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DAYTON, OHIO

1940
INFORMATION AND GUIDANCE FOR FACULTY AND STUDENTS OF THE GRADUATE DIVISION
The University of Dayton

Manual of Information and Guidance for Faculty and Students of the Graduate Division 1940
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FOREWORD

From the first edition, May, 1939

The University of Dayton has offered graduate instruction during the years past in various fields. These endeavors, however, were usually detached efforts with a view to rendering a particular service to individuals or groups.

The present program, while modest in its offerings, does represent an organized plan with a definite field as to subject matter and a fairly wide scope in its appeal to the needs of the city and area which the University of Dayton serves.

This first organized venture into the field of graduate work will be limited for the present to the Departments of English and Education. From the standpoint of the prospective graduate student, the purpose of these two departments is to make possible a more comprehensive grasp of fields of knowledge which are necessary and useful to a large class of students and to develop in them the power of independent thought and the ability to express that thought in clear and graceful language.

The standards set by the various states in teacher certification requirements have been intimately related to the advancement of education in general. The particular requirements of the State of Ohio, Department of Education, have given the first impetus and the general direction to this plan of graduate work at the University of Dayton. However, the movement is not intended to stop there. It is hoped that it will forge ahead and widen its scope as the facilities of the University grow, always with a strong, rich, healthy growth, to serve the intellectual life of the University, and to spread its influence throughout the confines of our city and state.

Such is the purpose and such is the wish of the administration of the University of Dayton in the inauguration of the new division of graduate study.

JOHN A. ELBERT, S.M.

President

May, 1939

Since the foregoing announcement was published, the newly organized Graduate Division has successfully passed through the first stages of its progress. The summer graduate work is a thing of the past and, according to the original intention, the University of Dayton has launched its first organized program of graduate work during this school year of 1939-40. The faculty and students of the new division form a distinct unit in the program of the University with offerings in the Departments of Education, English and Philosophy.
The present manual is an attempt at co-ordinating the policies and practices of the Graduate Division for the benefit of the staff and the student body. These policies and practices have grown out of the discussions of the Graduate Council of Ohio, held during the past year at Columbus, and also out of the experience, investigation, and work of our own graduate faculty. My work has been merely one of compilation and co-ordination. It is intended primarily to facilitate for the student the procedure in this new field of his academic pursuit.

JOHN A. ELBERT, S.M.  
President

University of Dayton  
Dayton, Ohio  
January, 1940

ORGANIZATION

The Graduate Division of the University of Dayton is under the supervision of the President and the Dean of the University, and under the immediate control of the Dean of the Graduate Division, the Graduate Council, the Committee on Admissions, and the Faculty. The Graduate Council is composed of the Dean of the Graduate Division, chairman by right; and the heads of departments offering courses for graduate credit. The Committee on Admissions is composed of the Dean of the University, chairman by right; the Dean of the Graduate Division, and a third member appointed by the President. All members of the University faculty, who teach courses credited toward the Master’s degree, compose the faculty of the Graduate Division.

OFFICE OF THE GRADUATE DIVISION

The office of the Graduate Division is located in St. Mary Hall, Room 115. Here the Dean of the Graduate Division may be consulted according to his schedule of office hours or by special appointment.

AIMS AND PURPOSES

The aim of the Graduate Division of the University of Dayton is to create an atmosphere favorable to research and graduate instruction. Hence it is one of the obligations of the Graduate Division to encourage critical investigation, to promote all forms of intellectual activity among its own members, and to be a focus of creative thinking for the entire University staff.

From the standpoint of the graduate student, the purpose of the Division is to furnish a comprehensive grasp of the several fields of knowledge which it offers in its present program; and, secondly, to initiate and develop in the student the power of independent thought and an objective approach to intellectual problems.

In the attainment of these purposes the proper building up of the library by the Division and its constant and intelligent use by the faculty and students are of primary and paramount importance.

In the actual work the graduate student is expected to take the initiative and to assume full responsibility for its beginnings, its progress, and completion. The course work is not an end in itself. This should furnish to the student the point of departure for extensive and independent forays especially in the field of his major pursuit. Mastery of subject-matter, not a mere array of required credit hours, will be the basis of admission to candidacy for the Master’s degree. There must also be evidence of ability to do independent work and to approach problems in a spirit of objective research.
ADMISSION TO GRADUATE STUDY

The applicant for admission to graduate study must have received his Bachelor of Arts degree from a college or university of recognized standing, or must have done work which in the judgment of the Committee on Admissions is equivalent to that required for such a degree.

An applicant who is not a graduate of the University of Dayton must submit complete official transcripts of all previous college studies. These transcripts should be sent to the Dean of the Graduate Division at least thirty days before the opening of the semester or summer session in which the student expects to enroll.

An applicant, judged either by his previous scholastic record, or otherwise, must show promise of ability to pursue advanced study and to make a beginning in research.

Attention will be given by the Committee on Admissions to the following:

1. Undergraduate scholastic record.
2. Qualifications of the student as evidenced by the testimony of recommendations and the report of the interviews required by the Committee on Admissions.
3. Results of psychological tests and of achievement tests.
4. Performance in written and oral English.

The purpose of such tests which are given prior to admission to candidacy is not merely for the judicious selection of graduate students but also for the giving of constructive guidance after the first admission.

Inquiries concerning admission should be addressed to the Dean of the Graduate Division from whom the application forms for admission are also received.

Preliminary admission to graduate study is granted by the Dean to unclassified students after the forms have been properly filled out.

Unclassified students are those who do not intend to become candidates for a higher degree. The only academic criterion of admission is their ability to follow the courses they elect.

Classified students are those who expect to become candidates for the Master’s degree. They may receive preliminary admission to graduate study by the Dean in conjunction with the head of the particular department in which the student intends to pursue his major work.

After the preliminary admission the applicant's official transcripts will be evaluated by the Committee on Admissions.

Prospective graduate students who are late in filing their applications or whose transcripts do not arrive within the specified time limit may expect delay in their registration and in securing their proper standing as fully accredited graduate students.

As explained under its proper caption in the manual, applicants for graduate study must have adequate previous preparation in their chosen field in order to enter at once upon graduate study in that field.

REGISTRATION AND ENROLLMENT PROCEDURES

1. Registration

When a student definitely decides to enter upon graduate work, he should secure from the Dean of the Graduate Division through an interview or by correspondence, the necessary information which will facilitate his registration and enrollment.

Special registration forms are to be properly filled out after the first admission has been approved by the Dean for unclassified students and by the joint action of the Dean and Head of the Department for a classified student.

The registration itself is likewise under the direct supervision of the Dean for unclassified students, and jointly under the Dean and Head of the respective department, for classified students.

After proper registration, the student should present his forms to the office of the University Treasurer and pay the prescribed fees.

2. Fees

Matriculation fee $5.00
Tuition fee, per semester hour 10.00

Instructors may not admit students to classes for which they have not been regularly registered. No credit will be allowed for courses carried without proper registration. Auditors must pay the same fees as other students.

3. Enrollment

The student should note the distinction between course credit and credit toward the Master's degree.

A graduate student may not earn more than sixteen credit hours a semester toward the Master's degree, nor more than eight hours in a summer session. A heavier enrollment may be permitted under particular conditions to assist a qualified student to make up deficiencies in his undergraduate preparation or to enable him to attain a wider knowledge or richer background on the graduate level itself. But such excess credit during any particular session will not shorten the period of required residence.

4. Reduced Enrollment

Graduate students who have regular employment at the University, or elsewhere, are required to carry a reduced enrollment. Such students should arrange personally with the Dean for their proper schedule of hours after reporting the exact nature of their occupation. Normally teachers in public or private institutions who are engaged in full-time teaching, may not enroll for more than six hours in a semester.
5. Advisers

The graduate student accepts the first and the final responsibility for meeting all the requirements toward a higher degree. Specifically, responsibility for errors in reports and transcripts, in the technical requirements for enrollment as set down in the manual, or in the interpretation of the regulations of the Graduate Division, rests entirely with the student. However, the Graduate Division offers to the student all the assistance at its command. The Dean of the Graduate Division is the first adviser to the incoming student. After registration and the initial admission, the student is under the direction of the head of the department in which he elects his major. When the student begins his dissertation, the head of the department may designate the professor directing the research as the chief adviser of the student. At the end of each session every professor furnishes a record in triplicate of the work of each student on a basis as hereinafter outlined. One copy is kept in the Registrar's office, another in the office of the Dean of the Graduate Division, and the professor retains the third. The student may have access to his record at any time in order to check his progress toward the degree.

6. Change of Courses

All changes in an approved schedule must be made in the office of the Dean. The Dean, thereupon, informs the Head of the Department and the Professor concerned. No changes may be made or transfers with credit granted, two weeks after the opening of the semester. In the summer session the outside time limit shall be three days after the beginning of classes.

No refund of tuition can be made after the above dates for courses that are dropped.

REQUIREMENTS FOR FULL GRADUATE STANDING

In addition to the requirements set down for admission to graduate study, as noted above, a student must meet the general requirements for full graduate standing, as well as those of the specific department in which his work is to be done.

All students having in view the Master of Arts degree must present the following undergraduate preparation or its equivalent or else do additional work in order to satisfy the general and specific requirements for full graduate standing. Neither the Dean nor any other faculty member has the right to dispense from these requirements. The Committee on Admissions decides special cases.

GENERAL BASIC REQUIREMENTS FOR FULL GRADUATE STANDING

The fundamental requisite is, of course, graduation from a college or university of recognized standing, with the degree of Bachelor of Arts or its equivalent. In addition, the student's undergraduate record should show, on the one hand, a healthy cultural distribution in the basic subjects which serve as the general groundwork for further study; on the other hand, there should be sufficient quantitative emphasis in the particular subjects which the student has chosen as his graduate field, without, however, requiring a narrow specialization already on the undergraduate level.

Basic requirements for admission to the Graduate Division correspond to those placed for the A.B. degree at the University of Dayton. They are as follows:

- English—12 hours. (Composition, Speech, Literature)
- History—6 hours.
- Foreign Language—two years or the equivalent of two years.
- Natural Science or Mathematics—6 to 8 hours.
- Social Sciences—6 hours (Economics, Political Science, Sociology)
- Psychology—3 hours.
- Philosophy—12 hours.

REQUIREMENTS FOR STUDENTS DESIRING TO DO GRADUATE WORK IN EDUCATION

To be admitted for a graduate major in education the student must have completed at least sixteen credit hours of work in undergraduate education courses in an approved institution. In addition he must offer credit for practice teaching or other evidence of successful teaching experience.

REQUIREMENTS FOR STUDENTS DESIRING TO DO GRADUATE WORK IN ENGLISH

A minimum of sixteen credit hours in undergraduate work on the upper level is required of all those students who wish to pursue graduate work in English. The department reserves the right to demand that the students follow certain undergraduate courses if in its judgment the subjects selected by the students as undergraduates have not fitted them to follow graduate work.

REQUIREMENTS FOR STUDENTS DESIRING TO DO GRADUATE WORK IN PHILOSOPHY

1. For a graduate minor, the following undergraduate prerequisites will be necessary:
   - Formal Logic—3 semester hours.
   - Elementary Ethics—3 semester hours.
   - Metaphysics—4 semester hours.
   - History of Philosophy—2 semester hours.

2. For a graduate major:

   In addition to the requirements for a minor, as noted above, four additional hours of undergraduate philosophy taken from the offerings of the University of Dayton catalogue or the equivalent will be of obligation. These may include any of the following:
a. Metaphysics:
   Ontology 4 semester hours
   Theodicy 4 semester hours
   Rational Psychology 3 semester hours
   Cosmology 2 semester hours

b. History of Philosophy.
c. Special Courses.

When particular courses or seminars demand specific prerequisites, these are indicated in the catalogue under description of the course or seminar.

If a student cannot meet the foregoing requirements in the field of his proposed graduate study, he may be admitted to the Graduate Division but he does not attain full graduate standing until all deficiencies are removed. Usually work needed to meet such deficiencies should be taken as soon as possible after admission, preferably in the first semester or in the first summer session; it cannot be counted toward residence nor even toward course credit on the graduate level.

General Requirements for the Master's Degree

Residence

One of the basic requirements for the Master's degree is a certain period of regular work on the graduate level at a particular institution. When these conditions have been met, the student is said to have fulfilled the residence requirement.

The minimum period of residence is one year ordinarily measured in terms of thirty semester hours. Five summer sessions or one semester and three summer sessions constitute the equivalent of one year.

Full-time students, who have no obligations other than graduate work, may complete the residence requirement in one year. Students whose work is confined to the summer, must be in actual residence during five consecutive summer sessions. They must, moreover, complete the entire program for the Master's degree at this University.

A maximum of six credit hours will be allowed in transfer from another accredited institution. No credits for extension or correspondence courses will be accepted toward the degree.

The work for the Master's degree must be completed within five years.

Course Requirements

A minimum of twenty-four hours of exclusively graduate work must be completed for the Master's degree. Only the courses numbered 500 or above may be counted toward this end. The number of credit hours allowed for the dissertation may be included.

At least sixteen hours of such courses must be in the major field and eight hours in the related minor.

The course of studies selected by the students must have the approval of the Dean and the Head of the Department in which the major work is done.

Any additional requirements set down by particular departments must likewise be met whether the student be taking a major or a minor in that department.

All of the graduate work for the Master's degree may be done in one department but not under one professor.

Major and Minor Requirements

Before entering upon graduate work a student must select a major subject of study. A minimum of sixteen hours in graduate work in courses numbered 500 or above, including the research for the dissertation, must be offered in the major. As set down in the specific requirements for full graduate standing, the undergraduate preparation in the major subject must include at least sixteen semester hours properly distributed.

For the choice of a minor subject the student is bound by three conditions. There must be, first, a minimum of eight hours on the strictly graduate level. and, secondly, the subject must have a logical relation to the major field of study; thirdly, the student must have adequate undergraduate preparation in the field, that is, he must have a minimum of twelve hours in the general subject and the normal prerequisite courses for the particular subject. Thus if a student elects philosophy as his minor to education, he must be able to show twelve hours in philosophy in his undergraduate preparation. If he wishes specifically to follow a course in Problems of Metaphysics, he must have the basic course in Ontology as a prerequisite.

The remaining six hours required for the Master's degree may be selected either from additional courses in the major or minor field, courses which are of an exclusively graduate character, or from offerings open to graduate and qualified undergraduate students, as outlined in the University catalogue.

THE USE OF ADVANCED GRADUATE COURSES IN THE GRADUATE PROGRAM

The following regulations govern the use of advanced undergraduate courses in the graduate program:

1. Not more than twenty per cent of the student's required program may be selected from such courses.

2. The courses selected will be from the offerings of the junior or senior years and only for those specifically designated in the catalogue as carrying graduate credit.

3. Credit for such courses will be reduced in the ratio of three to two on the time element.

4. Depending on the subject and at the discretion of the professor, more work may be required of students following such courses for graduate credit.
5. The average quality of work done in such courses shall be of "B" grade or better. No grade below "C" shall be accepted.

Language Requirements

Before filing his request for admission to candidacy, the graduate may be required to pass an official examination in one approved foreign language. This examination will be required when the character of the research for the dissertation calls for it as a prerequisite.

The approved foreign languages for the Master's degree are French and German. An intelligent reading knowledge is required. The official examination is requested by the student from the Dean who appoints a committee to conduct the examination. This committee is composed of the following: the Dean as permanent chairman, a member of the University staff of the department offering instruction in the language concerned, and the major professor under whom the student is working. Language examinations are given when requested; the student is required to pass the examination successfully before being admitted to candidacy.

Examinations

Written examinations for credit are given in all courses at the end of each semester or summer session.

In addition to these, each candidate after his dissertation has been approved shall be obliged to pass a written and an oral comprehensive examination in his major field and an oral examination on his dissertation.

Comprehensive examinations in a major field, both written and oral, are built to cover the work of the field and, therefore, not limited to the course work.

Written course examinations are prepared and administered by the professor who conducted the course. Written comprehensive examinations are prepared and administered by the head of the department upon the written authorization of the Dean which he grants upon the request of the student, provided all necessary conditions have been fulfilled.

In every case the Dean of the Graduate Division has the duty to require duplicate copies of all examinations, which he keeps on file in the Graduate Office together with the examinations after these have been graded by the respective professors.

Comprehensive oral examinations are likewise given only upon the authorization of the Dean of the Graduate Division.

Assistance in the preparation for comprehensive examinations can be procured from the heads of the various departments who will furnish to the student mimeographed outlines of a topical survey of the field to be covered.

The Dean appoints a committee for comprehensive oral examinations, of which the major professor of the student is the chairman, with two additional members who may also take active part in the examination. This oral examination is confined to the major field of the student's work.

For the oral examination on the dissertation the student must first present the required copies of his dissertation and abstract to the Dean. Thereupon the Dean gives to the student written authorization for an oral examination. The Dean then immediately appoints a committee of three of which the candidate's major professor is the chairman, to conduct the examination. At least one week (three days in summer session) should elapse between this appointment and the time of the examination in order that the examining committee may have opportunity to read the dissertation. Any member of the graduate faculty may assist at oral examinations.

Grading of Students

All registered graduate students shall be graded at the end of each semester and summer session in every subject taken for course credit. Grades are marked either P (Passing) or F (Failing). Passing grades of superior excellence are marked with mention of "good" or "very good."

Subjects which are deficient either by reason of insufficient work in assignments or deficiency of time element through lack of attendance, are marked as I (Incomplete). "Incompletes" become failures unless redeemed in the first half of the following semester or summer session, according to the requirements set down by the instructor of the course in question.

A student who misses one-tenth or more of the lecture or seminar time required for a subject, for any reason whatever, should be considered as in default on the time element.

Deficiency in required assignments will be judged from the point of view of quantity or quality or both.

Dissertation

A dissertation is required of all candidates for the Master's degree.

As soon as possible after enrollment the student shall secure the approval of his adviser and of the head of the department in which he is majoring, for the general subject and direction of his research. It is this work, properly supervised and regularly reported on, which yields credit toward the residence requirement of the Master's degree and not the dissertation in itself.

Within two weeks after the student files application for admission to candidacy, he must present to the Graduate Council the exact title and plan of his dissertation with the written assurance that it has been approved by his adviser and his major professor.

The Graduate Council thereupon approves or makes such recommendations as the case requires.

Not later than the date set in the University calendar, the candidate shall present his completed dissertation.

Detailed information concerning the technical requirements of the dissertation, such as the typing, number of copies, preparation of the abstract and other matters may be had in mimeographed form from the office of the Dean.

Three copies of the completed dissertation, with the written approval from the members of the Graduate Council and the University Treasurer, shall be in the office of the Dean of the Graduate Division ten days (five in summer
session) before the beginning of the final written examinations and at least one week (three days in summer session) before the student presents himself for the oral examination on the dissertation.

The number of credit hours allowed for the work on the dissertation varies with departments, but does not go beyond a maximum of six, inclusive of the required course in research. Abstracts of dissertations should not exceed 500 words. The student is expected to cover the cost of binding the dissertation and printing the abstract. Copies of the abstract are required to be sent to all institutions which have membership in the Graduate Council of Ohio.

ADMISSION TO CANDIDACY

No graduate student may be definitely considered a candidate for the Master's degree until he has filed his application for candidacy with the Dean of the Graduate Division and received the approval of the Graduate Council on his application.

A student desiring to be admitted to candidacy for the degree of Master of Arts must file his application for admission to candidacy for the degree with the Dean of the Graduate Division at a date not later than two weeks after the opening of the semester or of the summer session in which the degree is to be granted. The application is to be made upon a special blank secured from the office of the Graduate Division.

Such an application will be considered by the Graduate Council only after the satisfactory completion of the following requirements:

1. Fulfillment of entrance requirements.
2. Foreign language test where required, giving evidence, through an official examination, of a reading knowledge of an approved foreign language.
3. Approval of the subject of Dissertation by Dean and Major Professor.
4. Minimum Residence. A student will be admitted to candidacy for the degree of Master of Arts only after he has completed at least twelve hours of graduate work in residence. Admission to candidacy, however, does not depend solely upon such a specific number of hours of graduate credit. A more important consideration is the qualitative standard of the student's record in his graduate work.
5. Financial settlement of all fees with the University of Dayton.

REQUIREMENTS FOR THE MASTER'S DEGREE

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