

## DOCTORAL POLICIES

### Doctoral Degree

Students are eligible to receive a doctoral degree as approved and implemented by the university after having:

1. Received a master's or specialist degree, if this is a prerequisite on the curriculum.
2. Acquired the research skills of the discipline as required by the department.
3. Passed a comprehensive examination or comprehensive clinical assessment evaluated by more than one member of the graduate faculty.
4. Been admitted to candidacy for the doctoral degree (if a Ph.D. or Ed.D. degree program);
5. Completed a minimum of ninety semester hours of graduate work beyond the bachelor's degree with a grade point average of 3.0 or better and a cumulative grade point average of 3.0 (B) in all course work on the student's authorized degree program. Course work will be selected in consultation with the student's academic adviser or advising committee.
6. Maintained at least a 3.0 grade point overall. Courses in which the student earns or has earned a grade below C do not count toward meeting any degree requirements. A student with more than two grades below B- may not be awarded a Ph.D. or Ed.D. degree. Course work that is not part of the student's doctoral program of study is excluded from this policy. Particular programs may have more stringent grade requirements.
7. Fulfilled all the requirements on the authorized doctoral program as developed by the student and the student's adviser or advising committee. The adviser or advising committee will supervise the program until the degree is completed or until it has been determined that the student should discontinue doctoral study.
8. Earned at least fifteen hours in courses at the 700 level or above (excluding dissertation, doctoral research project, and internship credits) and fifty of the total hours at the 600 level or above.
9. Prepared a doctoral dissertation, or in the case of some applied programs, a doctoral project. A doctoral project must be conducted under an adviser who meets the requirements for regular graduate faculty status as defined by the Academic Senate's Graduate Education Policy. All other policies and procedures for the doctoral project are to be determined by the academic program and will be presented in the section of the bulletin pertaining to the academic program. For the dissertation, you may receive a minimum of twelve hours of credit and a maximum of thirty-six hours of credit as specified on the authorized doctoral program under the guidelines of the specific department. The research for the doctoral dissertation will be conducted under the guidance of a dissertation supervisor and must be approved by a doctoral committee consisting of at least three graduate faculty members. The student must pass an oral defense of the completed dissertation. The committee members are the examining committee and determine whether the student passes the defense. The dissertation must be prepared according to the regulations prescribed in the College of Graduate Studies' most recent edition of the *Preparation Guide for Doctoral Dissertations and Theses* and must be submitted to *Dissertation Abstracts International*.
10. Completed the requirements for the doctoral degree within eight years prior to the award of the doctoral degree with prior relevant graduate degree and ten years if the student began doctoral study without prior relevant graduate degree. Courses completed outside these time frames may not be used to meet the graduation requirements without the written approval of the adviser, the chairperson of the department, and the Dean of the College of Graduate Studies. The request for such approval must be accompanied by a statement giving an explicit reason why the content of the out-of-date courses is still a viable part of the graduate program.
11. Filed a Graduation Application in the College of Graduate Studies and paid the \$35 graduation fee (See Graduation Procedures.)

NOTE: Particular doctoral programs may have more specific or more stringent program requirements.

## **Thesis or Dissertation**

The satisfactory completion of a thesis is a requirement on some master's degree programs and optional on others. The satisfactory completion of a thesis at CMU is a requirement for the specialist's degree, and satisfactory completion of a doctoral dissertation is a requirement for some doctoral degrees.

Students should be aware that the university has specific policies that govern research involving human or animal subjects. Information on experimentation may be obtained from the department chairperson, committee chairperson, or College of Graduate Studies.

For stylistic guidelines, students are expected to follow the most recent College of Graduate Studies' requirements which are explained in the *Preparation Guide for Doctoral Dissertations and Theses*. Copies are available in the graduate studies office.

If students are writing a thesis or dissertation it will be evaluated by a committee. Students should consult their adviser in selecting a committee chairperson and two committee members. The adviser may or may not be the committee chairperson, depending upon the student's academic emphasis. One member of the committee may be from a discipline other than that of the student's area of concentration. All members of the committee must be graduate faculty. For theses and dissertations completed through Central Michigan University's College of Extended Learning, one of the three committee members must be a CMU on-campus regular faculty member or a regular faculty member from a collaborating university (such as in a joint program), or if all committee members are from off-campus, the committee chair must meet the requirements for regular graduate faculty status as defined by the Academic Senate's Graduate Education Policy and be approved as committee chair by the department.

The chairperson of the thesis or dissertation committee will have active direction of the thesis or dissertation but may wish to consult with other members of the committee about matters pertinent to its development. The committee as a whole, however, will determine the quality of the work.

After a committee has been selected and a topic chosen, a Thesis or Dissertation Approval Prospectus form must be filed in the College of Graduate Studies, before the work is formally initiated. The department may require a more detailed prospectus.

Each student who writes a thesis or dissertation must enroll for such credit. Letter grades are not used in the evaluation of the thesis or dissertation; therefore, the student's grade point average is not affected by credit earned for these. In all departments the thesis or dissertation is designated as credit (CR) if acceptable and no credit (NC) if not acceptable. Students will receive six semester hours of credit for an acceptable thesis. For a dissertation, a minimum of twelve and a maximum of thirty-six semester credit hours may be earned depending on the guidelines for the specific department.

A student may not enroll for more than three credits of the thesis or doctoral dissertation until the project prospectus has been approved at the department level and composition of the committee has been verified by the Dean of the College of Graduate Studies. Credit will be granted upon satisfactory completion of the dissertation, or thesis and its acceptance by the committee. See the Duration of Admission Status for more information on time limits.

## **Final Stages of Thesis or Dissertation Preparation**

The final draft of the committee-approved thesis or doctoral dissertation must be submitted for a final check to the College of Graduate Studies according to the published deadline date (approximately four weeks prior to the end of the semester). Failure to meet this deadline or any departmentally stipulated deadline, may result in the student's graduation being delayed until the following semester.

After approval by the College of Graduate Studies, the student will be given a Thesis or Doctoral Dissertation Approval form. The student completing a dissertation must take a clean copy of the dissertation to Library Business Services, currently in 407G Park Library, to prepare for microfilming, no later than one week after graduation. The student must also take two copies of the thesis or dissertation to the University Printing Services, Combined Services Building, for binding, no later than one week after graduation. The approval form must be signed at the Library and Printing Services and returned to the graduate studies office.

Adopted by the Academic Senate: 11/17/92

Revised by the Academic Senate: 9/7/93, 2/17/98, 4/29/03; 10/26/04