

UNIVERSITY OF CONNECTICUT

Department of Linguistics

Generals, Defense, Dissertation, Graduation *Procedures*

General Information regarding forms and approvals

General paperwork and information can be found using this link:

<https://registrar.uconn.edu/graduation/doctoral-degrees/>

** Doctoral paperwork (Plan of Study, General Exam) should be submitted electronically to jenn.horan@uconn.edu or degreeaudit@uconn.edu. No paper copies should be submitted.

** If you want to know the status of submitted PhD documents, non-course milestones are viewable in Student Admin on the unofficial transcript after they have been reviewed.

** The Registrar's Office does not approve Plan of Study, General Exam and Dissertation Proposal. The only approval is from your advisory committee.

Required Doctoral Paperwork Submission

Doctoral forms can be found on the Office of the Registrar page at

<https://registrar.uconn.edu/forms/> .

1. [Doctor of Philosophy Plan of Study](#)
2. [Dissertation Proposal](#)
3. [Change to Plan of Study](#)
4. [Change to Graduate Major Advisor](#)
5. [Report on the General Examination for the Doctoral Degree](#)

*These documents and **committee approvals** should be **emailed** to jenn.horan@uconn.edu

- **No paper copies should be sent to the Registrar's Office**

* Keep original documents for your records and please send a copy to LING Program Coordinator (Tamara Cohen).

Current Practices for Document Approvals and Submission

**** All members of a student's advisory committee must provide an original signature in one of the ways noted below. Signatures may be on different pages and/or come from multiple faculty emails.**

Email Approvals – (Preferred Option)

1. Student attaches completed document(s) in an email to advisory committee as a whole, cc: jenn.horan@uconn.edu , diane.lillo-martin@uconn.edu , tamara.l.cohen@uconn.edu , and request committee to **reply all** their approval
2. Approval emails must come from advisor's university email (UConn) stating their approval of the document(s)
3. External advisors should reply all from their university or company email

Electronic Approvals

1. Attach completed document in an email to advisory committee as a whole, cc: jenn.horan@uconn.edu
2. Electronic signatures can be via DocuSign or Adobe Verified Signature
 - a. Advisor approvals typed with a Microsoft font should be accompanied by a **reply all** email noting the advisor's approval

Wet Ink – signed documents should be **scanned and emailed** to jenn.horan@uconn.edu

**** No hard copies should be submitted to the Registrar's Office or The Graduate School**

During Degree Program

Step 1: Submit Plan of Study (deadline by completion of 18 credits)

- Plan of Study
 - o This is the proposed Plan of Study and it can change by the time the student completes the program.
 - o Please send a copy to Program Coordinator (Tamara) for department files.
- Changes to Plan of Study
 - o Students should submit this form before the defense to reflect the actual courses taken.
 - o Please send a copy to Linguistics Program Coordinator (Tamara) for department files.

- **Change Advisory Committee**
 - Complete a [Change to Plan of Study](#) if you need to change your dissertation advisory committee. Enter your changes in box 3.
 - The form **Request Change Plan of Study** asks for advisor signatures.
 - Review “[Current Practices for Document Approvals and Submissions](#)” (see above)
 - Tamara can sign for advisor with approval. Please forward email from advisor giving Tamara approval to sign.
 - Please send Tamara an electronic copy to file in department records.

Step 2: Complete Second Generals – Submit General Exam

- Be sure to submit the required paperwork by the published deadline on the Academic Calendar
 - [Report on the General Examination for the Doctoral Degree](#)
 - Students complete the following items:
 - Name
 - Peoplesoft ID
 - Doctoral Field of Study
 - Faculty Members Participating – included all advisors for GE1 and GE2
 - Faculty complete the following items:
 - General Exam Administered
 - Exam Results
 - Signatures
- ** If you want to receive a Master’s degree, please include on the Comments Line, “Award Master’s Degree”**
- Review [Current Practices for Document Approvals and Submission \(see above\)](#) for getting approval from your advisors.
 - If your advisor is not available to sign the form, you may ask your advisor if Tamara can sign on their behalf. Please send a copy of the email to Tamara confirming your advisor gave permission.
 - Submit form to Jenn Horan (jenn.horan@uconn.edu) in the Office of the Registrar once you receive approval from your advisor.
 - You will receive a revised offer letter for a level increase when the completion date is confirmed.

Step 3: Dissertation Proposal

- There are two phases to approval of the proposal. First, the advisory committee approves the proposal (Phase 1 below). Then, the department approves the proposal (Phase 2 below). The proposal is not fully approved until **both** steps are completed.

- **Proposal Review – Phase 1**

- ****Approval from Advisory Committee (before departmental proposal review)**

- Your primary advisor(s) and the members of your dissertation committee inform you that they approve your proposal.
 - Fill out the [Dissertation Proposal for the Doctoral Degree](#) form.
 - Have your advisory committee members indicate their approval by adding an electronic signature to the form pdf. Tamara can sign for advisors with approval.
 - Email this signed pdf to the Department Head with the proposal.

- **Proposal Review – Phase 2**

- The proposal is reviewed in one of two ways:

**** IN EITHER CASE:** Your Advisory Committee members should have already indicated their approval through the means listed above.

- **OPTION 1.** Presentation at Ling Lunch. At least two faculty members who are not on your committee must be present.
 - **OPTION 2.** Review by two faculty members. The Department Head will distribute it for review. Allow at least two weeks for this to be completed.

- **Communicating Departmental Approval**

- After the proposal review process, the Department Head will submit the fully signed, completed form to Jenn Horan/ the registrar's office, with cc to the student and major advisor.

Planning for Defense and Graduation

Important Reminders

- Details concerning required are outlined in pages 18-20 in the [Graduate School Catalog](#)
- Students' oral defense of the dissertation can be either virtual or in-person
- Oral defense must be announced publicly in the University's online Events Calendar at least **two weeks** prior to the date of the defense (see Step 6).
- No fewer than 5 members of the faculty, including all members of the candidate's advisory committee, must participate in the final examination

Step 4: Apply to Graduate (deadline by 4th week of final semester)

- Apply to graduate through the Student Administration system.
 - **** Apply to graduate by the fourth week of your anticipated final semester (or the spring semester for summer graduates) if you think it is possible you will complete the requirements. Students may extend their graduation date if they do not complete the requirements by the required date.**

****** Doctoral students **DO NOT** submit a final plan of study in **Student Admin** as part of the graduation application process.

- You can apply to graduate once registration opens for your last semester. The Office of the Registrar (Degree Audit) will then determine if you will have all degree requirements satisfied by the end of your final semester.
- Visit [Apply for Graduation](#) for more information about how to use the system to apply for graduation.

Step 5: Check Name and Address

- Verify the spelling, capitalization, and punctuation of your name and the mailing address where your diploma should be sent. Your diploma will be sent **two months after conferral**. You can verify the information on the **Graduation Status Page** once you have applied for graduation in Student Administration System
- Visit [Verify Diploma Name and Address on Graduation Status Page](#) for information about how to get to the Graduation Status Page.

Step 6: Prepare for Oral Defense (Two weeks prior to defense)

***** Your advisory committee needs to review your dissertation content prior to your defense. Format your dissertation to the required specifications ([See Dissertation Information for detailed specifications](#)).

- Announce your oral defense in the [University Events Calendar](#) **at least two weeks** before the date of your defense. Please follow the posting guidelines at [Dissertation Information](#)
 - Please contact gradschool@uconn.edu if you have difficulties posting the announcement
- **Effective 11/5/2020**, Doctoral students no longer need to complete the **Tentative Approval Page** prior to the defense
- Send a working copy of your dissertation to your Advisory Committee and to Tamara for the department files. A copy **does not** have to be sent to Jenn Horan, The Graduate School, or The Office of the Registrar prior to the defense.

After Defense/Before Dissertation Submission

- You must maintain continuous registration each semester until all requirements for the PhD degree have been completed.
- Register for Doctoral Dissertation Preparation (GRAD 6999), zero-credit course. Zero credit registration requires payment of University Fees. It usually is around \$400.
- F-1 students should consult with ISSS before registering for zero-credit courses to be sure everything is in good standing.
- The Graduate School will coordinate your completion date and payroll termination date to ensure the dates are aligned and your GA tuition waiver remains intact.

Dissertation Preparation and Submission

- Be sure you have already submitted these forms to the Office of the Registrar to assist in the audit process
 - Doctoral Plan of Study
 - Report on the General Examination for the Doctoral Degree
 - Dissertation Proposal for the Doctoral Degree

Completing and Finishing

(From The Graduate School website)

- Effective Fall 2018, the completion date for a GA completing prior to the end of fall or spring semester defaults to the degree conferral date.
- UConn awards degrees three times a year based on the term that the student completes all graduation requirements. Spring Semester – May, Summer Session – August; Fall semester – December.
- The policy update means that students with a GA-ship during Fall or Spring semester can now submit all required final paperwork before the final deadline without terminating their active student status and their employment eligibility.
- The completion date will default to the conferral date unless the student requests an alternate completion date.

Alternate Completion Date

(from The Graduate School website)

- Students may want an earlier completion date than the conferral date (e.g. they have a job offer and the new employer requires an earlier conferral date, they must complete degree by their I-20 end date, etc.)
- If you need to complete prior to the end of the fall or spring semester, you can request an alternate completion date when you submit all final paperwork by submitting the [Alternate Completion Date Request](#) form to **The Graduate School**.

Step 7: Submit Final Paperwork (deadline published on Academic Calendar)

- [Approval Page](#)
 - ** This webform accounts for both the final exam and overall approval of the thesis
 - Students must initiate the approval page and the workflow routes to each advisor for their approval. The only approvals Jenn (Degree Audit) should receive by email **now** is from external advisors.
 - The approval page will be routed to the Registrar's office after all advisory committee members have submitted their approval
- [Survey of Earned Doctorates Completion Certificate](#)
 - All research-based graduate students are required to complete the survey online.

Step 8: Submit Dissertation

- Prepare the final copy of your dissertation for submission once you have completed all revisions and receive final approval. [Submit Dissertation](#)
- Submit **ONE** electronic copy of your dissertation to [Submittable](#). Follow the instructions found in the [Submittable help file](#)
- Dissertations electronically submitted will be reviewed by the Office of the Registrar for format compliance and you will receive notification if any revisions are required
- Dissertations will be posted to Submittable and will be publicly viewable on the web according to the embargo period you selected once the Office of the Registrar has approved the dissertation.
- Please remember to submit the final version of your dissertation to the Linguistics department office and to each of your committee members.

Step 9: Check email to confirm progress of steps to graduation (By end of final semester)

- You should receive emails during and after your final semester when:
 - your degree has been awarded
 - notifying you once diplomas are mailed

(Remember to update your mailing address in Student Administration System because that is where your diploma will be sent).

Changing Graduation Term

- Students who applied to graduate and they will not complete their requirements by the graduation deadline may contact their Jenn Horan (jenn.horan@uconn.edu) to discuss future deadlines and determine if enrollment is required for next semester.

Close-out (3-4 weeks after conferral)

- The graduating class will be closed out three to four weeks after conferral. All degrees will be posted by this date to qualify for graduation.

Commencement

- Visit [Commencement & Convocation](#) to find out more information about the following:
 - Apply to Graduate
 - Buy Regalia
 - Tickets
 - Commencement Weekend

The information on this sheet can be found at [Dissertation Information](#)