

ACADEMIC PLAN FOR THE DEGREE DOCTOR OF PHILOSOPHY

The academic plan must be prepared by the student in consultation with his/her program advisor. Academic Plan template forms are found on the ESM Graduate Studies web site (<https://www.esm.rochester.edu/grad/current>). You must use this form and the proposed academic plan must be electronically signed and dated by the program advisor, submitted electronically to the Graduate Studies Office (gradstudies@esm.rochester.edu) by the Graduate Calendar deadline, and must be approved by the Graduate Research Committee. Students are encouraged to submit an academic plan to the Graduate Research Committee by the third semester of doctoral study (normally after 20 units have been taken). In any case, the academic plan must be approved at least four months before the student takes the doctoral qualifying examination. Upon approval by the Graduate Research Committee, the Graduate Studies Office will notify the student by email.

On the first page, list post-baccalaureate study completed before admission to the PhD program (normally, work done to complete the master's degree). You will be prompted to include the following information:

1. Name and UR-ID
2. Master's degree and major, month and year received, and institution
3. List of courses by title, grouped by subject area (specific course number is required only if the courses were taken at Eastman)
4. Credit hours received for the course (courses involving something other than semester hours, such as quarter-hours, should be clearly indicated as such)

The Eastman School Registrar's Office MUST have on file official, final transcripts from the student's university/college confirming bachelor's and master's (if applicable) degree-conferrals.

On the second page, list the proposed doctoral academic plan. **Courses must be listed with course numbers, course titles, and units. Courses completed or currently in progress should be identified with a check mark.** No more than 30 units of the pre-doctoral graduate study at another institution may be used to complete the 90-unit graduate program.

Please consult the current Academic Policy Handbook for requirements of the individual departments and degree programs.

[Please note that remedial courses that are required as a result of the placement exams (English for Academic Purposes, MHS 119, TH 117/118, JCM 119) or upon admission to a program (diction, basic foreign-language study) must be taken above and beyond the 90 units required for the PhD. Required remediation in MHS period courses in excess of 3 units must be taken as additional units to the 90-unit program, unless approved by the Graduate Research Committee. Remedial courses should be identified on the academic plan.]