

Ph.D. PASS – School of Engineering and Computer Science

G # (last 4): First Name: Last Name: Start Date:

Dept. Department chair: Ph.D. Program: | CSI ECE ME SYS

I. CONSULTATION: Doctoral advisory committee (DAC) members – Approval Agent: DAC Chair (in consultation with the DAC and Dept. Chair)

- | | |
|------------------------------------|---------------------------------|
| 1. DAC Chair: <input type="text"/> | 4. Member: <input type="text"/> |
| 2. Member: <input type="text"/> | 5. Member: <input type="text"/> |
| 3. Member: <input type="text"/> | 6. Member: <input type="text"/> |

II. PREPARATION: Plan of Study (56 course credits) Approval Agent: DAC Chair or Dept. Chair

1. Master's courses used to reduce Ph.D. credit requirement (maximum of 32 credits)

University/College: Program:

Course No.	Course Title	Term/Year	Credits	Grades

Ph.D. PASS – School of Engineering and Computer Science

2. Ph.D. Coursework (minimum of 24 credits)

Foundation Courses (CSI, SYS)

Course No.	Course Title	Term/Year	Credits	Grade

Mathematics Courses (CSI, ECE, ME)

Course No.	Course Title	Term/Year	Credits	Grade

Discipline Specific Options (SYS)/Electives (CSI, ECE, ME)

Course No.	Course Title	Term/Year	Credits	Grade

Additional Courses (All programs)

Course No.	Course Title	Term/Year	Credits	Grade

Ph.D. PASS – School of Engineering and Computer Science

III. INVESTIGATION: Research – Approval Agent: DAC Chair (in consultation with the Associate Dean)

Course No.													
Term/Year													
Credits													
Grade													

IV. QUALIFICATION: Qualifying Exams – Approval Agent: DAC Chair (in consultation with the DAC)

CORE (CSI Only)

ATTEMPT 1: Date/Location Pass Fail ATTEMPT 2: Date/Location Pass Fail

ATTEMPT 1: List test titles/professor names below
(All Programs)

Pass Fail

Date Location Grade (%) Result (P/F)

ATTEMPT 2: List test titles/professor names below
(All Programs)

Pass Fail

Date Location Grade (%) Result (P/F)

Overall Pass Fail

Ph.D. CANDIDACY Yes No

V. FORMULATION (Proposal): Presentation of the description of proposal – Approval Agent: DAC Chair (in consultation with the DAC)

ATTEMPT 1: Presentation Title

Date

Location

Pass Fail

ATTEMPT 2: Presentation Title

Date

Location

Pass Fail

Assoc. Dean Qian Zou – qzou@oakland.edu, Admin. Assistant: Katie Loodeen – loodeen@oakland.edu Signature: _____

Ph.D. PASS – School of Engineering and Computer Science

VI. CONSUMATION (Defense): Confirm the quality of the work – Approval Agent: DAC Chair (in consultation with the DAC and Associate Dean)

List the dissertation title below.

(First Attempt)

Date:	Location:	Time:	Pass	Fail
1.	DAC:		Comment:	
2.	DAC:		Comment:	
3.	DAC:		Comment:	
4.	DAC:		Comment:	
5.	DAC:		Comment:	
6.	DAC:		Comment:	
7.	Assoc. Dean:		Comment:	

(Second Attempt)

Date:	Location:	Time:	Pass	Fail
1.	DAC:		Comment:	
2.	DAC:		Comment:	
3.	DAC:		Comment:	
4.	DAC:		Comment:	
5.	DAC:		Comment:	
6.	DAC:		Comment:	
7.	Assoc. Dean:		Comment:	

Ph.D. PASS – School of Engineering and Computer Science

VII. DISSEMINATION (Publish): List articles published or accepted – Approval Agent:

Additional comments pertaining to any portion of the Ph.D. PASS, may be added here. Please add NAME and DATE.

Ph.D. PASS – School of Engineering and Computer Science

GENERAL COMMENTS – Ph.D. PASS, in conjunction with its accompanying email documents, represents the single mechanism for formally documenting the progress of the School of Engineering and Computer Science (SECS) Ph.D. students. It shall be maintained by the SECS dean’s office (301 EC) and serve as an official document for communicating information about the Ph.D. student to the Office of Graduate Study and Lifelong Learning (Grad Study). At the beginning of both the fall and winter terms, the associate dean of SECS will hold a mandatory group meeting with all new Ph.D. students. At this meeting, the associate dean will provide general information as it relates to each of the seven steps in Ph.D. Pass. Following this meeting, the new student should meet with the appropriate department chair who will serve as their mentor until they find a doctoral advisory committee (DAC) chair, who will advise them through the completion of their studies.

INITIATING AND UPDATING Ph.D. PASS – A blank Ph.D. PASS (in Microsoft WORD format) is located on the SECS website within the Student Info Section. At the beginning of the student’s program, the student should download this Ph.D. PASS, and coordinate the process by which it is populated with the appropriate data. *The student should maintain this as their personal version of Ph.D. PASS.* This personal version is not the official version; the official version is maintained in the dean’s office. To update the official version of Ph.D. PASS, the following steps should be taken:

1. The department chair, the DAC chair, or the student should populate the personal version of Ph.D. Pass. This may require email exchanges of the personal version. It is the student’s responsibility to coordinate this process.
2. The student’s personal version of Ph.D. PASS should be sent electronically to the approval agent. For Step I (Preparation), the approval agent is the department chair of the student’s home department. For all other steps, the approval agent is the student’s DAC chair.
3. The approval agent should email the student’s personal version of Ph.D. PASS to the associate dean’s administrative assistant. Within this email, the approval agent should indicate the portion of the Ph.D. PASS that is being updated. Also, this email must be shared with the DAC and/or associate dean, as prescribed at the top of each section of Ph.D. PASS. An example of such an email is given below:

Subject: Approval of DAC for Matilda Landoak

John G. Gregory <Gregory@oakland.edu>

Reply-To: gregory@oakland.edu

To: Katie Loodeen <loodeen@oakland.edu>, Qian Zou <qzou@oakland.edu>

Cc: Janet Williams, Sheng Tao, Debra Lane

Good morning Katie,

Please find the attached Ph.D. PASS for Matilda Landoak for your reference. I approve of the composition of the doctoral advisory committee (Section II). Dr. Williams, Dr. Sheng, and Dr. Lane are in agreement.

John



Ph.D. PASS_Matilda Landoak.docx

11K

4. The associate dean’s administrative assistant will cut and paste the pertinent information from the student’s personal Ph.D. PASS to the dean’s office official Ph.D. PASS. This official Ph.D. PASS will be archived electronically and in hard copy form in the dean’s office. Upon request, a copy of the official Ph.D. Pass will be returned to the student in hardcopy format or in electronic pdf format. Although the dean’s office will seek to check for accuracy, it is the student’s responsibility to confirm that the official version of the Ph.D. PASS is accurate.

I. CONSULTATION - Upon passing the qualifying exams, the student becomes a “Ph.D. candidate.” Prior to Ph.D. candidacy, the student may be advised and supported by a professor who plans to serve as their DAC chair. The student must establish a doctoral advisory committee (DAC) composed of a minimum of four members. At least 3 DAC members must be full-time faculty members from SECS. One of the SECS members shall serve as the DAC chair and be from the home department of the Ph.D. student. All members of the DAC must hold a Ph.D. degree.

Time Sensitive Constraint: *Prior to completion of the first 16 credits of course work within the Ph.D. program, a DAC should be formed.*

Approval Agent(s): DAC

Assoc. Dean Qian Zou – qzou@oakland.edu, Admin. Assistant: Katie Loodeen – loodeen@oakland.edu Signature: _____

Ph.D. PASS – School of Engineering and Computer Science

II. PREPARATION – The total number of credits required to obtain a Ph.D. is 80. Typically, 56 of those credits are through graduate-level course work, and 24 of those credits are through dissertation research. Up to 32 credits from a master’s degree program may be applied to the 56 credits of course work, thereby reducing the number of course credits to be taken as a Ph.D. student to 24 (6 four-credit courses). The student’s course work should conform to the specific requirements defined in the catalog; see “Course Requirements (56 credits).” The student is strongly encouraged to consult with the home department chair and/or department professors for guidance as they prepare their planned course work.

Time Sensitive Constraint: *Before the student registers for any course work, they must complete their plan of study in consultation with the department chair.*

Approval Agent(s): *Department Chair*

Chair, in consultation with the DAC and the Department Chair

III. INVESTIGATION - The student is required to register for doctoral research credit courses (at least 24 credits). As these courses are taken, the student will conduct research under the direction of their DAC.

Time Sensitive Constraint: *The student may register for doctoral research credit courses 1) after completion of all of their regular course work at Oakland University described in I, and 2) after establishing a DAC.*

Approval Agent(s): *DAC Chair, in consultation with Associate Dean*

IV. QUALIFICATION – For this guideline, “Qualifying exam” encompasses various exams, including “comprehensive exam”, “oral exam”, “core exam” and other types of exams designed to evaluate the student’s ability to succeed as a Ph.D. student. The time, date, and campus location for the qualifying exams are to be arranged by the student in consultation with the dean’s office: 1) All components of the qualifying exam are to be scheduled within four weeks of each other and administered on the main campus of Oakland University and proctored by a DAC member or by someone assigned by the department chair, 2) All written exams and the student’s graded solutions are to be submitted to the Dean’s office within one week after the time of the exam, 3) Notification regulations and additional guidelines, as described in the catalog must be followed. 4) All members of the DAC should be present for the oral exam.

Time Sensitive Constraint: *When a student passes all of their qualifying exams, they become a candidate for a Ph.D. degree. For the Mechanical Engineering (ME), Systems Engineering (SYS), and Electrical and Computer Engineering (ECE) Ph.D. programs, the student must achieve candidacy within six years of their start date. For the Computer Science and Informatics (CSI) program, the student must achieve candidacy within four years of their start date.*

Approval Agent(s): *DAC Chair, in consultation with the DAC and the Department Chair*

V. FORMULATION (proposal) – A dissertation proposal presentation shall be made by way of an oral presentation to the DAC. The time, date, and campus location for the proposal presentation are to be arranged by the student in consultation with the dean’s office: All members of the DAC should be present for the proposal. Prior to each proposal, a two-week public notice is required.

Time Sensitive Constraint: *Within two years of passing the qualifying exams, the student dissertation proposal must be approved by their DAC.*

Approval Agent(s): *DAC Chair, in consultation with the DAC*

VI. CONSUMMATION (defense) - In addition to the writing of their dissertation, the candidate shall prepare and deliver a defense of their dissertation. The time, date, and campus location for the defense are to be arranged by the student in consultation with the dean’s office: 1) All members of the DAC are present for the defense, 2) On the day of the defense, the DAC Chair will retrieve the hard copy of the candidate’s PASS Form for committee signatures upon completion of the defense and return it to the office the same day, and 3) Additional guidelines, as described in the catalog, must be followed. The original hand-signed version of Ph.D. PASS will be sent to Grad Study, and both its electronic and hardcopy will be archived in the dean’s office. Prior to each defense, a two-week public notice is required.

Approval Requirement: *DAC Chair, in consultation with the DAC, the department chair and the Associate Dean*

Time Sensitive Constraint: *For the Mechanical Engineering (ME), Systems Engineering (SYS), and Electrical and Computer Engineering (ECE) Ph.D. programs, the candidate must defend successfully their dissertation within ten years of their start date. For the Computer Science and Informatics (CSI) program, the candidate must defend successfully their dissertation within seven years of their start date.*

Ph.D. PASS – School of Engineering and Computer Science

VII. DISSEMINATION - Peer-reviewed publications represent an important form of validation for a Ph.D. candidate's research. Therefore, the Ph.D. candidate is expected to produce, as a first author, peer-reviewed publications. There is no formal requirement for the number or type of publications. It is highly unusual, however, for Ph.D. students to defend successfully their dissertation without at least one first-author publication. For reference purposes, the candidate should list the publications they authored or co-authored since the start of their Ph.D. program at Oakland University.

Time Sensitive Expectation: *At least one first-author publication on the student's research topic is expected prior to the defense of their dissertation. (An "accepted paper with no further revisions" is considered a "Publication" for this case.)*

Approval Requirement: *DAC Chair*

Notices:

1. For unique circumstances, deviations from these guidelines may be in order. These deviations may be initiated by the associate dean, the department chair or any member from the DAC. Final approval for deviations comes from the associate dean.
2. The information provided in this document does not represent the complete set of guidelines to be followed by the student as he/she progresses through the SECS Ph.D. program. It is the student's responsibility to understand and to follow the guidelines put forth in the Oakland University Graduate Catalog.