

## **Doctoral Degree Procedures**

### **Enrollment in Dissertation**

- Students can enroll in 3 hours of dissertation credit prior to passing their comprehensive examination.
- Students can propose after successfully passing the comprehensive examination. However, when necessary or appropriate based on study design or other rationale, and approved by the dissertation committee, students may propose their dissertation study prior to taking the comprehensive examination. These decisions are made on a case-by-case basis.
- Students can enroll in subsequent dissertation credit hours after successfully passing the comprehensive examination.
- Students must be enrolled in dissertation credit hours in the semester they plan to defend their completed dissertation and file for graduation.
- Students may enroll in a maximum of 18 hours of dissertation credit. Additional hours must be approved by the DDC prior to enrollment.
- Students must complete a minimum of 6 dissertation credit hours as part of their doctoral degree plan.

### **Completion of Comprehensive Exam**

- Students must complete the comprehensive examination within one year of completing all course work.
- Department faculty may choose to adopt more stringent guidelines.

### **Time Requirement for Proposal**

- Students are required to propose the dissertation within one year after passing the comprehensive examination.
- Should students fail to propose the dissertation within one year after passing the comprehensive examination, they will be referred to a hearing with the DDC. The dissertation chair also will be invited to attend the hearing.

### **Completing the Dissertation**

- Should the student not complete the dissertation successfully within the required timeline, not to exceed 18 hours, the dissertation chair must convene a subsequent meeting to discuss timeline, evidence of consistent compliance with the plan for completion, consideration of revalidation appeals if applicable, and potential dismissal.
- At the completion of the meeting, the dissertation chair shall refer the candidate for a hearing with the DDC. Written notification of the referral should be made to the

Assistant/Associate Dean and the student. No additional dissertation hours may be taken for credit without approval of the DDC.

- The DDC will consider evidence of progress and a statement from the student to evaluate the rationale for student continuation or dismissal.
- The DDC has the option of recommending dismissal or acceptance of the revised timeline for proposal to the CGS and COEHD Dean.

The process should continue until (a) student completes the dissertation, (b) the student has reached the five-year maximum allotment of time in program, or (c) the student is either dismissed or withdraws from the program.

### **Responsibility of the Dissertation Chair**

While the COEHD recognizes that all committee members are responsible for the overall quality of the dissertations approved by committees on which they serve, the dissertation chair bears the ultimate responsibility.

Once the student chooses a chair for the dissertation, and the eligible faculty member agrees to serve in that role, the student and the chair jointly work to finalize the topic. The student will consult with the chair regarding the selection of committee members. In addition to having expert knowledge in the selected content area, the chair is responsible for ensuring that faculty members added to the committee have the appropriate subject matter or methodological expertise needed to be of benefit to the student. The chair also has the prerogative of suggesting appointment of a co-chair.

The dissertation chair guides and monitors the dissertation process throughout. **The chair accepts the responsibility for all aspects of the process, including ongoing communication with the student and student compliance with all pertinent College of Graduate Studies and IRB requirements.**