take the TOEFL for diagnostic purposes but are exempt from the above requirements, although they still have to meet the admissions requirements set by the academic program to which they are applying.

Students should be reviewed for English writing placement testing before they matriculate or as early in their academic programs as possible. Students who are required to take the placement test should be referred to University Division Testing Services. After the test has been scored, the results will be forwarded to the students' academic advisors. In those cases where it is recommended that the students take remediation, Testing Services will attach to the test results a permit to register for ENG 1050, ENG 1030, or ENG 1100. Academic advisors, after reviewing the test results, may require the students to register for the recommended remediation course. This requirement should be placed on the student's Program of Study.

5070.4 Financial Support

- A. Wright State University must be assured that all international applicants have adequate financial resources while attending the University. Generally the award of a graduate assistantship at the time of the admission decision will meet this requirement. However, if the applicant is relying on personal resources or is being sponsored, a financial statement form, affidavit of support, and an official bank statement indicating the amount of money available to the applicant for the purpose of studying at Wright State University must be provided.
- B. Those applicants financing their own education from personal or family funds must also submit an official bank statement together with the financial statement. Students must meet the minimum dollar requirement as established by UCIE.

5070.5 Immigration Regulations

When the student has met the above requirements and has been admitted to the University, a Form I-20 will be issued by the Director of International Student and Scholar Services (for students applying for the F-1 visa). Students already in the United States who wish to transfer from another university and are “out of status” should be advised that they would have to apply to the Immigration and Naturalization Service (INS) for reinstatement.

Petition for Admission

Policy Number

5080

Executive Responsibility

Dean of Graduate School

~~Graduate Council~~ Faculty Senate

Functional Responsibility

Graduate School

5080.1 General Policy

An applicant who does not meet the Graduate School or the academic programs minimum requirements for admission or a student who has been dismissed from a program may submit a petition for admission to the Graduate School. The petition form may be obtained from the Graduate School, E344 Student Union. The petition should provide a rationale as to why the applicant or student should be granted admission or readmission. Applicants should contact their graduate program director or advisor for further details.

Petitions for admission after an initial denial must be filed with the Graduate School within two weeks of the communication of the denial decision. Such petitions will be sent to and reviewed by the graduate program to which the student applied and the college's graduate studies committee or appropriate equivalent, and then returned to the Graduate School. The college or school to which the petition was sent must return the petition, with its recommendation(s), to the Graduate School within 20 business days of its being sent. Petitions that remain unreturned or unanswered for longer than this time frame may be considered by the Graduate School to be automatically denied. A copy of the completed petition should be submitted to the Graduate School. The Graduate School will send the petition to the academic program for their review and recommendation. The program will then send the petition to the appropriate college/school petitions committee. After the return of the petition to the Graduate School, the Dean, Graduate School will review the program's and the petitions committee's recommendations. If the program and the college/school petitions Committee recommendation is consistent and the Dean, Graduate School, concurs with the recommendations, the Graduate School will notify the student of the admission decision. If there are any unresolved differences between the Dean, Graduate School, the college/school petitions committee, and the program the petition will be referred to the Graduate Student Affairs Committee of the ~~Graduate Council~~ Faculty Senate for a final decision.

Retroactive Graduate Credit

Policy Number

5320

Executive Responsibility

Dean of Graduate School

~~Graduate Council~~ Faculty Senate

Functional Responsibility

Graduate School

5320.1 General Policy

~~Under the rules of the Graduate Council, s~~Students must be admitted to the Graduate School in order to earn and receive regular graduate credit that may be applied toward degree requirements.

5320.2 Workshop Graduate Credit

Students earning workshop graduate credit while in Special Graduate Status (not admitted into the Graduate School) who later are admitted into a degree program may apply with program or advisor(s) approval only a limited number of such credits (not to exceed twelve quarter hours or eight semester hours) toward graduate degree requirements.

5320.3 Non-degree and teacher Licensure

Should students in non-degree and teacher licensure statuses be accepted into degree status at a later date, a maximum of one-half (50%) of the graduate hours required for completion of degree requirements may consist of applicable graduate courses completed in these statuses. For example, if a program of study stipulates that fifty graduate hours are required for the award of a degree, then up to twenty-five hours of graduate course work completed in a non-degree status may be applied toward the requirements of that degree. Petitions requesting a waiver to this policy will generally not be favorably considered and, in all cases, will be reviewed by the Graduate Student Affairs Committee of the ~~Graduate Council~~ Faculty Senate.

Colleges/programs may set lower non-degree credit hour limits for completion of a degree program. While the non-degree hours that can be applied toward degree requirements may be a mixture of courses completed in non-degree, teacher licensure, and special graduate status, workshop credit is limited to a total of twelve quarter hours or eight semester hours.

5320.4 Applying graduate hours.

Graduate hours completed toward the requirements of an awarded master's degree, as evidenced by the student's Program of Study, cannot be applied toward the credit hour requirements of another graduate degree.

Graduate Credit for Undergraduates

Policy Number

5330

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05/01/2011

Executive Responsibility

Dean of Graduate School

~~Graduate Council~~ Faculty Senate

Functional Responsibility

Graduate School

5330.1 Combined Degree Program

A combined-degree program provides an opportunity for an undergraduate student to begin working toward a master's degree in his/her senior year, and to complete the bachelor's and master's degrees in less combined time than it would take to complete them sequentially. The program is designed for the most talented students and a student must meet the academic standards defined below and apply to participate in the combined-degree program.

Students pursuing both the bachelor's and master's degrees in the same discipline at Wright State, or students, under partnership agreements, pursuing bachelor's degrees at other institutions and master's degrees at Wright State, can participate in approved combined-degree programs. Departments, colleges, and other units wishing to create combined-degree programs must have proposals for those programs approved by the ~~Graduate Council~~ Faculty Senate and other appropriate academic authorities. When submitted, proposals must include sample curricula explaining how the program covers the requirements of both the bachelor's and master's degrees, as well as a list of graduate courses that will be allowed to count towards both. They should also include any additional eligibility requirements beyond the minimums described herein.

For a student enrolled in a combined-degree program, a maximum of 12 semester credit hours graduate level courses can be used to satisfy both the bachelor's and the master's degree requirements. Units proposing combined programs with a higher number of common credit hours will need to secure approval from the ~~Graduate Council~~ Faculty Senate and the Dean of the Graduate School.

- A. To participate in a combined-degree program, students must meet all of the following qualifications:
- 3.2 cumulative grade point average on all undergraduate work, including undergraduate credits earned at other institutions and transferred to Wright State.
 - Undergraduate advisor's approval.
 - Permission of the chair of each department in which graduate credit is desired.

* The above qualifications do not apply to students admitted into an approved graduate transition program. See "B" below.

- B. Students admitted into an approved combined degree program do not have to formally apply to take graduate courses. The Program Director of the combined degree program will forward to the Graduate School Admissions Office the names of the students that desire to take graduate courses for graduate credit. The Graduate School will make the appropriate arrangements with the Registrar's Office to allow these students to register for graduate

credit. Students admitted to a combined degree program will be admitted as provisional graduate students to the Graduate School, pending completion of the requirements for their bachelor's degree.

- C. If students have studies in progress at the time permission to take dual-listed courses is requested for the next term, any approval of the application is provisional and based upon the meeting of all required standards at the end of the current term. Permission will be revoked upon failure to meet these standards.

5330.2 Non-Combined Degree Program

Students who are pursuing an undergraduate degree at Wright State University or another accredited university may, under certain circumstances, take graduate courses for graduate or undergraduate credit outside of the combined-degree program. Students must complete the [Graduate Course Permission Form](#) and obtain all required signatures. Reapplication is required for any subsequent period. In addition, students must indicate their desire for undergraduate or graduate credit. No changes will be granted to the type of credit selected after the course(s) have been completed. Courses taken for undergraduate credit may be applied, with the academic unit's approval, toward undergraduate degree requirements. Courses taken for graduate credit may be applied towards an appropriate graduate degree at Wright State with the permission of the relevant department or program.

When taking graduate courses under this status, students are not limited in the number of graduate credit hours they may take that will apply towards their undergraduate degree (provided they have permission of the relevant department). However, students are limited by this policy to a total of 12 credit hours of graduate coursework that can be applied as graduate credit. This total is cumulative over the student's undergraduate career.

- A. To be eligible for graduate course permission, students must meet all of the following qualifications:
- Senior status.
 - 3.0 cumulative grade point average on all undergraduate work completed at Wright State University.
 - Undergraduate advisor's approval.
 - Permission of the chair of each department in which graduate credit is desired.

5330.3 Non-Degree Undergraduate

Non-degree undergraduate students are not permitted to register for graduate courses. Undergraduate students already possessing a bachelor's degree are eligible to apply as non-degree graduate students and are not permitted to register under the Graduate Course Permission policy, unless they are enrolled as part of a program that has received waiver permission to this rule from the Graduate School and the credits being taken are being applied towards a second undergraduate degree. Students participating in combined-degree programs may also take graduate hours for graduate credit using the Graduate Course Permission Form, but only up to a total of 15 graduate credit hours, taken as an undergraduate, may be applied to the graduate degree. Except as arranged within specific approved combined-degree programs, no undergraduate student will be allowed to double-count more than 12 semester credit hours towards both degrees, and the total of double-counted hours and Graduate Course Permission hours applied to the graduate degree should not exceed 15.

Thesis

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5515

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Executive Responsibility

Dean of Graduate School

~~Graduate Council~~ Faculty Senate

Functional Responsibility

Graduate School

5515.1 Policy

5515.1.1 Certain programs specify the satisfactory completion of a thesis as a requirement for the master's degree. Doctoral programs require satisfactory completion of a dissertation. Differing requirements for the doctoral dissertation are discussed in [UP# 5720](#)

5515.1.2 A student's thesis supervisor (chair of the thesis committee) must be a regular member of the graduate faculty. Thesis committees should have a minimum of three members, all of whom must have regular or adjunct graduate faculty status. Programs may require more members on the committee at their discretion.

5515.1.3 Students preparing a thesis should consult the Graduate Thesis/Dissertation Handbook available on the Graduate School's web site. The requirements outlined in [that handbook and this manual policy](#) are the basic minimal criteria for acceptance as approved by the [Graduate Council](#) Faculty Senate. Students should seek the advice of their research supervisors and programs for further details. Students are required to meet all standards as prescribed in the Graduate Thesis/Dissertation Handbook. The Dean of the Graduate School, allows deviations from policy or style requirements only with prior approval. Published articles or manuscripts resulting from the student's work may not be employed to supplant, in whole or in part, the thesis requirement. The thesis must be written in English.

5515.1.4 The topic of the thesis should come from the student's personal exploration in his/her major or minor field. The formal petition for approval of a topic must clearly set forth the problem, the intended organization, and the methods of development. The student's thesis supervisor and committee must approve the topic.

5515.1.5 Students should consult with the thesis committee as to the course (s) and number of credit hours for which they should register while working on an approved thesis topic.

5515.1.6 All thesis work will be graded using the standard grading system (A/B/C/etc.) or Pass/Unsatisfactory in each semester for which thesis credit is awarded. These grades will factor into the student's cumulative GPA as other grades do, and are subject to the same rules and standards.

5515.1.7 Students must successfully complete an oral examination of the thesis prior to submission of the thesis to the Graduate School.

5515.1.8 At a student's request, the Graduate School will make a format check of any thesis, or portion thereof, prior to final deposit. This review will evaluate the format and style as established in the Graduate Thesis/Dissertation Handbook. This review is intended to minimize the likelihood that a

thesis will not meet minimum standards and require revision, which will delay deposit beyond the deadline. However, it in no way guarantees the acceptability of the final copy. To allow ample time for completing the deposit copy, students are advised to arrange for a format check well in advance of the deposit deadline.

5515.1.9 A computer file containing an approved thesis, in pdf format, must be transmitted to OhioLINK at <http://etd.ohiolink.edu/submit/> or delivered to the Graduate School for electronic transmission to OhioLINK not later than 30 days after the end of the term in which the degree will be granted (due dates are published by the Graduate School and distributed to the departments and program offices). Instructions for submitting your thesis are on the OhioLINK Web site. OhioLINK is the repository for Electronic Theses and Dissertations (ETDs) for the state universities system in Ohio. This final copy should follow the form prescribed in the Graduate Thesis/Dissertation Handbook, available at the Graduate School Web site, and should be carefully produced, free of errors in style, mechanics, and format.

The pdf file must include the typed thesis approval page, but without signatures. One (1) paper copy of the typed thesis approval page, with signatures, must be submitted to the Graduate School for filing. The ETD cannot be approved until the Graduate School receives the paper copy of the signed thesis approval page. Please consult the "Graduate Thesis and Dissertation Handbook" for additional information and details about preparing your ETD. Because some departments or programs require additional electronic or paper copies of theses, students should consult with their advisors to determine the number of such additional copies needed.

5515.1.10 The signature of the department chair on the approval page of the thesis verifies only that the student has successfully passed the oral defense and that the format is acceptable to the department. The final copy must be approved and signed by the Dean of the Graduate School, before a degree will be granted.

5515.1.11 A student desiring to participate in any graduation ceremony must defend her or his thesis (5515.1.7) by the last day of Final Exam week of the semester (last day of classes in the case of Summer semester) in order for the student's degree to be awarded in that semester and in order to participate in the graduation ceremony. The department should notify the Graduate School, by memorandum prior to the graduation ceremony, of the scheduled defense date.

Fresh Start Policy

Policy Number

5580

Executive Responsibility

Dean of Graduate School

~~Graduate Council~~ Faculty Senate

Functional Responsibility

Graduate School

5580.1 Definitions

This policy allows Wright State University graduate students a "fresh start" when changing or returning to graduate programs within the Graduate School.

A "fresh start" is defined as beginning a graduate program and having the graduate academic record amended to reflect no hours attempted and no graduate grade point average for the new program. A new program, for "fresh start" purposes, is defined as one which a student transfers into while in active status or returns to from inactive status. All courses and grades previously taken at Wright State University will remain on the student's academic record.

5580.2 Previous Coursework

Course work completed in a previous WSU or other institutions' graduate programs will not be automatically transferred or applied to the requirements of the new program. The new graduate program may, however, recommend to the Graduate School which courses previously taken are acceptable for transfer into the new program. In no cases will the transfer credit exceed 50% of the required graduate credit hours required for the new program. All credit recommended for acceptance must meet the transfer credit policy (UP# 5340). After the Dean, Graduate School, approves the transfer credit, the program advisor should enter the courses on the student's program of study. Transfer credit grades will not be computed into the student's graduate grade point average for the new program.

5580.3 Procedure

To be considered for a "fresh start," the student must submit an application to the Dean of the Graduate School. Application forms are available in the Graduate School. The Dean can approve the application or defer action on it to the [Graduate Student Affairs Committee](#) of the [Graduate Council](#) Faculty Senate, which is the final appellate body for such decisions. The student and the academic program are advised by letter of the Dean's or the Student Affairs Committee's decision. If a favorable decision is rendered, the Registrar is sent a copy of the approved application and advised to make the appropriate adjustments to the student's academic record.

5580.4 Conditions

The following conditions and restrictions apply to a "fresh start" graduate program:

- A. A student granted a "fresh start" will be admitted into the new program as a conditional degree-seeking student.
- B. Concentrations of graduate programs do not constitute a new program and, therefore, do not apply to the "fresh start" policy.

- C. The new program must be completed with a minimum of ~~45 quarter hours or~~ 30 semester hours or 45 quarter hours of graduate credit.
- D. The seven-year rule for completing the program requirements starts with the semester or quarter that the student first registers for courses required by the new program.
- E. Only one "fresh start" will be granted to a graduate student at Wright State University.
- F. Petitions to waive any of the conditions of the "fresh start" policy will not be favorably considered by the Graduate School.

5580.5 Fresh Start in a New Graduate Program

Graduate students may be granted a "fresh start" in a new graduate program if:

- A. The students are currently in active status pursuing a graduate program or inactive status having withdrawn or having been dismissed from a graduate program.
- B. The students have applied for admission and have been accepted by a graduate program different from the one that the students are currently pursuing or had pursued (an admissions petition may have to be submitted to permit acceptance into the new graduate program).

5580.6 Fresh Start in the Same Graduate Program

A fresh start into the same program may be granted to students who have withdrawn or were dismissed from a graduate program at Wright State University if:

- A. A period of time of no less than five years has lapsed since the student withdrew or was dismissed from a WSU graduate program AND
- B. A student has applied and been accepted into the same graduate program (an admissions petition may have to be submitted to permit acceptance into the graduate program).

Regulations for Post-Master's Degree Programs

Policy Number

5610

Executive Responsibility

Dean of Graduate School

~~Graduate Council~~ Faculty Senate

Functional Responsibility

Graduate School

5610.1 General Policy

Unless specified otherwise in the program's founding documents, or in subsequent actions by the ~~Graduate Council~~ Faculty Senate, the same regulations which apply to master's degree graduate work will apply at the post-master's level Ed.S. and doctoral programs unless stipulated in the Doctoral Requirements. Students should consult the current graduate catalog or their graduate program offices for specific information.

The Doctor of Medicine (M.D.) and the Doctor of Psychology (Psy.D.) programs are governed by separate policies in a variety of areas. Accordingly, this does not necessarily apply to those programs.

5610.2 M.D. Students

Under the following conditions, students enrolled in the School of Medicine's M.D. program can also pursue a master's degree:

- A. Students must apply for admission to the Graduate School and meet the requirements for degree status.
- B. Upon acceptance to the graduate degree program, students must fill out a Program of Study form that must be approved by their advisors, the master's program chair/director, the School of Medicine Office of Student Affairs/Admissions, and the Graduate School.
 - The only medical course acceptable for graduate credit will be that survey course (5000 level) which pertains to the student's graduate degree program, e.g., Biochemistry for the master's degree in Biochemistry and Molecular Biology.
 - Petitions for the acceptance of other medical courses or electives for graduate credit are discouraged.
 - The students' advisors, the School of Medicine, and the Graduate School must approve any changes in the Program of Study.
- C. In order to assure that the students are maintaining academic standards for the graduate and M.D. programs, a review of their academic performances will be carried out every term by the School of Medicine Office of Student Affairs/Admissions and the Graduate School.

Requirements ~~For~~ for a Doctoral Degree

Policy Number

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Executive Responsibility

Dean of Graduate School

~~Graduate Council~~ Faculty Senate

Functional Responsibility

Graduate School

5720.1 Program of Study

The policy governing programs of study applies to doctoral programs with the exception that the form should be prepared and submitted no later than the fourth semester of the student's program.

5720.2 Academic Standards

5720.2.1

Doctoral programs may have academic standards equal to or higher than those published in this ~~manual~~ policy, but they cannot be lower than these standards.

5720.2.2

All students are required to maintain a minimum cumulative grade point average of 3.0. A cumulative average of 3.0 is required for graduation.

5720.2.3

The grade of "C" is a minimum passing grade for graduate credit; however, no more than six semester hours of courses with a grade of "C" may be applied toward the requirements of a degree program. Also a grade of a "C" or better is required in any course, undergraduate- or graduate-level, to satisfy a prerequisite for a course in a PhD program.

5720.2.4

Typically at the end of one year or 16 semester hours a student may be evaluated by the program (the program, however, has the right to review or evaluate a student's academic performance at any time). On the basis of this evaluation, and after review by the Graduate School, the student will be:

- Recommended for continuation in the graduate program,
- Placed on probationary status, or
- Dismissed from the Program and the Graduate School.

5720.2.5

After completing 16 semester hours of course work in a doctoral program, students will automatically be placed in probationary status if their cumulative graduate grade point averages drop below a 3.0. Students must achieve a 3.0 cumulative average the semester they complete nine hours of course

work since being placed on probation. Failure to meet this condition could result in their dismissal from the Graduate School. Students achieving a 3.0 average prior to or during the semester that nine hours have been completed will be taken off probationary status.

5720.3 Credit Hour Requirements

All doctoral programs at the university require the completion of a minimum of 90 semester hours of graduate credit. A program may, however, require more than these minimums. Students entering a program with a relevant master's degree from regionally accredited universities/colleges may be required to complete only 60 semester hours of graduate course work at Wright State. Students who transfer to a Wright State doctoral program and retain the same major professor may be required to complete only 30 semester hours of graduate course work at Wright State. Students should refer to program requirements for deviations from the above credit hour requirements.

5720.4 Residence Requirements

Students in a doctoral program are considered to be in residence for any term for which they are registered for at least six semester hours of Wright State graduate courses. A minimum residence of two consecutive full-time academic semesters at Wright State University, devoted wholly to graduate work, is required.

5720.5 Time Limit

Students must complete all the requirements for a doctoral degree within 10 years from the date the student matriculated in the program. Courses older than ten years on the students' programs of study cannot be used toward degree requirements. Doctoral programs may set an earlier date for program completion.

5720.6 Dissertation Committee

A dissertation or supervisory committee will be formed for each doctoral student. The committee will consist of at least four regular or adjunct members of the graduate faculty. The director or chair of the committee must be a regular member of the graduate faculty, a member of a doctoral program faculty, and dissertation-qualified. Adjunct members of the graduate faculty who are members of a doctoral program faculty and are dissertation-qualified may be eligible to co-direct a dissertation along with a regular dissertation-qualified member and will be selected and nominated in accordance with the doctoral program's policies or guidelines. Students who transfer to a Wright State doctoral program and retain the same major professor should have at least one Wright State faculty member, in addition to the major advisor, added to their dissertation committees. Committee members who continue from the students' previous institution are considered to possess adjunct status while the student continues in a Wright State doctoral program.

Members of the dissertation committee will be selected and nominated in accordance with each of the program's policies or guidelines. The eligibility requirements for members of the committee are presented in [section 2.00 \(Graduate Faculty\) of the Graduate Council Policies and Procedures Manual Policy 2160.3](#). The director of the doctoral program will submit the names of the faculty nominated for membership to a dissertation or supervisory committee to the Dean(s) of the College and/or School and the Dean of the Graduate School. The Deans will formally approve the nominees to the committee.

In consideration of the extensive Agreements which established the Dayton Area Graduate Studies Institute in 1994, Wright State recognizes regular faculty members in engineering and computer science at the other four original DAGSI institutions (Air Force Institute of Technology, University of Dayton, the Ohio State University, and University of Cincinnati) as possessing the equivalent of adjunct graduate status.

5720.7 Dissertation

The dissertation is an original contribution to scholarly or scientific knowledge in a specialized area. Students are expected to demonstrate in the dissertation the highest level of mastery in the techniques of research and a thorough understanding and application of the subject matter.

Before undertaking the dissertation, the student must (1) pass the qualifying examination, (2) be admitted into candidacy status, and (3) gain approval of the proposed dissertation topic from the student's dissertation or advisory committee. Students must complete the dissertation within the time frame established for candidacy. All course work associated with the dissertation must earn a grade of "A", "B", or "P" in order to qualify the student for graduation; all grades for dissertation work will be given in each semester for which dissertation credit is awarded. The dissertation must be written in English.

The final defense of the dissertation will normally be open to the public. The dissertation committee may also elect to privately question the candidate following the public presentation. The program's graduate committee will establish the procedures for the defense of the dissertation. The dissertation must be approved by at least three (3) members of the dissertation committee. The dissertation defense must occur by the last day of Final Exam week of the semester (last day of classes in the case of Summer semester) in order for the student's successful completion of the degree to be awarded in that semester. This requirement also governs the student's ability to participate in the graduation ceremony in that term: in order to participate in the graduation ceremony, the student's dissertation defense must be held by the final day of Final Exam Week in that semester (last day of classes in the case of Summer semester).

A computer file containing an approved dissertation, in pdf format, must be transmitted to OhioLINK <http://etd.ohiolink.edu/submit/> or delivered to the Graduate School for electronic transmission to OhioLINK not later than 30 days after the end of the semester in which the degree will be granted (due dates are published by the Graduate School and distributed to the doctoral program offices). Instructions for submitting your dissertation are on the OhioLINK Web site. OhioLINK is the repository for Electronic Theses and Dissertations (ETDs) for the state universities system in Ohio. This final copy should follow the form prescribed in the Graduate Thesis/Dissertation Handbook, available at the Graduate School Web site and should be carefully produced, free of errors in style, mechanics, and format. The pdf file must include the typed dissertation approval page, but without signatures.

One (1) paper copy of the typed dissertation approval page, with signatures, must be submitted to the Graduate School for filing. The ETD cannot be approved until the Graduate School receives the paper copy of the signed dissertation approval page. Please consult the Graduate Thesis/Dissertation Handbook for additional information and details about preparing your ETD. Because some program offices require additional electronic or paper copies of dissertations, students should consult with their advisors to determine the number of such additional copies needed.

5720.8 Qualifying Examination

All students in a doctoral program are expected to take and pass the qualifying examination before they will be admitted into candidacy status. The purpose of the qualifying examination is to determine if a student has acquired and is able to apply fundamental knowledge and acumen in the program area. The examination may be written, oral, or both. The graduate committee of the doctoral program will determine the type of examination and the procedures for the examination. Students will normally not take the examination until they are familiar with the material in the core courses of the program. Failure to pass the examination may result in dismissal from the program regardless of performance in other aspects of the program. Depending on the committee's recommendation, a student failing the examination may repeat it once. Students will normally be expected to repeat the examination at its next scheduled date. Passing the examination does not guarantee a student's admission into candidacy. The program may establish additional criteria to determine a student's eligibility for candidacy.

Students will be provided written notification of the results of the examination and of any actions to be taken within ten days of having taken the examination. The doctoral program will notify, in writing, the Graduate School of the administration and results of the qualifying examination and the actions to be taken for those students who have failed to pass the examination. If dismissal action is to be taken, the Graduate School will formally notify the student by letter.

5720.9 Candidacy

Acceptance into candidacy in a doctoral program indicates that students have the basic potential to undertake work on the dissertation and to successfully complete all other requirements of the program.

Students in a doctoral program may achieve candidacy by passing the preliminary or qualifying examination and by having obtained approval of their dissertation topic from their dissertation committees. The programs will determine the requirements for achieving dissertation approval. Candidacy is valid for five years. The program can, however, terminate candidacy for unsatisfactory progress. Students may petition for an extension to the candidacy term.