

## **DISSERTATION PROCEDURES**

- Originate the topic out of your personal and professional interests
- Prepare the proposal
  - RSCH 610
  - RSCH 725: Dissertation Seminar
  - Meet with faculty who have similar interests, expertise, and time
  - Share the work with the Doctoral Advising Committee (DAC)
- Following the approval of proposal, DAC sends written notification to Department Chair and Dean of the School of Graduate Studies that student is ready to work with Dissertation Committee (DC)
- A DC is appointed by the Graduate School and meetings are scheduled as needed
- Once the student achieves candidacy and following consultation with the Chair of the DC, the Colloquium is scheduled. Notification of Colloquium is sent to faculty and students by the Graduate School
- Members of DAC, DC and interested faculty and students attend Colloquium which is chaired by the Dean, School of Graduate Studies or designee
- Following colloquium and with permission to collect data (DC & IRB), the candidate schedules meetings with DC as needed
- The general responsibility for supervision of dissertation lies with the Chair
- When DC decides work is completed to their satisfaction, a pre-defense meeting is scheduled and the DC requests appointment of the Examining Committee (DC and 2 other faculty members)
- The Graduate School appoints the Examination Committee whose function it is to hold an oral examination on the dissertation and the broader aspects of the candidate's field of study
- The DC decide on the candidate's passing or failing the examination (minimum passing average is 4.50)
- Candidate must prepare a final copy
- A candidate who fails the examination may be given, upon recommendation and approval of the Graduate School, an opportunity for a second and final try after an interval of no less than an academic term
- Time limits – requirements for the D.P.E. must be completed within 5 years after the candidate has passed the DQEs. Failure to do so will mean the candidate must repeat the examination to re-establish candidacy (see Requirements and Procedures document)