



**College of Education,
Health and
Human Services**

PHD Handbook

**The College of Education,
Health and Human Services**

Kent State University

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Doctoral Programs

Although we have attempted to answer the most frequent questions asked by doctoral students, it is assumed that you will have many other questions as you proceed through your program. Please do not hesitate to refer such questions to your adviser or to the personnel in the Office of Graduate Student Services (418 White Hall).

The procedures, rules, and regulations stated in the following sections are valid under the normal time limits for earning the Ph.D. degree. Typical time to completion is as follows:

Four years from time of admission to complete coursework and candidacy examinations.

Five years from the time of reaching candidacy to completion of the dissertation and awarding of the Ph.D. degree.

Refer to catalog regarding time extension; however, if a student has not completed comprehensive exams, then an extension will not be considered.

The various forms required by a Ph.D. student may be downloaded by going to <http://www.kent.edu/ehhs/ogs/forms> or you may obtain a copy from the Office of Graduate Student Services. The overview (Appendix, page 26) will provide you with a convenient record of your progress. We suggest you download the Ph.D. handbook by going to www.ehhs.kent.edu/ogs/phd_handbook.cfm so you will be able to refer to this handbook throughout your doctoral studies.

ADVISORY/COURSEWORK PHASE

Areas of Study and Advisers

Major Area of Doctoral Study and Assignment of Major Adviser

The College and Graduate School of Education, Health, & Human Services (College of EHHS) doctoral programs are as follows:

Audiology

Counselor Education and Supervision

Cultural Foundations

Curriculum and Instruction

Educational Psychology
Instructional Technology

Evaluation and Measurement

Exercise Physiology

Health Education and Promotion

Higher Education Administration

K-12 Leadership

School Psychology

Special Education

Speech Language Pathology

The letter of admission to the Ph.D. program specifies a student's major and names the major adviser assigned by the program coordinator. In some instances, a second faculty member is assigned to serve as a co-adviser or to provide special assistance throughout the advisory phase. When reading this handbook, students having a committee headed by co-advisers should assume that the duties and responsibilities ascribed to the major adviser will be shared.

Minor, Cognate, and Minor Concentration Program Options

The College of EHHS does not require a student to pursue a minor area of study (or a minor area of concentration), an interdisciplinary cognate, or minor concentration. The student and committee should be aware that only the doctoral major(s) will be noted on the official transcript.

If you are interested in a minor, cognate, or concentration, please go to the Office of Graduate Student Services for more details.

The Advisory/Coursework Phase Committee

The major adviser or co-advisers play an important role in the planning of the doctoral program. It is the responsibility of the committee to approve the student's plan of study and residency plan. The Advisory Phase Committee form (Appendix, pages 27-28) must be attached to the plan of study.

Structure of Typical Committees

The typical committee for a program containing a single major and a single minor or cognate appears below. The committee must contain at least two members if student is not seeking a minor or cognate.

- Major adviser (or co-adviser) assigned by the program area
- Second member (or co-adviser) may be from the major program area
- Minor or Cognate (Optional)

Committee Members

The major adviser and co-adviser or second major adviser may be full or associate members of the Graduate faculty in the student's major. If the major adviser has associate rank, the co-adviser or second major adviser must hold full graduate faculty rank.

The minor or cognate adviser must be a full or associate member of the graduate faculty of the department in which rank is held. This individual will assist the student in selecting coursework and preparing for comprehensive examinations. The minor or cognate adviser will write the questions for the written comprehensive examination in the minor or cognate area of specialization.

The Program Plan of Study and Residency Plan

Doctoral programs are highly individualized and must be carefully documented. It is suggested that the entire committee meet to review and discuss the plan of study and residency plan with the student before it is finalized. The plan agreed upon by the student and committee constitutes the official program of the doctoral student. The doctoral plan of study should not include courses other than those at the 70,000 and 80,000 levels. Doctoral students must be enrolled in courses only at the 70,000 and 80,000 levels. **Courses used to fulfill requirements for one degree can't be used to fulfill requirements for another degree.**

The plan of study and residency plan should be approved and filed in the Office of Graduate Student Services before the end of the second semester of study.

With the exception of the Associate Dean for Academic Affairs, all individuals required to sign the form should do so before the form is submitted to the Office of Graduate Student Services. The student is responsible for insuring all signatures are obtained except for the Associate Dean.

The College of EHHS does not specify the number of hours of coursework to be included in the doctoral major. This decision is made by the advisory phase committee after a thorough review of a student's background and goals. University policy mandates

that a student must complete a minimum of 90 semester hours beyond the bachelor's degree or 60 hours beyond the master's degree in order to qualify for a doctoral degree.

Because a variety of important seminars, internships, and individual courses are graded according to an S/U system, there is no set limit to the number of S/U graded courses that may be included in a program. Students and committees are expected to carefully consider the total plan of study and weigh the merits of each course listed in the plan of study.

Changes in an approved plan of study may be made by submitting a memorandum noting the changes to be made. The memorandum is to be brought to the Office of Graduate Student Services after being endorsed by members of the advisory committee.

Completing the Plan of Study and Residency Plan Form

1. Coursework Comprising the Advisory Phase of the Program

The list of courses to be completed during the advisory phase of the student's program should be presented on the program plan of study provided by each program area.

The dissertation preparation and writing for publication courses in HIED and CHDS are open to all doctoral students. Those courses will be publicized to program areas as opportunities for their doctoral students.

Students who have elected a double major or minor should present plan of study information for each of the major or minor areas of study.

2. Residency Plan

Program areas will determine their own residency requirements. Residency requirements should be written in the square provided on the Advisory Phase Form or attach an additional sheet of the residency requirement to the plan of study.

Residency (Purpose, Rationale, and Options)

Doctoral work across the diverse specialties addresses several goals:

1. Development of a comprehensive knowledge base in both the specialty and the broad field.

2. Development of the attitudes, values, reasoning, and technical tools of scholarship and practice appropriate to the specialty.
3. Socialization into the scholar-practitioner role of professor, counselor, administrator, or researcher.
4. Mastery of advanced skills and knowledge that enables the student to obtain the appropriate certification or licensure required for many professional roles.

The purpose of residency is to provide doctoral students professional experiences in addition to their programs of coursework and previous employment activities. Residency is directed toward enabling the doctoral student to move beyond coursework toward internalizing and personalizing scholarship.

The traditional definition of residency (living in the academic environment for a full academic year) assumes that the student will acquire the attributes of a scholar and professional through acculturation. While such an experience is of great value in developing collegueship and providing opportunity for more intensive study, it does not by itself guarantee synthesis. For part-time doctoral students whose roles and responsibilities make it virtually impossible to engage in full-time, campus-based study, achieving synthesis is an especially great challenge, and the need for programmatic assistance is particularly acute.

Residency, as it is defined by the College of EHHS, is a period in which students are engaged in personalized scholarship through the following broad types of intensive activity:

1. Examination/analysis of various forms of investigation.
2. Examination/analysis of issues, problems, and trends within and across practice and research.
3. Development of a personal and professional perspective through synthesis of the various points of view and models provided in theory and practice.
4. Criticism of ideas, investigations, and practice.
5. Development of collegueship that cannot be attained through part-time or isolated study.

Residency can be viewed as the means by which doctoral students pursue personal and professional goals not addressed through coursework and graduate appointments. It is assumed that plans for a residency will be developed jointly by the student and the advisory phase committee. It should be recognized that a given number of credits accumulated over a prescribed amount of time does not necessarily provide the context needed to promote synthesis.

3. Tentative Fulfillment Dates

This section of the program plan of study provides the student with an opportunity to "project" the doctoral studies program in a time frame. While not absolute, the plan is intended to provide general time guidelines for accomplishing the task.

4. Approval of Plan of Study, Advisory Committee, and Residency Plan

Each member of the advisory phase committee is asked to sign to indicate approval of the plan of study and residency plan. Because it may be helpful for the student to refer to the plan from time to time, it is suggested that the student make and retain a copy of the plan of study and residency plan prior to filing the original in the Office of Graduate Student Services.

5. If a plan of study has been filed and the student wishes to change the Advisory Committee, an Advisory Phase Committee **Revision** Form must be submitted (Appendix, pages 29).

Doctoral Comprehensive Examinations

All doctoral students will take comprehensive examinations. By filling out the Permission to Take Doctoral Comps During Final Semester of Coursework form and with approval of the comprehensive examination committee and the program coordinator, doctoral students may elect to sit for comprehensive exams as early as the final semester of their coursework or to wait until the completion of their required course work (Appendix, page 35). Some program areas will require all coursework to be completed before sitting for comprehensive exams. Doctoral students will not be registered for Dissertation I until they have successfully completed written and oral exams and satisfied any "IPs" or "INs" received in their final semester of coursework.

Program areas define the process for their examination process as one of the following five formats. The doctoral advisor/committee makes the final determination about which format is followed:

Format 1: Eight hours in length, written in four-hour long sessions on two consecutive days and proctored by departmental staff. The College of EHHS will provide the appropriate technology and reserves the right to require students to use laptop computers.

Format 2: Four take-home questions given. Students may spend two weeks on each question for a total of eight weeks.

Format 3: Two take-home questions and a portfolio. The portfolio is to be turned in when the questions are given. The questions must be completed within four weeks. Students may spend two weeks on a question.

Format 4: Exercise Physiology: Five questions taken over two and a half days totaling 20 hours of writing time.

Format 5: Speech Pathology and Audiology: No established number of questions covering the major and two minor areas taken over 4-5 days totaling 16 hours of writing.

Format 6: Counseling Education and Supervision students answer 5 questions covering 3 consecutive days for 4 hours each day and proctored by staff. The College of EHHS will provide the appropriate technology and reserves the right to require students to use laptop computers.

In addition, to assess the ability to communicate knowledge verbally, students will complete an oral examination. The intent in both written and oral exams is to evaluate the student's comprehensive knowledge of the field of study. The committee will submit their evaluations within a timely manner, *usually* within four weeks of the student's writing. Satisfactory completion of both exams is required to enter candidacy. Scheduling of exams will be determined by the program area.

Procedure

Students apply for comprehensive exam in the Office of Graduate Student Services (OGSS). This is done by filling out the Application for Ph.D. Major Comprehensive Examination (Appendix, page 31).

Each program area will provide documentation for which of the 6 comprehensive exam options they will be using. Formats will be reviewed occasionally by the Associate Dean in order to check for consistency among and within programs.

Student will submit a comprehensive exam committee form as part of the application process (Appendix, pages 32-33). The committee will include a *minimum* of two members from the student's program area. Optional members may be included from outside the program area and in some programs; the outside member(s) will contribute a question and be responsible for evaluating that question. If any course changes were made after filing the Plan of Study, the student will also need to submit the Plan of Study Changes form (Appendix, page 34).

OGSS will notify the school staff person responsible for coordinating exams when student is cleared to take the exam. An email will be sent to the student, the staff person, and each comprehensive committee member. This email will list the committee members so that the school staff person knows whom to contact for questions, and which option the student has requested.

Once a student receives an email from OGSS, the student will be responsible for contacting the staff person in the School to schedule a time to take the exam or to pick up questions if the exam is a take-home.

The School will be responsible for supplying student with the necessary equipment and/or materials. A computer and disk, a tablet of paper, etc. and proctoring the exams.

The committee should respond within two weeks of completion of the student's writing in a meeting with the whole committee and the student.

All programs allow two attempts to pass written exam; some may allow two attempts to pass the oral exam as well. The chart below lists program area policies.

Program Area	Written	Oral
Counseling, Education & Supervision	Two tries	One try
Cultural Foundation	Two tries	One try
Educational Psychology	Two tries	One try
Exercise Physiology	Two tries	One try
Higher Education	Two tries	One try
School Psychology	Two tries	One try
Special Education	Two tries	One try
Audiology	Two tries	Two tries
Curriculum & Instruction	Two tries	Two tries
Evaluation & Measurement	Two tries	Two tries
Health Education & Promotion	Two tries	Two tries
K-12 Leadership	Two tries	Two tries

Speech Language Pathology	Two tries	Two tries

The grade sheet (Report of Written Candidacy Examination, Appendix, pages 36) will be completed by the student's comprehensive committee. They will return the form to OGSS.

If the student has designated a minor or cognate (as defined by the program) and requires a comprehensive exam then the student will be required to successfully complete the minor comprehensive exam before completing the major comprehensive exam.

The examination committee will determine when the student has permission to schedule the oral examination.

The Oral Examination

When the major written examination has been evaluated as satisfactory, students contact their advisors for guidance in preparing for the oral examination. It is the responsibility of the major adviser to make arrangements for convening the advisory committee for the oral examination which must be completed within 60 days after a student has passed the written examination.

The student who elects a double major must complete only one oral examination. The major advisers will collaborate in planning for the examination. The oral examination is chaired by the major advisor, and all members of the advisory committee are expected to attend and participate in the questioning. At the discretion of the committee, the student may be questioned on any content pertaining to the doctoral program. Following completion of the questioning, the student is dismissed, and the committee evaluates the examination performance.

For the student to successfully complete the oral examination there must be no more than one negative vote. If the advisory phase committee's vote is favorable and the student has completed all coursework, the student is advanced to Ph.D. candidacy. The major advisor is responsible for filing the Report of Oral Candidacy Examination Form (Appendix, Page 37) in the Office of Graduate Student Services.

Any student who will be taking comprehensive exams during the same semester courses are taken will not be able to move forward with dissertation registration until the course, or courses, have been completed.

OGSS will notify department that the student has passed and to register the student for Dissertation I.

The student will be given a two-year time limit from the end of the semester in which he/she successfully defends the comprehensive exam to submit and successfully defend the dissertation proposal. Failure to adhere to this timeline may result in your dismissal from the program.

CANDIDACY PHASE

At this point in the doctoral program, the student is designated a "Doctoral Candidate."

Dissertation Registration

Registration for Dissertation I or the advancement to candidacy will not occur until the semester following satisfactory completion of both the written and oral exams along with any "IPs" or "INs" received in their final semester.

The doctoral candidate is required to register for a minimum of 30 semester hours of Dissertation I credit. There is no upper limit to the number of dissertation hours that may be taken but there is a clear expectation that students will work toward completion of the dissertation at the earliest possible time. In order to remain an active doctoral candidate, the student is required to enroll for dissertation credit **each** semester (including summer) following the term in which candidacy was reached. Dual majors should alternate between their two program areas when enrolling for dissertation.

Once a student has registered for 30 hours of Dissertation I, subsequent registrations should be for Dissertation II.

The fee for Dissertation I or II can be determined by consulting the *Schedule of Classes* for the appropriate term. A student who enrolls in an additional course or courses must plan to pay additional tuition fees for the courses selected.

All doctoral dissertation registrations permit the student the use of University facilities including library and research equipment.

Students must be registered for dissertation credit in the term in which graduation is anticipated.

Dissertation Phase Committee

Dissertation Phase Committee form must be submitted by the end of first semester of Dissertation I.

Dissertation Phase Committee Form (Appendix, pages 38-39)

The student is responsible for initiating a meeting with the dissertation director for the purpose of identifying a committee to guide preparation of the dissertation. Once this has been done, the Dissertation Phase Committee Form must be filed in the Office of Graduate Student Services. Please note that certain signatures (noted by /s/) are required on the form. If, due to faculty leave of absence or illness, it becomes necessary to change the committee, an updated committee form must be filed.

Although a general research topic should be selected prior to choosing a committee and filing the form, it is not expected that the student be able to state the exact title of the dissertation at this point. The title provided on the Dissertation Phase Committee Approval Form is assumed to be an approximation of the eventual title.

Committee Structure

The dissertation phase committee consists of a minimum of three members of the graduate faculty: a director representing the student's program area, a co-director or second member from the student's program area, and a member outside of the student's program area. Co-advising of dissertations, with various faculty expertise brought to bear on dissertation topics, is encouraged, and a research methodologist is recommended for all committees. (At the time the committee meets for the dissertation pre-defense, a graduate faculty representative joins the committee.)

The dissertation director and graduate faculty representative must be full members of the University Graduate Faculty. The co-director or second member and any optional members may be full or associate members of the graduate faculty. The outside member must be selected from the full or associate members of the graduate faculty of a program area other than the major or minor area of study. Kent graduate faculty from departments outside the College of EHHS, as well as graduate faculty members from our sister institutions of the University of Akron, Cleveland State University and Youngstown State University, are eligible to serve as outside or optional members. If a student wishes to include a member of the graduate faculty from another institution, a graduate faculty membership form (including a current vita) requesting temporary graduate faculty membership, must be requested by the department chair and forwarded to the Office of Administrative Affairs for review by the Associate Dean.

Normally the advisory phase major adviser serves as the dissertation director, but the student may change to another faculty member from the same doctoral program area.

The remaining members of the dissertation phase committee are selected by the doctoral candidate and the dissertation director based on the nature of the proposed study. The committee may include one or all of the members of the advisory phase committee, but there is no obligation to involve any member of the advisory phase committee.

In summary, the dissertation phase committee is constituted as follows:

- Dissertation Director--(must be a **full** member of the College of EHHS faculty and a representative of the student's program area. The dissertation director or a staff member in the Office of Administrative Affairs can assist in determining the status of graduate faculty members under consideration as committee members.)
- Dissertation Committee Member or Co-Director, from the major program area.
- Outside Member from a program area different from the major program area.
- Optional Member(s)

Dissertation Models

Dissertation Models

Each dissertation committee will guide the doctoral student in the composition of the dissertation. Options, determined by each program area, include:

1. The traditional five chapters
 2. The four chapters
 3. The legal
 4. The foundational
- and the newly adopted
5. Two-three research manuscripts preceded by a traditional chapter to introduce the concept and research questions the manuscripts will address and a final chapter to synopsise and discuss findings and to present conclusions.
 - Manuscripts must be suitable for submission to rigorous peer-reviewed publications in the form of an article, review, meta-analysis, new research, chapter, essay, grant proposal, or other edited volume. Each manuscript should contain an introduction, literature review, methodology (if appropriate), results, discussion, and conclusion. Each manuscript must be either singularly authored by the student or reflect the student as first author of a collaborative piece. The student should indicate to which publication the pieces will be submitted.

Dissertation Proposal

Contents of Proposal

The dissertation proposal consists of a detailed plan for the proposed research study. The proposal should be as specific as possible to insure that the dissertation phase committee and the student know exactly what the student plans to do, as well as why, how, when, and where the student plans to do it. The importance of the dissertation proposal should not be minimized. The proposal becomes a contract between the student and the dissertation phase committee. The more accurate, complete, and detailed the proposal, the easier it should be to complete the dissertation.

Often a dissertation proposal will include the first two-three chapters. The topic under study should demonstrate a strong relationship to a theoretical base, and should represent a thorough understanding and analyses of the related literature.

Dissertation Proposal Defense

A formal dissertation proposal defense, conducted by the student's full dissertation committee, should include a rigorous review of the topic and methodologies to be used in this study. Once the student and the dissertation director are satisfied that the proposal (often the first 3 chapters of the dissertation) is ready to present to the dissertation phase committee, copies of the proposal are distributed to the members of the committee. The committee should have a minimum of one week to study the proposal prior to the dissertation proposal approval meeting. The dissertation director is responsible for arranging the time, date, and place of the dissertation proposal approval meeting.

When the dissertation phase committee has approved the proposal, the Notification of Approved Dissertation Proposal form (Appendix, page 40) should be completed. The names of members of the dissertation phase committee should be typed on the appropriate lines and signatures obtained when /s/ appears. The completed form and appropriate signatures should be forwarded to the Office of Graduate Student Services along with a copy of the approved dissertation proposal or the abstract from Speech Language Pathology, Audiology, or Exercise, Leisure, & Sports. This must be accomplished no later than the first day of the semester of graduation.

Human Subjects Review

Even though it may appear that risk to research subjects or participants is negligible, any research that involves human subjects **must** have approval from the University Human Subjects Review Board before proceeding.

The doctoral student and the dissertation director are responsible for obtaining the approval to use human subjects in research. An Application for Approval to Use Human Subjects form may be secured from the Division of Research and Graduate Studies, Cartwright Hall or downloaded from the web at:

<https://sites.google.com/a/kent.edu/division-of-research-and-sponsored-programs-intranet/home/office-of-research-compliance/irb/forms>. If human subjects are involved, a copy of the approved Human Subjects Review statement must be submitted to 418.

Guidelines for Preparation of Dissertation

The Office of Graduate Student Services mails a letter to doctoral students when they attain candidacy and informs them of the availability of the College of EHHS *Guidelines for the Preparation of Theses and Dissertations* on its website:

<http://www.kent.edu/ehhs/ogs/phd-students>. *Guidelines* is extremely helpful in providing information to the doctoral candidate and typist on specific style requirements of the College of EHHS.

The Publication Manual of the American Psychological Association (2010) is the required guide. (If the adviser prefers an alternative style guide, this must be cleared thru the Office of Administrative Affairs and Graduate Education, room 407.)

- American Psychological Association. (2010). Publication Manual of the American Psychological Association. (6th Ed.). Washington, D.C.

Preparation for Defense of Dissertation

It is important to note that application for graduation must be made by the first Friday of the term in which graduation is planned. Refer to the *Graduate Schools Catalog* or inquire in the Office of Graduate Student Services for specific dates.

There are several levels to the oral defense of the dissertation.

1. Appointment of the Graduate Faculty Representative
2. Pre-Defense
3. Defense

Selection of Graduate Faculty Representative

To request a graduate faculty representative, a form must be completed (Appendix, page 41). The selection of the Graduate Faculty Representative should be made by the dissertation director in consultation with the doctoral student. The representative must be selected from a list of three full members of the Kent graduate faculty who have directed at least one dissertation to completion and who are members of a program area different from the major and minor area of study of the doctoral candidate. It is acceptable for the Graduate Faculty Representative to serve as moderator during the dissertation defense.

- Any qualified faculty member of Kent State University can serve as a Graduate Faculty Representative (GFR). Qualified individuals are determined through the University review process which assigns status to individual faculty members (listed in University Register).
- When the committee determines that the student is ready for pre-defense, the student completes a request form for the GFR.
- Suggestions for sources, departments, or program areas with relevant expertise for GFR are offered, when possible, by the Director or Co-Directors of the dissertation committee or other members of the committee in counsel with the director(s). The Associate Dean for Administrative Affairs and Graduate Education makes the final appointment.
- The Director(s) of a doctoral dissertation MAY request the addition of a GFR earlier in the process when the proposal is emerging, in which case that GFR would participate in the proposal process, they could continue and serve as GFR for the dissertation pre-defense and defense as well. They do not serve as another regular committee member.
- A GFR must be appointed prior to the dissertation pre-defense. The GFR participates in the pre-defense and has a vote.
- Unanimity in pre-defense is the desired goal. The occasion of less than unanimity at pre-defense may initiate a review process by the Associate Dean convening Graduate Council.
- After a dissertation defense, the dissertation evaluation form completed by the GFR along with the oral defense approval form is submitted by the candidate to the Associate Dean for Administrative Affairs and Graduate Education. The candidate and Director(s) ensure all forms are present at the defense.

If requested, he or she may also serve as moderator for the oral defense.

Predefense Dissertation Committee Meeting

The predefense meeting is scheduled by the dissertation director when it appears that the document may be ready for defense.

The dissertation phase committee, plus the graduate faculty representative, meet to discuss the dissertation and to determine whether the dissertation is ready for the final oral defense. The doctoral candidate is not present at this meeting. The doctoral candidate must allow the dissertation committee a minimum of ten days to read the predefense copy before the predefense meeting.

A formal decision should be made by the committee in the absence of the doctoral candidate as to the state of readiness of the manuscript. The following are among possible decisions:

1. There is **unanimous** agreement that the dissertation is ready for the oral defense. Individual committee members may have some suggestions for improvement, but they do not wish to see revisions before the defense copy of the document is submitted to the entire examination committee. They recommend that the responsibility for seeing that these changes are made rests solely with the dissertation director.
2. One or more committee members request that minor changes be made in the predefense copy and wish to see the revisions before determining readiness to defend. However, the changes are of a minor nature and **none** of the committee members feels that an additional meeting of the dissertation committee is needed for final approval.
3. One or more committee members feel that revisions of a major nature are needed in the predefense copy. In this case, the doctoral candidate makes the recommended revisions and resubmits the revised copy to the dissertation phase committee. At this point, a reasonable period of time must be allowed before the rescheduling of the predefense meeting. At the second predefense meeting, outcomes "1" through "4" are again possible.
4. The committee determines that major revisions necessitate postponing the scheduling of the oral defense for an unspecified time period. If possible, arrangements should be made at this point to submit the revised document to the committee and a time for the next predefense committee meeting should be set.

Once the committee has determined that the dissertation is ready to defend, only minor changes agreed upon by the committee should be made.

Arranging for the Defense

Each term's deadline date for the oral defense is posted on our web page <http://www.kent.edu/ehhs/ogs/phd-students> under Important Dates or the deadline date may be obtained from the Office of Graduate Student Services in 418 White Hall. It is important to adhere to the defense deadline in order to provide sufficient time for editing and for production of the final corrected dissertation copy. Only rarely can a short extension of a deadline be made, and then only with a petition from the doctoral candidate and the dissertation director to the Associate Dean for Administrative Affairs.

Upon receiving the approval from the dissertation director, the doctoral candidate should distribute the defense copy to all members of the Dissertation Committee including the graduate faculty representative and moderator. At least ten working days must elapse between distribution of the defense copy and the oral defense.

The purpose of the defense copy is to be a basis for the questioning of the doctoral candidate. As such, all parts of the work must be included in typewritten form. These

include the table of contents, lists of tables, all data, the complete references, and appendices. All pages must be numbered appropriately.

The Ph.D. candidate is responsible for assuring completion of the Notification of Readiness to Defend the Dissertation form (Appendix, page 42) and submitting it to the Office of Graduate Student Services. This form testifies that all members of the dissertation phase committee have agreed that the dissertation is ready for defense. A copy of the defense brochure must be attached to the Notification of Readiness to Defend form.

Readiness to Defend & Brochure

The defense is announced to the faculty and students of the College of EHHS through the *defense brochure*, prepared by the candidate. The candidate should attach a copy of the brochure to the Readiness to Defend form and submit to the Office of Graduate Student Services ***no later than ten days prior to the dissertation defense***. Copies of the brochure will be posted so that interested parties can make arrangements to attend the defense. The candidate should also plan to provide copies of the brochure to committee members and guests at the defense. Samples can be found on the bulletin board outside of the Office of Graduate Student Services, room 418 White Hall and two samples of brochures can be found at: <https://www.kent.edu/ehhs/ogs/phd-students>. The two brochure samples are located under DISSERTATION.

The defense brochure contains a biography of the candidate and a condensed abstract of the dissertation. The biography, which should be 200 to 250 words in length, should include background information, professional experience, and research completed or in progress. The condensed version of the dissertation abstract should be limited to 200 to 250 words.

Oral Defense

The oral defense of the dissertation is a formal **scholarly event** which is open to the university community and the public. It is suggested that the candidate distribute copies of the defense brochure to members of the audience who did not obtain them at an earlier time. At the discretion of the moderator, members of the audience may be granted the privilege of questioning the candidate. It is the responsibility of the graduate faculty representative to file an evaluation with the Associate Dean for Academic Affairs regarding the maintenance of scholarly standards. Evaluation forms are available in the Office of Administrative Affairs, 407 White Hall.

Students are expected to have achieved independence with the requisite research methodology of the dissertation and demonstrate a thorough knowledge of the research processes for his or her dissertation. The oral defense of the dissertation should be a clear demonstration of a student's independence and competence in research.

Examining Committee and Voting Procedures

The examining committee consists of the dissertation phase committee, the graduate faculty representative, and the moderator. With the exception of the moderator who votes only if serving in the dual capacity of graduate faculty representative, each committee member must vote in favor of passing or failing the candidate's performance. No abstentions are permitted. A candidate passes the final oral defense if he or she passes with no more than one dissenting vote.

Immediately preceding the defense, the moderator typically clears the examination room of all but the examining committee. The committee then discusses the defense copy to insure that all members judge it ready to defend. The moderator and committee will also establish the questioning procedures at this time.

At the outset of the examination, the moderator reviews the ground rules for the oral defense and the order of questioning by the examining committee. The doctoral candidate then presents an overview of the research, briefly stating the purposes of the research, method of investigation, and outcomes. Questioning of the doctoral candidate follows the rules previously established by the moderator. Normally each committee member is allotted ten to fifteen minutes during the first round of questioning. The dissertation director is usually the last member of the committee to present questions.

Following the first round of questioning, the moderator will normally ask each examination committee member if there are further questions. When the examining committee has been satisfied in the questioning, the moderator may ask if there are any questions or comments from the members of the faculty or guests in attendance. The moderator may also choose to question or comment at this time.

When the questioning and dialogue have been completed, the doctoral candidate and all visitors are excused. The examination committee then has an opportunity for discussion before voting to determine whether the oral defense should be evaluated as pass or fail.

Doctoral candidates preparing to defend their dissertations are strongly encouraged to attend one or more oral defenses in order to become familiar with procedures.

Report of the Oral Defense

The Report of the Oral Defense of Dissertation Form (Appendix, page 45) must be completed and filed in the Office of Graduate Student Services with the proper signatures as noted on the form. It is necessary that this form be submitted in order to clear the candidate for graduation.

The graduate faculty representative is expected to provide an evaluation of the dissertation defense including thorough written comments which are forwarded to the

Associate Dean for Administrative Affairs. (Comments will be summarized periodically and will be disseminated to dissertation chairs, the Annual Dissertation Awards Committee, and the committee conducting the five-year review of graduate faculty.

POST DEFENSE ACTIVITIES

Final Dissertation Copy

It is not unusual for the examining committee to recommend a number of changes in the defense copy of the dissertation. The candidate should work closely with the dissertation director as these revisions are made.

The final dissertation should be checked as carefully as any article or book being prepared for publication. Format, style, spelling, punctuation, and references should be in final form before the committee gives final approval to the dissertation.

Signature Pages

The candidate should be careful to note the examples of the signature page in the *Guidelines for Preparation of Theses and Dissertations* (available on the web at: <http://www.kent.edu/ehhs/ogs/phd-students>) before having the pages typed. The number of lines typed for signatures should correspond to the number of members on the dissertation phase committee. The Graduate Faculty Representative does not sign the signature page.

The candidate should make certain that two original signature pages are submitted to the Office of Administrative Affairs, room 407 White Hall. The signature page must be signed by the entire dissertation committee and the department chairperson. The Dean of the College of EHHS will review the dissertation and sign the signature pages last.

Signatures should be made in ***permanent black ink***.

Editing

It is suggested that the candidate hire a dissertation editor to assist in producing an error-free document that can be a continuing source of pride for the individual and for the College of EHHS. When working with an editor it is important to be specific about the scope of the editing expected. In general, the less polished the document delivered to an editor, the greater the editing cost.

Typically candidates request editors to check the following:

1. Type style.

2. Pages preceding text to note whether the following items are properly included: title, copyright, and approval pages; preface and table of contents; lists of figures, illustrations, and tables; blank pages before title, copyright, approval, and preface pages.
3. Margins, spacing and pagination.
4. Chapter titles and subheadings.
5. Paragraph and sentence structure; punctuation, spelling, and vocabulary usage in text and appendices following standard procedures as presented in APA.
6. Coordination of text with appendices, references, tables and illustrative material.
7. Tables, figures, and references for consistency with the APA used by the student.

Finalization of Dissertation Steps

Each term there is an official deadline for electronically submitting the final corrected copies of the dissertation, Microfilm Release Form and survey of earned doctorates. The candidate should check <http://www.kent.edu/ehhs/ogs/phd-students> for the deadline dates for the semester in which graduation is anticipated or visit the Office of Graduate Student Services where the Important Dates are posted on the bulletin board outside of the office.

1. Approval / Signature Pages

- a. It is recommended that you have the original pages prepared and have them with you at your oral defense so that all members of the committee can sign them. (Example can be found in the Guidelines mentioned below).
- b. Review the ***Guidelines for Preparation of Thesis and Dissertations*** (<http://www.kent.edu/ehhs/ogs/phd-students>) for proper paper requirements and type of pen used for signing.
- c. All signatures should be obtained except for the college dean's. The Office of Administrative Affairs and Graduate Education room 407 White Hall will obtain the Dean's signature once all corrections have been made and the document has been finalized.
- d. Original signature pages should be turned in to Office of Administrative Affairs and Graduate Education room 407 White Hall.

2. Finalize document in preparation for upload to ETD

- a. Dissertation information for upload: <http://www.kent.edu/ehhs/ogs/phd-students>. You do not need to submit a paper or electronic version for review prior to upload.
- b. The Office of Administrative Affairs, room 407 White Hall will be notified as soon as you have uploaded your document.

3. Review of Dissertation/Thesis

- a. The Office of Administrative Affairs will pull a copy of your document from the ETD site and review for any formatting issues.
- b. The office will be in touch with you via your KSU email (unless you have provided a different email address) regarding any issues and/or corrections needed.
- c. Once you and/or your editor have made the appropriate corrections you will email an electronic version (in either PDF or Word) back to the Office of Academic Affairs.
- d. The document is again reviewed for appropriate formatting.
- e. Once all corrections have been made, submit the final revised version on the ETD site.

4. Paperwork to be submitted to Room 407 White Hall:

- a. 2 original signature pages on 100% cotton.
- b. Copyright form and payment if copyrighting through UMI.
- c. Author Discount form and payment if student is taking advantage of the discount to order hardbound copies.

GRADUATION ARRANGEMENTS

Application for Graduation

There is a formal application deadline for each graduation period. This deadline is the first Friday of the semester or term in which the doctoral candidate plans to graduate. The deadline is **firm** and must be met.

Reapplication for Graduation

Those applicants who do not meet all of the above requirements for graduation by the posted deadlines must reapply for graduation in the Office of Graduate Student Services. The deadlines for application for graduation hold for reapplication for graduation. The doctoral candidate must also register for dissertation credits for the term in which graduation is anticipated.

The Graduation Ceremony

Doctoral Hoods

Every doctoral graduate who attends the commencement ceremony is presented with the ceremonial doctoral hood free of charge. The hood is given by the College of EHHS to celebrate the accomplishments of the new Ph.D. graduate. Students who would like to own a hood, but do not attend the commencement, may obtain the hood at their own expense.

Candidates who plan to participate in the graduation ceremony must make arrangements to be properly attired in a doctoral gown. The University Bookstore rents and sells doctoral gowns. Whether purchased or rented, the doctoral gown must be appropriate to the degree. When ordering a gown, a doctoral candidate from the College of EHHS should specify that the Doctor of Philosophy degree in education has been earned. The gowns worn by master's or bachelor's degree recipients are inappropriate attire.

Keeping In Touch

Ph.D. graduates are asked to update the Office of Graduate Student Services with addresses and professional positions. Kent State University is proud of its graduates and would like to share their successes and inform them of upcoming activities.

APPENDICES

DOCTORAL PROGRAM FORM OVERVIEW

It is your responsibility to be knowledgeable about your records and to update them when appropriate. This page is designed to summarize the various forms that you must file to document your program.

The forms included are intended to serve as examples. Since changes in the forms may be made during your tenure in the program, you should go to <http://www.kent.edu/ehhs/ogs/forms> to download forms or request forms from the Office of Graduate Student Services rather than using the samples provided.

Advisory Phase

<u>Form</u>	<u>Appropriate Filing Time</u>
Plan of Study and Advisory Phase Committee	Before the end of the second semester of study
Application for Comprehensive Examination	Allow one month to clear before expected date of examination
Report of Written/Oral Candidacy Exam	Following Completion of Candidacy Examination (filed by adviser)

Dissertation Phase

Dissertation Phase Committee Form	First semester of candidacy
Dissertation Proposal Approval Form	Following approval of the dissertation phase committee. Must be on file before applying for graduation
Human Subjects Review Form	Submitted with proposal if applicable
Application for Graduation	First week of term in which graduation is anticipated
Notification of Readiness to Defend the Dissertation	No later than ten working days prior to the scheduled defense
Defense Brochure	To be submitted with the Notification of Readiness to Defend Form
Report of Oral Defense	Filed immediately following defense (filed by adviser) Deadline dates to defend are posted each semester
Submit Dissertation	Must be submitted electronically by posted deadline

ADVISORY PHASE FORM

TENTATIVE FULFILLMENT DATES

Step 1. Coursework completed _____ Date _____

Internship experience completed _____ Date _____

Step 2. Completion of Comp. Exams _____ Date _____

Step 3. Approval of Dissertation Proposal _____ Date _____

Step 4. Defense of dissertation _____ Date _____

Step 5. Anticipated graduation date _____ Date _____

Major Program Area _____

Major _____

Optional Minor _____

Optional Cognate or Concentration _____

Residency Plan (additional sheet may be attached)

PhD Student Name

Print _____

/s/ _____ PhD Student _____ Date _____

NOTE: ALL SIGNATURES NEEDED ON THIS PAGE MUST BE OBTAINED BY THE STUDENT.

APPROVAL OF PLAN OF STUDY AND RESIDENCY PLAN

Print _____

/s/ _____ Major Advisor/Co-advisor (circle one) _____ Date _____

Print _____

/s/ _____ Co-Advisor/Member if applicable (circle one) _____ Date _____

Print _____

/s/ _____ Optional Member if applicable _____ Date _____

Print _____

/s/ _____ Minor Advisor if applicable _____ Date _____

APPROVALS

/s/ _____ Program Area Coordinator _____ Date _____

/s/ _____ Associate Dean for Administrative Affairs _____ Date _____

KENT STATE UNIVERSITY
COLLEGE AND GRADUATE SCHOOL OF EDUCATION, HEALTH, AND HUMAN SERVICES

OFFICE OF GRADUATE STUDENT SERVICES

ROOM 418 WHITE HALL
KENT, OH 44242-0001

ADVISORY PHASE
PH.D. COMMITTEE STRUCTURE

SINGLE MAJOR

Single Major and/or Single Minor or Cognate: Minimum of two members.

- Major adviser (or co-adviser) assigned by the program area
 - Second member (or co-adviser) may be from the major program area
-

Note 1: Up-to-date lists of full and associate members of the College and

Graduate School of Education, Health, and Human Services are maintained in the Office of Administrative Affairs and Graduate Education, 407 White Hall.

Note 2: Any change in committee structure requires the filing of a revised form.

- If the major adviser has associate graduate faculty rank, the co-adviser or second major adviser must hold full graduate faculty rank.

FOR REVISION ONLY

ADVISORY PHASE FORM

KENT STATE UNIVERSITY
COLLEGE OF EHHS
OFFICE OF GRADUATE STUDENT SERVICES
ROOM 418 WHITE HALL
KENT, OH 44242-0001

ADVISORY PHASE COMMITTEE APPROVAL REQUEST
(SINGLE MAJOR)

Major Program Area _____
Major _____
Optional Minor _____
Optional Cognate or Concentration _____

Residency Plan (additional sheet may be attached)

AS PREVIOUSLY INDICATED ON
ORIGINAL PLAN OF STUDY

PhD Student Name

Print _____
/s/ _____ PhD Student _____ Date _____

NOTE: ALL SIGNATURES NEEDED ON THIS PAGE MUST BE
OBTAINED BY THE STUDENT.

APPROVAL OF PLAN OF STUDY AND RESIDENCY PLAN

Print _____
/s/ _____ Major Advisor/Co-advisor (circle one) _____ Date _____
Print _____
/s/ _____ Co-Advisor/Member if applicable (circle one) _____ Date _____
Print _____
/s/ _____ Optional Member if applicable _____ Date _____
Print _____
/s/ _____ Minor Advisor if applicable _____ Date _____

APPROVALS

/s/ _____ Program Area Coordinator _____ Date _____
/s/ _____ Associate Dean for Academic Affairs _____ Date _____

KENT STATE UNIVERSITY
COLLEGE AND GRADUATE SCHOOL OF EDUCATION, HEALTH, AND HUMAN SERVICES

OFFICE OF GRADUATE STUDENT SERVICES

ROOM 418 WHITE HALL
KENT, OH 44242-0001

ADVISORY PHASE
PH.D. COMMITTEE STRUCTURE

SINGLE MAJOR

Single Major and/or Single Minor or Cognate: Minimum of two members.

- Major adviser (or co-adviser) assigned by the program area
 - Second member (or co-adviser) may be from the major program area
-

Note 1: Up-to-date lists of full and associate members of the College and

Graduate School of Education, Health, and Human Services are maintained in the Office of Administrative Affairs and Graduate Education, 407 White Hall.

Note 2: Any change in committee structure requires the filing of a revised form.

- If the major adviser has associate graduate faculty rank, the co-adviser or second major adviser must hold full graduate faculty rank.

KENT STATE UNIVERSITY
COLLEGE OF EDUCATION, HEALTH, AND HUMAN SERVICES
 OFFICE OF GRADUATE STUDENT SERVICES
 ROOM 418 WHITE HALL
 KENT, OH 44242-0001

Telephone: 330-672-2576 Web: <http://www.ehhs.kent.edu/offices/OGS/> Fax: 330-672-9162

APPLICATION FOR PH.D. MAJOR COMPREHENSIVE EXAMINATION

Dates of Exam _____ Date of Application _____

 Name of Applicant Banner Number Email Address

 Street

 City State Zip Phone

THE FOLLOWING MUST BE SUBMITTED ALONG WITH YOUR APPLICATION:

_____ Copy of plan of study (prospectus), not original. ***Original must be filed prior to applying for comprehensive exams. Any changes made after filing your original plan of study must be noted on the enclosed Plan of Study Changes.***

PLEASE SELECT THE APPLICABLE COMPREHENSIVE EXAM OPTION:

- _____ Format 1 - Established dates administered through your department
- _____ Format 2 - Four take-home questions prepared by Advisory Committee (see attached Advisory Committee form)
- _____ Format 3 - Portfolio & two take-home questions
- _____ Format 4 - Physical Education/Exercise Physiology – Five questions taken 2 ½ days (20 hours)
- _____ Format 5 - Speech Pathology and Audiology – No set number of questions covering major and 2 minors taken 4-5 days (16 hours)
- _____ Format 6 - Counseling & Human Development Services – 5 questions covering a 3 day period 4 hours each day. Established dates administered through department.

APPROVAL: *The signatures below indicate the student's status has been reviewed and that it is appropriate to schedule the examination at this time.*

/s/ _____ /s/ _____
 Major Area Adviser/Co-Adviser Minor/Cognate Area Adviser

/s/ _____ /s/ _____
 Major Area Adviser/Co-Adviser Doctoral Student

Return to Room 418 White Hall

KENT STATE UNIVERSITY
COLLEGE AND GRADUATE SCHOOL OF EDUCATION, HEALTH, AND HUMAN SERVICES
 OFFICE OF GRADUATE STUDENT SERVICES
 ROOM 418 WHITE HALL
 KENT, OH 44242-0001

COMPREHENSIVE EXAM COMMITTEE

Note: This faculty will be preparing and grading written/oral comprehensive exam.

PLEASE FILL IN YOUR COMMITTEE MEMBERS	
Adviser: (Print)	
Adviser: (Signature)	
Co-Adviser(s): (Print)	
Co-Adviser(s): (Signature)	
Minor: (Print)	
Minor: (Signature)	
Cognate Adviser: (Print)	
Cognate Adviser: (Signature)	
Committee Member: (Print)	
Committee Member: (Signature)	
Outside: (Print)	
Outside: (Signature)	

Committee Structure on Reverse Side

OFFICE OF GRADUATE STUDENT SERVICES
COLLEGE AND GRADUATE SCHOOL OF EDUCATION, HEALTH, AND HUMAN SERVICES

PH.D. COMPREHENSIVE EXAMINATION COMMITTEE

THE COMPREHENSIVE EXAMINATION COMMITTEE WILL CONSIST OF A MINIMUM OF 2 MEMBERS FROM THE STUDENT'S PROGRAM AREA. OPTIONAL MEMBERS MAY BE INCLUDED FROM OUTSIDE THE PROGRAM AREA (IN SOME PROGRAMS, THE OUTSIDE MEMBER(S) WILL CONTRIBUTE A QUESTION AND BE RESPONSIBLE FOR EVALUATING THAT QUESTION).

COMMITTEE MEMBERS MUST HAVE AT LEAST ASSOCIATE LEVEL GRADUATE FACULTY STATUS.

CHECK WITH PROGRAM AREA FOR ADDITIONAL REQUIREMENTS FOR COMMITTEE STRUCTURE. SOME PROGRAM AREAS REQUIRE A MINIMUM OF 4 MEMBERS.

Committee Structure: Minimum of two members.

- Major advisor (or co-advisor) from the major program area
- Second member (or co-advisor) from the major program area

Note: Up-to-date lists of full and associate members of the College and Graduate School of Education, Health, and Human Services are maintained in the Office of Administrative Affairs and Graduate Education, Room 407 White Hall.

If the major advisor has associate graduate faculty rank, the co-advisor or second major advisor must hold full graduate faculty rank.

KENT STATE UNIVERSITY
COLLEGE OF EDUCATION, HEALTH, AND HUMAN SERVICES
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 KENT, OH 44242-0001

PLAN OF STUDY CHANGES

Instructions: *If any course changes have been made since you filed your original prospectus, please list the change(s) in the area below. **TBA** courses should also be notated on this form.*

Department and Course Number	Course Title	Semester Credit	Grade	Semester Completed
Remove				
Substitute				
Remove				
Substitute				
Remove				
Substitute				
Remove				
Substitute				
Remove				
Substitute				

Approval: *I understand by signing this form that we have reviewed the transcripts and plan of study. Any courses taken that do not exactly match the plan of study are notated on this form.*

Signature of Major Advisor

Student Signature

Date

Note: *If the plan of study and transcripts do not match, the comprehensive exam packet will be returned to the advisor for review.*

**ONLY COMPLETE THIS FORM IF SEEKING
PERMISSION TO TAKE DOCTORAL COMPREHENSIVE EXAMINATION DURING FINAL SEMESTER OF
COURSEWORK**

This form must be completed and submitted with comprehensive application before student is permitted to sit for the comprehensive exam in their final semester of coursework.

Name of Applicant

Date

Semester in which you intend to take the comprehensive examination: _____
Term Year

List the courses you will be enrolled in while taking the comprehensive examination:

1. _____

2. _____

3. _____

4. _____

Please note: A student may not register for Dissertation I until all coursework is completed and the student passes the written and oral comprehensive examinations. Any student who fails to complete coursework during the semester that the comprehensive examination is administered will not be able to register for dissertation hours nor move forward until all issues have been resolved.

Approval: *The signatures below indicate that the student's status has been reviewed and that the student may schedule the comprehensive examination during the semester indicated above.*

/s/

/s/

Major Area Advisor/Co-Advisor

Program Coordinator

/s/

/s/

Major Area Advisor/Co-Advisor

Doctoral Student

Return to Room 418 White Hall

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COLLEGE AND GRADUATE SCHOOL OF EDUCATION, HEALTH, AND HUMAN SERVICES
 OFFICE OF GRADUATE STUDENT SERVICES
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 KENT, OH 44242-0001

REPORT OF WRITTEN CANDIDACY EXAMINATION

The Ph.D. student listed below has taken the written major examination. The result is indicated below.

Ph.D. Student Name _____

Student I.D. Number _____

Local Address _____

City	State	Zip	Local Telephone
------	-------	-----	-----------------

Major Program Area _____

Emphasis _____

NOTE:

Date of Written Examination _____

Results: _____ Pass with no deficiencies

_____ Deficiencies (Attach remedial plan)

_____ Pass/deficiencies have been met

_____ Fail

Examining Comprehensive Committee Present:

/s/ _____

/s/ _____

/s/ _____

/s/ _____

Recorded:

 Staff- Office of Graduate Student Services

KENT STATE UNIVERSITY
COLLEGE AND GRADUATE SCHOOL OF EDUCATION, HEALTH, AND HUMAN SERVICES
 OFFICE OF GRADUATE STUDENT SERVICES
 ROOM 418 WHITE HALL
 KENT, OH 44242-0001

REPORT OF ORAL CANDIDACY EXAMINATION

The Ph.D. student listed below has taken the written major examination. The result is indicated below.

Ph.D. Student Name _____

Student I.D. Number _____

Local Address _____

_____	_____	_____	_____
City	State	Zip	Local Telephone

Major Program Area _____

Emphasis _____

Results of Oral Candidacy Examination. (The following programs may allow a student 2 attempts to pass the Oral Candidacy Examination: AUD, C&I, EVAL, HEDP, EDAD K-12, and SPA). Submit this form after each attempt.

Results of 1st ORAL Attempt

_____ Pass (Submit this form to 418 White Hall.)
 (Date)

_____ Fail (Based on program policy student will be given another opportunity to address deficiencies. Attach remedial plan. Submit this form to 418 White Hall.)
 (Date)

_____ Fail (Based on program policy student will NOT be given a second opportunity. Student fails Candidacy Examination. Student will be dismissed from program and University. Submit this form to 418 White Hall.)
 (Date)

Results of 2nd ORAL Attempt if permitted by program.

_____ Pass (Submit this form to 418 White Hall.)
 (Date)

_____ Fail (Student fails the Candidacy Examination. Student will be dismissed from program and university. Submit this form to 418 White Hall.)
 (Date)

Examining Comprehensive Committee Present:

/s/ _____

/s/ _____

/s/ _____

/s/ _____

Recorded: _____

Staff-Office of Graduate Student Services
 Report of Oral Candidacy Examination.doc 9/2015

KENT STATE UNIVERSITY
COLLEGE OF EHHS
OFFICE OF GRADUATE STUDENT SERVICES
ROOM 418 WHITE HALL
KENT, OH 44242-0001

DISSERTATION PHASE COMMITTEE FORM

*The doctoral candidate named is ready for work on the Ph.D. dissertation.
The dissertation topic listed has the approval of the proposed Dissertation
Director and the Department Chair.*

*We request official approval of the Dissertation Director and the Doctoral
Dissertation Phase Committee as indicated. Each professor listed has
expressed a willingness to serve in this capacity.*

/s/ _____ Signature- Major Adviser _____ Date _____

/s/ _____ Signature- Co-Adviser if applicable _____ Date _____

APPROVALS

/s/ _____ Program Coordinator _____ Date _____

/s/ _____ School Director _____ Date _____

/s/ _____ Associate Dean for Administrative Affairs _____ Date _____

Name _____ Doctoral Candidate

/s/ _____ Signature- Doctoral Candidate _____ Date _____

Major Program Area(s) _____

TENTATIVE DISSERTATION TOPIC

DISSERTATION PHASE COMMITTEE

Print _____

/s/ _____ Dissertation Director or Co-Director _____ Date _____

Print _____

/s/ _____ Member or Co-Director _____ Date _____

Print _____

/s/ _____ Outside Member _____ Date _____

Print _____

/s/ _____ Optional Member (If applicable) _____ Date _____

Print _____

/s/ _____ Optional Member (If applicable) _____ Date _____

DISSERTATION PHASE COMMITTEE STRUCTURE

The Dissertation Phase Committee contains a minimum of three members. Optional members may be added at the discretion of student and director.

- Dissertation director
- Dissertation committee member or co-director
- Outside member
- Optional member(s)

The dissertation phase committee consists of a minimum of three members of the graduate faculty: a director representing the student's program area, a codirector or second member from the student's program area, and a member outside of the student's program area. Co-advising of dissertations, with various faculty expertise brought to bear on dissertation topics, is encouraged, and a research methodologist is recommended for all committees. (At the time the committee meets for the dissertation pre-defense, a graduate faculty representative joins the committee.)

The dissertation director must be a full member of the College and Graduate School of Education, Health, and Human Services faculty. The co-director or second member, outside member, and any optional members may be full or associate graduate faculty members. The outside member must be selected from a program area other than the major or minor area of study. Graduate College and Graduate School of Management faculty may serve as outside or optional members. An individual who is not a member of the Kent State University faculty may serve in an optional capacity only. Full vitae should be attached for optional committee members who are not Kent State University faculty.

Note 1: If the committee contains one or more members from the Graduate College or the Graduate School of Management, a memorandum stating their department and rank must be attached to this form.

Note 2: Up-to-date lists of full members of the College and Graduate School of Education, Health, and Human Services faculty are maintained in the Office of Administrative Affairs and Graduate Education, Room 407 White Hall.

Note 3: Any change in committee structure requires the filing of a revised form.

NOTIFICATION OF APPROVED DISSERTATION PROPOSAL

OFFICE OF GRADUATE STUDENT SERVICES, ROOM 418 WHITE HALL

The Ph.D. candidate in the College and Graduate School of Education, Health, and Human Services will file this form, along with a copy of the proposal, in the Office of Graduate Student Services, Room 418 White Hall, Kent, OH 44242-0001 no later than the first day of the semester in which graduation is intended. Information must be presented in TYPEWRITTEN FORM. Signatures are required where /s/ shown.

NOTE: A copy of the dissertation proposal must accompany this form.

Name _____ Date _____
 Local Address _____ ID # _____
 City _____ State _____ Zip _____ Phone _____
 Major Program Area _____ Emphasis _____
 Title of Proposed Dissertation _____

MEMBERS OF THE DISSERTATION PHASE COMMITTEE:

Typed _____	/s/	_____
Dissertation Director, Co-Director		
Typed _____	/s/	_____
Member, Co-Director		
Typed _____	/s/	_____
Outside Member		
Typed _____	/s/	_____
Optional Member		
Typed _____	/s/	_____
Optional Member		

Approved

/s/ _____	/s/	_____
Program Coordinator		School Director
/s/ _____		
Associate Dean for Administrative Affairs and Graduate Education		

INSTITUTION RESEARCH BUREAU (IRB) APPROVAL FOR HUMAN SUBJECTS RESEARCH

Once the dissertation proposal has been defended successfully, the student in consultation with the dissertation advisor must submit an application to the IRB for approval to conduct research with human subjects.

Notice of IRB approval must be filed in 418 White Hall by forwarding the email notification of approval from IRB to Nancy Miller at nmiller1@kent.edu.

GRADUATE FACULTY REPRESENTATIVE FORM FOR DISSERTATION DEFENSE

The Advisor and/or student should complete the upper portion of this form and return to Luci Wymer, room 407 White Hall. Using the lower portion of the form, the advisor should provide a prioritized list of three names of faculty, who hold F-4 status and who might serve as the Graduate Faculty Representative. Suggested faculty will be contacted by the Associate Dean's office. The Associate Dean will suggest replacements to the suggested list if those suggested do not hold the appropriate F-4 status. Advisors should keep in mind that the Graduate Faculty Representative will need at least ten days before the pre-defense to review the dissertation.

Date _____

Name _____ Email _____

Address _____

Home Phone _____ Work Phone _____

Department _____

Major Area of Study _____

Minor Area(s) of Study _____

Dissertation Title _____

Adviser _____

Co-Adviser _____

Committee Members _____

Projected Pre-defense Date _____

Projected Defense Date _____

Please prioritize names listed below.

Graduate Faculty Nominees

Please return to Luci Wymer in the Associate Dean for Administrative Affairs and Graduate Education Office, 407 White Hall or email to awymer@kent.edu

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 OFFICE OF GRADUATE STUDENT SERVICES
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 KENT, OH 44242-0001

**NOTIFICATION OF READINESS TO DEFEND THE DISSERTATION AND
 SUBMISSION OF BROCHURE**

Instructions:

1. Committee members are to sign this form at the Pre-Defense meeting.
2. Students are to provide defense brochures for the following:
 - Posting on the bulletin board outside Room 418 White Hall
 - Committee members
 - Additional copies for guests attending defense

(Sample copies of brochures are available in 418 White Hall.)
3. One copy of the brochure is to be attached to this form and submitted to the Office of Graduate Student Services, Room 418 White Hall.
4. The Office of Graduate Student Services will post a schedule of upcoming defenses on the bulletin board outside Room 418 White Hall.

*PLEASE RETURN THIS FORM WITH BROCHURE ATTACHED TO ROOM 418 WHITE HALL NO LATER THAN 10 DAYS PRIOR
 TO SCHEDULED DATE OF DEFENSE.*

The Dissertation Phase Committee has held the Pre-defense meeting for _____
 (Candidate)

It has been determined that the above named student's dissertation is in final draft form and is ready to be officially defended.

The Dissertation Phase Committee's signatures below attest to the readiness of the final draft to be defended.

/s/ _____ Dissertation Director (or Co-)

/s/ _____ Member (or Co-Director)

/s/ _____ Outside Member

/s/ _____ Optional Member

/s/ _____ Optional Member

/s/ _____ Graduate Faculty Representative

Student ID Number _____ Date of Examination _____

Name of Candidate

Address

City _____ State _____ Zip _____ Phone _____

Program Area _____

Concentration (if any)

Exact title of dissertation

Signatures of the Examining Committee

Dissertation Director /s/

Member /s/

Outside Member /s/

Optional Member /s/

Graduate Faculty Rep. /s/

Approving Candidate's Passing

/s/

/s/

/s/

/s/

/s/

Disapproving Candidate's Passing

Moderator /s/

Program Coordinator /s/ _____

School Director /s/

Associate Dean for Administrative Affairs /s/

**Comment overleaf required if the candidate fails or if any conditions are specified*

Return to Room 418 White Hall