

# Doctoral Degree Policies

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## IRB, IBC, and/or IACUC Approval

If a proposed graduate research project involves human, animal, or biohazard subjects, it must be submitted for review and approval by the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), and/or the Institutional Biosafety Committee (IBC). This process should be initiated by the student after his or her supervisory committee has approved the final research design, because IRB, IBC, and/or IACUC approval must be obtained **before** the research project commences and cannot be granted retroactively. A copy of the appropriate approval letters are to be included when the dissertation is submitted for editing.

Disquisitions that involve research using humans or animals as subjects or using biohazard materials will not be approved by the Graduate College if such research has not been previously approved by the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC) as appropriate. Every effort should be made by advisers to ensure that students are aware of these University requirements.

## Examinations

The supervisory committee shall serve as the examining committee of which the major adviser shall serve as chair.

A **comprehensive/preliminary examination** will be required of each student after the greater portion of courses has been completed. This examination consists of a written part and an oral part. After passing the comprehensive/preliminary examination, the student will be formally admitted to candidacy for the Doctor of Philosophy degree. At least one academic semester must elapse between the comprehensive/preliminary examination and the final examination.

The **final examination** will be taken after the candidate has completed the course work and dissertation. This oral examination will be concerned primarily with the dissertation, but it may also cover material from course work, especially those courses fundamental to the dissertation. The dissertation in a near final form must be given to the committee members at least seven (7) days prior to the final examination.

Once a date is finalized with the student's supervisory committee, the Notification of Scheduled Examination form (<https://powerforms.docuSign.net/0abb6387-c124-45e6-bc80-337a7635ffb0/?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>) must be filed with the Graduate College at least two (2) weeks prior to the examination.

At the conclusion of each oral examination, the examining committee shall record, in writing, its approval or disapproval of the candidate and file the appropriate report of examination form to the Graduate College within 14 days following the exam.

A negative vote by more than one member of the student's committee will signify failure of either the comprehensive/preliminary examination or the final examination. Upon permission of a majority of the supervisory committee members, a candidate is allowed to take each examination twice. The supervisory committee will set a date at least one month after the failed examination. Exception to this time limit will be considered by the Dean of the Graduate College upon presentation of written justification from the chair of the supervisory committee in consultation with the committee members. Should both attempts to pass an examination result in failure, the candidate may request to take the examination a third time. A request for a third examination requires the support of the supervisory committee and program administrator, and the approval of the Dean of the Graduate College after consultation with the Graduate Council.

Continuous enrollment is required (fall and spring semester) until all degree requirements are completed, including Graduate School approval of the dissertation. Students defending in the summer semester must register for credit.

### Dissertation Video

Doctoral students are required to submit a three-minute video summarizing their dissertation research for a lay audience. The video should be produced during the final semester of study (specific timing varies by program). Some programs require these videos to be shown to the supervisory committee at the time of final defense, while others do not. Students should consult with their adviser regarding program policies. At a minimum, a student cannot successfully produce the video until the results of his or her research are known.

## Dissertation

The dissertation must show originality and demonstrate the student's capacity for independent research. It must embody results of research that constitute a definitive contribution to knowledge.

## Filing the Dissertation

After the final examination, the student incorporates all revisions into the disquisition as required by the supervisory committee. Once the corrections are made, students must submit the following items to the Graduate School:

- signed approval page
- IRB/IACUC/IBC Compliance Notification
- disquisition
- disquisition processing fee

The student will have one (1) year from the date of the final examination to complete the Graduate School disquisition review process and all other degree requirements. Should the disquisition not receive final approval or any other degree requirements not be completed within this time limit, the student must repeat the final examination. If a period of time two (2) years or greater lapses before the final copies are submitted, the student must reapply to the Graduate College, retake the final examination, register for a minimum of two (2) credits and request an extension.

A degree posts at the end of the semester in which the disquisition is approved and other degree requirements are completed.