Some Forms That are Required by the Graduate School*

*Forms can be found at:
http://gradschool.olemiss.edu/current-students/forms-and-manuals-library/
Form GS5
Authorization to Sit for a Comprehensive Examination

This communication is used by a Department Chair/GPC to confirm that a student is ready to sit for comprehensive examinations. The student must be full standing in a doctoral program, must have satisfied all foreign language requirements, if applicable, and must have completed all or nearly all of the program course work requirements for the degree. When a student completes the comprehensive examination, he/she is considered to be admitted to the candidacy.

Student Name: ____________________________  Student ID#: ____________________________
Degree Sought: ____________________________  Program: ____________________________
Courses remaining to be completed:
1. ______________________________________
2. ______________________________________
3. ______________________________________

Members of the Examining Committee

<table>
<thead>
<tr>
<th>Chair Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proposed Date of Examination: ____________________________

I have examined the academic record of the candidate and I find that the candidate is ready to sit for comprehensive examinations.

Department Chair/GPC Signature ____________________________  Date ____________________________

Notes:
1. Students with outstanding 1 grades or a grade point average of less than 3.0 are not eligible to take a comprehensive examination.
2. There must be one intervening semester between the semester in which the comprehensive examination and the final dissertation examination occur.
3. The total duration of study for a doctoral degree may not exceed seven years. It is expected that students will have been admitted to candidacy within four years of entry to the doctoral program.
4. After admission to candidacy, a student must maintain continuous enrollment requirements. The Graduate Catalog defines continuous enrollment as enrollment in two of the three academic periods (Fall, Spring and Summer) during a 12-month period of time.
The purpose of this communication is to confirm that a student has passed all portions of the comprehensive examination and is being recommended for admission to candidacy. This form can only be submitted after the Authorization to Sit for Comprehensive Examination has been received.

Student Name: ___________________________  UM ID#: ___________________________

Degree Sought: __________________________ Program: ___________________________

Date of Examination: _____________________

REPORT OF THE COMMITTEE: (Please check)

☐ The candidate successfully completed all portions of the comprehensive examination, and is being recommended to candidacy for the doctoral degree.

☐ The candidate did not successfully complete the comprehensive examination.

Chair of the Examining Committee

Signature

Date

Notes:
1. When a student successfully completes the comprehensive examination, he/she is considered to be admitted to the candidacy stage.

2. There must be one intervening semester between the semester in which the comprehensive examination and the final dissertation examination occur.

3. After admission to candidacy, a student must maintain continuous enrollment requirements. The Graduate Catalog defines continuous enrollment as enrollment in two of the three academic periods (Fall, Spring and Summer) during a 12-month period of time.
DISCUSSION REVIEW PROCEDURE

**There must be 4 Months** between submission of the prospectus and when the final dissertation is scheduled.

A. A written dissertation prospectus will be required of every doctoral student.

B. An oral defense of the prospectus will be required.

C. A committee will be formed to evaluate the merit of the prospectus. This committee will also serve as the dissertation committee.

D. The committee should consist of at least four (4) members. One member, nominated by the dissertation chairperson, will be external to the discipline. All members of the committee shall have equal voting rights.

E. A single negative vote in the committee will require negotiation among the members in order to achieve reconciliation of the point(s) of objection.

F. Only if the committee cannot agree on the merits of the prospectus and, through reasoned discussion, accept the prospectus unanimously, a review process by a committee of the department/school will be invoked.

G. Although a unanimous vote of the committee is necessary in order to accept the prospectus, a majority vote only will be required on the final dissertation defense.

H. An approved copy of the prospectus will be filed with the Graduate School immediately following the defense.

I. Any research involving human subjects must be approved by the Institutional Review Board (IRB). To determine if this provision applies to you, please visit their website at [http://www.research.olemiss.edu/cms/compliance/IRB/forms](http://www.research.olemiss.edu/cms/compliance/IRB/forms) or call the IRB office at 662/915-3929.

Any research involving animal subjects must be approved by the Institutional Animal Care and Use Committee (IACUC). To determine if this provision applies to you, please visit their website at [http://www.research.olemiss.edu/cms/compliance/IACUC](http://www.research.olemiss.edu/cms/compliance/IACUC) or call the IACUC office at 662/915-3929.

J. When any member of the committee believes that a substantial change in the research plan has been made, the committee will be reconvened. Unanimous approval of any substantial revision is required. A report of substantial changes will be filed in the Graduate School.

K. Any committee member who does not sign the final dissertation must file an objection with the Graduate School.
This communication is used by a Department Chair/GPC to confirm that a student is ready to appoint the prospectus committee and defend the prospectus. The committee is comprised of a chair, of which he/she must be a full member of the Graduate Faculty, two additional members of the department and one member, external to the discipline. This form should be submitted 10 days in advance of the scheduled prospectus date. A memo should be sent following the proposal defense informing the Graduate School of the results along with a copy of the approved prospectus.

Student Name: ___________________________  Student ID#: ___________________________

Department/Area: ___________________________

Tentative Dissertation Title: ___________________________

Members of the Examining Committee:

<table>
<thead>
<tr>
<th>Chair Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Title:</td>
</tr>
<tr>
<td>Name:</td>
<td>Title:</td>
</tr>
<tr>
<td>Name:</td>
<td>Title:</td>
</tr>
<tr>
<td>Name:</td>
<td>Title:</td>
</tr>
</tbody>
</table>

Date Set for Prospectus: ___________________________

NOTE:
IRB Approval, if using human subjects: Prospectuses need to be approved by your committee before submission to Institutional Review Board.

Date of IACUC Approval, if using animal subjects: ___________________________

APPROVED ___________________________

Department Chair/GPC Signature Date
Form GS7  

Authorization of the Final Oral/Written Examination

This communication is used by a Department Chair or GPC to confirm that a student is ready to take the final oral/written examination for the indicated degree, to update the members of the examining committee, to set the date of the examination and to request the Graduate School to inform committee members of the proposed date of the examination.

Student Name: ___________________________  Student ID#: ___________________________

Degree Sought: ___________________________  Program: ___________________________


Title of Project, Thesis, Essay or Dissertation:

Members of Examining Committee:

Chair Name: ___________________________

Name: ___________________________

Name: ___________________________

Name: ___________________________

*External Name: ___________________________

("Doctoral Only")

Title: ___________________________

Title: ___________________________

Title: ___________________________

Title: ___________________________

Date of Examination: ____________  Time: ____________  Place: ___________________________

I have examined the academic record of the candidate and find that the candidate has fulfilled all other degree requirements.

Department Chair/GPC Signature ___________________________  Date ____________

Notes:
1. A student must be enrolled during the semester in which he/she takes the final examination. The minimum enrollment is three hours for a Fall or Spring semester and one hour for a Summer semester.

2. Requests to hold a final oral/written examination must be submitted to the Graduate School no later than fourteen (14) days prior to the date of the intended examination.

3. Examinations may not be given during regular University examination periods at the end of each semester or when the University is officially closed.

4. For doctoral students, there must be an intervening semester (or an equivalent calendar period) between the final dissertation examination and completion of both the comprehensive examination and the prospectus defense.
Form GS8

Application for Graduate Degree

Graduation Date:  ☐ August  ☐ May  ☐ December  Academic School Year:

Student Name: ___________________________  Student ID#: ___________________________

Candidate for degree of: ___________________________  Major: ___________________________

Check One:  ☐ Thesis  ☐ Non-Thesis  Number of Semesters Enrolled Toward This Degree: ______

DEGREES PREVIOUSLY EARNED

Degree: ___________________________  Institution: ___________________________

Degree: ___________________________  Institution: ___________________________

Degree: ___________________________  Institution: ___________________________

Please be sure that your local and permanent addresses are current as graduation instructions and
diplomas will be mailed to them, respectively. To make changes, please log on to Student Online
Services to make changes.

Current LOCAL Address: ___________________________

Email1 ___________________________  Email2 ___________________________  Phone: ___________________________

For Commencement Program Purposes, please indicate hometown: ___________________________

PhD Applicants ONLY, please indicate dissertation title:

______________________________

Signature of Student

Date

Departmental Approval

I have examined the credentials and to the best of my knowledge, the applicant will have completed all
requirements for the degree for which application has been made. For Master's Degree only: Courses applied
toward the degree (e.g. MATH 525, 526):

______________________________

The student is currently enrolled in:

______________________________

______________________________

Signature of Department Chair/Graduate Coordinator

Date

Office Use Only:

GPA: __________  Registered: YES  Hours Enrolled: ______

NO