

## Dissertation Procedures

### Enrollment in Dissertation

- Students can enroll in 3 hours of Dissertation for the first time prior to passing comprehensive exam
- Students can propose after successfully passing the comprehensive exam.
- Students can enroll in subsequent dissertation hours after successfully passing the comprehensive exam.
- Students must be enrolled in Dissertation hours in the semester that they Defend Dissertation and file for graduation
- Students are limited in the number of Dissertation hours to 12.
- Students must have a minimum of 9 dissertation hours.

### Completion of Comprehensive Exam

- Students must complete the comprehensive exam within one year of completing all course work.
- Department can adopt more stringent guidelines.

### Time Requirement for Proposal

- Students are required to propose the dissertation within one year after passing the comprehensive exam.
- Should the student fail to propose the dissertation within one year after passing the comprehensive exam, s/he will be referred to a hearing the College of Education and Human Development Doctoral Dissertation Committee (COEHD DDC). The dissertation chair will also attend the hearing.
- The COEHD DDC will gather evidence of progress and a statement from the student with a rationale of why s/he should not be dismissed from the program.
- The COEHD DDC has the option of recommending dismissal to the College of Graduate Studies
- And to the appropriate College of Education and Human Development Department or agreeing to a revised timeline for proposal completion.

### Completing the Dissertation

- After completing 12 hours of dissertation, the dissertation committee will convene a meeting with the student for the purpose of assessing and monitoring progress including the implementation of a plan of completion.

- Should the student not complete the dissertation successfully within the required timeline, not to exceed 12 hours, the Dissertation Chair must reconvene a subsequent meeting to discuss timeline, consider revalidation appeals and potential dismissal.
- The Dissertation Chair will maintain minutes and recommendations of all meetings.

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