

Chapter 9

Doctoral Programs

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The formal requirements for the Ph.D. degree are the following: payment of the equivalent of 6 semesters of full-time tuition, fulfillment of the residence requirement of two consecutive semesters, course requirements as determined by the individual degree programs, formal training in the Responsible Conduct of Research (RCR), the preliminary examination, submission of a dissertation on original and independent research, and a final examination conducted by the student's Ph.D. committee. Beyond RCR credits, the Graduate School itself has no minimum number of course credits; such requirements are up to the individual doctoral programs. Note, however, that students whose first language is not English and who do not place high enough on the placement exam administered during orientation week are required to take up to three English language courses as determined by their placement scores.

A. Ph.D. Committee

The Ph.D. committee consists of at least four, and often five, approved Graduate Faculty members. It should be appointed early enough to advise in the formulation of the student's program and in defining the research topic for the dissertation. This committee includes at least three Graduate Faculty members from the major department or program, and one minority representative, usually from outside the student's department. . *However, in departments with wide disciplinary interests, the minority representative may come from an area of departmental research far from the student's own area. The rationale for designating a minority representative, regardless of departmental affiliation, must be stated on the committee form.*

The committee must be appointed and approved by the Associate Dean ***at least one month (30 days)*** before the preliminary examination. The DGS recommends the committee's composition to the Associate Dean by means of a committee approval form provided by the Graduate School and submitted electronically: [Academic Policies and Forms](#)). **The date of the Associate Dean's signature on the committee approval form serves as the official date of record for committee approval.** *The degree program graduate administration is responsible for notifying the members of the committee of their appointment and for scheduling all examinations.* Normally, the same committee administers both the preliminary and the dissertation examinations, but this is not required. The procedure for establishing the original committee should be followed in making any necessary changes in a student's committee. **All such changes in a committee must be submitted electronically and approved by the associate dean before the exam takes place, or an exam may be invalidated.**

Members of the committee are drawn from the Graduate Faculty of Duke University. It is not necessary that all committee members be Duke faculty, but a majority must be so. **A person who is not a full member of the graduate faculty in a graduate degree program at Duke should be appointed a term graduate faculty member for a term that corresponds to the projected duration of the committee service.** The chair must be a full member of the Graduate Faculty from the student's degree department or program. Please use the forms available on the following Graduate School website: [Academic Policies and Forms](#). The Office of Academic Affairs reviews all nominations to the Graduate Faculty, and the Associate Dean determines whether a given person is qualified to serve in a particular committee role.



Can faculty members who have left the University continue to serve on Ph.D. committees?

Yes, students are normally given the opportunity to complete work begun with faculty members even after they have left Duke. Departments should not feel bound to extend this option, however, for students who have not passed preliminary examinations at the time of the faculty member's departure from the University. Note that the faculty member's membership in the graduate faculty is terminated upon departure from Duke, and the former faculty member will thus need to be appointed as a term graduate faculty member for the term of committee service. If the departed faculty member was the student's advisor, a co-advisor will have to be appointed from among the Program's full graduate faculty members to act as co-chair of the student's committee.



Does the Graduate School provide funding to cover travel expenses of non-Duke or ex-Duke faculty who serve on examination committees?

Can a member participate remotely?

The Graduate School provides no funds for the administration of any examination. Remember that for the preliminary and final examination, a committee member, by permission of the Associate Dean, may be out of the examining room and participating by videoconference or other communication link. More than one member may participate remotely, with prior approval, but only if a majority of the committee is present in person. The chair must be present in person in all cases, though if there are two co-chairs, one may participate remotely. Students should realize that appointing faculty members who are not at Duke to their committees can considerably complicate the logistics of holding an exam or defense and for turning in the requisite signed documents to certify their degree by the graduation deadlines.

B. Program

So that students clearly understand what is required of them, the department must provide all entering students a full description of its normal procedures, its expectations about coursework and research agendas, its examination policies, and wherever possible, a detailed list of all courses and seminars that will be, or are expected to be, offered during the student's career. The point is that in order to help the student and the committee plan an appropriate course of Ph.D. study, both must be kept abreast of all regulations and opportunities relevant to that study.

C. Quality of Work

It is the duty of the Graduate School to enforce the minimum requirements for remaining in a degree program and for graduating. Departments may set higher standards (such as a minimum grade point average that is higher than the 3.0 required of all students by the Graduate School), provided that all students are notified in writing of those standards at the time of matriculation. Departments may also recommend the dismissal of any student whose performance indicates that he or she will not complete the program satisfactorily. The Associate Dean should be informed of departmental requirements exceeding the minimum standards and of all departmental recommendations to dismiss a student on this basis. Note that any dismissal must be made by the Graduate School, not by the student's

department or program. In cases where a department wishes to impose a probationary period on a student, this must be discussed with the Associate Dean in advance. The terms of such probation and conditions for removing it must be discussed with the Associate Dean, who will issue the formal probationary terms to the student. These become part of the student record (but not the transcript).

Please bear in mind the principle expressed in Chapter 7, paragraph 2.D.: **The University reserves the right, and matriculation by the student is a concession to this right, to request the withdrawal of any student whose academic performance at any time is not satisfactory to the University.** It is important to document poor academic performance in order to allow both the degree program and the Graduate School to take appropriate action. Such documentation should be dated and is best in written form that is shared with the student, so that the student cannot claim not to have been informed about her or his standing in the program.

D. English Language Proficiency

All new international students whose first language is not English must demonstrate proficiency in speaking and writing English. See the EIS section in Chapter 10 for further information on how competency is certified. EIS courses do not count towards the minimum number of graded courses required for master's degrees.

E. Foreign Languages

The Graduate School has no foreign language requirement for the Ph.D., but individual departments are free to establish their own requirements. These must be communicated to the Graduate School. If your department has such a requirement, it is your responsibility to ensure that all students know the levels of competency required and the mechanisms for gaining/certifying that competency.

F. Responsible Conduct of Research

All graduate students at Duke University are required to complete a series of training sessions in the Responsible Conduct of Research (RCR). As explained in more detail on the Graduate School web site, these sessions normally consist of two components: the first is an orientation workshop given at the beginning of each academic year. All students in the Biomedical Sciences will attend the general introductory workshop at the Duke University Marine Laboratory. Students in the Humanities and Social Sciences will attend a similar introductory workshop in Durham, as will students in non-medical Biological Sciences, Physical Sciences and Engineering. All Ph.D. students will subsequently attend a minimum number of RCR forums or other training experiences (including workshops and courses) scheduled throughout the academic year on topics related to responsible conduct of research. Students in the Biomedical Sciences receive 12 units of credit for the Beaufort workshop; students attending the on-campus introductory workshop receive 6 units of credit. Both groups must register for and complete 6 more units of training: Biomedical Sciences students are required to complete 18 hours of training; students in other programs, 12 units.

(See Chapter 12 for a detailed description about RCR training and policies)

G. Progress Toward Degree

All Ph.D. students after the initial year of study must submit to their DGS an annual report on their progress toward the degree. Depending on departmental policy, these may be filed directly by the student or by the student's committee chair. The DGS will be asked to certify that an annual progress report has been submitted for each student past his/her first year. Failure to file this report will jeopardize the continuation of any student. The report should be forwarded to the student's advisor and/or doctoral committee if prepared directly by the student. In cases where the DGS and/or committee feel that progress is inadequate, the Associate Dean must be notified.



Can the graduate faculty of a department decide at any point that a student is not making satisfactory progress or is unlikely to complete the doctoral program successfully?

Yes, the faculty can recommend the termination of a student at any point. The committee will need to provide rationale and documentation for the basis of such a decision. The Graduate School recommends that departments routinely review students' annual progress towards degree reports and discuss any inadequacy in progress with the student. The department must maintain a written record of all communications with students concerning their progress. Any recommendation to dismiss a student must be discussed with the Associate Dean, and any formal notice of dismissal will come from his/her office.

Terminal Master's Degree. *Provided that the university has formally approved a terminal master's in your program, that the Graduate School is appropriately notified, and that the student has completed all the Graduate School requirements for such a degree (e.g., 30 units, 24 units of graded coursework, etc.), a student may exit a Ph.D. program with a terminal master's degree. Particular attention should be paid to the number of **graded course units** being accumulated by students whose continuation toward the Ph.D. is in some question. Hastily switching a student from a Ph.D. program to a terminal master's track when credit units required for the master's are not completed has a significant financial impact on the student, because the tuition structure for A.M. or M.S. degrees is different from the Ph.D. tuition structure. Please consult the Office of Academic Affairs whenever a degree program decides to offer the possibility of a terminal master's, so that we can audit the student's academic record to see whether all requirements for a master's have been met.*

H. Residence

The minimum residence requirement for the Ph.D. is two consecutive semesters paying full-time tuition.

I. Time Limits

A student registered for full-time study should pass the preliminary examination by the end of the third year. A student who has not passed the examination by this time must address a request for an extension to her or his DGS, and the DGS must officially request an extension from the associate dean of the Graduate School. The request for extension must explain the reasons for the delay and set a date for the exam. Except under highly unusual circumstances, extensions will not be granted beyond the middle of the fourth year. In cases

where the preliminary exam has not been passed by this point, such students will be on academic probation with a short timetable for dismissal. Final attempts to pass the preliminary examination will require letters of support from the DGS and principle dissertation advisor.

Credit is not generally allowed for graduate courses or foreign language examinations that are more than six years old at the date of the preliminary exam. Similarly, credit will not be allowed for a preliminary examination that is more than five years old at the date of the final exam. In cases of exceptional merit, the dean of the Graduate School may extend these limits. Should either of these limits be exceeded without the dean's permission, the DGS must submit to the dean specific mechanisms for revalidating credits or examinations.

J. Qualifying Examinations

In departments that require qualifying, comprehensive or other "pre-preliminary" examinations, all students must be notified in writing of the nature and the regulations governing these exams and of how their performance on the exams will affect their normal progress towards the degree (including, where relevant, their eligibility for financial aid). The Graduate School must be made aware of the departmental or program regulations concerning such exams.

K. Preliminary Examination

A student is not accepted as a candidate for the Ph.D. degree until the preliminary exam has been passed. The examination ordinarily covers both the major field and related work, although some departments or programs cover such field expertise in a separate qualifying exam.

The preliminary examination may be oral or written or both. It is not normally held before the student has met the residence requirements or before completion of course, seminar and any language training requirements. Departments must give students a minimum of 30 day notice of an examination's date before their preliminary examinations occur. Departments may conduct preliminary (and final doctoral) examinations in fall or spring semesters, or during summer session, under the following restrictions:

1. Examinations can be conducted at any time within a term.
2. With consent of a student's committee, examinations can be conducted during breaks between terms, but only if the student is registered for the term on either side of the break.

The voting to pass or fail the student at the preliminary examination, and to allow or deny a re-examination, should be clearly indicated on the Preliminary Examination Form. Passing the preliminary examination requires at least four (4) affirmative votes. Thus if the preliminary examination committee is composed of four (4) members, one negative vote fails the candidate. If the committee is composed of five (5) or more members, a single negative vote does not fail the candidate. Two or more negative votes always fail the candidate. If the chair of the committee casts a negative vote, the student fails the examination. The Director of Graduate Studies is responsible for submitting the

Preliminary Examination Form (go to the Graduate School web site: [Academic Policies and Forms](#) to the Graduate School, and for ensuring that all preliminary committees understand and follow the correct Graduate School procedures. All committee members must sign the Preliminary Examination Form. Any member approved to participate remotely must provide signed documentation of his/her vote according to Graduate School instructions. If a committee member has voted to fail, the word "Fail" must be clearly written next to the voter's signature. Should the student fail, he or she may apply, with the consent of the examining committee and the Associate Dean, for the privilege of a second examination to be taken no sooner than three months and no later than six months after the date of the first. **The original examining committee must conduct the second examination.** Successful passage of the examination must still occur by the end of the third year; students should be encouraged to schedule their initial attempt to allow time for a retake if necessary. The standards of the second examination must be no lower than the first. For the student to pass this second examination, the committee's vote must be unanimous. A second failure will render the student ineligible to continue in the doctoral program.

Several departments now offer a sequence of examinations as the preliminary. In such cases, the rules governing the examination as a whole must apply as well to each and every part. This means that only one retake is permitted for any portion of the exams. The results of each sitting of an exam, or any portion thereof, must be reported to the Graduate School.

In departments or programs that allow the preliminary examination to count as the final M.A. or M.S. examination, exceptional circumstances may require two separate decisions. If the examination committee votes to fail the student on the doctoral prelim, it may still agree that the student should be awarded a terminal M.A. or M.S. degree. In this case, the committee must sign a Master's Examination Card, as well as the Report of the Preliminary Examination marked "Fail," and provide a justification for the recommendation that a terminal Masters be awarded. Return these documents to the Associate Dean.



Will the Graduate School accept faxed or stamped signatures on examination forms?

No. Exam cards are legal documents and as such require original signatures.



What do I do if an examination is held with fewer than four committee members without my knowledge?

Tell the unlucky student the results are void. The legal consequences of such a situation are extremely serious, and it is your responsibility to make certain that all members of your graduate faculty understand that such an examination conducted by fewer than the minimum number of committee members will be declared invalid by the Graduate School.



What do I do if one of the student's committee members (or the candidate him/herself) will not be in town at the time of the examination? What do I do if an examiner simply fails to appear for an examination?

When you know in advance that an examiner will be absent, request permission from the associate dean to have the missing member participate via videoconference or teleconference. . If an examiner fails to appear, you must immediately contact the Office of Academic Affairs to determine whether the examination may proceed. If fewer than the minimum required number of examiners is present, or if the candidate or the committee chair is not able to be physically present, the examination must be postponed.



If a committee determines that a student has failed one section of the prelim, can I simply hold the examination card until this section is completed?

No, you must submit a card signifying the student's failure of the examination as a whole. The failure will not be noted on the student's transcript if the student later passes a retake of the exam and thus will not be part of the student's transcript record if the student later provides a transcript of his or her career at Duke to an employer or other party. It is thus altogether clearer to fail the student with a retake permitted, and then to organize the retake to cover the part of the prelim on which the student was unsuccessful. Holding back the prelim card when the performance was not satisfactory on a part of the prelim creates an ambiguity about the student's standing in the program that could have unpleasant institutional ramifications.



Can a student receive a "conditional pass" on either the preliminary or the final examination?

All examinations must be accorded either a PASS or a FAIL. "Conditional pass" is not an option. The candidate who fails either examination may be granted a second examination no sooner than three months (prelim) or six months (final) from the first. The second examination is granted only upon the written recommendation of the committee to the Associate Dean. When a second examination is approved and scheduled, notice should be sent just as for the first examination. The committee must remain intact. In a second examination, the vote must be unanimous. No candidate will be granted a third examination.

L. Dissertation

The doctoral dissertation should normally be submitted and accepted within two calendar years after the preliminary examination is passed. Should the dissertation not be submitted and accepted within four years after the examination, the candidate may, with the approval of the committee chair and DGS, petition the associate dean of the Graduate School for an extension of up to one year. If this extension is granted and the dissertation is not submitted and accepted by the new deadline, the student will ordinarily be dropped from candidacy. Students dropped from candidacy must then pass a second preliminary examination to be reinstated as a candidate for the degree. In such cases, the new time limit for submitting the dissertation will be determined by the associate dean in consultation with the candidate's committee.

The student must complete the Apply for Graduation form on line in ACES no later than January 25 for a May degree, June 15 for a September degree, and October 15 for a December degree. After each deadline, a list of degree candidates will be sent to you for

your approval. Please review the list carefully and inform the Graduate School Office of any error or omission.

Basic requirements for preparing and submitting the dissertation are prescribed in the “Guide for Electronic Submission of Thesis and Dissertation” found here: [Guide for Electronic Submission of Thesis and Dissertation](#). For more specific aspects of form and style, the student is advised to use A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian, or other approved manuals of style.

The student must compose an abstract of the dissertation, which is sent with the dissertation and will subsequently be printed in Dissertation Abstracts International. Dissertations must be submitted in electronic format. Formulas for “embargoing” dissertations that is, delaying their public availability, are optional: six months, one year, or two years.

M. Dissertation Defense

The Director of Graduate Studies sends a notice of the time, place, date, student's name, title of dissertation, and names of the committee members to the Graduate School **at least two weeks before the scheduled examination**. The Final Examination Certificate will not be released by the Graduate School until this notification is received and the student has submitted the version of the dissertation approved for defense by the adviser to ProQuest for review by the Graduate School prior to the defense (commonly referred to as “format check”). The dissertation must be accepted by the Graduate School as being in proper format at least two weeks before the dissertation defense and by the posted deadline each term. **Members of the doctoral committee must have at least two weeks to read the dissertation prior to the defense.**

The final examination is administered by the student's supervising committee. Successful completion of the final examination requires at least four (4) affirmative votes and not more than one negative vote. If the committee conducting the examination includes only the required minimum of four members, a single adverse vote fails the candidate. If the committee conducting the examination includes more than four (4) examiners, a single adverse vote does not fail the candidate. However, if two (2) or more adverse votes are cast by members of the committee or if a single adverse vote is cast by the professor supervising the dissertation, the candidate fails. In the case of a committee composed of five (5) members or more, a single adverse vote by a member of the committee other than the supervising professor does not prevent a candidate from passing, unless the person casting the negative vote records a protest in writing within three days with the Dean of the Graduate School for submission to the Executive Committee of the Graduate Faculty. After hearing the members of the committee state the reasons for and against passing the candidate, the Executive Committee shall decide the matter. ***In all cases, the doctoral exam card carries a complete record of the vote as cast and, if passed, the dissertation bears only the signatures of the committee members voting affirmatively.***

Questions asked on the final examination should concern the candidate's dissertation and related matters. The examination is oral and must be between two and three hours in duration. If all members vote affirmatively, they sign their names on a copy of the

dissertation title page and a copy of the abstract title page—and on the doctoral exam card. These signatures signify that the dissertation and abstract of the dissertation are suitable for publication on ProQuest and on DukeSpace. The doctoral examination card and the signed title and abstract pages should be returned promptly to the Graduate School Office, either by the student or by the chairperson of the student's committee. A committee finding that the candidate has passed except for minor revisions should sign the doctoral examination card and title and abstract pages, with the understanding that the supervisor sees and approves the revisions before the dissertation is submitted. The student has up to one month after the examination to make changes in the dissertation requested by the committee, unless the posted deadline for final submission of the approved dissertation occurs prior to this one month interval. If the student needs longer than one month to make these changes, the DGS may request an extension of time, stating the reason for the delay and specifying the date the dissertation will be returned. The period of one month after the examination for returning the final copies of the dissertation and all required forms cannot apply if the examination occurs just prior to the end of the summer session, or the fall or spring semesters. At those times the corrected dissertation and required forms must be returned in time to meet specified deadlines for the awarding of degrees. ***If, at the end of the semester or term, the student cannot meet these deadlines to return the dissertation, the student will be required to register and pay continuation fees for the ensuing term or semester in which the degree will be awarded. It is in the interest of the student to schedule the defense well before the graduation deadlines*** during the semester when he/she wishes to graduate.

N. Financial Credit

Financial credit of up to one semester may be given if the doctoral student has completed a relevant master's degree at another institution or at Duke prior to his/her admission into the doctoral program at Duke. No financial credit will be given to those students who wish to receive a master's degree en route to the Ph.D. To request a sixth semester tuition waiver, please email Susan Williford in the Graduate School Office between October 1 and November 1 of the student's fifth semester.



If a graduate student from another university wishes to accompany his/her advisor who is joining our department, what are the minimum requirements such a student would have to meet in order to complete the Ph.D. at Duke?

Payment of full-time tuition and fees for 5 or 6 semesters (depending upon whether the student has completed a master's degree elsewhere), residence, the preliminary examination, Responsible Conduct of Research training, the dissertation, and submission of the dissertation to ProQuest and DukeSpace irrespective of the student's year of study in his previous university. This does not mean that the student has to be in residence for 5 or 6 semesters, of course, or that he/she would have to take any formal coursework. It means only that he/she would pay the equivalent of five or six semesters of tuition; deciding about necessary required coursework would be solely up to the department.

Examination Procedures for Preliminary Examinations (To be distributed to all doctoral committees prior to the examination)

- 1.** The committee conducting the preliminary examination of a doctoral student consists of four or more graduate faculty members approved for this purpose by the Associate Dean of the Graduate School. At least one member of this committee must represent the student's minor field or a related field; at least three members must be from the student's major department or program. Normally the student's supervisor presides over the examination as chair of the committee, although some departments and programs select another member to serve this function at the preliminary examination. The student, the chair, and the majority of the committee must be present in person; other member(s) may participate remotely if approved in advance by the Associate Dean.
- 2.** Preliminary examinations may be oral or written or both, taken at one sitting or at several sittings. If the examination consists of multiple parts, votes taken on any of those parts must follow the procedures governing voting on the examination as a whole (i.e. the entire committee must vote on each part).
- 3.** At the conclusion of the examination, the committee votes on whether the candidate has passed the examination and is therefore allowed to progress to candidacy. All members of the committee must sign the Report of the Doctoral Preliminary Examination form. Any member who votes to fail must write "Fail" by his or her name on the Report form. Original signatures are required. In the event that a member is approved to participate remotely, he or she must provide signed documentation of the vote per Graduate School instructions.
- 4.** If the committee is composed only of the required minimum of four members, the student fails the preliminary examination if any adverse vote is cast. If the committee is composed of five or more members, a single adverse vote does not fail the student unless it is cast by the chair of the committee. Two or more adverse votes always fail the student. In all cases, the Report of the Doctoral Preliminary Examination carries a complete record of the vote as cast (i.e., all members must sign the form, with those voting adversely so signifying by writing "Fail" next to their signatures).
- 5.** A candidate who fails the preliminary examination may be granted a single re-examination upon recommendation of the examining committee (a recommendation to be determined by a second committee vote taken after the first vote results in a failure of the candidate) and approval of the Associate Dean no sooner than three months and no later than six months after the date of the first examination. The examining committee must remain exactly the same for the second examination. The committee vote must be unanimous in order for the student to pass the second examination. A candidate who fails the preliminary examination twice will not be given another opportunity and will be withdrawn from the Graduate School. In cases where a student fails the preliminary examination, the committee may decide to recommend awarding a terminal master's degree rather than granting a re-examination.

Final Examination Procedure for the Doctoral Candidate (To be distributed to all doctoral committees prior to the examination)

1. The committee to conduct the final examination of a candidate for a doctoral degree consists of four or more persons approved for this purpose by the Associate Dean of the Graduate School. The committee is often the same as the committee assembled for the candidate's preliminary exam, but this need not be the case. At least one member of the committee, the "minor representative", must be from outside the student's immediate field of study (e.g. a different research area of the student's department). **All members of the approved committee must participate in this examination and are expected to be present. The candidate, the chair and the majority of the committee must be present in person. If a member fails to appear for a defense and previous agreement for his or her remote participation has not been secured, the exam must be rescheduled.**
2. Questions asked on the examination should concern the candidate's dissertation or related matters. The candidate is expected to be prepared both to defend the dissertation and to answer questions in the major field of study. The examination is to be oral and approximately two hours in length, but not to exceed three hours.
3. At the conclusion of the examination, each member of the committee votes on whether the candidate has passed the examination and is therefore recommended for a doctoral degree. An affirmative vote means that both the dissertation and the candidate's examination are accepted as satisfactory. If all members of the committee vote affirmatively, they sign their names on one Dissertation Title page, one Abstract Title page, and on the Final Examination Card provided by the Graduate School. **Note:** In the case of a dissertation that requires revision, the committee may opt to sign the title page and abstract title page, and the Final Exam Certificate only after the revisions are completed. The signed exam card is a legal document. accordingly, if revisions are beyond what are considered "minor" by the committee, then the committee must withhold signature of the required documents until the dissertation advisor has approved the revisions.
4. In all cases the certificate carries a complete record of the vote as cast: **all committee members must sign the certificate, and those voting negatively must write the word "Fail" clearly beside their names.** If passed, the dissertation title and abstract title pages bear only the signatures of the committee members voting affirmatively. Members participating remotely must provide signed documentation of their votes, per Graduate School instructions.
5. If the committee conducting the examination includes four (4) examiners, a candidate fails if one adverse vote is cast by any member of the committee. If the committee conducting the examination includes **more** than four (4) examiners, a single adverse vote **does not fail** the candidate. However, if two (2) or more adverse votes are cast by members of the committee or if a single adverse vote is cast by the professor supervising the dissertation, the candidate fails. In the case of a committee composed of five (5)

members or more, a single adverse vote by a member of the committee other than the supervising professor does not prevent a candidate from passing unless the person casting the negative vote records a protest in writing within three days with the Dean of the Graduate School for submission to the Executive Committee of the Graduate Faculty. After hearing the members of the committee state their reasons for and against passing the candidate, the Executive Committee shall decide the matter.

6. An increasingly common problem is that of committees passing dissertations that may require extensive revisions. Normally, the committee should be able to determine in advance of the defense whether the dissertation is truly ready to defend. **If, while reviewing the dissertation, the committee suspects major revisions may be required that will take longer than 30 days or that are so substantial that they may lead to a negative vote, the final examination should be postponed. If it only becomes evident during the course of the final examination that revisions to the dissertation cannot easily be completed during the prescribed 30 days, the student should be failed. There is no such thing as a "provisional pass."** As noted in #3 above, signing the exam documents if major revisions are necessary is not appropriate. But neither is it a good practice to allow a dissertation to come to the examination if it is not ready to defend.
7. A candidate who has failed the final doctoral examination may be granted a re-examination on the recommendation of the supervising professor no sooner than six months after the date of the failure. The examining committee must be the same as that for the first examination. Voting requirements and other procedures on the re-examination are the same as for the first examination.

A candidate who has twice failed to pass the final examination for a doctoral degree shall not be given another opportunity in any department of the Graduate School.