

**FLORIDA STATE UNIVERSITY
COLLEGE OF HUMAN SCIENCES**

**POLICIES FOR THE DOCTORAL DEGREE PROGRAM
IN HUMAN SCIENCES**

Revised August 2018

The College of Human Sciences offers a Doctor of Philosophy degree in Human Sciences with specialization in each of the following areas: 1) Human Development and Family Science and 2) Nutrition & Food Science.

I. SCHOLARLY ENGAGEMENT

To meet the Scholarly Engagement requirement, doctoral students should interact with faculty and peers in ways that may include enrolling in courses; attending seminars, symposia, and conferences; engaging in collaborative study and research beyond the university campus; and utilizing the library, laboratories, and other facilities provided by the university. The goal is to prepare students to be scholars who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community. Each academic unit with a doctoral program should include a program specific statement in its Graduate Handbook describing how students in that unit can meet the Scholarly Engagement requirement. Please see your departmental handbook.

II. INCOMPLETE GRADE POLICY

“Incomplete” (“I”) grades should be recorded only in exceptional cases when a student is unable to complete a well-defined portion of a course for reasons beyond the student’s control and, with completion of the remaining work, has the possibility to achieve a passing grade. Students in these circumstances must petition the instructor and should be prepared to present documentation that substantiates their case. “Incompletes” will not be granted in order to allow students to do extra coursework in an effort to increase their GPA. Even under these circumstances, the authority for determining whether to grant an “Incomplete” rests solely with the instructor. A Graduate Teaching Assistant must have approval from a supervising faculty member to grant an “Incomplete.” One exception to this guideline occurs when an “Incomplete” is applied as a result of allegations of academic dishonesty that have not been resolved by the end of a semester. Dean’s offices can often provide guidance to instructor regarding the appropriateness of an “Incomplete” in individual cases.

A. Before an “Incomplete” is assigned, the instructor is required to meet with the student and complete an Incomplete Grade Agreement form documenting the amount of work to be completed, the time frame for resolution of the grade, and the default grade to be assigned if the work is not completed. Calculation of the default grade is determined by the instructor based upon the coursework completed to date. It is the student’s responsibility to complete the remaining academic work within the agreed-upon time frame.

- B. Under university policy, an “Incomplete” grade automatically reverts to the predetermined default grade at the end of the semester which encompasses the date specified for resolution, unless one of two conditions are met:
 - 1. Upon completion of the agreed-upon work, the instructor submits a grade that replaces the “I” with the final grade for the course.
 - 2. The instructor submits a separate Incomplete Extension of Time form to the Office of the Registrar before the end of the semester in which the “I” is set to expire.
- C. No grade changes will be made after the degree has been granted.
- D. Per The Graduate School, examinations and defenses (0 credit hour courses) are to be enrolled in the semester the student expects to successfully complete the course. If a student enrolls in a Preliminary Examination or Dissertation Defense course and does not attempt to defend, the instructor may assign the grade of “I” but the course will be retroactively administratively dropped.

III. LATE COURSE DROPS, WITHDRAWALS and LEAVE OF ABSENCE

A. Course Drops

- 1. After the seventh week of the semester, as listed in the academic calendar, course drops require the approval of the Associate Dean for Research and Graduate Studies (“academic dean”). Petitions for a late drop will only be approved for **documented exceptional circumstances beyond the student’s control**.
- 2. In the case of a late course drop, there must also be justification as to why that particular course has been affected. Petitions for late course drops must be submitted within one calendar year following the completion of the course(s). Approved late drops will appear on the student’s transcript with the notation “WD.”
- 3. The student must provide written explanation as to why the exceptional circumstances that occurred have selectively impacted certain courses and not others; the fact that a course may be considered more challenging is NOT an acceptable reason. There must be something about the course requirements, policies and/or schedule that were problematic given the circumstances; a copy of the course syllabus should be included with the student’s explanation.

B. Withdrawal

- 1. To terminate all courses for a semester, the student must withdraw from the University. A withdrawal represents a formal separation from the University and, as such, requires the academic dean’s approval for reentry into the University. Students, who are away for two (2) or more semesters - including summer - following the withdrawal, must apply for readmission.
- 2. While all withdrawals require the academic dean’s approval, late withdrawals (after the seventh week of the semester or prorated individual summer term) incur grade liability.
- 3. The student should provide a written explanation stating why the exceptional circumstances related to their request for a withdrawal during the semester will not be a factor for the reentry term.
- 4. For students who answer “yes” to any of the following on the University Application for Withdrawal and Reentry form (a) scholastic or behavioral misconduct, (b) violation of the law resulting in probation, community service, jail sentence or revocation or suspension of driver’s license, or (c) charged with a felony, the academic dean will not approve automatic reentry without the student having completed the appropriate

supplemental information form (vetted by the Admissions Office, which then provides input to the academic dean).

5. The reentry should be endorsed by the department chair and/or major professor before the academic dean signs off.

C. Leave of Absence

1. Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three (3) consecutive semesters. The student must provide appropriate documentation and rationale for the leave request. Please follow university and departmental procedures.
2. An approved leave of absence preserves the student's academic status in his/her degree program, and the time off will not be counted against the time limits for awarding degrees.
3. While on leave, a student will not have access to campus facilities and personnel.
4. Programs are not obligated to reinstate funding support that was provided prior to leave though they are encouraged to do so if funds are available.

D. Examples of exceptional circumstances beyond the student's control for late course drop/withdrawal/leave of absence include, but are not limited to:

1. Medical/Mental Health;
2. Death in the immediate family; and
3. Active military duty.

E. The following examples are NOT considered acceptable reasons for course drop/withdrawal by the University:

1. Student is changing majors and no longer needs the course;
2. Protecting the student's GPA from a future grade; and
3. Improving the student's GPA by dropping a past grade.

F. Examples of Documentation

1. For medical or mental health reasons, please refer to the university procedure.
2. For a death in the immediate family, an original death certificate (not a copy) or an original newspaper obituary must be provided as well as something to confirm the relationship to the deceased.
3. For active military duty, deployment papers must be provided.
4. For family/personal circumstances, documentation may include court documents, police report(s) or a letter from the FSU Victim Advocate Program; evidence of a family member's hospitalization or illness; evidence of a change in financial status, etc.

G. Student Acknowledgement of Potential Repercussions

The student will be asked to sign a statement that he/she understands that the course drop(s) or withdrawal may impact insurance coverage (health and auto), financial aid, housing, academic mapping, graduation, repeat course surcharge and eligibility for athletics or other extracurricular activities.

H. Role of the Instructor

For all late course drops and withdrawals instructors will be asked to verify that there are no allegations of academic dishonesty pending against the student. Instructors will also be asked to provide the student's dates of attendance, grades (including dates that exams were taken or assignments were submitted) and any other information pertinent to the student's academic performance in the course.

- I. Role of the academic dean is to give approval, determine grade liability, recommend waiver of fee liability to the registrar and provide a memo to the Office of the University Registrar for late course drops stating the reason for the drop.

IV. DISMISSAL FOR REASONS OTHER THAN GPA

The university reserves the right to terminate progress in an academic program and dismiss a student whose conduct is deemed improper or prejudicial to the interest of the University community and/or whose academic performance is substandard, regardless of grade point average (GPA).

- A. Program terminations (dismissal for a reason other than GPA) are processed at the academic program level and may occur for a number of different reasons, including but not limited to:
 1. Inability to conduct research in a fashion appropriate with the accepted norms of a discipline,
 2. Inability to function within a team environment to the degree that it negatively affects the learning, practice and/or research of fellow graduate students,
 3. Demonstration of behavior that is not acceptable for the general community in which the student would be practicing should he or she graduate (typically in clinical or school settings),
 4. Failure meeting one or more major milestone requirements,
 5. Inability to pass the preliminary examination or comprehensive examination,
 6. Failure to complete the doctoral degree or make progress towards the dissertation, or
 7. Excessive petitions for candidacy extension.
- B. Departmental Graduate Student Handbooks will specifically address the failure to meet milestones or behavioral requirements as well as the appeals process.

V. MAJOR PROFESSOR

A graduate student in the doctoral program, in consultation with the department chair or departmental graduate program director, should select a major professor as early as feasible, but not later than prior to registration for the third semester. The departmental chair will approve the major professor.

- A. The major professor chosen must be a member of the faculty with Graduate Faculty Status (GFS) and special competence in the student's proposed area of study or research.
- B. The designation must be mutually agreeable to the student, major professor and department chair.
- C. Since some students may have two areas of specialization, the major professor should be designated from the department in which the student has major concentration of study.

VI. SUPERVISORY COMMITTEE

- A. Upon the request of the major professor, the departmental chair will appoint the supervisory committee that will be in charge of the work of the student until the completion of all requirements for the degree. It is the responsibility of the student to secure agreement from each member. The student must submit the constituency of the supervisory committee to the major professor, department chair and academic dean for approval on the college form as early as feasible but no later than prior to registration for the third semester. Students admitted to an in-flight master's degree program will have the same committee composition for both masters and doctoral degrees. Students will not be allowed to register if the Doctoral Supervisory

Committee Form is not on file in the Office of the Academic Dean prior to registration for the third semester. Members of the supervisory committee should be chosen for their potential contribution to the selection of appropriate content of studies required by the particular student as well as their potential contribution to the development and completion of the research project. If, at any time, the composition of the supervisory committee changes, a new form should be submitted according to the procedures in this section.

- B. Each committee must:
 - 1. Be chaired by the major professor from the student's department;
 - 2. Include a professor in a minor area, if the student has 9 or more credit hours in the area;
 - 3. Include one other graduate faculty member from the student's department;
 - 4. Have a University Representative who:
 - a. is a tenured faculty member with GFS in an FSU department outside the College of Human Sciences;
 - b. does not also have GFS in the student's doctoral degree program; and
 - c. is free of any other interest with other members of the supervisory committee;
 - 5. Consist of a minimum of four (4) members who have GFS, one of whom is the university representative of the faculty.
- C. Each area of concentration within the Human Sciences Doctoral Degree Program may establish a more stringent policy on supervisory committee membership as long as such policies do not conflict with university policy.
- D. The responsibilities of the university representative begin with the appointment to the supervisory committee and end with the defense of the dissertation. The university representative is responsible for the following:
 - 1. Ensuring the student is treated fairly and equitably in accordance with university, college and departmental guidelines and policies.
 - 2. Ensuring that decisions made by the supervisory committee reflect the collective judgment of the committee.
 - 3. Verifying that the defense is conducted appropriately.
 - 4. Ensuring that our doctoral graduates are of high quality.
- E. The supervisory committee, or the student's advisor prior to the selection of a major professor, will assess the progress of the student in writing and will send copies of the annual progress review to the student, department chair and academic dean. As part of the annual review, it is the obligation of the supervisory committee to determine annually the recency of work taken and decide if additional courses need to be taken in order for the student to be "current" in the discipline and its research tools.
- F. The Dean of the Graduate School, academic dean and department chair may attend committee meetings as non-voting members. These persons should be appropriately notified of such meetings. For dissertation defense, notification should be sent two (2) weeks prior to defense.

VII. PROGRAM OF STUDY

- A. A doctoral student should plan a program of study with his/her major professor. Those students admitted into an inflight master's program should also plan their master's program of study at the same time as they plan their doctoral program of study; courses will not double-count. The major professor in consultation with the supervisory committee shall determine the total number of hours required beyond the Master's degree with approval of the department chair and academic dean. The number of hours should be determined by the individual student's

academic needs and the requirements of the professional field. Students may be given the option to take a letter grade course as satisfactory/unsatisfactory (S/U). **Up to 9 semester hours of S/U courses are allowed and will be shown on the Program of Study, if approved.** It is the student's responsibility to submit the proper forms and meet the deadlines set forth by the university in order to take the class on an S/U basis. After the deadline has passed, the student's work will be evaluated on a letter grade basis. Semester hour restrictions as stated above on the S/U option do not apply to courses normally offered on the basis of the S/U grading system. No more than five (5) semester hours of supervised teaching credit and five (5) semester hours of supervised research credit may be counted toward the doctoral degree. In addition, there may be other departmental requirements which must be met.

- B. The Program of Study form should be completed as early as feasible, but no later than prior to registration for the third semester of study. Students will not be allowed to register if the Program of Study form is not on file in the Office of the Academic Dean prior to registration for the third semester.
- C. For transfer of credit from another university there is a limit of six (6) semester hours. To indicate that the transfer credit is recommended by the major department, the course(s) should be listed on the student's Program of Study under "additional courses required but not counted for degree" and a copy of the transcript with the courses appropriately marked should be submitted. After departmental approval, the information is provided to the Academic Dean for review. The final determination will be made by the Evaluation Section of the Office of the University Registrar. See the FSU Graduate Bulletin. *Note: These courses do not count toward cumulative GPA.*
- D. It is the responsibility of the major professor to see that the program of study meets the approval of each member of the committee and the department chair. Any member may ask the major professor to call a meeting of the supervisory committee.
- E. A copy of the student's approved Program of Study Form is to be kept on file with:
 - 1. Major professor; and
 - 2. Academic dean.
- F. If there are two areas of concentration, the program of study is to be planned cooperatively by the major professor, the professor representing the cooperating department, and the student.
- G. Any changes in the student's program after it has been filed must be approved by the supervisory committee, the department chair and the academic dean. The Academic Dean's Office must be notified of modifications before the preliminary examination is given.
- H. All Ph.D. students in the College of Human Sciences are required to take HOE6366, Research Best Practices in Human Sciences, for two (2) credit hours.
- I. Students must register for Dissertation Defense (0 credit hours) in the term they defend and this **must be listed** on their Program of Study Form. Students usually enroll in the defense course their final semester in the program.
- J. Students are required to earn six (6) **CHS graduate credit hours** that count toward the degree prior to graduation by attendance in one or more summer terms.

VIII. FOREIGN LANGUAGE AND OTHER RESEARCH TOOLS

Each area of concentration within the Doctoral Degree Program in Human Sciences prescribes its own foreign language, statistics or other tool requirements for the Ph.D. degree.

IX. PRELIMINARY EXAMINATIONS

- A. To be eligible to take the preliminary examination the student must:
1. Complete all but nine (9) hours of course work as indicated on a signed Program of Study Form.
 2. Complete the language requirements (if applicable) and other research tool requirements (if applicable).
 3. Attain a cumulative grade point average of 3.00 or better.
 4. Ensure that any modifications to the Program of Study were filed in the Academic Dean's Office by the major professor.
 5. Be registered for the preliminary examination course #8964.
- B. The doctoral student, in consultation with his/her committee, will establish time, date and place of preliminary examination. The major professor is responsible for the examination content, and will preside at the exam.
1. The preliminary examination is given in two parts: written and oral.
 2. Procedures for the preliminary examination may be determined within each area of concentration. The student's supervisory committee will determine content and format. The three options of the examination are: (1) Comprehensive Exam, (2) Critical Review Paper and (3) Grant Proposal. These options may be further limited and clarified by the department. Content of the oral examination will ordinarily be related to the written part. However, since the preliminary examination is inclusive, the student should be prepared for questions in areas that may not have been covered by the written part of the preliminary examination.
 3. No student may register for dissertation hours prior to passing the preliminary examination. An Admission to Candidacy Form must be completed and on file in the Office of the Academic Dean prior to registration for dissertation hours. After admitted to candidacy, the student may be eligible to retroactively change other hours to dissertation hours for that semester in which the preliminary exam was completed. Retroactive changes are only permitted if the preliminary examination is passed by the mid-point (end of the seventh week) of the semester, as posted on the Registrar's calendar.
- C. Preliminary examinations should be scheduled no later than September (to meet May degree deadline), January (to meet August degree deadline), or May (to meet December degree deadline) in the semester prior to completion of the degree. Departmental preliminary exam deadlines may be earlier.
- D. The supervisory committee serves as the examining committee. Others may be invited to participate in the oral as follows:
1. The department chair and the academic dean may attend any session of the supervisory or examining committee as a non-voting member.
 2. A member may be appointed to the examining committee at the discretion of or on the recommendation of the major professor.
- E. Faculty who submit questions are to vote pass or fail on their questions. The supervisory committee will carry final responsibility for pass or fail on the examination as a whole; a three-fourths majority required for passing.
- F. The committee will report the outcome of the examination – each attempt as a whole – by submitting the college's Preliminary Examination Results Form to the department chair and academic dean: pass, re-exam, or fail. Evidence of required additional work should be

documented in the case of re-exam.

1. The report (college's Preliminary Examination Results Form) following a re-examination **in the same semester** must indicate that the candidate either passed or failed the examination.
 2. Passed and failed (P/F) examinations are reported to the registrar by the person under whom the student registers for 8964 for inclusion in the student's permanent record.
- G. After completion of preliminary examination and 24 hours of dissertation, full-time status requires that a doctoral student must enroll for a minimum of 3 hours per semester (of which at least 2 must be dissertation hours) until completion of the degree.
- H. The time limit for completion of all Ph.D. requirements is five (5) calendar years from the time of passing the preliminary exam.
- I. An approved prospectus must be on file in the Office of the academic dean before requesting a one time, one-year extension of the five-year limit.

X. ADMISSION TO CANDIDACY

- A. A graduate student in the College of Human Sciences is considered a candidate for the Ph.D. degree when he/she has passed the preliminary examination.
- B. The student must be admitted to candidacy at least six (6) months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and method of attack. More realistically, the student should expect to spend more than a year on dissertation work.
- C. The major professor must submit the Admission to Candidacy Form to the department, academic dean and the Office of the University Registrar.

XI. PROSPECTUS

- A. After passing a preliminary examination, a student in the Doctoral Degree Program in Human Sciences must submit to the supervisory committee a research project on a topic related to his/her major field of study. A clear statement of the proposed research problem and the methodology involved must be submitted to the supervisory committee for approval prior to writing the prospectus.
- B. The prospectus must be written within the student's major field.
- C. Although pilot data are often needed in the development of a prospectus, collection of data to be used for the dissertation is not to occur prior to having a signed CHS Prospectus Results Form – with a majority vote of “pass” - on file.
- D. In consultation with the major professor and then the supervisory committee, the student will develop a prospectus (proposal) of his/her dissertation. Once the major professor has approved the prospectus, it should be sent to the other members of the supervisory committee. This committee should have at least one week to read this prospectus prior to the examination of the prospectus.
- E. After the supervisory committee has evaluated the examination, results must be certified via the CHS Prospectus Results Form. A copy of this results form, the manuscript and Institutional Review Board (IRB) approval letter and/or Animal Care and Use Committee (IACUC) protocol, if applicable, will be submitted to the Department Chair who will have three business days to review it. Students must seek IRB and/or IACUC approval prior to commencing in any research involving human or animal subjects. The student's name must appear as the PI or

Co-investigator on the IRB approval and/or listed on the IACUC protocol for the period of time when the student's research is being conducted. Failure to obtain the required approvals may result in the dissertation being permanently embargoed and unpublishable in any form. The same documents will then be submitted to the academic dean who will also have three business days to review it. For each formal defense (examination) of the prospectus given, the form and a copy of the manuscript must be submitted. The student will be allowed to defend again if a majority of committee members select the "re-exam" option on the form. The student will be notified in writing of the timeframe acceptable for the re-examination. The form indicating a majority of "pass" must be on file with the academic dean no later than the graduation registration deadline in the semester the student plans to graduate. Departments may have more stringent policies regarding the number of times a student may be re-examined and the timeframe in which the re-examination takes place.

- F. The prospectus, IRB approval letter and/or IACUC protocol, and the signed CHS Prospectus Results Form are to be kept on file with:
 - 1. Major professor; and
 - 2. Academic dean.

XII. DISSERTATION

- A. A student who has completed the required course work, passed the preliminary examination and submitted an Application to Candidacy Form to the Office of the University Registrar, and continues to use campus facilities and/or receives faculty supervision, **but has not made a final dissertation submission** shall include in the required full-time load of a minimum of two (2) dissertation course # 6980 hours each semester in which he/she is doing work on his/her dissertation. Those with course underload permission must register for at least two (2) hours of dissertation credit per term. Course underloads must be approved in advance by the academic dean.
- B. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time (related to a full-time load) to be devoted to dissertation work. The number of hours listed will show the proportion of time to be devoted to the dissertation. The number of hours should not only reflect the effort of the student, but should take into account the use of campus facilities/resources and faculty interaction/supervision.
- C. A minimum of 24 semester hours of dissertation credit is required by the university for a doctoral degree. Students may enroll in more than the minimum hours.
- D. The dissertation must be an achievement in research constituting a significant contribution to knowledge.
- E. A student is expected to keep the major professor informed as the dissertation progresses and to consult with him/her and other committee members periodically.
- F. A copy of the dissertation must be submitted to the supervisory committee four (4) weeks before the oral defense. At the same time, the student should also submit the document electronically for the pre-defense review to The Graduate School, Manuscript Clearance Advisor. Manuscripts will not be reviewed and counted as an initial submission by the manuscript clearance advisor under the following conditions: not submitted via the ETD Web site; poorly formatted based on Graduate School guidelines, or otherwise appears "sloppy"; sections omitted; page numbers omitted.
- G. After the supervisory committee has signed the Manuscript Signature Form, the dissertation

and associated paperwork should be submitted to the department chair and to the dean for signature (allow a minimum of three business days for each). The academic dean should also be given a minimum of three (3) business days to review the dissertation.

- H. Final approval of the dissertation by the committee is a prerequisite to the awarding of the degree.
- I. Publication of the dissertation research through professional journals is expected.

XIII. APPLICATION FOR THE DEGREE

A student must apply for the degree at the Office of the University Registrar in a timely manner. The deadline is within three weeks of the beginning of the semester; note date in the University Bulletin. If a candidate previously filed for a diploma but did not receive the degree, the application procedure must be repeated. For additional information, contact the Office of the Registrar - Graduation Section.

XIV. REGISTRATION FOR THE FINAL TERM

Students must register for a minimum of two hours of dissertation credit (check Department for higher requirements), as part of their credit load, the semester in which a degree is granted. Usually students register for the dissertation defense (0 hours) in the final term.

XV. EXAMINATION IN DEFENSE OF DISSERTATION

- A. The student, in consultation with the major professor, will arrange the time and place of the oral examination and inform the department chair and the Dean's Office. The major professor will preside at the oral defense.
- B. All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances prevent the participation of a committee member, then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of four members with GFS must participate. Individual departments may impose stricter requirements on physical attendance. Departments must publicize their policy on defense attendance in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin.
- C. The typical language of the dissertation, treatise, or thesis is English. The defense shall be conducted in English.
- D. At least two weeks prior to the date of the examination, the student will present an announcement of the examination to The Graduate School. Announcement of the student's defense must be made using the Defense Announcement Form which can be found on The Graduate School website under Thesis, Treatise and Dissertation.
- E. The examination will be conducted by the major professor and the Supervisory Committee.
 - 1. The department chair, academic dean and other interested graduate faculty are invited to attend.
 - 2. A three-fourths majority vote by the supervisory committee is necessary to approve the defense.
- F. The examining committee will certify the results of the examination by submitting the completed Manuscript Signature Form to the department chair who will submit it to the academic dean.
- G. No incomplete grade ("I") may be awarded for the defense.

- H. The university representative is to submit a written critique (University Representative Doctoral Defense Report) to the academic dean and the manuscript clearance advisor no later than one week from the successful completion of the student's defense. This form can be found on The Graduate School website under Thesis, Treatise and Dissertation. Students may complete the "Student Information" section of the University Representative Dissertation Defense Report for their university representative prior to the defense.

XVI. DEGREE CLEARANCE

A graduate student is not eligible for conferral of a degree unless the cumulative grade point average (GPA) is at least 3.00 in formal graduate courses – there is no rounding. No hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except for which grades of "S" or "U" are given will be included in computation of the average. A student may not have an outstanding "I" or "NG" in courses taken while in the doctoral program. In addition, there are usually other departmental requirements which must be met.

- A. **All students must submit their dissertation electronically.** The submission process and formatting requirements for students submitting Electronic Theses and Dissertations (ETDs) are outlined on The Graduate School website under the Thesis, Treatise and Dissertation section. Students cannot receive manuscript format approval unless the manuscript has been successfully defended. **Students must complete the entire manuscript clearance process within sixty (60) days of the defense of their manuscript.** If a student is unable to successfully complete the entire process within that timeframe, he/she will have to defend again.
- B. The signed Manuscript Signature Form, with a majority of "pass," on file with the manuscript clearance advisor. A copy will be kept on file in the Office of the Academic Dean.
- C. A Final Term Degree Clearance Form signed by the major professor (who ensures that the student has met all degree requirements), the department chair and the academic dean.
- D. Timely submission of the dissertation, the abstract, and the Final Term Degree Clearance Form to the manuscript clearance advisor as indicated in *Guidelines and Requirements* on The Graduate School website under the Thesis, Treatise and Dissertation section.

XVII. COMMENCEMENT

All degree requirements must be met before a student will be allowed to participate in the commencement procession. Obtaining the department's permission to walk early does not guarantee that you will be able to do so; you must also be approved by the Graduation Office. Reasons for such a request must be submitted in a timely manner to the Graduation Office in writing from the department and accompanied by documents needed for proof (i.e. internships, study abroad programs, etc.).

All policies are in compliance with University policies.