

# **UT Tyler Graduate Handbook**

*(Effective Fall 2008)*

*Amended January 2009*

*Prepared by:*

Office of Graduate Studies

*For information, contact:* Dr. Alecia Wolf

ADM 337

903-566-7457

## INTRODUCTION

The ***UT Tyler Graduate Handbook*** contains policies and procedures of the Office of Graduate Studies (OGS), as established by the actions of the UT Tyler Graduate Council over a period of years. The policies and procedures outlined are designed to ensure high standards in graduate education at UT Tyler, while providing flexibility to individual programs.

The ***Graduate Handbook*** is published electronically and can be found at <http://www.uttyler.edu/graduate/gradhbk.pdf>. Because the Handbook is updated regularly, the electronic version should be the reference for current policies.

Every attempt has been made to include most of the regulations governing graduate academic programs; however, many details such as the Graduate School calendar, composition of committees, formatting of thesis and dissertations, etc. are found in separate guidelines available on the OGS web site. Also, individual graduate programs may have additional requirements and regulations of their own. Sometimes these requirements are more stringent than the minimum requirements of the Office of Graduate Studies.

***Each student should become familiar with the material pertaining to his or her degree program, and, together with a faculty advisor, make certain that the chosen program of study complies with all policies.***

**Section I** of the Graduate Handbook contains policies and procedures related to general academic requirements for graduate programs in general at the University.

**Section II** of the Graduate Handbook provides requirements, policies and procedures relevant to Master's degree

**Section III** of the Graduate Handbook provides policies and procedures relevant to Doctoral degrees.

The Office of Graduate Studies reserves the right to make changes to the Graduate Handbook at any time. In instances of conflict between departmental graduate program handbooks and of the Graduate Handbook, the later takes precedence.

***It is the student's responsibility to be aware of, and comply with, all regulations, policies, procedures, and deadlines of the University, the Office of Graduate Studies, and the program enrolled in.***

## **SECTION I: GENERAL ACADEMIC REGULATIONS AND POLICIES**

**ADMISSION REQUIREMENTS** (See, Sects. II and III for policies related to masters and doctoral admission)

### **Readmission**

A formal request for readmission is required whenever a student fails to register for twelve or more months or has an approved leave of absence for twelve or more months. To resume studies, students must submit an Application for Graduate Studies using

<http://www.ApplyTexas.org> and a *Petition for Reinstatement* to the Office of Graduate Studies according to the following deadlines:

- July 1 for the fall semester
- December 1 for the spring semester
- April 1 for summer

Readmission is not automatic and will be reviewed carefully by the Office of Graduate Studies and the academic program prior to making a recommendation.

If a student is readmitted, the applicable catalog is the one in effect at the time of readmission.

Doctoral Students should consult the Residency and Time Limit regulations in Sect. III

### **Scholastic Load**

The minimum credit hour load to be considered a full-time graduate student is nine semester hours of graduate-level courses during a fall or spring semester or 6 hours during any combination of summer sessions.

The maximum credit hour load permitted is 12 hours during a fall or spring semester or 12 hours during any combination of summer sessions. (*Texas Administrative Code*, Title 19, Part 1, Chapter 4, Subchapter A, Rule §4.6). A student does not have to be registered in the summer to maintain full-time status.

### **Required Registration**

Students are required to register for a minimum of 3 hours in any semester in which University resources (e.g., library, computer or research labs, faculty time, etc.) are being used.

### **Adding/Dropping Courses**

Courses may be added only during the official add period. Please refer to the *Schedule of Classes* for official add period dates.

Drop deadlines are given in the *Schedule of Classes*. To drop a course after the end of the first week of classes, the student must complete and submit a Drop/Add Form to the Registrars Office.

No course may be dropped after the published "Last Day to Withdraw" unless the Office of Graduate Studies approves the student petition for a late drop. The petition must provide justification of extenuating circumstances that go beyond academic progress in the course.

**IMPORTANT NOTE:** Dropping a course after the census date may have financial and academic consequences.

### **Catalog Year**

In order to graduate, a student must fulfill catalog requirements in effect at the time of admission to a graduate program or any subsequent catalog during the enrollment. A catalog over six years old may be used to determine requirements for a degree only if the student has been enrolled continuously in fall and spring semesters.

### **Change of Program**

If a student desires to change from one graduate program to another graduate program, the student must submit a Change of Graduate Program Form to the Office of Graduate Admissions.

### **Final Examination**

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule.

### Course Enrollments

The university reserves the right to cancel a scheduled course upon evidence of inadequate enrollment. Normally a minimum of ten students is required in an undergraduate course and five students in a graduate course.

### International Graduate Student Admissions

Applicants from countries other than the United States may be admitted to the university subject to the following regulations in addition to the general admission requirements:

A. Accompanying the application must be an official English translation of the transcripts if the academic transcripts are in a foreign language.

B. Results of the Test of English as a Foreign language (TOEFL) must be submitted before admission will be granted.

C. minimum score for admission for the graduate student is 550 on the paper version, 213 on the computer version, or 79 on the internet-based version. Information concerning the TOEFL may be obtained by writing to TOEFL, P.O. Box 899, Princeton, New Jersey 08540 U.S.A.

D. An affidavit of support is required indicating the source of funds being made available to the student and the amount of money being provided and the length of time the funds will be made available.

E. International students desiring to enter one of the graduate programs must be admitted to the graduate program before being admitted to the university.

F. International students holding a three-year bachelor's degree and who meet all other graduate admission requirements will be admitted to the University as undergraduate students.

G. The required transcripts and admission test must be placed on file prior to consideration.

H. Holders of student (F-I) visas must be classified as full-time students.

I. For international students, the minimum course load is 9 semester credit hours for graduate students.

J. The filing deadlines for applications and the required documents to be received in the Office of Admissions are as follows:

May 30 for the fall semester,  
October 30 for the spring semester, and  
March 30 for the summer terms.

K. Before registration applicants must present:

- 1 Current passport or
2. Resident alien card (green card) and a completed residence questionnaire to the Office of Admissions.

L. International students holding non-immigrant visas are required to maintain approved comprehensive health insurance or coverage while enrolled at UT Tyler.

A health insurance fee will be assessed at the time of enrollment. The health insurance fee will be in the amount of the premium approved for the UT System Student Health Insurance Plan for the actual cost of the insurance and may not be paid through an installment plan.

### International Student Seeking a Graduate Degree by Distance Learning

Applicants from countries other than the United States may be admitted to degree programs offered through distance learning technologies subject to the following regulations:

A. Satisfy the general admission requirements for the degree program.

B. Accompanying the application must be an official English translation of the academic transcripts if the academic transcripts are in a foreign language.

C. Results of the Test of English as a Foreign Language (TOEFL) must be submitted before admission will be granted. A minimum score for admission for the graduate student is 550 on the paper version and 213 on the computer version, or 79 on the internet-based version. Information concerning the TOEFL may be obtained by writing to TOEFL, P. O. Box 899, Princeton, New Jersey 08540 U.S.A.

D. International students desiring to enter one of the graduate programs must be admitted to the

graduate program before being admitted to the University. The required transcripts and admission test must be placed on file prior to consideration.

International students admitted under the regulations above for degree programs offered through distance learning technologies are not eligible for on-campus study unless they hold an F-1 visa.

### **Student Seeking a Second Graduate Degree**

A student who already holds a graduate degree from an accredited institution may pursue a second graduate degree. The second degree must open a new area, field, or major approved by the student's advisor.

With the exception of coordinated degree programs, the degree requirements for the second graduate degree must be satisfied without using courses applied to a previous degree. Credit applied to a previous degree which duplicates a portion of the program required under the second degree will not reduce the number of hours required for the second degree. Courses already taken would not have to be repeated, but additional course work would be substituted for such previously completed courses.

### **Transient Admission: Student Pursuing Degrees at Other Universities**

Graduate students pursuing degrees at other colleges and universities who wish to take courses at the University may be admitted as transient students. The transient student application is available at the Office of Admissions, ADM 202.

A transient student who later wishes to be admitted to the University on a regular basis must apply for admission as a transfer student.

Students who attend the University as transient students and then are admitted on a regular basis are immediately subject to the University's academic regulations.

### **Transient Admission: UT Tyler Students at Other Universities**

After a student is admitted at UT Tyler, he or she should not register for any course(s) at any other institution until approval is granted. Approval by the student's advisor, department chair, dean, and University Registrar is required to assure that the courses taken at another institution will count toward the student's degree. The student should not register at another institution until the request for graduate transient admission form has been completed and approved. Forms for this purpose are available in the Office of the Registrar, ADM 221.

### **GRADING SYSTEM**

The grading scale for all graduate-level work is:

- A—Excellent
- B--average
- C—poor
- D or F--failing

Most courses use the traditional grading system, providing grades of A through F. However, grading may take other forms including:

- **W – Withdrawn:** Withdrawn from course without penalty (no grade).
- **CR/NC – Credit/ No Credit:** Used only in courses taken under credit/no credit option. A CR or NC may not be subsequently changed to a letter grade.
- **P/F-Pass/Fail—**This grade may only be used for thesis or dissertation credit, special project, practicum, internship, or other specialized courses.
- **I– Incomplete:** Course work is incomplete when a student fails to submit all required assignments or is absent from the final examination. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due.

**An "I" must be removed by the end of the semester or end of all summer sessions subsequent to receiving the "I."** If the work is not completed at the

end of the subsequent semester, the "I" will be changed to an "F."

### **Calculation of Grade Point Average**

Grades A, B, C, D, and F and the associated semester credit hours will be used to calculate grade point averages. The designations I, W, CR, and NC and the associated semester credit hours will not be used.

### **Pass/Fail**

The grade of P is used to indicate satisfactory progress in special project and Thesis/dissertation where such courses are not completed during a single term and when there is need for a grade to indicate that the student has been actively engaged in productive research.

A grade of P is also used to indicate satisfactory completion of the special project, thesis/dissertation, practicum, internship or other specialized courses.

### **Credit/No Credit Option**

Students may elect to enroll in some courses on a credit/no-credit basis. However, a CR/NC course does not count toward the calculation of full load or residency requirement (except for thesis or dissertation). The following provisions apply to courses taken on a credit/no-credit basis:

- A. Special form requiring the signature of the student's advisor.
- D. The designation CR will not be changed to a grade of A, B, C, or D.
- E. The designation of CR and NC will not be used in calculating the grade point average.
- F. The designation CR will be counted toward the total number of hours passed.

### **Incomplete Policy**

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an incomplete (I) for the course. The time limit in which the work must be completed may not exceed one semester (or full summer.)

Should the student fail to complete all of the work for the course within the time limit, the incomplete will be automatically changed to an "F". The semester credit hours for an incomplete

will not be used to calculate the grade point average for a student.

### **Repeating Courses**

A graduate student may repeat any graduate course previously taken at UT Tyler if the last grade received in the course was a C, D or F. Repeated courses may not be taken on a CR/NC or P/F basis. Students repeating a single course more than two times will be billed at a higher tuition rate.

All grades will appear on the student's official transcript. Once the graduate degree has been awarded by UT Tyler, a student may repeat a course taken prior to graduation, but the repeated course will not be used to recalculate the grade point average.

### **Grade Forgiveness**

A master's student will receive grade forgiveness (grade replacement) for only two course repeats during his/her graduate career at UT Tyler. Grade forgiveness means that only the last grade earned is used to compute the grade point average. However, all grades will appear on the student's official transcript.

Upon receiving a C, D or F, a student must file an intent to receive grade forgiveness with the registrar by the 12th day of class (see schedule of classes for date). Failure to file an intent to use grade forgiveness will result in both the original and repeated grade being used to calculate overall grade point average.

If a student attempts to repeat a course but withdraws and receives an automatic "W," the attempt counts against the grade forgiveness limit and the original grade remains.

A student may not exercise grade forgiveness for courses taken at UT Tyler and repeated at another college or university, nor may grade forgiveness be used when a course taken elsewhere is repeated at UT Tyler. The grade forgiveness option may not be exercised to remove a grade awarded in a case of academic dishonesty. Once the degree has been awarded by UT Tyler, grade forgiveness may not be used to replace a grade taken before graduation.

### **WITHDRAWALS**

Students are encouraged to meet with their advisor and instructor prior to withdrawing from a course. In addition, students should review the

Academic Calendar located in the Schedule of Classes for "W" withdrawal dates and the refund schedule. Students are eligible to withdraw from class(es) through the 60 percent period of each semester.

For more information regarding refunds, please see the Schedule of Refunds in the *UT Tyler Catalog*. Students should be aware that withdrawing from courses will affect their financial aid, and should consult the Financial Aid Office prior to withdrawal. Students are encouraged to maintain a copy of their Withdrawal Form.

Students must withdraw in writing by one of the following methods:

A. Fill out the Withdrawal Form available in the Registrar's Office.

B. Send a Letter of Withdrawal to the Registrar's Office. The letter must contain the student's name, student ID number, the course(s) from which the student is withdrawing, the reason for withdrawing, and the student's signature. Letters may be mailed or faxed to the Registrar's Office. For mailed withdrawals, the effective date of withdrawal will be the date when the withdrawal is officially completed and recorded by the Registrar's Office. A copy of the withdrawal will be mailed to the student once the procedure has been completed.

#### **Withdrawal for Active Military Service**

If a student withdraws from an institution of higher education because the student is called to active military service, the institution, at the student's option, shall:

A. refund the tuition and fees paid by the student for the semester in which the student withdraws;

B. grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or

C. as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material. (**See *Excused Absences for Active Military Service***)

## **EXCUSED ABSENCES**

### **Excused Absence for Religious Holy Days**

An institution of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

### **Excused Absence for Active Military Service**

Any student who has been called up for military service after a semester begins should immediately provide the Registrar's Office and course instructors a copy of the military orders. Such students are excused from attending classes, turning in assignments, taking examinations or participating in any other required activity if the absence is for no more than 25% of the total number of class meetings (excluding final examination period). If the absence is for more than 25% of the class meetings, please refer to the policy on Withdrawal for Military Service.

Within 5 days of the student returning to UT Tyler from active service, he or she shall notify the Registrar's Office and course instructors. The student will be allowed to complete all assignments and examinations within a reasonable time as agreed upon by the course instructors and under the same requirements in effect when the student enrolled in the course.

Should any dispute arise as to the student's inability to complete assignments or examinations within a reasonable time after the absence, the student should first seek informal resolution with the faculty member, the department chair and then the dean of the college in which the course or courses are located. If an informal process is not successful, the student may institute a grade grievance process after the final course grade is recorded.

### **Verification of Degree**

A degree will not be granted until all requirements have been verified. Incomplete grades listed on the graduation form, required transcripts from other institutions, and other

evidence of outstanding requirements must be verified within 30 days following the commencement ceremony. If the requirements have not been verified by this date, the student must re-file for graduation subject to the filing for graduation guidelines.

### **ACADEMIC GRIEVANCES**

Academic related grievances, such as disputes regarding grades, must be initiated within sixty (60) days by contacting the instructor who assigned the grade. If the student is not satisfied with the decision, the student may appeal in writing to the appropriate Chairperson of the department from which the grade was issued. Grievances may then be appealed to the Academic Dean and the Dean of Graduate Studies. Grade appeal forms are available in each academic dean's office. (**See** Appendix A for Academic Grievance Policy)

### **STUDENT RECORDS**

Please see the Family Educational Rights and Privacy Act (FERPA) policy in the Undergraduate Policies Section of this catalog.

### **MASTER OF ARTS/MASTER OF SCIENCE DEGREES IN INTERDISCIPLINARY STUDIES**

The Master of Arts and the Master of Science degrees in interdisciplinary studies are intended for persons desiring graduate studies in a wider range of fields than normally possible in a program with a traditional major. The student's background and goals are considered in the design of the individual degree plan.

#### **Admission Requirements**

In addition to the general requirements for admission to graduate study, the following elements are used to calculate the admission score for the interdisciplinary studies degree program:

- A. Submit a satisfactory score on the Verbal and Quantitative sections of the Graduate Record Examination (GRE).
- B. Have a minimum grade-point average (GPA) of 2.5 on the last 60 hours of upper-division course work and a 3.0 on all graduate work taken.

C. Students who do not have satisfactory GRE and GPA minimums but do have an aggregate minimum score of 1200 (computed as Verbal Reasoning + Quantitative Reasoning + 100 x GPA) may be admitted on condition that they obtain a "B" or better in each of two graduate courses approved by the graduate coordinator, department chair, or dean in the first field of study.

D. Consideration is also given to one or more of the following: the applicant's demonstrated commitment to his or her chosen field of study, socioeconomic background, first generation college graduate, multilingual proficiency, geographic region of residence, and level of responsibility in other matters including extracurricular activities, employment, community service, and family responsibilities.

Students whose aggregate GRE and GPA minimums are below 1200 as computed in D. above may appeal to an Admissions Appeal Committee consisting of the faculty advisor, the department chair in the area selected as the first field of study, and one other faculty member selected by the dean or graduate coordinator. A recommendation for admission from this committee must be unanimous, and must be forwarded to the dean or graduate coordinator for final approval.

#### **Degree Requirements**

The Master of Arts or Master of Science degree designation as well as the student's advisor will be determined by the first field emphasis of the student's degree plan.

Specific requirements for both degrees follow:

- A. A total of 36 semester hours of graduate work. A student may transfer a maximum of 9 semester hours of graduate credit in which a grade of "B" or better has been earned from approved institutions. All transfer work is subject to approval by the student's advisor.
- B. The student must select a minimum of 12 hours up to a maximum of 18 hours of course work in the first field and a minimum of six hours each in the second and third fields. No more than 18 hours in any one field may be applied to these degrees.

## **SECTION II: MASTER'S DEGREE REGULATIONS AND POLICIES**

### **MASTER'S DEGREE ADMISSION REQUIREMENTS**

An individual is admitted to a single specified degree program in a single semester. Once admitted to a graduate program, an individual may not transfer to another graduate program without formally applying and being admitted to the second program.

The University of Texas at Tyler recognizes five categories of graduate admission for Master's students: Full Graduate Admission; Conditional Admission; Provisional Admission; Special Admission; and Non-Degree Seeking.

#### **I. Full Master's Admission**

A student seeking a master's degree must fulfill the following admission requirements:

A. Hold a baccalaureate degree from an accredited institution and, no later than four weeks prior to the semester of initial enrollment, submit official transcripts from all colleges (including junior colleges) or universities attended.

B. Submit an application for admission to a degree program no later than four weeks prior to the semester of initial enrollment. Application may be obtained from the Office of Graduate Admissions or online at <http://www.applytexas.org>.

Some graduate programs may have earlier application deadlines. Check the program's web site or contact the graduate advisor for application dates.

C. Contact the program graduate advisor to review specific entrance requirements of the selected degree program. The decision to admit a student is made at the program level.

D. Satisfy the entrance requirements for the selected degree program such as entrance examination, grade-point average and any other specific requirements for the selected degree program.

E. Additional consideration for admission will be based upon the applicant's demonstrated

commitment to his or her chosen field of study, involvement and level of responsibility in nonacademic matters including extracurricular activities, employment, community service, and socioeconomic background.

Because some programs accept only a limited number of students, or do not have the faculty or facilities to accommodate a student's particular area of study, some applicants who exceed minimum requirements for admission may not be accepted.

#### **II. Conditional Admission**

This status is granted to applicants who have not satisfied, at the time of enrollment, the minimum GPA or test score requirements, or who have other deficiencies in their preparation.

The status of conditional admission is established at the program level. An applicant who has been admitted conditionally will complete a degree plan with the graduate advisor that specifies the conditions to be met. The conditions may not include more than 9 hours of graduate work. Upon completion of the requirement(s), the student's academic record will be reviewed for consideration to be granted full graduate status.

#### **III. Provisional Admission**

This status is granted to those whose application files lack required items such as transcripts, official report of test scores, or verification of licensure. An applicant who has been admitted provisionally must contact the program graduate advisor to review specific entrance requirements of the selected degree program before being allowed to enroll.

Provisional admission allows the applicant to enroll for only one semester with a maximum of nine (9) graduate hours. Provisional admission will not be continued beyond one semester.

#### **IV Special Admission**

A student seeking teaching certification, a graduate certificate, or other graduate non-degree program (such as for licensure) may be admitted as a special student. The student must submit a Graduate Application and meet all admission requirements set by the particular program. Individual programs determine the number of hours to be taken and other requirements. Students may enroll only in graduate courses required for the specific non-

degree program. Registration is approved by the program advisor and College Graduate Coordinator.

Graduate hours completed prior to admission as a special student may not be accepted by a particular program. If a student subsequently decides to pursue a degree, the selected degree program will determine courses taken while classified as a special student will apply to the degree.

#### **V. Non-Degree Seeking**

A student who desires to take graduate courses for personal enrichment, for job advancement, or for transfer to another institution may do so by completing a graduate application. Non-degree seeking student are limited to enrolling in a total of nine graduate hours unless approval is given by the advisor.

A maximum of nine graduate hours of UT Tyler credit earned as a non-degree seeking student may subsequently be applied toward a master's degree if approved by the degree-granting program. Individual programs may limit the number of hours applicable to the program.

#### **Transfer of Graduate Credit**

Transfer of graduate credit from a regionally accredited institution to a master's degree at UT Tyler is limited to 9 hours. All transfer credit must have been completed with a grade of "B" or better and approved by the degree-granting program. Transfer credits should be evaluated and approved prior to the completion of the degree plan.

Since the restrictions placed upon transfer work may vary from program to program, each graduate degree student should refer to the section of this catalog that details the requirements of the proposed degree.

#### **Academic Fresh Start**

An applicant who has earned a baccalaureate degree under the "academic fresh start" statute, Texas Education Code, § 51.931, and applies for admission to a postgraduate or professional program will be evaluated only on the grade point average of the course work completed for that baccalaureate degree and the other criteria stated herein for admission to the postgraduate or professional program.

#### **Concurrent Enrollment in Two Master's Degree Programs**

In unusual instances a student may be concurrently admitted to, and enrolled in, two master's degree programs. The student must satisfy all requirements for each degree and may not use more than 9 hours of course work from one degree to satisfy common requirements for the other degree. Course work that is used to satisfy common requirements for the two degrees must be approved by the advisor of each degree program and the Dean of Graduate Studies degree.

#### **Undergraduate Courses**

Undergraduate courses (numbered 4999 and below), including required prerequisite or leveling courses, will not be counted toward academic program requirements, will not count toward full-time enrollment status (with the exception of international students), will not carry residence credit, and will not be entered into the student's graduate grade point average.

#### **Time Limitation**

Degree requirements for all master's programs at UT Tyler must be completed within six years of the first semester of enrollment as a degree seeking student. Graduate credit transferred from another institution must meet the limitations imposed by each degree program. Exceptions to the six-year time limitation must be approved by the academic advisor, graduate coordinator for the college and/or the dean of the college.

Credit received for graduate-level courses taken as an undergraduate may be transferred into an academic program with the program's approval provided the course did not count toward the requirements of the undergraduate degree.

**Grade Forgiveness** (*See General Policies, above*)

#### **PROBATION/SUSPENSION FOR MASTER'S STUDENTS**

##### **Graduate Academic Probation**

A student who has a cumulative grade-point of less than 3.0 will be placed on probation.

Students on academic probation must earn a minimum grade-point average of 3.0 or above in each subsequent semester (including summer, if

registered) until the cumulative grade point deficiency is removed. Students have two semesters to remove themselves from probation. Failure to do so results in academic suspension. A student on probation should not register for more than six hours and must obtain his/her advisor's approval to register.

Grade-point deficiencies incurred at UT Tyler must be removed through additional course work at UT Tyler. Grade points earned at other institutions are not used in computing the grade-point average and may not be used to remove a deficiency. A master's student who leaves the university on scholastic probation may be readmitted on scholastic probation even if he or she has attended another institution in the interim. Readmission as a degree-seeking student is not guaranteed.

A student on probation may not change to non-degree seeking status.

### **Graduate Academic Suspension**

A master's student will be suspended from the university for one semester or two summer terms for failure to meet the terms of academic probation. A student suspended from the university for the first time must receive approval for readmission from the program advisor and the appropriate dean.

A student admitted to the university after having been suspended will be admitted on academic probation.

A second academic suspension will be for at least twelve months and readmission to the university will be granted only upon the approval of the program advisor, college graduate coordinator, appropriate college dean, and the Dean of Graduate Studies. Procedures for submitting a petition for readmission to the university may be obtained from the Registrar's Office. The petition must be received in the Office of Graduate Studies two months prior to the beginning of the semester in which the student wishes to enroll.

A third suspension will result in dismissal from the graduate program and the University.

### **ORAL DEFENSE OF THESIS/OR THESIS SUBSTITUTE**

If a thesis or thesis substitute is required, a final oral defense also may be required by the program. The oral defense should be held only

after all members of the committee have had adequate opportunity to review a draft of the master's thesis/substitute. The advisor is responsible for determining that the draft is in an appropriate form for committee evaluation. If substantial revisions are necessary, they should be completed before the final oral defense is scheduled. The committee may, at the time of the final oral but no later, require alterations and corrections, but these should constitute relatively minor changes agreed to by a majority of the committee members. The advisor is responsible for verifying that the changes required by the committee have been made.

All committee members are expected to be present at the defense. The final oral is open to the public. A thesis/substitute is accepted only after the approval of at least two-thirds of the examining committee members. When the oral exam is passed and the thesis/ substitute is deemed ready for publication, all members of the committee sign the Master's Thesis/Substitute Approval Form and send the form to the Office of Graduate Studies.

### **Failure of Examinations**

A master's candidate who fails the oral defense may not take the examination a second time until at least three months after the first attempt. A student who fails an examination for the second time becomes ineligible for further graduate work. Upon request from the student's director of graduate studies, The Office of Graduate Studies may grant a student a third and final opportunity to take the oral defense.

### **THESIS**

Several graduate degree programs at UT Tyler require a standard master's thesis. A student seeking a degree should consult the appropriate section of this catalog to determine if a particular degree requires a thesis.

Students required to write a thesis for their degree must register for a thesis course each semester after research has commenced until the thesis has been accepted.

### **Guidelines and Procedures**

Students considering enrollment in a thesis course may download a copy of *Guidelines for the Preparation and Presentation of a Thesis or Dissertation* from the Office of Graduate Studies web site. These guidelines describe procedures

for preparing, submitting, printing, and binding the thesis. Thesis guidelines may be found on the University website at the following address:  
<http://www.uttyler.edu/graduate/thesisguide.pdf>

### **Human and Animal Subjects**

Any research in which a student participates that involves human or animal subjects **MUST** be approved by the **BEFORE** any recruitment of participants or data collection can be done.

Information on research with humans can be found at

<http://www.uttyler.edu/research/humans.htm>

Information on research with animals can be found at

<http://www.uttyler.edu/research/animals.htm>

Even if you feel that your research may be "exempt", it must still be reviewed prior to initiating collection of data.

### **Submission Deadlines**

The final copy of the thesis, prepared under standards as defined in *Guidelines for the Preparation and Presentation of a Thesis or Dissertation* is submitted to the Office of Graduate Studies no later than two weeks before the last day of final exams of the semester of intended graduation.

Once approved by the Office of Graduate Studies, the student pays a binding fee, and the receipt and copies of the thesis to be bound are taken to the UT Tyler Library. A CD ROM with a PDF version of the thesis is delivered to the Office of Graduate Studies. The PDF version must include a scanned copy of the signature page with all signatures present.

### **Thesis Substitution**

Some master's programs require a substitute for the thesis. Examples of substitutes include a journal article(s), technical report, case study, or independent research project. The policies and procedures for completing the thesis substitute are determined by the program itself.

When students complete a thesis substitute, the advisor fills out and submits to the Office of Graduate Studies the Master's Thesis/Substitute Approval Form.

### **Section III: DOCTORAL DEGREE REGULATIONS AND POLICIES**

**PLEASE NOTE:** All forms required to be filed by doctoral students can be found on the Graduate Studies website at:  
<http://www.uttyler.edu/graduate/phdforms.htm>

The doctoral degree is granted in recognition of exceptional attainment in a specific field as demonstrated by passing coursework, the successful completion of required examinations and the successful defense of a dissertation based on original research that makes a significant contribution to the knowledge base of the student's field of study.

#### **Policies and Procedures**

The policies and requirements outlined in this section of the *Handbook* apply without exception to all departments or programs at the University of Texas at Tyler that offer doctoral degrees. The Office of Graduate Studies and the Graduate Council work closely with departments and programs to coordinate degree requirements and to ensure that they are fairly and equitably applied.

#### **99-Hour Rule**

All students (regardless of state residency classification) who exceed 99 hours of doctoral coursework will be required to pay out-of-state tuition. Doctoral coursework is any coursework taken by a student seeking a doctoral degree after the completion of an initial 30 semester hours of graduate credit (typically master's level work, regardless of whether the hours are taken as part of a master's degree, as a non-degree seeking student, certificate work, or as part of the doctoral program). (See Texas Education Code Sec. 61.046 (I))

Therefore, doctoral students will be subject to the 99-Hour Rule after completing 129 (99 + 30) total graduate hours (5000- and 6000-level).

This rule applies to all students admitted to Ph.D. programs at UT Tyler.

#### **Program of Study**

All doctoral programs consist, at minimum, of a coherent set of courses and other educational experiences, a Preliminary

Examination for Candidacy, a dissertation, and a Final Oral Defense. Students must satisfy not only their departmental requirements, but also any additional requirements specified by the Office of Graduate Studies.

Each student selects a plan of study in consultation with an adviser that includes a reasonable mix of breadth and depth of study designed to foster knowledge of the discipline and a facility with research and scholarship. The plan of study must be approved by the adviser or the departmental Graduate Studies Committee.

#### **Foreign Language Requirement**

The Office of Graduate Studies has no foreign language requirement for doctoral degrees; however, knowledge of one or more foreign languages may be required by individual doctoral programs.

#### **ADMISSIONS**

The University of Texas at Tyler admits students to its Ph.D. programs under the Full Admission criteria. Conditional Admission may be considered under certain circumstances with the approval of the program and the Office of Graduate Studies.

##### **I. Full Doctoral Admission**

Students seeking a doctoral degree must fulfill the following admission requirements:

- A. Hold a baccalaureate degree from an accredited institution.
- B. Have of at least a 3.00 grade point average in all upper-division (junior- and senior-level) coursework, or a 3.00 grade point average in the last graduate degree earned.
- C. Satisfy any additional requirements (official entrance examination scores, essay, grade-point average, letters of recommendation, etc.) for the selected degree program. If the GRE is required, the test must have been taken within the past 5 years.
- D. Additional consideration for admission will be based upon the applicant's demonstrated commitment to his or her chosen field of study, involvement and level of responsibility in non-

academic matters including extracurricular activities, employment, community service, and socioeconomic background.

## II. Conditional Doctoral Admission

Under certain circumstances and with the approval of the doctoral program and the Office of Graduate Studies, a student may be admitted conditionally. This status is granted to applicants who, at the time of enrollment, require leveling work or additional courses to prepare them for doctoral work. An applicant who has been admitted conditionally will complete a degree plan with the graduate advisor that specifies the conditions to be met. The conditions may not include more than 9 hours of graduate work. Upon completion of the requirement(s), the student's academic record will be reviewed for consideration to be granted full doctoral admission.

Because some programs accept only a limited number of students, or do not have the faculty or facilities to accommodate a student's particular area of study, some applicants who exceed minimum requirements for admission may not be accepted.

### Transfer of Graduate Credit

Transfer of graduate credit from a regionally accredited institution is limited to 20% of the total hours required for the doctoral degree. Hours transferred into a doctoral program should represent credit earned after the award of the master's degree. Exceptions to the number of hours transferred may be requested by the program to the Dean of Graduate Studies. Only credit with a grade of "B" or better may be transferred.

Credit earned more than six calendar years before admission to the program will not be accepted for transfer. A graduate program may request the Dean of Graduate Studies to approve additional transfer credit.

The program will determine what courses, if any, are accepted for transfer. The doctoral student may be examined on all transferred courses at the time of the doctoral preliminary examinations.

Transfer work does count toward the 99-Hour Rule for tuition purposes. See above for state law regarding the 99-Hour Rule.

## University Requirements for Doctoral Degree

- A. Satisfactory completion of all coursework required by the plan of study.
- B. Satisfactory completion of the Preliminary Examination
- C. Registration for at least three credit hours during the semesters in which the Preliminary Examination and the Oral Defense are taken and during the semester in which graduation is expected.
- D. Completion of the required residency requirements before Candidacy is awarded.
- E. Graduate cumulative grade point average of at least 3.0
- F. Satisfactory completion of the Oral Defense.
- G. Submission of both a hard copy and electronic version of the approved dissertation, a separate copy of the dissertation abstract, copy of Human Subjects or Animal Subjects approval form (if required), Survey of Earned Doctorates, payment of the doctoral hood and thesis binding fees.
- H. Completion of Ph.D. degree requirements within five years after being admitted to candidacy.

## Doctoral Supervisory Committee

Upon admission to a doctoral program, the student is assigned a Supervisory Committee consisting of the student's "major advisor," who chairs the committee, and at least two additional members of the graduate faculty. The membership of the Supervisory Committee must be approved by the Office of Graduate Studies using the *Appointment of Doctoral Supervisory Committee Form*.

In consultation with the student, the Supervisory Committee is responsible for advising on the student's course of study, overseeing the preliminary examination, ensuring that University regulations and program requirements are met, and ensuring that the student's doctoral program is of high quality.

## Residency and Enrollment Requirements for Doctoral Students

The doctoral degree is granted in recognition of high attainment in a specific field as demonstrated by passing coursework, the successful completion of required examinations and the successful defense of a dissertation based on original research. Consequently, the University does not specify a minimum number of courses or credits that must be completed for the degree.

### Residency requirement

The residency requirement provides students an opportunity to be engaged in concentrated study over an extended period of time in association with faculty and other students in an atmosphere conducive to a high level of intellectual and scholarly activity.

Doctoral students must be registered for nine (9) hours each semester at UT Tyler for a minimum of two consecutive semesters or six (6) hours each semester for three consecutive semesters (not necessarily including summer). However, the student does not necessarily have to be physically present on campus (for example, the student may be taking courses over the internet or doing field research). The residency requirement must be met prior to admission to candidacy.

Hours taken as part of a master's degree or during conditional admission status may not count toward the residency requirement.

### Time Limit

All requirements for the doctoral degree must be completed and the degree awarded within a maximum of nine years from the term of full doctoral admission, and within five calendar years from the term after the student passes the preliminary oral examination.

*(Example: if the date of admission is Fall 2008, the nine-year time limit ends Summer 2017. If the student in this example is admitted to candidacy in March 2010, the time to degree expires at the end of the spring semester 2015).*

### Extension of the Time Limit

When extenuating circumstances warrant, the Dean of Graduate Studies may grant an extension for one year. The student must complete the *Request for Extension of Time Form* and receive approval from the major advisor/dissertation chair and the program's

graduate director, who forwards the request to the Dean of Graduate Studies.

### Interruption of Study for Military Service

See, Sec. I of this Handbook for policies related to withdrawal for Military Service.

Upon returning from military service, the student must complete an *Application for Graduate Studies* and a *Petition for Reactivation*.

### Leave of Absence

A student in good academic standing may request a leave of absence from graduate study for up to one year for any of the following reasons:

- Childbearing
- Adoption
- Illness
- Critical care of child, spouse or parent

To be eligible for a leave of absence, a student must not have received an extension of the time limit for the degree, must not have any Incomplete ("I") grades, and must be in good academic standing.

If the leave of absence is approved, the time of that leave will not count against the total time allowed for the degree. Ordinarily, a leave of absence may not be renewed.

To request a leave of absence, a student must complete and submit a *Request for Leave of Absence Form* and receive approval from the major advisor/dissertation advisor and the program's graduate director, who forwards the form to the Dean of Graduate Studies.

Upon returning from a leave of absence, the student must complete an *Application for Graduate Studies* and a *Petition for Reactivation*.

### Inactive Status

A student not yet admitted to candidacy who has not enrolled for two consecutive calendar years and has not been granted an extension or a leave of absence will be placed in inactive status.

In order to resume graduate studies, the student must complete an *Application for Graduate Studies* and a *Petition for Reactivation* and meet all admission requirements in force at the time of the new application. Readmission under these

circumstances is not guaranteed, however. If readmitted, the student will be subject to all program requirements in force at the time the student is readmitted.

Doctoral candidates who have not enrolled for two consecutive calendar years, have not graduated by the end of the five-year candidacy period, or have not been granted an extension or a leave of absence will be placed in inactive status and their candidacy revoked.

To resume studies, the student must complete an *Application for Graduate Studies* and a *Petition for Reactivation* and receive approval from the dissertation chair, the program's graduate director and/or Graduate Program Committee, and the Dean of Graduate Studies.

Readmission is not guaranteed, however. The faculty in the major field and/or the Dean of Graduate Studies may set any readmission conditions deemed necessary, such as, but not limited to, registering for additional coursework, retaking examinations, filing a revised doctoral proposal, or completing the degree within a specified time period.

**Grading Policies** (see general information in Section I)

### Repeating a Course

Students may repeat a 5000- or 6000-level course if the original grade earned was a C, D, or F and if allowed by the program. The course may be repeated only once and the original grade continues to be included in the computation of the graduate point average.

There is no grade replacement at the doctoral level. Individual programs may prohibit repeating a course or may have limits on the number of times a student may repeat courses.

## PROBATION/SUSPENSION FOR DOCTORAL STUDENTS

### Academic Probation

A student who has a cumulative grade-point of less than 3.0 will be placed on probation. Students on academic probation must earn a minimum grade-point average of 3.0 or above in each subsequent semester of enrollment

(including summer, if registered) until the cumulative grade point deficiency is removed.

Students have two semesters to remove themselves from probation. Failure to do so results in academic suspension. A student on probation should not register for more than six hours and must obtain his/her advisor's approval to register.

Grade-point deficiencies incurred at UT Tyler must be removed through additional course work at UT Tyler. Grade points earned at other institutions are not used in computing the grade-point average and may not be used to remove a deficiency. A doctoral student who leaves the university on probation will be readmitted on probation even if he or she has attended another institution in the interim.

Readmission as a degree-seeking student is not guaranteed.

### Academic Suspension

A doctoral student who fails to make satisfactory academic progress may be dismissed from the doctoral program. Failure to make satisfactory progress may be the result of, but not limited to, failure to raise grade point average to 3.0 within the subsequent two semesters, poor performance on preliminary exams, unsatisfactory research progress, or inability to meet other degree requirements.

Although cases of improper conduct of research or unprofessional behavior are addressed according to other University procedures, these behaviors may result in dismissal from the University.

## DISSERTATION PROCESS

### Dissertation Proposal

Each program will determine when the dissertation proposal must be approved relative to taking Preliminary Examinations (i.e., before, after or concurrently). Once the dissertation proposal has been approved, the dissertation chair must forward the *Approval of Dissertation Proposal* form to the Office of Graduate Studies.

The proposal must be approved by the dissertation committee and the Office of Graduate studies before the student is allowed to register for dissertation hours.

### Doctoral Preliminary Examination

All doctoral students are required to pass a Doctoral Preliminary Examination in the major field before writing the dissertation. Each doctoral program will determine whether the Preliminary Examination is written and/or oral.

The preliminary examination is typically taken after the student has completed a significant portion, if not all, of the program's coursework. However, a student may not be advanced to candidacy or register for dissertation hours until all coursework is completed and all portions of the Preliminary Examination have been passed satisfactorily.

The student must be in good academic standing and registered for a minimum of three credit hours in the semester in which any portion of the examination or a re-examination is taken.

Two weeks before the Preliminary Examination is conducted, the chair of the examining committee must submit the *Notification of Preliminary Examination* form to the Office of Graduate Studies.

*For details on the conduct of the Preliminary Examination, please see **Appendix B***

### Examination Committee

The Preliminary Examination Committee is typically composed of members of the student's Supervisory Committee—the student's major professor, who chairs the committee, and at least two other members of the graduate faculty.

### Format

While The Office of Graduate Studies does not dictate the format for the Preliminary Examination, it is expected that the examination will be appropriately rigorous. Also, the policies and rules for the form, timing, scheduling, sequence, and conduct of the preliminary examination must be uniform for all students in the program and available in written form (handbook, etc.) to all students.

All portions of the preliminary examination must be conducted on campus during university business hours, Monday through Friday.

If the program's policy is to have a written and oral exam, the oral portion may only be administered if the student has received a "satisfactory" on the written portion.

### Written Examination

The student is considered to have satisfactorily completed the written portion of the examination when there is no more than one "unsatisfactory" or "satisfactory with reservations" vote. If the student satisfactorily passed the written portion, participating faculty will record their judgment by signing the "written exam" section of the *Recommendation for Candidacy* form.

If two members judge the examination "unsatisfactory" and/or "satisfactory with reservation," the student will receive a "satisfactory with reservations" for the examination. An oral exam may not be scheduled until the reservations have been removed. When the student has satisfied the committee's reservations, the committee will send a second letter informing the student and the Office of Graduate Studies that the reservations have been removed.

If the student receives more than two "unsatisfactory" or "satisfactory with reservation" votes, the student fails the written portion. The committee may decide whether or not to allow the student to retake the entire examination.

A student who fails the written portion twice is not allowed an additional examination and is automatically dismissed from the university.

The vote of the committee is recorded on the "written exam" section of the *Recommendation for Candidacy*, which must be submitted to the Office of Graduate Studies no later than two weeks following the conclusion of all portions of the preliminary examination.

### Oral Preliminary Examination

If both a written and oral examination are required, the student must have satisfactorily passed the written portion of the examination before proceeding to the oral portion.

The Oral Preliminary Examination is attended by the student, members of the Preliminary Examination Committee, and a representative of the Graduate Faculty appointed by the Dean of Graduate Studies. All members of the Preliminary Examination Committee must be present during the entire oral examination (exceptions are made for web conference, video or teleconferencing).

The Graduate Faculty Representative, who is neither a faculty member in the student's program nor a member of the student's committee, has no vote on the outcome of the examination. The role of the Graduate Faculty Representative is to report a judgment of the quality of the examination as well as of the fairness of the conduct of the examination and its conformity to graduate policy.

The outcome of the oral examination is reached by a majority vote. Each committee member indicates his/her judgment by signing the "oral exam" section of the *Recommendation for Candidacy* form.

### **Assessment**

The student is considered to have completed the oral preliminary examination satisfactorily when the majority vote of the committee is "satisfactory."

If a majority of the committee vote "unsatisfactory" and/or "satisfactory with reservation," the committee may decide whether or not to allow the student to retake the oral examination.

If a re-take is not allowed, an "unsatisfactory" is recorded on the "oral exam" section of the *Recommendation for Candidacy*. The student is automatically dismissed from the university. On the re-take, the committee members may only submit a "satisfactory" or "unsatisfactory" vote.

If the majority of the committee votes "satisfactory," the student satisfactorily completes the second oral examination.

If the majority of the committee votes "unsatisfactory," the student is not allowed an additional examination and is automatically dismissed from the university.

### **Appeal**

Any appeal by the student or a member of the Preliminary Examination Committee, will use the process outlined in Appendix A for Academic Grievances.

### **Application for Candidacy**

Provided that the student has completed all required coursework, has no "incomplete" grades, has satisfactorily completed all portions of the preliminary examination, has a

dissertation committee appointed and approved, has a dissertation proposal approved, and is in good academic standing, the student is admitted to candidacy for the doctoral degree. Candidacy is effective at the end of the semester in which the signed *Recommendation for Candidacy* form is submitted to the Office of Graduate Studies. A notation-- "Advanced to Candidacy for Doctorate"--will appear on the student's transcript.

### **Dissertation**

All Ph.D. candidates are required to complete and defend a dissertation. The University requires a minimum of 9 hours of dissertation credit; however, most doctoral programs require more hours.

The dissertation is an independent scholarly contribution to knowledge in the student's area of specialization. By researching, writing, and defending a dissertation, the student demonstrates a high level of knowledge in the chosen field and the ability to conduct independent research.

Doctoral candidates are required to register for a minimum of 3 credits of dissertation during each semester until the dissertation is accepted by the Office of Graduate Studies. (**See**, Enrollment Requirements)

### **Animal and Human Subject Approval**

Federal regulations and University policy require that all investigations using animal or human beings as subjects of research be reviewed and approved by the appropriately constituted committees before such investigations may begin.

No dissertation based on the use of animals or human beings as subjects can be accepted without prior review and approval handled in accordance with University procedures. The faculty advisor requests such a review, where needed; however, each student should check to ascertain whether the review is required, and if so, the requirements for the review.

### **Dissertation Committee**

The Dissertation Committee is established at a time thought appropriate by the student and the chair of the Supervisory Committee. Although it should be formed as early as possible in the research process, the Dissertation Committee

must be approved by the Office of Graduate Studies—using the *Appointment of Dissertation Committee* form-- the student is allowed to register for dissertation hours.

In some cases, the Dissertation Committee and the Supervisory Committee may be the same. The Dissertation Committee is composed of a dissertation advisor, who chairs the committee, and at least three other Graduate Faculty members. The advisor must be a full member of the Graduate Faculty and be from the department in which the degree is sought. At least one of the committee members must be from the department in which the degree is being sought.

Doctoral programs are encouraged to include scholars from outside the program to serve as members of dissertation committees. The outside members may be selected from among graduate faculty from other academic programs or from other institutions where scholarly work is conducted.

The role of the dissertation committee is to mentor the student's research and writing and approve the dissertation following an oral defense. Doctoral students are urged to consult with members of the dissertation committee throughout the progress of the research. Some programs may require doctoral candidates to submit an annual progress report to the dissertation committee.

### **Oral Defense**

*For Details and Guidelines for Conducting the Oral Dissertation Defense, See Appendix C*

The dissertation chair is responsible for determining that the dissertation draft is appropriate in form and content for committee evaluation. If substantial revisions are necessary, they should be completed before the oral defense is scheduled. Approving the dissertation draft means that the dissertation committee members have found it to be of sufficient merit to warrant holding the Oral Defense. The *Dissertation Draft Approval* and *Request for Oral Defense* forms, signed by each Dissertation Committee member, must be submitted to the Office of Graduate Studies no later than 10 working days before the date of the oral defense.

The Oral Defense schedule cannot be approved until the following items have been delivered to the Office of Graduate Studies at least 10 working days before the proposed date:

1. Draft of complete dissertation
2. *Dissertation Draft Approval* form
3. *Request for Oral Defense* form

The oral defense is open to the public. However, once the defense is completed, the student must leave the room while the Committee discusses the students' performance and votes on the outcome. The student is invited back into the room to receive the Committee's decision.

The student is considered to have completed the oral defense successfully only when the majority of the Committee votes in the affirmative for the student's candidacy. Each committee member indicates his/her vote by signing the *Oral Defense Report form*.

If the examination is judged unsatisfactory by a majority of the voting members, the Committee must decide whether the student will be permitted to do a second oral defense.

The final decision of the examining committee is referred to the Office of Graduate Studies using the *Report of the Oral Defense* form, which must be filed no later than two weeks following the oral defense.

### **Format Review**

At the time that the *Dissertation Draft Approval* and *Notification of Oral Defense* forms are filed with the Office of Graduate Studies, the student must submit a draft of the complete dissertation to the Office of Graduate Studies for format review. The dissertation must conform to format requirements as described in the *Guidelines for the Preparation and Presentation of a Thesis or Dissertation*. Review of the draft for format requirements will take approximately two weeks.

**Final Approval**

Final approval of the student's dissertation cannot be given until the following have occurred:

- A. Successful oral defense has been completed
- B. *Report of the Oral Defense* form has been submitted by the dissertation chair to the Office of Graduate Studies.
- C. All committee signatures have been obtained on the dissertation's signature page.
- D. The following items are submitted by the student to the Office of Graduate Studies:
  1. a complete, final, and unbound copy of your dissertation, which will be used by ProQuest to digitize your dissertation
  2. two copies of an abstract (one copy will be sent with the ProQuest/UMI Contract and one will be retained by OGS)
  3. one extra copy of the title page (will be sent with your ProQuest/UMI Contract)
  4. A CD-ROM containing a PDF version of the dissertation and abstract. Must include a scanned copy of the signature page with all signatures.
  5. Receipt for payment of the ProQuest/UMI fee for publication
  6. Copies of any written permission given to use copyrighted material in the dissertation, where applicable
  7. Animal or Human Subjects Approval form, where applicable
  8. Receipt for payment of the doctoral hood fee
  9. Completed Survey of Earned Doctorates

## Appendix A

### Grade Appeals

The following details the steps involved in a grade appeal:

A. The student should first address his or her concerns to the instructor who assigned the grade.

B. If, after consultation with the instructor, a satisfactory resolution cannot be reached, the student may lodge a formal appeal of the instructor's decision, using the **Grade Appeal** form, with the chair/director of the academic program in which the course is taught course

All appeals must be in writing and signed by the student. They must contain a summary of the evidence and arguments that the student believes supports his or her position in the appeal.

The burden of proof falls upon the student to show that (a) an impermissible element existed in the instructor's evaluation of the student's coursework, and (b) that element influenced the grade assignment to the detriment of the student.

C. The determination by the chair shall be made only after providing the instructor with the opportunity to reply to the charges as cited in writing by the student. If the outcome of this first level of appeal (department chair) is not satisfactory to the student, s/he may lodge an appeal of the chair's dean.

D. If the outcome of the appeal at the dean's level is not satisfactory to the student, s/he may appeal to the Dean of Graduate Studies.

E. If, in the judgment of the Dean of Graduate Studies, the appeal warrants further investigation, the dean may appoint a committee of no less than three members of the Graduate Faculty to investigate the charges and to render a written set of findings and recommendations to the Dean of Graduate Studies.

F. Decisions of the Dean of Graduate Studies are final and cannot be appealed.

Other types of official academic decisions, (e.g., evaluation of oral or written examinations, of theses/dissertations, or of student performance or promise), may be appealed according to the above criteria and procedures.

## Appendix B

### Conduct of Preliminary Examination

#### Preliminary Examination Committee

At least two weeks before the preliminary examination is given, the Notification of Preliminary Examination form must be submitted to the Office of Graduate Studies. This form must include the names of the members of the examining committee, the date(s) of the examination; and the date, time and place of any oral examination.

After the Preliminary Examination Committee has been approved by the Dean of Graduate Studies, the *Recommendation for Candidacy* form is sent to the Chair of the Examination Committee.

#### Written Examination

Regardless of the outcome of the Preliminary Examination, the student is informed of the decision immediately and within one week the committee will convey its reservations to the student in writing, advising the student of the steps that must be taken to remove them. If a re-take is allowed, the committee will convey to the student in writing information regarding the date, time and place of the retake. A copy of this letter must be sent to the Office of Graduate Studies.

When the student has satisfactorily completed the written examination, the committee will send a second letter informing the student and the Office of Graduate Studies that the written portion has been passed.

#### Oral Examination

Attendance at the oral portion of the preliminary examination, which lasts approximately two hours, is limited to the student, members of the Preliminary Examination Committee, and a representative of the Graduate Faculty appointed by the Dean of Graduate Studies.

If for reasons of illness or emergency, the committee members, including the Graduate Faculty Representative, agree that it is necessary to postpone or halt any portion of the preliminary examination, then the examination shall be rescheduled without prejudice to the student. The chair of the

examining committee must notify the Dean of Graduate Studies of the postponement.

Immediately after the oral examination, the candidate is excused from the room while deliberations of the committee are conducted. The student is then invited back into the room to receive the committee's decision.

If the student satisfactorily passes the examination, the *Recommendation for Candidacy* form is completed submitted to the Office of Graduate Studies by the committee chair no later than two weeks following the conclusion of the examination.

If a re-take is allowed, the student will be informed immediately, and within one week the committee will convey to the student in writing information regarding the date, time and place of the retake. A copy of this letter must be sent to the Office of Graduate Studies. If a second examination is held, the faculty participants must be the same as participated in the original oral examination, unless a substitution is approved by the Dean of Graduate Studies.

If the student satisfactorily passes the re-take, the vote of the committee is recorded on the *Recommendation for Candidacy* form, which is submitted to the Office of Graduate Studies by the committee chair no later than two weeks following the conclusion of the examination. .

The *Recommendation for Candidacy* form must be submitted to the Office of Graduate Studies no later than two weeks following the conclusion of all portions of the preliminary examination, whether or not the student has satisfactorily passed the preliminary examination.

## Appendix C

### Conduct of the Oral Dissertation Defense

The *Dissertation Draft Approval and Notification of Oral Defense* form, signed by each Dissertation Committee member, must be submitted to the Graduate School no later than two weeks before the date of the oral defense. After the *Dissertation Draft Approval and Notification of Oral Defense* form has been submitted, students should make an appointment with the Office of Graduate Studies to review format requirements for the dissertation.

Once the oral defense is scheduled, the Dean of Graduate Studies will select a member of the Graduate Faculty who is not affiliated with the department and not a member of the dissertation committee to attend the oral defense. The Office of Graduate Studies will then send the *Oral Defense Report form* to the student's adviser.

The oral defense is public and is announced to the campus community and must take place on campus during regular University business hours, Monday through Friday. The oral defense is open to the public and typically lasts no more than two hours. Except when video or teleconferencing is involved, all committee members and the Graduate Faculty representative are expected to be present at the defense.

Illness, emergency or other unusual circumstances may require the oral defense to be postponed. In such cases the chair must consult the student and the other members of the Committee. If the decision is to postpone the oral defense, the adviser must notify the Dean of Graduate Studies of the postponement.

Only the Oral Defense Committee members are to be present for discussion of the student's performance and the outcome of the oral defense. The student is considered to have completed the oral defense successfully only when the majority of the Committee votes in the affirmative for the student's candidacy. Each committee member indicates his/her vote by signing the *Oral Defense Report form*.

At the time of the oral defense, the committee may require alterations and corrections, but these should constitute relatively minor changes agreed to by a majority of the committee members. The dissertation chair is responsible for verifying that the changes required by the committee have been made.

If the examination is judged unsatisfactory by a majority of the voting members, the Committee must decide whether the student will be permitted to do a second oral defense. If a second examination is required, the committee must be the same as the original one unless a substitution is approved by the Dean of Graduate Studies. A student who fails the oral defense twice is not allowed an additional examination and the student is automatically dismissed from the program and candidacy revoked.

Should the Graduate Faculty Representative find that the oral defense does not meet required standards, the examination should be halted and the matter referred to the Dean of Graduate Studies for review. Once the issues raised by the Graduate Faculty Representative have been satisfactorily resolved, the oral defense may then be rescheduled without prejudice to the student.

The final decision of the examining committee is referred to the Office of Graduate Studies using the *Oral Defense Report form*, which must be filed no later than two weeks following the oral defense. If the student intends to graduate at the end of the semester in which the dissertation is defended, the *Oral Defense Report form* must be submitted to the Office of Graduate Studies no later than four weeks before the end of the semester.