###### **HANDBOOK FOR GRADUATE STUDY**

***Doctoral Program***

***in***

***Health and Behavioral Sciences (HBS)***

**Revised: January 2020**

**NOTE: This handbook is a supplement to the University of Colorado Denver | Anschutz Medical Campus Graduate School Policies and Procedures document which can be found on the Graduate School’s website. In case of conflict, the Graduate School rules will supersede HBS rules and guidelines. Students are responsible for knowing the procedures, policies, and requirements outlined here and on the Graduate School website.** **HBS Handbook for Graduate Study**

1. [**INTRODUCTION TO HEALTH AND BEHAVIORAL SCIENCES**](#_INTRODUCTION_TO_HEALTH) **3**
2. Mission and Values 3
3. Program Leadership and Contacts 3
4. [**PLAN OF STUDY**](#_PLAN_OF_STUDY) **4**
5. Prerequisite Coursework 4
6. Program Requirements 4
7. Core Curriculum 5
8. Elective Courses 6
9. Doctoral Dissertation and Research Writing 6
10. Grades 6
11. Timing of Program 6
12. Timing of Coursework 7
13. Formal Review 7
14. [**DISSERTATION PROCESS**](#_DISSERTATION_PROCESS) **7**
15. The Dissertation Defense (Comprehensive Exam) 7
16. The Doctoral Dissertation and Final/Dissertation Examination 9
17. Role of the Dissertation Advisor 10
18. Dissertation Committee Membership 11
19. Human Subject Review 11
20. Dissertation Funding 11
21. Graduation Deadlines and Procedures 11
22. [**DEPARTMENT SOURCES OF FUNDING**](#_IV._DEPARTMENT_SOURCES) **12**
23. Graduate Student Positions 12
24. Professional Activites 12
25. Residency Change 12

**Appendix A**: Dissertation and Prospectus Defense Committee Identification Form

**Appendix B:** Prospectus Scheduling Form

**Appendix C:** Dissertation Scheduling Form

## INTRODUCTION TO HEALTH AND BEHAVIORAL SCIENCES

### **Mission and Values**

#### *Mission*

The mission of our department is to apply social science theory and innovative research methods to critically address emerging issues in health.

#### *What We Value*

A department whose faculty, students, and research contribute to **social justice** with respect to health at the individual, community, national and global levels.

The specification of **contextual** influences on health, such as communities, culture, social networks and socioeconomic status, as a main purpose of our department.

A **multidisciplinary perspective** because almost all major health issues today span disciplinary boundaries. Of particular importance are projects that integrate social science and biomedical perspectives.

Graduate student **theses** in which students demonstrate the ability to integrate theory into their research questions, examine the plausibility of different theoretical explanations of their research topic, and explicitly draw out the theoretical implications of their work.

**Mixed methods** that incorporate qualitative and quantitative research to correctly identify the often complex determinants of today's health issues.

Faculty and students that are **inclusive** of different races, ethnicities and creeds to successfully address many of today's key health issues.

The **integration of theory and practice**to maintain work that is relevant to and practical in addressing contemporary health problems and also as a means to test the utility of social theories.

A **critical perspective**that is cognizant of both the strengths and weaknesses of current public health research and practice.

##### **Program Leadership and Contacts**

The Director of Graduate Studies, Department Chair, Program Assistant, and Administrative Assistant are available to assist students throughout their studies. Their contact information is available on the Health and Behavioral Sciences website on the [faculty and staff](https://clas.ucdenver.edu/hbsc/faculty-staff-directory) page.

**Faculty Advisor**

Upon admission to the Program, each student will be assigned a first-year advisor. The first-year advisor will be available to the new student to answer their questions about the Program, and support their professional and intellectual development. The student may change advisors as needed to support their academic development and dissertation work. In such a case, the student should inform the previous advisor of the change in a timely fashion.

## PLAN OF STUDY

### **Prerequisite Coursework**

A master’s or equivalent graduate degree, or substantial research experience, is recommended for admission to the PhD Program. Students applying without prerequisites may be admitted, but will be required to complete appropriate courses before being permitted to complete the core curriculum.

In addition to the general admission requirements of the Graduate School, the specific admission requirements for the PhD in Health and Behavioral Sciences are as follows:

* 1. Knowledge from prior course work or vocational experience in epidemiology(3 semester hours or the equivalent work experience). The applicant should have an understanding of the basic concepts and methods of epidemiology, including measures of risk, mortality, the distribution of disease, the role of bias and confounders, and study design.
	2. Demonstrated academic excellence as evidenced by strong undergraduate and graduate GPAs, and a strong score on the GRE. Admission to the Program is highly competitive.

The applicability of a student’s prior course work will be decided by the faculty after reviewing the student’s transcript and additional materials. If the student does not have the requisite educational background or GPA, the student may be admitted on a conditional or provisional basis and additional course work required in accordance with the Graduate School policies and procedures.

The maximum number of transfer credits is 9 hours. Courses taken anywhere in the CU system are considered to be resident, not transfer, and therefore fall outside of the limits on transfer credits. All requests to transfer credits (or to use University credits taken prior to admission to the Program) must be approved by the Director of Graduate Studies.

1. **Program Requirements**

There are three dimensions to the required curriculum:

* + 1. A core curriculum that focuses on problem-oriented, interdisciplinary approaches to theory and method
		2. Elective course work intended to provide the student with a solid base from which to launch the dissertation research
		3. Doctoral dissertation research and writing

The curriculum is subject to change. What appears below is intended to give students a general idea of the extent, shape and content of the curriculum. Students should check with the Program office for up-to-date information on specific course requirements and scheduling.

### **Core Curriculum**

The core curriculum should be completed by students by the end of their second year of full-time study. It consists of the following series of courses which, together, constitute 26 semester hours:

##  Health and Behavioral Sciences Colloquium (2 semester hours)

Each fall, the HBSC Program will organize a series of presentations by scholars working in the health and behavioral sciences. The presentations provide students with the most current science and theory in the field. Required of all first- and second-year students, who must take the course at least two times.

* HBSC 7001 - Colloquium Series in the Health and Behavioral Sciences

*Theoretical Perspectives in the Health and Behavioral Sciences (6 semester hours)*

This series is designed to give students a thorough background in how the principles of the social and behavioral sciences have been applied to health issues. Topics include: the interplay between structure and agency in creating and maintaining health; social epidemiology; critical theory and social determinants of health; issues affecting Western biomedicine and public health systems; diffusion of healthy behavioral change among populations; social construction of health and illness; health policy and bioethics; social networks; and stress.

* HBSC 7011 - Theoretical Perspectives in Health and Behavioral Science
* HBSC 7071 - Social and Behavioral Determinants of Health and Disease

*Human Ecology and Environmental Adaptation (3 semester hours)*

This course will emphasize the biological/physiological dimensions of human health and disease.

* HBSC 7031 - Human Ecology and Environmental Adaptation

*Research Design and Methods in the Health and Behavioral Sciences (12 semester hours)*

Four HBSC core research design and methods courses cover the philosophy of science and the structure of scientific inquiry, procedures for hypothesis testing, quantitative and qualitative methodological strategies commonly employed in the social, behavioral, and health sciences.

* HBSC 7041 - Research Design and Methods in the Health and Behavioral Sciences
* HBSC 7051 - Qualitative Research Design and Methods
* HBSC 7061 - Quantitative Methods in the Health and Behavioral Sciences
* HBSC 7161 - Quantitative Methods in Health and Behavioral Sciences II

*Applications of the Health and Behavioral Sciences (3 semester hours)*

This course offers students the opportunity to focus on individual research interests with guidance from faculty and input from peers.

* HBSC 7111 - Applications of the Health and Behavioral Sciences

*TOTAL CORE: 26 semester hours*

1. **Elective Courses**

Elective course work constitutes 6 semester hours, which can be drawn from the large number of offerings relevant to health and behavioral sciences in the CU system. Students will be expected to fulfill the necessary prerequisites for taking these courses, and final authority as to whether a student may enroll in the course will rest with the department in which the course is offered.

*TOTAL ELECTIVES: 6 semester hours*

1. **Doctoral Dissertation Research and Writing**

The doctoral dissertation research topic is chosen by the student. The student shall define a research question in the health and behavioral sciences, identify the research strategy to be used for answering the question, conduct the required research, and document the project in the form of a doctoral dissertation. The dissertation advisor and other dissertation committee members will guide the student in this process. See below for guidelines on the dissertation process in HBS.

A minimum of 30 semester hours of dissertation work is required. We strongly recommend all students carefully review the Graduate School policies and procedures for detailed rules and guidance on taking dissertation credits.

*TOTAL DISSERTATION CREDITS: minimum 30 semester hours*

### **Grades**

Per Graduate School rules, students must maintain a 3.0 GPA and grades lower than a B- do not count for credit.

### **Timing of the Program**

The Program is designed to be completed in four to six years.

1. **Timing of Coursework**

|  | **Year One** | **Year Two** |
| --- | --- | --- |
| **Fall (7 credits)** | **Spring (9 credits)** | **Fall (7 credits)** | **Spring (3 credits)** |
| **Required** | HBSC 7011HBSC 7071HBSC 7001 | HBSC 7031HBSC 7041HBSC 7061 | HBSC 7161HBSC 7051HBSC 7001 | HBSC 7111 |
| **Pre-reqs, if needed** | Epidemiology  |   |   |   |
| **Electives** | If desired | If desired | If desired | If desired |

*Year One*: During the first year, students will complete 16 semester hours of required core curriculum, and may complete some elective and/or deficiency courses.

*Year Two*: Second year students will complete the core curriculum, and may continue or begin to take electives.

*Years Three and Beyond:* In year three, students will finish their elective coursework if they have not done so previously, and focus on the preparation of the dissertation prospectus while taking dissertation credits (HBSC 8990). A student’s prospectus committee should be established by the first semester of the third year and the student is encouraged to defend their prospectus in their third year but no later than the fourth year. Students who have not defended their prospectus/passed their comprehensive exam by the end of their fourth year are considered behind schedule. After successfully defending their prospectus, students will spend the following semesters conducting dissertation research under the supervision of their doctoral dissertation committee, again taking dissertation credits (HBSC 8990). Doctoral students have a maximum of eight years from the date of the start of coursework to complete all degree requirements.

1. **Formal Review**

The faculty will conduct a formal review of each student’s progress at the end of each year of study. Students who are not making satisfactory progress will be informed of that, in writing, before the end of June.

##

## DISSERTATION PROCESS

1. **The Dissertation Prospectus Defense (Comprehensive Examination)**

Before a student can be advanced to candidacy, they must complete a dissertation prospectus, which also serves as the comprehensive examination for the HBS Program. The prospectus is a research proposal for the dissertation.

Students shall do the following before scheduling a prospectus defense:

1. Students should contact the administrative assistant *at least 8 weeks* before the prospectus defense to discuss timeline and forms.
2. Students must fill out the departmental “Dissertation and Prospectus Defense Committee Identification Form” and “Prospectus Defense Scheduling Form” (see Appendix), the latter of which requires a signature from the student’s advisor before a prospectus defense date can be formally set. The prospectus must be approved by the dissertation advisor prior to scheduling the prospectus defense.

*At least 6 weeks* prior to the date of the prospectus defense, the student should circulate a final draft to every member of their committee for the purpose of certification of the draft as defensible.

*At least 3 weeks* prior to the defense date, the student must check with the Graduate School to ensure all proper forms are turned in for their prospectus defense.

At a minimum, the prospectus will include the following:

* 1. A succinct and informative title.
	2. The student’s assessment of the literature in their research area(s). This includes a review of the empirical literature in the topical area and situates the project in some appropriate body of theory.
	3. A description of the question(s) and—if appropriate—hypothesis(es) that the student plans to research for the dissertation project, the research design and study techniques to be used, and an assessment of the significance of the proposed project and its contribution to the field. If the student chooses to undertake research in a particular ethnic or cultural community, they must also demonstrate sufficient understanding of that setting, including adequate knowledge of the language or a clear justification of why that is not necessary in their case.

The student will defend the prospectus via oral comprehensive examination based in part on, but not restricted to, the material presented in the dissertation prospectus. This exam *must* take place before the student’s advancement to candidacy.

Because the dissertation prospectus is a proposal of the subsequent dissertation work, the department strongly encourages students to use the same committee members for both the prospectus defense and the dissertation committee. See section III.C. Dissertation Committee Membership for details on the composition of and membership of the dissertation committee.

The Graduate School requires that the chair of the comprehensive examination not be the dissertation advisor but must be a member of the HBS regular graduate faculty (see section III.C. Dissertation Committee Membership below for a definition of regular graduate faculty). The chair can be, but need not be, on the prospectus defense committee. This requirement is not necessary for the dissertation defense. The prospectus defense committee, including the examination committee chair, will conduct the oral examination and will recommend to the faculty by a majority vote whether or not the student should be advanced to candidacy.

The student must receive votes from the majority of the examination committee for one of the following outcomes: a) Pass; b) Conditional Pass; or c) Fail. If a student receives a Conditional Pass, the examining committee will clearly define the requirements for the student to receive an unconditional passing grade and these requirements must be completed to the satisfaction of the examination committee within 4 months. Failure to satisfy these conditions will result in failure of the examination. The examination committee chair is responsible for monitoring the conditions and reporting the outcome to the Graduate School unless otherwise stated on the examination form.

A student who fails the examination is subject to immediate dismissal from the Graduate School upon the recommendation of the Program and concurrence of the Dean. At the Program’s discretion, a student who fails the examination may retake it once. The re-examination will be in the form designated by the committee and must be completed within 12 months. The original examination form noting the failure is signed by the committee and returned to the Graduate School office. New examination forms will be generated when the examination is rescheduled. The student will be required to meet registration requirements and be registered during the term in which the repeated exam is taken.

1. **The Doctoral Dissertation and Final/Dissertation Examination**

After advancement to candidacy, the student in consultation with their advisor will appoint a dissertation committee comprising a minimum of four graduate faculty members, including the dissertation advisor. This is usually the same committee that approved the prospectus. The dissertation advisor and composition of the dissertation committee will be subject to approval by the Director of Graduate Studies and must follow the rules set out by the Graduate School. The dissertation advisor and other dissertation committee members will be responsible for overseeing the research and writing of the doctoral dissertation. The dissertation committee will review drafts of the dissertation and, when the dissertation is completed to its satisfaction, will conduct the final exam, which will be based on the doctoral dissertation and related materials.

Students shall do the following before scheduling a dissertation defense.

* + - 1. Students should contact the administrative assistant *at least 8 weeks* before the dissertation defense to discuss timeline and forms.
			2. Students must fill out the departmental “Dissertation and Prospectus Defense Committee Identification Form” and “Dissertation Scheduling Form”(see Appendix), the latter of which requires a signature from the student’s advisor before a dissertation defense date can be formally set. The dissertation must be approved by the dissertation advisor prior to scheduling the defense.

*At least 6 weeks* prior to the date of the dissertation defense, the student should circulate a final draft to every member of their committee for the purpose of certification of the draft as defensible.

*At least 3 weeks* prior to the defense date, the student must check with the Graduate School to ensure all proper forms are turned in for graduation.

Three weeks prior to the proposed date of defense, each dissertation committee member will return all written, major comments to the student and communicate to the advisor whether, in their opinion, the dissertation is ready for defense. The advisor is responsible for collecting this opinion from each member and certifying (or declining to certify) that the draft is defensible.

The final draft should have all of the following characteristics:

1. All chapters completed
2. Complete description of methodology
3. Presentation of results
4. Interpretation of data
5. All figures and graphs
6. All references, and
7. Been previously reviewed by the dissertation advisor and incorporated comments from the dissertation advisor and other committee members.

The dissertation committee will commonly recommend additional revisions during the defense, which the student must address in the dissertation documentation prior to its final acceptance. A student is not required to pay for addition dissertation credits after a successful defense but graduation will not be official until the student submits final copies of the dissertation to the Graduate School.

The dissertation defense is open to the public. HBS students and faculty will be notified of dissertation defense dates for HBS students.

### **The Role of the Dissertation Advisor**

#### The dissertation advisor is the primary academic contact and advisor for the student. Ideally, the student will choose a dissertation advisor whose interests are consonant with those of the student, and who is thus well-positioned to offer guidance and advice in the chosen area. Per Graduate School [rules](http://www.ucdenver.edu/academics/colleges/Graduate-School/current/Documents/resources/Graduate-Faculty-Quick-Reference-Table.pdf), the dissertation advisor must be a *regular* member of the graduate faculty (i.e., tenured or tenure-track).

The responsibilities of the dissertation advisor include:

1. Assisting the student with development and approval of the dissertation prospectus.
2. Facilitating group dynamics among dissertation committee members.
3. Reviewing all drafts of the dissertations and setting the expectation that other committee members read drafts as well.
4. Approving the final prospectus draft and dissertation draft.

### **Dissertation Committee Membership**

It is the responsibility of the dissertation committee to oversee the student’s progress through the development of the research plan, the comprehensive exam, and the research and writing of the doctoral dissertation. Important requirements for the committee are:

#### Each dissertation committee will be made up of a minimum of four individuals, all of whom will have a Ph.D. or the terminal degree in their field.

#### One of the committee members must be from outside of HBS.

1. At least half of the committee members must be members of the HBS graduate faculty (regular or special).

#### Each dissertation committee member must have, or apply for, a graduate appointment to the Department and the University. See Admin Team for help facilitating this.

#### The membership of the dissertation committee will represent a robust mix of individuals who are knowledgeable in the student’s research area and are comfortable with the methodological issues common to the research question at hand.

1. Given the multi- and inter-disciplinary nature of HBS, it is recommended that committee members have some disciplinary diversity.
2. If a student has approached an individual to serve on the committee and subsequently has elected not to have that individual participate, the student must notify that individual that they will not be expected to serve.

###

### **Human Subjects Review**

Students who undertake human subjects research must obtain approval from the Colorado Multiple Institutional Review Board (COMIRB) before conducting their research.

### **Dissertation Funding**

Students are encouraged to obtain funding for their dissertation research, if needed. Faculty advisors can aid students in this process. In the past, students have been successful in garnering funding from the National Science Foundation, National Institutes of Health, Social Science Research Council, Colorado Tobacco Research Council, National Oceanic and Atmospheric Administration, Fulbright/CIES and many others. Proposals for dissertation funding should be coordinated through the CLAS Office of Research and Creative Activities.

Students are eligible for a small award from the Department once they have passed their comprehensive exam and advanced to candidacy.

1. **Graduation Deadlines and Procedures**

Each August, the Graduate School distributes specific deadlines that must be met in order to graduate in the following academic year. Please contact the Graduate School or the HBS Program office for a current schedule of the deadlines for the semester in which you intend to graduate. Historically, final semester deadlines for dissertation defense are mid-November (Fall), mid-April (Spring), and early July (Summer). Students should plan on sharing a final draft of their dissertation with their advisor towards the beginning of the semester in which they plan to graduate.

## IV. DEPARTMENT SOURCES OF FUNDING

**A. Graduate Student Positions**

1. Teaching Assistant (TA): The Teaching Assistant position works with the Director of Undergraduate Studies and course professor(s). Responsibilities may include grading, facilitating recitations, and managing learning tools such as Canvas.
2. Research Assistant (RA): The Research Assistant position works directly with a HBS faculty member. Responsibilities vary by project and principal investigator.
3. Academic Advisor: The Academic Advisor position works within the Undergraduate Program in Public Health. Responsibilities may include meeting with undergraduate students to review their progress within the major, sharing information about the major to new, current, and transfer students, and working with students to ensure all requirements are completed for graduation.
4. Graduate Assistant (GA): The Graduate Assistant position works with the Director of Graduate Studies on projects related to the PhD Program. Responsibilities may include maintaining the department website and assisting with events and recruitment activities.

Students should contact the Director of Graduate Studies and the Program Assistant for questions regarding the GA and RA positions. Questions regarding TA and Advisor positions should be referred to the Director of Undergraduate Studies.

1. **Professional Activities**
2. Conference Funding: The Department offers funding for students presenting research at research conferences as part of their professional development. The amount of funding is set by the department each year based on the annual budget. The Graduate School and CLAS Dean’s Office also often have matching funds that students should apply for in order to fully cover conference travel expenses.
3. Other Professional Activities: Departmental funding may be available for other professional activities such as publication charges on a case-by-case basis depending on the annual budget.

Contact the Department Chair or Director of Graduate Studies for questions related to funding for professional activities.

1. **Residency Change**

After 12 months of Colorado residency, it is the student’s responsibility to establish and change their residency status for in-state tuition. Contact the Program Assistant for questions or assistance.

**Appendix A: Dissertation and Prospectus Defense Committee Identification Form**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Submitted:\_\_\_\_\_\_\_\_\_\_\_

Title of Dissertation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit this form to the HBS Director of Graduate Studies at least six weeks prior to the date of the Prospectus Defense (also known as the Comprehensive Examination) or the Dissertation Defense.

It is the responsibility of the dissertation committee to oversee the student’s progress through the development of the research plan, the comprehensive exam, and the research and writing of the doctoral dissertation. Important requirements for the committee are:

1. Per Graduate School rules, the dissertation advisor must be a regular member of the graduate faculty (i.e., tenured or tenure-track).
2. Each dissertation committee will be made up of a minimum of four individuals, all of whom will have a Ph.D. or the terminal degree in their field.
3. One of the committee members must be from outside of HBS.
4. At least half of the committee members must be members of the HBS graduate faculty (regular or special).
5. Each dissertation committee member must have, or apply for, a graduate appointment to the Department and the University. See Admin Team for help facilitating this.
6. The membership of the dissertation committee will represent a robust mix of individuals who are knowledgeable in the student’s research area and are comfortable with the methodological issues common to the research question at hand.
7. Given the multi- and inter-disciplinary nature of HBS, it is recommended that committee members have some disciplinary diversity.
8. If a student has approached an individual to serve on the committee and subsequently has elected not to have that individual participate, the student must notify that individual that they will not be expected to serve.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee Members****(4 required)** | **Name** | **Degree** | **Affiliation** | **Area of Expertise** |
| Dissertation Advisor |  |  |  |  |
| Comprehensive Exam Chair[Prospectus Defense Only] |  |  |  |  |
| Member |  |  |  |  |
| Member |  |  |  |  |
| Member |  |  |  |  |
| Member (optional) |  |  |  |  |

Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

HBS Director of Graduate Studies

**Appendix B: Prospectus Scheduling Form**

Students shall do the following before scheduling a prospectus defense:

1. Students should contact the administrative assistant *at least 8 weeks* before the prospectus defense to discuss timeline and forms.
2. Students must fill out the departmental “Dissertation and Prospectus Defense Committee Identification Form.”
3. The prospectus must be approved by the dissertation advisor prior to scheduling the prospectus defense.

*At least 6 weeks* prior to the date of the prospectus defense, the student should circulate a final draft to every member of their committee for the purpose of certification of the draft as defensible.

*At least 3­­ weeks* prior to the defense date, the student must check with the Graduate School to ensure all proper forms are turned in for their prospectus defense.

At a minimum, the prospectus will include the following:

1. A succinct and informative title.
2. The student’s assessment of the literature in their research area(s). This includes a review of the empirical literature in the topical area and situates the project in some appropriate body of theory.
3. A description of the question(s) and—if appropriate—hypothesis(es) that the student plans to research for the dissertation project, the research design and study techniques to be used, and an assessment of the significance of the proposed project and its contribution to the field. If the student chooses to undertake research in a particular ethnic or cultural community, they must also demonstrate sufficient understanding of that setting, including adequate knowledge of the language or a clear justification of why that is not necessary in their case.

The student will defend the prospectus via oral comprehensive examination based in part on, but not restricted to, the material presented in the dissertation prospectus. This exam must take place before the student’s advancement to candidacy.

Date of prospectus defense:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be signed by advisor: I attest that my advisee's prospectus is ready to be distributed to other committee members.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor's Signature

To be signed by advisee: I confirm that I understand and will follow the guidelines above and am ready to defend my prospectus.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisee's Signature

**Appendix C: Dissertation Scheduling Form**

Students shall do the following before scheduling a dissertation defense.

1. Students should contact the administrative assistant *at least 8 weeks* before the dissertation defense to discuss timeline and forms.
2. Students must fill out the departmental “Dissertation and Prospectus Defense Committee Identification Form.”
3. The dissertation must be approved by the dissertation advisor prior to scheduling the defense.

*At least 6 weeks* prior to the date of the dissertation defense, the student should circulate a final draft to every member of their committee for the purpose of certification of the draft as defensible.

*At least 3 weeks* prior to the defense date, the student must check with the Graduate School to ensure all proper forms are turned in for graduation.

The final draft should have all of the following characteristics:

1. All chapters completed
2. Complete description of methodology
3. Presentation of results
4. Interpretation of data
5. All figures and graphs
6. All references, and
7. Been previously reviewed by the dissertation advisor and incorporated comments from the dissertation advisor and other committee members.

The dissertation committee will commonly recommend additional revisions during the defense, which the student must address in the dissertation documentation prior to its final acceptance.

Date of dissertation defense:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be signed by advisor: I attest that my advisee's dissertation is ready to be distributed to other committee members.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor's Signature

To be signed by advisee: I confirm that I understand and will follow the guidelines above and am ready to defend my dissertation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisee's Signature