

## GRADUATE PROGRAM

Department of Materials Science and Engineering, Drexel University

Graduate Advisor: Prof. Steven May

Effective: 10/1/2017

The policies listed herein are applicable to all students who entered the Drexel MSE Graduate Program on or after the Fall of 2017. For the purposes of interpreting this policy, the date of entry shall be the first academic quarter in which the student was registered.

### I. GENERAL INFORMATION:

The rules and regulations described herein pertain to the Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degree programs in the Department of Materials Science and Engineering (MSE). In addition to these departmental rules, students must fulfill the requirements of the Graduate College of Drexel University as described in the current Graduate Curricula (<http://www.drexel.edu/graduatecollege/forms-policies/policies/>).

### II. REQUIREMENTS FOR THE M.S. DEGREE:

#### 2.1 Plan of Study

Students in the M.S. Program should meet with the MSE graduate advisor and develop a plan of study within the first term of study.

#### 2.2 M.S. Requirements

The minimum requirement for the M.S. degree is 45 credits. These 45 credits consist of 6 credits (9 credits for B.S.-M.S. accelerated program students) from the required core courses, 12 credits (9 credits for B.S.-M.S. accelerated program students) from selected core courses, 18 credits from graduate-level optional courses (see the course list in the Appendix 1). The remaining 9 credits shall depend on whether the student elects to complete an M.S. thesis, an M.S. research proposal or complete the non-thesis option.

	<b>M.S. Degree Requirements</b>
Required Courses*	6 credits (9 credits for B.S.-M.S.)
Selected Core Courses*	12 credits (9 credits for B.S.-M.S.)
Optional Courses <sup>‡</sup>	18 credits (minimum 9 credits of MSE courses, or research for an MSE or MSE affiliated faculty)
Thesis and alternatives	9 credits of MS thesis <i>or</i> 6 credits of thesis proposal (literature review) + 3 credit course <i>or</i> 9 credits of courses

\* For a list of required and selected core courses please see Appendix 1.

<sup>‡</sup> Students entering the M.S. program without a B.S. in MSE are required to take MATE 503 during their first quarter of study. Exceptions to this requirement may be granted if the student has taken numerous MSE courses (for example, a minor in MSE).

Of the 18 optional course credits, at least 9 must be taken within the MSE Department (MATE 5xx or higher), while the rest may be taken within the College of Engineering, College of Arts and Sciences, or at other colleges, as approved by the MSE graduate advisor. MATE 897

(Research) cannot be counted toward these 9 credits of MATE optional course credits. Students may transfer no more than 15 graduate credits (equivalent to 10 semester-credits) from approved institutions, provided they follow the rules and regulations described in the Drexel University's Graduate Curricula.

The following rules apply to all full-time MS students:

1. The M.S. is a terminal degree program. Students are not permitted to switch from the M.S. to the Ph.D. program. Students wishing to pursue a Ph.D. in MSE must apply separately to the Ph.D. program and, if offered admission, may begin the Ph.D. program after completion of the M.S. degree. A special request to transfer from the M.S. to the Ph. D. program may be made to the MSE graduate advisor under exceptional circumstances.
2. Full-time M.S. students are not eligible for teaching and/or research assistantships. Under extenuating circumstances, a request for exemption can be made to the MS program committee by the student's M.S. thesis advisor.

Additionally, students must maintain a cumulative 3.0 GPA in order to be in good academic standing and to receive an M.S. degree.

### **2.3 M.S. Thesis vs. Non-Thesis Option**

The M.S. degree can be completed with the thesis option or non-thesis option.

#### **2.3.1 M.S. Thesis**

In the thesis option, the student completes a 9-credit M.S. thesis. A student's M.S. thesis must be approved by an M.S. thesis committee. The M.S. thesis committee shall consist of at least three (3) members, including the student's thesis advisor and at least one (1) more tenured, tenure-track or full-time teaching MSE faculty or MSE affiliated faculty. At least one (1) committee member must be a core MSE faculty member.

The M.S. thesis must be defended during a final public oral defense, which shall consist of a 35-40 minute oral presentation with a follow-up closed discussion session with the M.S. thesis committee on thesis-related questions (no time limit).

If a student is in the B.S./M.S. accelerated degree program, then the M.S. thesis can be completed instead of a senior design project. However, such students are required to give ~15-20 minute oral progress reports/presentations at the end of the Fall and Winter terms as part of the regular B.S. program Senior Design oral presentations.

**Outcomes:** The M.S. thesis committee shall examine the thesis and the presentation in deciding whether the candidate passes the defense. There are two possible outcomes of the defense: pass or fail. Should a fail have been given to a student, he/she is eligible to re-present the final oral defense ONCE within ONE (1) calendar year of the first defense. Students who fail in both defenses shall receive an F for the credits associated with the thesis.

The M.S. Candidate must complete and submit the THESIS APPROVAL and COMPLETION FORM with the Graduate College. The thesis must be submitted to the library in order for the library to sign off on the COMPLETION FORM. Following submission of the thesis, the signed COMPLETION FORM must be submitted to the Graduate College by the first Friday of the quarter following the defense.

### 2.3.2 Non-Thesis Option: Coursework Only

The M.S. degree requirements can be fulfilled by completing 45 graduate credits entirely through coursework. Additionally, there is a literature review option in which a 6-credit independent study course is offered in which the student completes an in-depth literature review of a specific materials-related topic, as approved by the MSE Graduate Advisor.

## III. REQUIREMENTS FOR THE Ph.D. DEGREE

A student admitted into the Ph.D. program shall be classified initially as a “*Ph.D. Student*”. After successful completion of the Ph.D. candidacy examination (described below) and the required number of credits, the classification of the student shall change to “*Ph.D. Candidate*”. The rules, regulations, and procedures pertaining to the Ph.D. candidacy examinations are described in Section 3.4.

### 3.1 Plan of Study

*All students entering the MSE Department at Drexel University must file a Plan of Study approved by the Graduate Advisor.* Students in the Ph.D. Program must file a Ph.D. PLAN OF STUDY (D-1) form with the MSE department Graduate Advisor prior to their second quarter of study. Changes or deviations from this Plan of Study must be approved in advance and in writing by the graduate advisor, by filling out a new Plan of Study form. *It is strongly recommended that a Plan of Study be filed as early as possible, as the requirements for graduation will be those in effect at the time of filing. Failure to file a Plan of Study and failure to obtain prior written approval for changes in the Plan of Study may result in non-acceptance of the unapproved courses as fulfilling degree requirements.*

### 3.2 Supervising Professor

Upon admission into the Ph.D. program, each student is required to establish himself/herself with a permanent faculty advisor who has agreed to serve as the student’s supervising professor, who will also serve as the student’s thesis advisor. The supervising professor must sign the D-1 form. Students are allowed to change supervising professor. Should a student decide to change his/her advisor, he/she must resubmit the D-1 form.

### 3.3 Ph.D. Courses

The Graduate College requires completion of at least 90 graduate level credits for the Ph.D. degree for post-Bachelors students and 45 credits for post-Master’s students. Students may transfer not more than 15 graduate credits (equivalent to 10 semester-credits) from approved institutions, provided they follow the rules and regulations described in the Drexel University’s Graduate Curricula. The 90 credits shall consist of the 45 credits normally taken for an M.S. degree plus 45 additional credits for the Ph.D. degree.

Beginning with a B.S. degree, the required 90 credits for a Ph.D. degree are tabulated below:

Required courses*	6 credits
Selected core course*	12 credits
Optional courses <sup>‡</sup>	9 credits
MSE seminar	6 credits
Optional courses/Research <sup>†</sup>	48 credits
Dissertation	9 credits
<b>TOTAL</b>	<b>90 credits</b>

\* For lists of required and selected core courses please see Appendix 1.

‡ Students entering the Ph.D. program without a B.S. or M.S. in MSE are required to take MATE 503 during their first quarter of study. Exceptions to this requirement may be granted if the student has completed numerous undergraduate MSE courses (for example, a minor in MSE). MATE 897 cannot be used toward these 9 credits of technical electives.

† Ph.D. students must also take the 2-credit *Art of Being a Scientist* (MATE 504) course.

Example plans of study for Ph.D. students can be found in Appendix 2.

All students, both pre- and post-M.S., must fulfill the required and selected core coursework requirements. Students entering the Ph.D. program with an M.S. degree may waive the requirements to take the 2 required courses and 4 selected core courses if they took equivalent courses during their M.S. studies. Approval to waive some or all of these courses must be obtained by the course instructor at Drexel.

### **3.4 Ph.D. Candidacy Examination**

All MSE Ph.D. students are required to complete the candidacy exam, which is designed to improve and assess the communication skills and the analytical abilities of the student.

#### **Timing:**

- Each student must complete the candidacy examination prior to the end of the 6<sup>th</sup> quarter from “entry” into the program; the date of “entry” into the program will be taken as the first academic quarter in which the student is fully or provisionally matriculated in the MSE Ph.D. program; student must have completed at least 1 required core course and received at least a B-.
- Each student must register for the candidacy examination at least 2 weeks prior to the exam by completing the survey at:  
[https://drexel.qualtrics.com/jfe/form/SV\\_3sFYhjMvaoo9gS9](https://drexel.qualtrics.com/jfe/form/SV_3sFYhjMvaoo9gS9)  
Failure to submit the survey at least 2 weeks prior to the exam will result in postponement and rescheduling of the exam.
- Failure to complete the candidacy examination within the above time limits will count as a failing grade on the exam. Requests for exceptions to the time limits will be considered under extenuating circumstances; requests for an extension should be submitted in writing to the Graduate Advisor with a cc to the Department Head in advance of the deadline identified above.

#### **Committee:**

- The candidacy exam committee must consist of at least 5 members, at least 3 of whom must be current tenured or tenure-track Drexel MSE faculty members. At least 2 of the committee members must be from outside the student’s primary specialization area. At least one of the committee members must also be from outside the student’s department. The committee members should be selected by the candidate and approved in advance by the supervising professor. The chair of the committee must be one of the committee members other than the student’s supervising professor.

#### **Format:**

- The candidacy examination shall consist of an oral presentation that shall be a review of a selected topic that focuses on a broad area that is not identical to the student’s Ph.D. thesis topic.

- No preliminary results from the student’s research are required to be included in the presentation; inclusion of preliminary results from the student will not be a basis for evaluation.
- Students must submit a title and abstract (300 words or less), to the MSE department Graduate Advisor via email at least 2 weeks in advance of the candidacy exam for review and approval. The title and abstract must also be uploaded in completing the survey.
- A day or two prior to the exam, the candidate should send a reminder email with the time and location of the exam to the committee members.
- The candidate should bring the following to the exam: copies of the presentation slides for each committee member, copies of the D-2A form for each committee member, and one copy of the D-2 form. The information on the D-2 and D-2A forms must be completed, including student ID number, email address, and date/location of the exam, by the student prior to the exam.

**Outcomes:**

- There are two possible outcomes of the exam: pass (resulting in *Ph.D. Candidate* status) and fail. There are some cases where the student may pass but the committee feels that a body of knowledge is missing. The committee can request the student to prepare a written document on the missing knowledge to be turned into the entire committee within one month of the date of the candidacy exam. Should a fail be given to the student, he/she is eligible to retake the candidacy exam once, within 2 quarters of the first exam. Students who fail twice shall enter a terminal M.S. degree program.

Upon satisfactory performance in the candidacy examination and completion of the required number of credits, the student shall become a “*Ph.D. Candidate*”, and his/her registration will change to that status. The results of the candidacy examination will be reported to the Graduate College, through the Graduate Advisor, on Forms D-2 Doctoral Candidacy Examination Report and D-2A Doctoral Candidacy Examination Member Report within 48 hours of the examination. The Graduate College requires that all relevant information (e.g., recommendations for additional course work, etc.) appear on Form D-2 and/or its attachments. The same procedure applies in the event of unsatisfactory performance in the candidacy examination.

**3.5 Ph.D. Thesis**

A formal submission of the Ph.D. thesis with the Drexel University Library is required for the graduation of a Ph.D. Candidate. Prior to this, the approval of the thesis topic and the supervision of the candidate’s research will be conducted by his/her thesis committee, followed by a public defense of the dissertation. The following procedures should be followed to complete a Ph.D. thesis.

**3.5.1 Ph.D. Thesis Proposal**

All Ph.D. Candidates are required to complete the Ph.D. thesis proposal administered by the MSE Department. Students must have taken three (3) out of the required six (6) required and selected core courses, receiving a minimum of two “B-” grades in order to proceed to their Ph.D. thesis proposal. The Ph.D. thesis proposal is designed to assess the feasibility of a Ph.D. candidate’s thesis work. The proposal should clearly state the objectives of the thesis, a detailed description of how those objectives will be achieved, and the importance of the proposed work including a critical discussion of previous, related research.

**Timing:**

- The thesis proposal must be completed within 6 months of the date of completion of the candidacy exam.
- Each student must register for the thesis proposal at least 2 weeks prior to the exam by completing the survey at:  
[https://drexel.qualtrics.com/jfe/form/SV\\_en8ukOzV8KzDnLv](https://drexel.qualtrics.com/jfe/form/SV_en8ukOzV8KzDnLv)  
Failure to submit the survey at least 2 weeks prior to the presentation will result in postponement and rescheduling of the exam.
- Requests for exceptions to the time limits will be considered under extenuating circumstances; requests for an extension should be submitted in writing to the MSE department Graduate Advisor with cc to the MSE Department Head in advance of the deadline identified above.

**Committee:**

- The Ph.D. thesis committee must consist of at least 5 members, at least 3 of whom must be current tenured or tenure-track Drexel MSE faculty members. At least 2 of the committee members must be from outside the student's primary specialization area. At least one of the committee members must also be from outside the student's department. Committee members must have a Ph.D. or terminal degree in their field. The chair of the committee cannot be the student's supervising professor. The student must complete and submit the D-3 Dissertation Advisory Committee Appointment Form either prior to or at the thesis proposal examination.

**Format:**

- The exam shall comprise a written research proposal and an oral presentation on his/her research project. The proposal should be written in the NSF format (single spaced, 1 inch margins on all sides, 12 point Times New Roman font, 15 pages in total, excluding references). The candidate must submit the finalized proposal to the committee 2 weeks prior to the scheduled oral presentation. The oral presentation shall consist of a 40-45 minute oral presentation and a follow-up closed session with the committee on proposal-related questions (no time limit). The written proposal must also be uploaded when the student completes the survey.
- An abstract for the presentation must be sent to MSE Graduate Advisor at least 2 weeks prior to the exam. The abstract should contain a brief overview of the thesis proposal and information on the date, time and location of the exam. The abstract must also be uploaded when the student completes the survey.
- A day or two prior to the exam, the student should send a reminder email with the time and location of the exam to the committee members.
- The candidate should bring the following to the exam: copies of the presentation slides for each committee member, copies of the PhD Dissertation Proposal Evaluation form for each committee member, and one copy of the D-3A form. The information on the PhD Dissertation Proposal Evaluation and D-3A forms must be completed, including student ID number, email address, and date/location of the exam, by the student prior to the exam.

**Outcomes:**

- The Ph.D. thesis committee will evaluate both the written proposal and the student's performance in the oral presentation in deciding whether the candidate passes the exam. There are two possible outcomes of the exam: pass or fail. Should a fail have been given to a student, he/she is eligible to re-present the thesis proposal ONCE within six (6) months of

the first exam. Students who fail in both exams shall enter a terminal M.S. program. The results of the thesis proposal should be reported to the MSE department through the PhD Dissertation Proposal Evaluation and D-3A forms.

Any major change of project after the thesis proposal must be approved by the entire thesis committee in writing (email is acceptable); questions regarding whether or not a proposed change in project constitutes a “major change” should be addressed to the MSE department Graduate Advisor.

### **3.5.4 Thesis Pre-Defense**

All Ph.D. candidates are required to give a closed presentation to their thesis committee six (6) months prior to the formal defense. The presentation should summarize progress toward the thesis objectives, detail research that still needs to be performed, and provide an anticipated outline of the thesis. This is designed to allow the committee to assess the candidate’s work and/or provide advice in order for the Ph.D. candidate to finish the thesis work on time. The pre-defense shall consist of a 45-min oral presentation and a follow-up closed-session discussion with the committee on thesis-related questions/concerns (no time limit). The results of the pre-defense will be reported to the department in the Pre-Defense Evaluation Forms 1 and 2, which must be completed at the conclusion of the pre-defense.

Students must complete the survey found at:

[https://drexel.qualtrics.com/jfe/form/SV\\_9MPMB1Diyxhkru1](https://drexel.qualtrics.com/jfe/form/SV_9MPMB1Diyxhkru1)

at least 2 weeks prior to the pre-defense. Failure to complete the survey 2 weeks prior to the pre-defense will result in postponement and rescheduling.

### **3.5.5 Final Oral Defense**

Upon completion of the thesis, a final public defense of the thesis shall be given by the Ph.D. Candidate. A final oral defense is required for all Ph.D. students. The candidate shall submit his/her thesis to the thesis committee at least two (2) weeks prior to the planned final oral defense. **If these documents are not distributed two weeks prior to the defense date, the defense will need to be rescheduled.**

Students must complete the survey found at:

[https://drexel.qualtrics.com/jfe/form/SV\\_3pZD6uMyPFJuMq9](https://drexel.qualtrics.com/jfe/form/SV_3pZD6uMyPFJuMq9)

at least 2 weeks prior to the oral defense.

#### **Committee:**

- The thesis committee shall consist of the same committee members as the thesis proposal. The Ph.D. student must complete the D-4 Doctorate Final Oral Defense Committee Appointment and Schedule Form and turn in to the Graduate College, at least four (4) weeks prior to the scheduled date of defense.
- Live electronic participation of committee members is acceptable (live audio/video of the presentation). Substitution of a single thesis committee member can be made by the Thesis Advisor in the event that the original thesis committee member is unavailable.

#### **Format:**

- The defense shall consist of a 45-50 minute oral presentation and a follow-up closed session with the thesis committee on thesis-related questions (no time limit).

**Outcomes:**

- The thesis committee will examine the thesis and the presentation in deciding whether the candidate passes the defense. There are two possible outcomes of the defense: pass or fail. Should a fail be given to a student, he/she is eligible to re-present the final oral defense ONCE within ONE year (1) of the first defense. Students who fail in both defenses shall receive a terminal M.S. degree. Within 48 hours of the examination, its results must be reported to the Graduate College by the MSE department graduate advisor or by the supervising professor, on Form D-5 Report of Ph.D. Final Oral Defense Committee.

**3.6 Clearance of Ph.D. Candidate for Graduation**

The Ph.D. Candidate must complete the required THESIS APPROVAL and COMPLETION FORM documents. Submission of the thesis with the Drexel University Library is a prerequisite for completing this form. The thesis must be submitted to the library in order for the library to sign off on the COMPLETION FORM. Following submission of the thesis, the signed COMPLETION FORM must be submitted to the Graduate College by the first Friday of the quarter following the defense.

## **Appendix 1: List of Required and Selected Core Courses**

### ***Required Courses:***

- MATE 510: Thermodynamics of Solids
- MATE 512: Introduction to Solid State Materials

### ***Selected Core Courses:***

- MATE 501: Structure and Properties of Polymers
- MATE 507: Kinetics
- MATE 514: Structure, Symmetry and Properties of Materials
- MATE 515: Experimental Techniques in Materials
- MATE 535: Numerical Engineering Methods (a required course for B.S.-M.S. students)
- MATE 563: Ceramics
- MATE 610: Mechanical Behavior of Solids
- MATE 661: Biomedical Materials
- Related MATE courses as approved by the Graduate Advisor/Thesis Advisor

Ph.D. students must achieve a minimum “B-” grade in each of the two (2) required core courses. Waiver of any of the six (6) required and core courses must be approved by the MSE Department Graduate Advisor and the student’s Thesis Advisor in advance.

## Appendix 2: Sample plans of study

### Student entering Ph.D. program with a B.S. in MSE

#### Fall quarter 1<sup>st</sup> year

MATE XXX – Selected Core Course (3 credits)

MATE XXX- Selected Core course (3 credits)

MATE 504\*- Art of Being a Scientist (2 credits)

MATE 536- Materials Seminar Series (1 credit)

#### Winter quarter 1<sup>st</sup> year

MATE 510\* - Thermodynamics of Solids (3 credits)

MATE XXX- Selected Core Course (3 credits)

MATE 897- Research (2 credits)

MATE 536- Materials Seminar Series (1 credit)

#### Spring quarter 1<sup>st</sup> year

MATE XXX- Selected Core Course (3 credits)

MATE XXX – Optional Course (3 credits)

MATE 897- Research (2 credits)

MATE 536- Materials Seminar Series (1 credit)

#### Summer quarter 1<sup>st</sup> year

MATE 897 – Research (9 credits)

#### Fall quarter 2<sup>nd</sup> year

MATE 512\* – Introduction to Solid State Materials (3 credits)

MATE XXX- Optional Course (3 credits)

MATE 897- Research (2 credits)

MATE 536- Materials Seminar Series (1 credit)

#### Winter quarter 2<sup>nd</sup> year

MATE XXX- Optional Course (3 credits)

MATE 897- Research (5 credits)

MATE 536- Materials Seminar (1 credit)

***Complete the candidacy exam***

#### Spring quarter 2<sup>nd</sup> year

MATE 897- Research (8 credits)

MATE 536- Materials Seminar Series (1 credit)

#### Summer quarter 2<sup>nd</sup> year

***Complete thesis proposal***

#### Fall quarter 3<sup>rd</sup> year and until term before graduating

MATE 897- Research

MATE 998- PhD Dissertation (9 credits) in the quarter during which the student will graduate

\* indicates required course

**Student entering Ph.D. program with a B.S. in subject other than MSE**

Fall quarter 1<sup>st</sup> year

MATE 503\* - Introduction to Materials Science (3 credits)

MATE XXX - Selected Core Course (3 credits)

MATE 504\* - Art of Being a Scientist (2 credits)

MATE 536 - Materials Seminar Series (1 credit)

Winter quarter 1<sup>st</sup> year

MATE 510\* - Thermodynamics of Solids (3 credits)

MATE XXX - Selected Core course (3 credits)

MATE 897 - Research (2 credits)

MATE 536 - Materials Seminar Series (1 credit)

Spring quarter 1<sup>st</sup> year

MATE XXX - Selected Core Course (3 credits)

MATE XXX - Optional Course (3 credits)

MATE 897 - Research (2 credits)

MATE 536 - Materials Seminar Series (1 credit)

Summer quarter 1<sup>st</sup> year

MATE 897 - Research (9 credits)

Fall quarter 2<sup>nd</sup> year

MATE XXX - Selected Core Course (3 credits)

MATE 512\* - Introduction to Solid State Materials (3 credits)

MATE 897 - Research (2 credits)

MATE 536 - Materials Seminar Series (1 credit)

Winter quarter 2<sup>nd</sup> year

MATE XXX - Optional Course (3 credits)

MATE 897 - Research (5 credits)

MATE 536 - Materials Seminar (1 credit)

***Complete the candidacy exam***

Spring quarter 2<sup>nd</sup> year

MATE 897 - Research (8 credits)

MATE 536 - Materials Seminar Series (1 credit)

Summer quarter 2<sup>nd</sup> year

***Complete thesis proposal***

Fall quarter 3<sup>rd</sup> year and until term before graduating

MATE 897 - Research

MATE 998 - PhD Dissertation (9 credits) in the quarter during which the student will graduate

\* indicates required course

**Student entering Ph.D. program with a M.S. in a subject other than MSE**

This student is required to complete the 2 required courses, 4 selected core courses and MATE 503. If the student has taken equivalent graduate courses, these can also be waived with approval from the course instructor. Student is still required to take MATE 504 (Art of Being a Scientist) and 6 credits of MATE 536 (Seminar).

**Student entering Ph.D. program with a M.S. in MSE**

This student is required to take the 2 core courses and 4 selected core courses or have taken equivalent graduate courses during his/her M.S. degree. Student is still required to take MATE 504 (Art of Being a Scientist) and 6 credits of MATE 536 (Seminar). Student should complete candidacy by the end of his/her fourth quarter and the thesis proposal by the end of his/her sixth quarter.

### Appendix 3. PhD Plan of Study Checklist

#### Coursework:

Required Courses <sup>^</sup>	Date Taken:
MATE 510	
MATE 512	
MATE 504	
MATE 536 (6 credits)	
<b>Selected Core Courses (4 needed)*:</b>	
<b>Optional Courses (3 needed):</b>	

<sup>^</sup> A B- or higher is required in MATE 510 and 512 for completion of the PhD program.

\* See Appendix 1 for list of selected core courses.

#### Forms and Exams:

##### By End of Third Quarter

- D-1 form signed and turned into the Graduate College.

##### By End of Fifth Quarter

- Meet with thesis advisor to decide on candidacy exam topic and committee members.

##### By End of Sixth Quarter

- Take the candidacy exam.
  - Complete survey ([https://drexel.qualtrics.com/jfe/form/SV\\_3sFYhjMvaoo9gS9](https://drexel.qualtrics.com/jfe/form/SV_3sFYhjMvaoo9gS9)) at least two weeks before exam. Upload abstract when completing the survey. Failure to complete survey two weeks prior to candidacy exam will result postponement and rescheduling of exam.
  - Email Sarit Kunz a title, abstract, time and location two weeks before exam.
  - Bring D-2 and D-2A forms and print out of slides to the exam.

##### By End of Seventh Quarter

- Meet with thesis advisor to discuss thesis proposal content and committee members.

##### By End of Eighth Quarter

- Take the thesis proposal exam.
  - Email committee the 15 page thesis proposal document two weeks prior to exam.
  - Complete survey ([https://drexel.qualtrics.com/jfe/form/SV\\_en8ukOzV8KzDnLv](https://drexel.qualtrics.com/jfe/form/SV_en8ukOzV8KzDnLv)) at least two weeks

before presentation. Upload written proposal and abstract when completing the survey. Failure to complete survey two weeks prior to presentation will result in postponement and rescheduling of exam.

- Email Sarit Kunz a title, abstract, time, and location two weeks before exam.
- Bring D-3, D-3A and Dissertation Proposal Evaluation forms and print out of slides to the exam.

### **Six Months Prior to Defense**

- Present Pre-Defense.
  - Complete survey ([https://drexel.qualtrics.com/jfe/form/SV\\_9MPMB1Diyxhkru1](https://drexel.qualtrics.com/jfe/form/SV_9MPMB1Diyxhkru1)) at least two weeks before exam. Failure to complete survey two weeks prior to pre-defense will result in postponement and rescheduling of presentation.
  - Review thesis requirements and format (<https://www.library.drexel.edu/thesis-and-dissertation>).
  - Bring Pre-Defense Evaluation Forms 1 and 2 and print out of slides to the meeting.

### **4 Weeks Prior to Defense**

- Complete and turn in D-4 Form.

### **2 Weeks Prior to Defense**

- Provide the written dissertation to committee members (ask them whether they prefer an electronic or printed copy and provide as requested).
- Complete survey ([https://drexel.qualtrics.com/jfe/form/SV\\_3pZD6uMyPFJuMq9](https://drexel.qualtrics.com/jfe/form/SV_3pZD6uMyPFJuMq9)) at least two weeks before presentation. Upload and abstract when completing the survey.

### **Thesis Defense**

- Bring print out of slides and forms (D-5, Completion Form, Thesis Approval Form) to the meeting.

### **Post-Defense**

- Within 48 hours of completing the defense, turn in D-5 form.
- Obtain signatures from all committee members, departmental graduate advisor and department head on Thesis Approval Form.
- Have thesis advisor and graduate advisor sign off on your Completion Form, along with the Library and the Graduate College.