

# PhD Students: From Candidacy to Registration of Dissertation Hours

## 1) PhD Candidacy

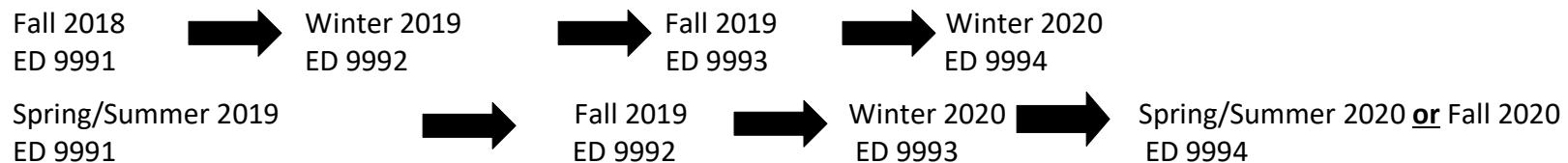
- a) Pass the Final Qualifying Examination (Written & Oral)
- b) Establish your Dissertation Advisory Committee (DAC) – minimum of four (4) members with at least two (2) members from your major.
  - Two members (including the chair) must have Regular Graduate Faculty Status (RGFS)  
To view faculty with RGFS, visit <http://www.gradschool.wayne.edu/GradFaculty/db/GradFacultydb.asp>
  - A member outside the College of Education is required
  - If co-chairs, then five (5) members are required
- c) Complete and submit the Candidacy Form (requires signatures from all DAC members) to the Graduate Education Office in 489 Education.

## 2) Doctoral Dissertation Research and Direction – (ED 9991 through ED 9994)

Once you become a PhD Candidate, you are eligible to register for Dissertation Hours:

ED 9991	Doctoral Candidate Status I: Dissertation Research and Direction (7.5)
ED 9992	Doctoral Candidate Status II: Dissertation Research and Direction (7.5)
ED 9993	Doctoral Candidate Status III: Dissertation Research and Direction (7.5)
ED 9994	Doctoral Candidate Status IV: Dissertation Research and Direction (7.5)

You must register over four (4) consecutive semesters (see examples below). Fall and Winter semesters are mandatory. Spring/Summer semester is optional.



To register, you must submit a written request to the Graduate School Office through e-mail ([PHDSTUDENTS@WAYNE.EDU](mailto:PHDSTUDENTS@WAYNE.EDU)). Your message must contain 1) your full name, 2) your student ID number, 3) the course number (ED 999X), and the term and year (Winter 2020) of registration. If approved for registration, the Course Registration Number (CRN) will be sent through e-mail to you. Registration is not automatic: You must enter the CRN number in Pipeline—the same method as registering for a course. You must register each term for four (4) consecutive terms.

ED 9995, Candidate Maintenance Status registration is available if a student has not completed the dissertation and the defense by the end of the four semesters of Candidate Status registration. Candidate Maintenance Status allows students access to University resources – libraries, computer systems, laboratories and faculty advising. The Candidate Maintenance fee is equal to the registration fee plus the omnibus fee for one credit hour. Please follow the same registration procedure as noted above to register for ED 9995. During the semester of the Final Defense, you must be registered (usually ED 9994 or ED 9995).