

Ph.D. Candidacy Advancement Guide (well, at least the procedure-wise...)

Preparing Proposal

- Work closely with your advisor

Forming the Advancement Committee

- Total of five faculty members (Chair, 3 Members, and 1 Outside Member)
- You can have up to two faculty members from outside the department.

Note: You will be asked to select at least three Dissertation Committee once you're advanced. The majority of the Dissertation Committee must be faculty members of your department.

Setting the date of advancement meeting

- Set a date/time that all members can meet.
- Reserve the room.
- Submit "Preapproval of Advancement to Candidacy Committee" to Social Science Graduate Office *at least two weeks prior to your advancement meeting.*

On the day of advancement meeting

- Bring your proposal (prepare a short presentation?)
- Bring Ph.D. Form I – to be signed by the members of the committee following the meeting

Advancement

- Take the signed Ph.D. Form I to cashier and pay the "advancement fee" (\$65 as of 2003)
- Bring the stamped form to Graduate Studies

Note: The date of your advancement is the date Graduate Studies received your form.

A Few Pieces of Advice

- Most of the forms are at either offices of Diane Enriquez or Alicia Sanchez.
- Don't wait to form the committee until you're done with your proposal.
- Set the date/time of meeting as early as you can. Arranging five busy people can be more challenging than you'd imagine.
- The role of the Outside Member, technically, is to oversee the meeting, to ensure the fairness of the procedure. Some may take more active approach in their participation, but you may want to keep this at the back of your mind as you form the committee. Thus, it may be a good idea to clarify which one of them are going to serve as an Outside Member, if you are going to have more than two faculty members from outside the department.

Best of lucks to all of you!
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