Flowchart: A Student’s & Advisor’s Guide through the Interdisciplinary Ph.D. Program

Student Enters Program

Student contacts the Primary Discipline and the Co-Discipline Interim Advisors to review past academic record and plan a tentative schedule for the student’s first two semesters in the program.

Is the student provisionally admitted?

[Yes]
When provisional requirements are met, Interim Advisor or Chair of Supervisory Committee notifies the School of Graduate Studies (SGS) that the student’s status should change to Fully Admitted. (FORM: IPHD-11) All current forms available on the SGS website http://sgs.umkc.edu/forms/

[No]
Student enrolls in initial coursework with guidance from the Primary Discipline and Co-Discipline Interim Advisors.

Annual Assessment of Student Progress (FORM: IPHD-1)

Student meets with the Primary Discipline and the Co-Discipline Interim Advisors (if no Plan of Study) or with the Supervisory Committee Chair and Co-discipline Advisor on an annual basis to complete the Annual Assessment of Student Progress (complete before September 30 each year).

1. The student completes the first three pages and signs the Assessment of Student Progress form. (All current forms available on the SGS website.)

2. The student meets with the Primary Discipline and the Co-Discipline Interim Advisors (if no Plan of Study) or with the Supervisory Committee Chair and Co-discipline Advisor to review the Annual Assessment form in conjunction with the student’s Supervisory Committee members. Advisors will determine:
   a. Has the student completed requirements according to the Plan of Study?
   b. Is the student making satisfactory progress (GPA, progress toward degree completion such as comprehensive examinations, research proposal approval, etc.)?
   c. What achievements (publications, presentations, teaching experience, awards, etc.) has the student completed during the previous year?
   d. Has the student engaged in ethics education and interdisciplinary activities?
   e. Are the student’s academic and research plans for the coming year acceptable?

3. Once the faculty members have completed their part of the Annual Assessment form, the student may add written comments in response to the faculty evaluation if desired.

4. The Interim Advisor or Supervisory Chair forwards copies of the Annual Assessment to the student’s co-discipline Advisor, the student, the school of Graduate Studies, and the Coordinator of the primary discipline prior to September 30.
Application to take Comprehensive Examinations

To advance to degree candidacy, Interdisciplinary Ph.D. students are required to pass a comprehensive examination that integrates components of each discipline to which they have been admitted. Either the written or oral or both component(s) of the comprehensive examination must include an evaluation of the student’s ability to integrate content, theory and/or methods from each specified discipline. The doctoral comprehensive examinations must be completed at least seven months before the date of graduation.

The following requirements must have been met before students can take the comprehensive examination(s):

1. Successful completion of all qualifying requirements (such as residency requirement) and full admission to the School of Graduate Studies.
2. Appointment of a Supervisory Committee.
3. Filing and approval of the Ph.D. Plan of Study (FORM: IPHD-2) and completion of essentially all coursework or other study required for the degree.
4. The student must be enrolled when taking the comprehensive examination.

A student, through his or her Supervisory Committee Chair, applies to the School of Graduate Studies for an examining committee. (FORM: IPHD-3)

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Student Forms Supervisory Committee & Develops Plan of Study (FORM: IPHD-2)

1. The Supervisory Committee shall consist of at least five members composed of one doctoral faculty from each of the primary and co-disciplines with a maximum of three from any one discipline. Up to two of the remaining members of each committee can hold either graduate or adjunct graduate faculty status. Final approval of the composition of each Supervisory Committee shall be obtained in writing by the Advisor (or Committee Chair) from the Dean of the Graduate school. Where graduate or adjunct graduate faculty are included, the Advisor shall provide a strong justification for their inclusion.
2. The Plan of Study form with Preliminary Research Plan (2-4 pages) must be developed within the first two years of the program.
3. Ensure residency requirements are identified in the Plan of Study.
4. Supervisory Committee meets with the student to review the proposed Plan of Study. Each committee member must sign the Plan of Study to indicate willingness to serve on the Supervisory Committee and approval of the Plan of Study.
5. Once the Supervisory Committee members have signed the Plan of Study, the student obtains the necessary administrative official approvals of the Plan of Study.
6. The student submits the Plan of Study to the School of Graduate Studies for a final review and approval by the Interdisciplinary Ph.D. Executive Committee.
7. The Dean of the School of Graduate Studies conducts a final review and signs to indicate approval for the Supervisory Committee members and Plan of Study. Copies of the POS with signatures are distributed to the student, Supervisory Committee members, Records Office, IPh.D. Coordinators in the student’s disciplines, and placed in the student’s file in SGS.
**Student takes Comprehensive Examinations**

The comprehensive examination may be written, oral or both. The Dean of the School of Graduate Studies appoints an examining committee that consists of members of the student’s Supervisory Committee and others approved by the Dean of the School of Graduate Studies.

The examination is arranged and conducted by the examining committee.

Upon completion of the examination, the student’s Supervisory Committee Chair sends a report of the results, carrying the signatures of all members of the examining committee, to the Dean of the School of Graduate Studies, who then informs the student and the registrar. *(FORM: IPHD-4)*

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**Approval of Interdisciplinary Ph.D. Research Proposal (FORM: IPHD-5)**

Candidate submits the Dissertation Research Proposal to the Supervisory Committee. When the proposal is approved by the Supervisory Committee members (and the appropriate Institutional Review Board, if applicable), the candidate’s Supervisory Committee Chair sends the Research Proposal Approval form with a copy of the Research Proposal to the School of Graduate Studies. The candidate begins/continues dissertation research and analysis of data according to the proposal.

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**Preparation and Preliminary Approval of Dissertation (FORM: IPHD-6)**

Candidate continues to work with the Supervisory Committee to complete the dissertation research and to write the final dissertation. The candidate seeks approval from the Supervisory Committee Chair to apply for graduation. At least six weeks prior to graduation, the candidate sends a copy of the dissertation with the Preliminary Approval Form signed by the Supervisory Committee Chair and a MoSPACE License Form to the School of Graduate Studies for a format review.
Defense of Dissertation

Candidate works with the Supervisory Committee Chair in conjunction with the student’s Supervisory Committee members to schedule the defense of the dissertation and to announce the date, time, and location to doctoral faculty at least 2 weeks prior to the defense. The defense must take place during the regular semester (Fall, Spring, Summer). Any exceptions must be approved by the Dean of the School of Graduate Studies. The defense is open to all doctoral faculty members. Supervisory Committee members sign the Report of Results of Final Dissertation Examination for Interdisciplinary Ph.D. Candidates (FORM: IPHD-7). The Supervisory Committee Chair sends the report of the results of the final dissertation examination in writing to the candidate and to the School of Graduate Studies within 48 hours of the defense.

Supervisory Committee members each complete the Interdisciplinary Ph.D. Dissertation Final Report (FORM: IPHD-8) and forward them to the Supervisory Committee Chair. When all final changes to the dissertation have been made, the Supervisory Committee Chair signs each of the Committee members’ forms to indicate acceptance of the dissertation for the degree requirements. The Supervisory Committee Chair sends all Final Approval forms to the School of Graduate Studies. The Supervisory Committee Chair submits changes of grade forms for any Incomplete grades in dissertation hours (or other courses) to the Records Office.

Submission of Dissertation Final Copy

The candidate completes all revisions to the dissertation communicated by the School of Graduate Studies as a result of the formatting check. Once the corrected dissertation and the Final Approval forms have been received, the dissertation is certified by the School of Graduate Studies and instructions are communicated to the candidate for uploading a final copy to ProQuest.

Graduation!