



Ph.D. Program in Social Welfare

Student Handbook

Academic Year 2020-2021

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THE PLACE AND THE SPACE

Students take most courses for the Ph.D. in Social Welfare at the Silberman School of Social Work at 119th Street at Third Avenue or the Graduate Center located at Fifth Avenue and 34th Street. Located in the center of East Harlem, the Silberman School of Social Work is a state-of-the-art modern facility that houses the Silberman M.S.W. Program. The administrative offices of the Ph.D. Program are located on the Sixth Floor. There is a café on the ground floor of the building.

Doctoral students have access to the [School of Social Work Library](#) on the Silberman campus, which is a graduate- and doctoral-level branch of the Hunter College Library. The onsite print collection includes 55,000 books and 80 journals. Silberman students also have remote access to the [Hunter Library's electronic collections](#), which include 250,000 full-text eBooks, 100,000 e-Journals, and over 300 electronic databases. The library participates in the national interlibrary loan program which is a consortium of academic libraries that share resources. These reciprocal agreements allow students extensive access to a multitude of collections. The Social Work Librarian at Silberman is Margaret Bausman, mbausman@hunter.cuny.edu.

Students also have access to all the resources at the Graduate Center. The Graduate Center building was formerly the B. Altman department store, and remnants of its Beaux Arts style are still visible in the ornate staircase and elevator of the [Mina Rees Library](#). The Social Work Librarian at the Graduate Center is Shawn(ta) Smith-Cruz, ssmith4@gc.cuny.edu. There is a cafe located on the first floor and a full cafeteria with a ceiling skylight on the 8th Floor.

Our other "space" is virtual. The GC website is at www.gc.cuny.edu and the Program website is www.gc.cuny.edu/socialwelfare. The Program sends out important announcements via e-mail, which include employment opportunities, calls for papers, upcoming conferences, and Graduate Center programs of interest to students and faculty. Students are given an e-mail account at the Graduate Center when they matriculate, which they can use to gain access to the Silberman campus. Although students may provide a preferred e-mail address to the APO, they should use their Graduate Center email for all official correspondence. Please update the APO if you change your personal email address, home address, or preferred telephone number.

Other Graduate Center Programs and the New York Doctoral Consortium

Each semester, a number of Graduate Center doctoral courses appropriate as electives for Social Welfare students are cross listed with other disciplines. Students may also enroll in other Graduate Center courses offered in Psychology, Sociology, Political Science, Educational Psychology, among others. Students may also elect to meet the requirements for [certificate programs](#) offered through the Graduate Center in Women's Studies, Interactive Technology and Pedagogy, Africana Studies, and Demography, among others.

The Graduate Center is a member of the [New York City Interuniversity Doctoral Consortium](#). Schools in the Consortium include Columbia (GSAS and Teachers College), Fordham (GSAS), The New School for Social Research, NYU (GSAS), Rutgers, SUNY Stony Brook, and Princeton. The student must have completed at least one year of study in the doctoral program and may only register for courses not normally available at the Graduate Center. A student's cross registration must be approved by the

appropriate deans at the home and host institutions, and a student must register at both the home and the host institution.

Governance and Student Membership on Committees

Under the Bylaws, the Program has three standing committees, each with two student members elected by the student body. Each student member serves for a two-year term. The Executive Committee provides consultation and advice to the Executive Officer and meets at least twice a semester. The Curriculum Committee meets with faculty working on curriculum issues and meets as necessary during the year. All members of the Admissions Committee conduct initial review of applications to the program and participate in the Committee's final decision process. The Admissions Committee conducts its work primarily in the Spring semester. Each year students elect two members to represent them on the [Graduate Center's Doctoral Students' Council](#). In addition, students elect a representative to the [Graduate Center's Graduate Council](#), which is the central curricular policy-making body.

THE ACADEMIC PROGRAM

[Overview of Requirements for the Degree](#)

Course Descriptions of Required Courses

Knowledge Building in Social Welfare (SSW 70000)

This course brings students to an advanced level of understanding issues in social work research. The course covers the nature of empirical knowledge, critical thinking, and the ontology, epistemology and methodology of various research approaches. Presentations by doctoral faculty members and Ph.D. candidates will illustrate methodological pluralism as closely linked to decision making about methods researchers employ in actual studies. Students will consider the philosophical context and ethical issues in social work research; problem/issue formulation, and the elements of a well-conceptualized, comprehensive, and critical review of the literature that organizes existing knowledge related to a problem/issue of interest.

Social Welfare Policy and Planning I. (SSW 71000)

In this course, students develop an advanced capacity to analyze and think critically about social welfare policy through exposure to ideological frameworks, economic concepts, and political theory. The course then looks at the impact of social welfare policy (tax, spending, etc.) on service delivery and agency practice. Racism, sexism, heterosexism and decision making power are examined as analytic variables rather than descriptors and applied to explore disparities within social welfare program as well as differential welfare state outcomes. The frameworks presented provide students with the skills and knowledge to analyze the impact of changes in social welfare policy on individual, families and communities; to contextualize social work practice and to advocate for social change.

Social Welfare Policy and Planning II. (SSW71100)

Inequality of access to society's resources, rewards, and privileges based on the often intersecting socially defined categories of race/ethnicity, gender, immigration status, sexual orientation/identity, class, and disability is a prominent and persistent feature of social arrangements in the United States. These inequalities and the societal values, norms, ideologies, and economic arrangements that underpin them have had a pervasive and powerful influence on social policy across all spheres of social functioning throughout the nation's history. This course considers the relationship between US social policy and social inequality based on the above-described socially defined categories. More specifically, it gives a platform for students in their advanced capacity as a social policy analyst to critically examine the extent to which US social policies and their underpinning factors impose and/or supports social inequality to the detriment of the affected in areas such as the economy, health care, housing, immigration, criminal justice, education, and the labor market.

Methods of Quantitative Research (SSW 75100)

The course introduces knowledge and skills needed to design and carry out research that addresses social needs, problems, and social work interventions using quantitative research designs. The course focuses on problem formulation, developing research questions and hypotheses, conceptualizing phenomena, basic sampling, survey research, and pre-experimental, quasi-experimental, and experimental designs. The course will address the strengths and limitations of quantitative research designs and various sampling techniques. The focus is on the logic and design of such studies rather than on data analysis methods addressed in other courses in the program.

Methods of Qualitative Research I. (SSW 77000)

The purpose of this course is to introduce doctoral students to the field of qualitative research and prepare them in the skills, techniques, and knowledge necessary to undertake independent research using this methodology. The course focuses on five qualitative research perspectives: narrative, phenomenology, grounded theory, ethnography, and case studies. These methods are valuable for collecting rich textured data; discovering themes and categories from textual data; and developing mid-range theories that explain how people experience and work through various problems. This course aims to familiarize students with the different ways of knowing and doing qualitative research on a more advanced level, culminating in the written and oral presentation of a qualitative research proposal.

Methods of Data Analysis (SSW 76000)

This course introduces concepts and provides experiences that enable students to gain a solid understanding of statistical procedures. The goal is to enable students to conduct univariate, bivariate, and multivariate statistical analysis of data. This is a course in basic statistical methods used throughout social sciences. It will cover both descriptive and inferential statistics. Class sessions combine lecture and in-class exercises. The statistical computing package used for the course is an open source program called "R." SPSS or SAS is often used for courses like this one. Major benefits of "R" are that it is free and versatile. Having one free software that does it all, rather than needing many types of expensive software to accomplish the same task, makes it an obvious choice. The course also introduces different software packages throughout, so student become accustomed to reading different formats of the same thing.

Advanced Statistics (SSW 76100)

This is the second statistics course in a two-course sequence. The major content of the course will have to do with a set of statistical models called analysis of variance (ANOVA) and regression. These models are used frequently in all of the social sciences, including social work, education, and psychology. They are also used by public health researchers and others interested in trying to determine if a dependent variable is a function of one or more independent variables. Thus, the course covers material that those interested in quantitative research should find extremely useful. The course may also provide an introduction to some of the more popular, cutting edge techniques used in social science today, such as multilevel modeling, mediation, moderation, structural equation modeling and path analysis.

Program Design and Administration (SSW 70000)

Social work is largely an organization-based profession. Policy mandates and practice innovations are implemented most often by and through organizations. The capacity to analyze organizations and organization environmental forces as they impact on service implementation and innovation is a critical skill for those seeking to develop knowledge for social work practice. This course aims to assure that students have mastery of the key streams of organization theory and their application in human service organizations. It focuses on the major schools of organization theory and their utility in understanding the functioning and dynamics of human service organizations.

Dissertation Seminar (89900)

The Dissertation Seminar supports Level 2 students in their submission of the Second Examination and prepares them for the next steps in their progress towards degree completion during Level 3. This includes issues in forming a dissertation committee, writing a dissertation proposal, submitting an IRB/HRRP application, and developing a realistic time line for completion of the dissertation. It includes professional development activities, including how to write an effective CV, preparing abstracts for conference presentations and papers, writing articles for publication, securing dissertation and other funding, navigating the job market for academic and non-academic employment, pilot research, and other undertakings to maximize the student's post-graduation experience.

Dissertation Supervision (90000) By Advisor

THE PROGRAM'S MAJOR EXAMINATIONS

The First Examination

The First Examination calls on mastery of student's foundational knowledge of the core content areas of Social Policy, Research Methods, Statistics, and Organizational Theory and Change. The requirements for the First Examination require students to pass with a minimum grade of "B" the following courses: SSW 76000-Methods of Data Analysis or recommendation by the Executive Officer for a more advanced course in research methods and analysis offered in any social science or public health doctoral program
SSW 71000-Social Welfare Policy and Planning; SSW 75000-Development of Practice Knowledge in Social Work; SSW 76100-Advanced Statistical Analysis or recommendation by the Executive Officer for a more advanced course in research methods or analysis offered in any social science or public health doctoral program SSW 70100-Program Design and Administration I; and SSW 75100-Methods of Quantitative Research. Students must meet these requirements within four semesters of matriculation.

The Second Examination

The Second Examination tests a student's ability to develop a research proposal. The student should demonstrate the capacity to identify a problem, support the significance of that problem, generate questions appropriate for inquiry, review the pertinent literature in a complete but parsimonious way, develop research questions, and formulate a research methodology to explore those questions. The research design should include how, who, and what would be asked/gathered, and the approach to data analysis. The examination should demonstrate the student has developed skills in conceptualization, problem/question formulation, and developing a research methodology.

Students are eligible to submit the Second Examination after they have successfully completed all required courses and six elective courses or 45 credits that put them at Level Two. They must be registered for the semester they submit the examination and may not have any holds on their registration. Ideally, students submit the Examination in April of their Sixth Semester. The Administrative Program Officer (APO) announces the due date for the April submission in January. A timely submission insures that the three-person examination committee will read the document and meet for the oral portion of the examination by the end of the Spring semester. The faculty is not available to sit for the oral portion of the Second Examination from mid-June through the third week in August. Submissions received after the due date are not guaranteed faculty review until the following semester.

The Examination consists of a written document and a 90 minute oral examination with three members of the doctoral faculty. Students submit an electronic copy of the Second Examination to the APO by the April deadline. If any member of the examination committee requests a hard copy, the student must provide it. When submitting the examination, students may request one faculty member of their choice to serve on the examination committee. The Executive Officer (EO) will make every effort to honor the request depending on that faculty member's availability. Otherwise, the EO will assign three faculty members to serve on the examination committee. The APO will schedule all examinations and make any special arrangements for accommodating students or faculty members who cannot be on campus for the oral examination.

The purpose of the Second Examination is to determine whether or not a student is ready to move to Level Three or candidacy. The written material and oral presentation and discussion must give evidence that a student can critically evaluate knowledge about a social problem, frame a research question, and design a study to explore that question.

There are two possible outcomes for the Second Examination, Pass or Fail. If the student fails the Second Examination on the first attempt, they may resubmit a revised examination. The outcomes for the resubmission are Pass or Fail. Failure to pass the Examination a second time results in separation from the Program. Students are required to pass the Examination within 10 semesters of their matriculation (excluding leaves of absence) to move to Level 3.

Upon passing the Second Examination, the student advances to Level Three and can begin the formal process of identifying a Dissertation Committee Chair and committee members. Students decide which faculty members they will approach, and faculty members may accept or decline the role as chair for that

dissertation. Students may consider preparing a précis describing their ideas for dissertation research for faculty members they may approach to serve as their dissertation chair or committee members.

The Dissertation: Proposal, Dissertation, and Defense

Upon successfully passing the Second Examination, the student advances to Level Three or candidacy for the Ph.D. in Social Welfare. The Examination Committee informs the Administrative Program Officer (APO) that the student has passed, and the APO reports the change of status to the Registrar's Office. The student will receive notice of eligibility for the M.Phil. Degree. The Examination Committee directs the student to begin the process of identifying a dissertation chair and committee members.

Selecting the Dissertation Chair and Committee Members

The dissertation committee is comprised of a chair and two committee members; all must be members of the Social Welfare Doctoral faculty. The APO maintains a current list of doctoral faculty members and their contact information. Current faculty members are listed on the program website and at the beginning of this Handbook. A student or dissertation chair may request a faculty member from within CUNY to serve as a full member of the dissertation committee. That faculty member must agree to serve on the Social Welfare doctoral faculty for the purpose of sitting as a full member of the student's dissertation committee. The Executive Committee votes on the appointment, and the Graduate Center must approve the appointment. In addition, in consultation with the dissertation chair, the student may request a fourth member who is not a member of the Social Welfare doctoral faculty or a CUNY faculty member. Outside committee members must be approved by the Executive Officer, and it is the student's responsibility to provide a current *curriculum vitae* for a proposed outside member. Once the chair and committee are agreed upon, the student informs the APO of the names of the chair and all committee members with their contact information.

Identifying a Chair

The student is responsible for selecting a currently sitting Social Welfare doctoral faculty member to chair their dissertation. Choosing a chair requires a mutual agreement, and faculty members may decline to serve. Students should keep in mind the activities involved in chairing a dissertation. The chair oversees the dissertation from proposal through the defense. The chair works with the student to develop and design the dissertation research; decides when the proposal is ready for defense; runs both the proposal defense and the dissertation defense; reviews and signs the IRB/HRHP application; works with the student to complete the writing of the dissertation; and determines when the dissertation is ready for defense. The student and chair should develop a clear agreement about how they will work together and agree on their mutual expectations. Students who have difficulty identifying a faculty member to serve as chair should consult with the Executive Officer.

Identifying Committee Members Other than the Chair

The student is responsible for asking two Social Welfare doctoral faculty members to serve as committee members. Alternatively, the student and chair may propose a CUNY faculty member willing and eligible to serve on the doctoral faculty for the purpose of serving on the committee who is approved as above. Composing the dissertation committee is best done in consultation with the student's chair. Choosing the committee members requires mutual agreements, and faculty members may decline to serve. The committee members usually read dissertation drafts and participate in the proposal defense and the

dissertation defense. The responsibilities of committee members vary during the process of preparing the proposal and the dissertation for defense, depending on the chair's style of working with the student and with the committee. The student, chair, and the committee members should develop a clear agreement about the process of working together and understanding of their mutual expectations. Students who have difficulty in identifying faculty who might serve as committee members may consult with the Executive Officer.

Writing the Dissertation Proposal

The proposal is written under the guidance of the chair, and the chair may select a format for the proposal that they find suitable; there is no departmental format requirement for the Proposal. The proposal should include a timeline for completing the dissertation. The chair may or may not suggest that the student consult with the committee members prior to submission of the proposal for defense. However, the committee members must have copies of the proposal three weeks prior to the defense. The chair decides when the proposal is ready for defense and may or may not ask committee members for their approval of its readiness. The proposal format must comply with the [Dissertation Checklist](#). The student is responsible for proposal and dissertation drafts conforming to [APA 6th Edition](#) style. Students may not begin data collection without HRRP approval.

The Dissertation Proposal Defense

Once the chair approves the proposal for defense, the student submits one electric copy of the proposal to the APO who schedules the dissertation proposal defense. Committee members may request paper copies of the proposal, which the student must provide. The committee members and the student meet for a two-hour defense. The faculty is not available to sit for a proposal defense from mid-June through the third week in August. Committee members should receive the proposal at least three weeks prior to the defense date. Under unusual circumstances, a student may ask committee members if they may submit the proposal closer to the defense date; the committee is not under any obligation to agree to less time.

The committee meets in person for the Proposal Defense. When necessary, members may participate via telephonic or web technology. The dissertation chair runs the defense. Under the chair's guidance, the student may be asked to prepare a short presentation summarizing the key elements of the dissertation, for example using a PowerPoint presentation. The Proposal Defense should include discussion of the proposal's merits and any suggestions for revisions or reworking the design for the dissertation or other input from the committee members. The committee decides if the student is ready to proceed to work on the dissertation. At the end of the defense, the student is informed of the committee's disposition, and the student and the chair and/or the committee agree to next steps in the dissertation process. The student may be asked to revise the proposal, and if so, the student will rewrite the proposal as discussed in the defense. If the committee decides on a revision, the committee may or may not convene an additional defense.

IRB (HRRP) Application

The student must secure IRB/HRRP clearance *before* collecting any original data or analyzing any secondary data for any research project conducted while they are a student and for the dissertation research. The student may have received IRB/HRRP approval for a pilot study before the proposal stage,

in which case they may only need to submit amendments to the protocol for expanding the research for the dissertation. The chair will help the student determine when IRB/HRRP submission for the dissertation research is required. If the chair is a member of the Hunter faculty, the application must go through the Hunter/HRRP. If the chair is a central line Graduate Center faculty member, the application must go through the Graduate Center IRB/HRRP. As part of the electronic IRB/HRRP application submission process, the student electronically invites the chair to be on the research team to enable chair's signature. The student must ensure their CITI certificate and the chair's CITI certificate is up to date. For questions and concerns about preparing the IRB/HRRP application, please consult the Hunter College HRRP office at hrrp@hunter.cuny.edu. Please see [CUNY's HRPP Policy on Faculty Advisor Responsibilities](#).

Dissertation Guidelines

Completing the Dissertation: Research, Analysis, and Writing

The student should develop a working contract with the dissertation chair, which can be informal or formal as per the chair's discretion and set up a timeline for completion of the research. The student works in consultation with the chair while conducting the research and writing the dissertation and consults with committee members as warranted. It is advisable to schedule regular meetings.

Guidelines for the conventional and three-paper dissertation options are available on the program website and through this link.

The dissertation is written under the guidance of the chair, and the chair may select a format they find suitable (See Examples). The dissertation must comply with the [Dissertation Checklist](#). The student is required to ensure the dissertation conforms to [APA 6th Edition](#) style and should suggest editorial assistance if necessary to achieve proper formatting. See the [Graduate Center Guidelines for Formatting Dissertations](#) for further formatting requirements for deposit of the dissertation.

The dissertation chair determines when the dissertation is ready for defense informs the APO, who will schedule the defense. The student sends the APO an electronic copy of the dissertation draft in Word. The student must provide paper copies of the dissertation if committee members or chair request them. The APO distributes electronic copies of the proposal, or requested paper copies, to the dissertation committee members and chair. The APO schedules the student and committee members for a two-hour defense. Committee members should receive the proposal at least three weeks prior to the defense date. Under unusual circumstances, a student may ask committee members if they may submit the proposal closer to the defense date; the committee is not under any obligation to agree to less time. Although it is desirable for the entire committee to meet in person for the defense, committee members or the student may participate via telephonic or web technology if they are unable to attend in person.

The Dissertation Defense

The APO schedules the dissertation defense and provides the forms that need to be signed following the defense. The faculty is not available to sit for a dissertation defense from mid-June through the third week in August. Customarily, the defense has been closed to people other than the chair, committee members, and the student; however, students may invite guests to hear the defense with the approval of the chair.

Following a successful dissertation defense, the chair informs the APO of the outcome and signs the required forms for the APO to process. There are four possible outcomes for the defense: Pass without revisions; pass with minor revisions; pass with major revisions; and fail. If the outcome is pass with minor revisions, only the dissertation chair has to review the changes. If the outcome is pass with major revisions, all the committee members have to review the dissertation and convene another defense. If the student fails the defense, the chair and committee members make written recommendations for the student to follow.

Revisions and corrections are common, and students should factor in time to respond to any concerns raised by faculty members in the defense. The EO must sign off on all dissertations and may also raise concerns about the quality of the work and the presentation of the dissertation for deposit.

Dissertation Deposit

The process for depositing the dissertation and resources for students planning to deposit can be found at <http://libguides.gc.cuny.edu/dissertations>.

SUPPORT FOR STUDENT RESEARCH

Graduate Center Dissertation Fellowships

Level Three students who have made substantial progress in their dissertation research and who are entering their final year of doctoral study are the most successful competitors for dissertation-year fellowships from The Graduate Center. The strong likelihood that the student will complete the dissertation during the award year is a criterion for selection. These fellowships are administered through the Office of the Provost (Room 8113; telephone: 212/817-7200; fax: 212/817-1612; provost@gc.cuny.edu). Each award is given for one year and cannot be renewed. When they apply for a fellowship, students must be registered or on an approved leave of absence, and must be officially advanced to candidacy. They should also read carefully application instructions that describe submission requirements.

ACADEMIC PROCEDURES

Definition of Levels and Advancement to Candidacy

[Tuition](#) charges are based on a student's level within the Program as follows:

Level I: Students remain at Level One until they have completed all 45 credits of required course work, including the first semester of the Professional Seminar.

Level II: After completion of all 45 credits of course work and the first semester of the Professional seminar, students advance to Level Two. At Level Two, they may submit the Second Examination.

Level III: Upon passing the Second Examination, students advance to candidacy and are eligible for the degree Master of Philosophy (M.Phil.).

Maintaining Full Time Status

The program does not accept students on a part-time basis, and students must maintain full-time status while in the Program. If a student registers for less than the seven credits required for full-time status, they must also register for Weighted Instructional Units (WIUs) to make up the balance.

Transfer Credit

Students may transfer up to six credits of doctoral level courses as electives towards the four-course or 12-credit elective requirement. Students requesting transfer of credits must submit course outlines to the EO for review and must be prepared to submit official transcripts to the Registrar. Once approved, the EO submits a transfer recommendation form to the Registrar's office for final approval.

Registration Procedures

Continuing students who are enrolled may sign up for courses during the initial registration period that runs about four weeks, usually in May and June for the Fall Semester and December and January for the Spring Semester. At that time, on-line registration is open to all students who do not have holds because of financial, academic concerns, or other concerns.

To register online, go to www.gc.cuny.edu and click on Portal, then "Self Service Banner." The login asks for the student's Banner ID and PIN which is pre-set to be the student's six digit date of birth without slashes - month then day then year. Once in, students are asked to create a new six-digit PIN.

Students may change their registration during the add/drop period which extends through the third week of every semester.

Students who want to register for courses through the New York Doctoral Consortium should first try to contact the professor teaching the course or at least the department to make sure the course is indeed open. Students complete a ["Permit Out" form](#) with the EO's signature and submit it to the Office of Student Affairs. If approved by Student Affairs, the student will be provided with an [Inter-University Registration Form](#). The student then gets signatures required on the forms and returns the completed forms to the Registrar no later than the end of the third week of the CUNY semester. Students who drop a course at a host consortium institution must notify both institutions and follow the appropriate instructions for withdrawing.

Grades

The following grades and quality points are given to students in the Ph.D. Program:

Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Fair	C+	2.3
	C	2.0
	C-	1.7
Failure	F	0

To remain in good standing in the Ph.D. Program, students must maintain a 3.0 (B) average or better.

The following grades may be given in particular circumstances:

P	Pass	A "P" or an "F" must be assigned to courses taken for more than 3 credits
SP	Satisfactory Progress	The grade assigned to students at Level Three working on their dissertations with evidence they are progressing
NGR	No Grade Recorded	This grade appears if the registrar has not received the grade
INC	Incomplete	See below
AUD	Audit	The grade when students audit a course
W	Withdrawal Without Academic Penalty	This grade is given when a student applies to withdraw from a course by the deadline

Grades of Incomplete and Their Removal

Students who are unable to complete their work for a course within the allotted time period may request a grade of incomplete ("INC") from the faculty member. The Registrar puts a hold on the registration of any student who has more than two grades of incomplete, and Ph.D. Program administration oversees their removal. Incompletes must be resolved within one year.

Maintaining Satisfactory Progress

The Ph.D. Program takes each student's steady movement toward the doctorate seriously. Student progress is assessed each semester. The following are impediments to maintaining status in the program and may result in separation from the program:

- Failure to pass the First Examination given after the first year of study. The examination is given out during the last class session in Year One and submitted before the Fall semester of Year Two.
- Failure to maintain a B average in coursework;
- Failure to pass the Second Examination within one year after completing all course work and before the end of 10 semesters of matriculation;
- Accumulation of three or more grades of incomplete ("INC") or two grades of no record of progress ("NRP")
- Exceeding 16 semesters of matriculation for completing the Ph.D. or without approval from the student's dissertation chair and the Executive Officer's assertion the student is making satisfactory progress towards completion.

Leaves of Absence

Students who wish to interrupt their doctoral study may be granted [leaves of absence](#) for up to a total of four semesters. Students should [apply](#) for a leave at least two weeks before the first day of classes for the semester in which the leave is to begin. If the leave is warranted, the EO will forward the application to

the Office of the Registrar approving it. Leaves of absence must be cleared by the Office of Financial Aid, the Mina Rees Library, the Bursar, the Business Office, and, if applicable, the Offices of International Students and Residence Life. No changes in academic status may occur during the leave period. These include scheduling or taking a the required examination, moving from one tuition level to another, advancing to candidacy, or defending a dissertation proposal or dissertation. Students who are not United States citizens should ensure that a leave of absence does not affect their visa status.

The Office of the Registrar automatically generates registration materials for returning students based on the period of time stipulated for the leave of absence.

Withdrawal from the Ph.D. Program

Students who voluntarily withdraw from the Program should [Request a Withdrawal](#) to the EO. Withdrawals must be cleared by the Office of Financial Aid, the Mina Rees Library, the Bursar, the Business Office, and, if applicable, the Offices of International Students and Residence Life. To return to the Program, a student applies for readmission and is evaluated by the Executive Officer. Students who have been withdrawn from the program for less than four years may fill out an [Application for Readmission](#). Readmission is at the discretion of the Executive Officer. Students who have been withdrawn from the program for four or more years must apply to the program as a new student and must complete an Application for Admission available online.

See the [Graduate Center Handbook](#) Graduate Center policies and procedures.

For policies regarding academic honesty, see [Avoiding Plagiarism](#).

Readmission Policy

Readmissions will be decided by the Admissions Committee on a case by case basis. People seeking readmission will complete the online form and submit it to the Executive Officer. The Admissions Committee will determine what documents if any the person seeking readmission must supply. As part of the deliberation, the Admissions Committee may readmit with conditions and specify expectations for completion of degree. The Admissions Committee will meet once each semester to consider any requests for reapplication for the following semester; the Spring semester meeting will take place during regular admissions deliberations. If admitted, Graduate Center Policy is that submission of a new application restarts time to degree clock and gives them full 7 years.

[Online Readmission Form](#)