



TRANSFER CREDIT

No more than 12 hours of approved course credit may be transferred to UIS for doctoral credit. You must earn a B or better in any course considered for transfer. All transfer credit to be applied must have been earned within five years of the first graduate course you took at UIS in pursuit of your doctoral degree. Exceptions to the provisions of this policy may be granted on a case-by-case basis.

TIME LIMITATION

All pre-dissertation credit earned at UIS that is to be applied toward the completion of your doctorate must be taken within eight consecutive years from your first doctoral course at UIS. This does not include prerequisites or closure requirements. Exceptions to the provisions of this policy may be granted on a case-by-case basis.

ACADEMIC ADVISING

Following admission to UIS as a fully admitted student, you will be assigned a temporary faculty adviser who will work with you until you have selected your permanent adviser and Plan of Study Committee. You may change advisers at any time by completing a Request for Change of Graduate Degree Program and/or Academic Adviser form.

Recognizing the maturity of doctoral students, UIS entrusts you with substantial initiative in the academic advising process. You should arrange an appointment with your adviser before each registration, particularly your first, and you should maintain contact with him or her throughout your academic studies. Written permission of your adviser is required before you can enroll in any DPA core, research, or concentration course.

DOCTORAL CLOSURE REQUIREMENT

Progress toward the Doctoral Degree

Once you have completed the core public administration and research courses with a B or better, you complete a concentration plan of study for a minimum of 20 credit hours in a specialized area, which must be approved by your Plan of Study Committee and the DPA director. Once these courses are successfully completed, you will be required to take and pass a comprehensive examination.

Doctoral Closure Requirements

On passing the comprehensive examination, you will be allowed to enroll in DPA 687 Dissertation Proposal Preparation Seminar. Preparation and defense of the dissertation proposal constitutes the beginning of the

closure requirement, which includes preparation and successful defense of the dissertation.

GRADUATION CONTRACT

The commencement ceremony to award degrees is held at the end of the spring semester. However, you may file a graduation contract during any semester or summer term in which you successfully defend your dissertation. You should submit the contract to the Office of Admissions and Records no later than the end of the fourth week of classes during a semester or the end of the third week of classes during a summer term.

The contract must be approved by your adviser and the program director. You may submit graduation contracts for early evaluation during your next-to-last term. Contract forms are available in the Office of Admissions and Records.

SECOND GRADUATE DEGREE

All program and campus requirements for the doctoral degree are in effect even if you have previously earned an advanced degree. Credit from a previous degree may not be used for the degree in process.

COURSE NUMBERING SYSTEM

Courses numbered 500 through 599 are open to doc-