

Department of Communication

Doctoral Degree Check Sheet

All doctoral degree students need at least **72 hours** of graduate coursework, including up to 18 hours of transfer credit, a minimum of 50 hours in UB Communication courses, and a minimum QPA of 3.0/4.0 in all courses (See the Grad handbook). A full-time course load is 12 credit hours. **Teaching Assistants must register for 9 credit hours a term and maintain a 3.5/4.0 QPA.**

To be successful in the program, you should form an effective working relationship with your Major Professor and meet with that faculty member at least once a semester to discuss courses, progress in the degree, research ideas, requirements, and so forth. Avoid replacing advice from your Major Professor with advice from your fellow graduate students.

(Check) First Semester (Fall)

- COM 500, COM 504, COM 515, one elective or ESL 512 for international students (12 credits). TAs register for 9 credits.
- Begin looking for a permanent faculty academic advisor (a.k.a. "Major Professor").
- Meet with faculty advisor to plan Spring course schedule.
- Obtain transfer credit approval from Director of Graduate Studies. File transfer petition with Grad Secretary.

(Check) Second Semester (Spring)

- COM 517, COM 518 plus TWO elective classes (12 credits). TAs register for 9 credits.
- Request a faculty member to become your permanent faculty advisor. In February, submit completed advisor form to Dept. Secretary.
- Consult with faculty advisor to plan Fall course schedule and committee.

(Check) Third Semester (depends on approved credits)

- Take up to 12 elective credits per term as approved by your Major Advisor. TAs take 9 credits. Be sure to take courses outside Communication (as approved by your advisor) to fulfill requirement for 9-credit minor.
- Take COM 599 (Supervised Teaching) to fulfill instructional requirement; TAs are exempt.
- Monitor your total number of credits...if you have 65 or more, see your advisor and the Grad Secretary to ensure you plan correctly! Then read notes regarding Seventh Semester.**

(Check) Fourth Semester (depends on approved credits)

- Take up to 12 elective credits per term as approved by your Major Advisor. TAs take 9 credits. Be sure to take courses outside Communication (as approved by your advisor) to fulfill requirement for 9-credit minor.
- Monitor your total number of credits...if you have 65 or more, see your advisor and the Grad Secretary to ensure you plan correctly! Then read notes regarding Seventh Semester.**

(Check) Fifth Semester (depends on approved credits)

- Take up to 12 elective credits per term as approved by your Major Advisor. TAs take 9 credits. Be sure to take courses outside Communication (as approved by your advisor) to fulfill requirement for 9-credit minor.

- Monitor your total number of credits...if you have 65 or more, see your advisor and the Grad Secretary to ensure you plan correctly! Then read notes regarding Seventh Semester.**

(Check) Sixth Semester (depends on approved credits)

- Register for credits hours as approved by your advisor.
- Monitor your total number of credits...if you have 65 or more, see your advisor and the Grad Secretary to ensure you plan correctly! Then read notes regarding Seventh Semester.**
- Complete the Application to Candidacy form.
HINT: Check Graduate School website (www.grad.buffalo.edu) for deadlines; consult with your Major Professor and Dept. Secretary if you have questions.

(Check) Seventh Semester (depends on approved credits)

- Take 1 credit hour thesis guidance as approved by your Major Professor.
- Complete the Application to Candidacy form.
HINT: Check Graduate School website (www.grad.buffalo.edu) for deadlines; consult with your Major Professor and Dept. Secretary if you have questions.
NOTE: When your Application to Candidacy is approved by the Graduate School, you are considered a "Doctoral Candidate ." There is no degree called A.B.D. (All But Dissertation); you have a master's degree.
- Ph.D. student works with faculty advisor to form dissertation committee.
- Work with your Major Professor to devise two qualifying papers. Seek IRB approval before collecting data.
- Ph.D. student provides a successful oral defense for the two qualifying papers.
- Work with faculty advisor to form dissertation proposal. Seek IRB approval before collecting data.
- Successful completion of the Dissertation Proposal Hearing (Proposal Defense).
- Ph.D. student works on dissertation under the guidance of the faculty committee.
HINT: Check Graduate School website (www.grad.buffalo.edu) for deadlines; consult with Major Professor and Dept. Secretary if you have questions.

(Check) Last Semester (Adios, UB)

- Register for up to 1 credit hour (max 3 hours) of thesis guidance as approved by your advisor.
- Work to successfully complete the dissertation under the guidance of your Major Professor.
HINT: Check Graduate School website (www.grad.buffalo.edu) for deadlines; consult your Major Professor and the Grad Secretary if you have questions.
- Provide title of dissertation and committee member names to Grad Secretary for M-Form
- Doctoral Candidate successfully completes oral defense of dissertation.
- Student submits dissertation revisions to the Major Professor for approval.
- Student electronically submits dissertation and materials to the Graduate School.
NOTE: Student provides hard copy of dissertation to Major Professor and Department.
- Student ensures M form is signed after revisions, provides completed copy to Grad Secretary
NOTE: Student ensures delivery of the M-Form to the Graduate School