

Graduate Catalog Revisions-

Change to Minimum Number of Dissertation/Thesis Hours Required

Change to Registration for Final Term

Tom Mccaleb and Steve Edwards requested a general review from the GPC regarding the loss of funded hours. The thesis/dissertation enrollments were falling and for the past several years were below the funding corridor, which affected the amount of funding the University receives from the Board of Regents.

Approved recommendations:

- 1. The minimum number of dissertation hours for completion of a doctoral degree shall be 24 semester hours.**
 - Required Action- Change catalog copy on page 78 under “Dissertation,” paragraph 3. All departments would change their respective catalog copy or departmental graduate handbook in accordance.
- 2. The minimum number of thesis hours for completion of a master’s degree shall be six hours. The minimum number of hours for a thesis-type master’s degree program shall be 33 semester hours and for a course-type master’s degree shall be 35 semester hours.**
 - Required Action- Change catalog copy on page 74 under “Specific Requirements.”
- 3. Satisfactory completion of a Preliminary Examination shall be required for admission to candidacy for the doctoral degree. No student may register for dissertation or doctoral treatise hours prior to the end of the term in which the Preliminary Examination was completed and on file in the Office of the Dean of Graduate Studies prior to registration for dissertation/treatise hours. After completion of the Admission to Candidacy process, the student may retroactively add dissertation hours for that semester in which the Preliminary Examination was completed.**
 - Required Actions-
 - 1) Add to catalog copy on page 77 under “Preliminary Examination.”
 - 2) Change catalog copy on page 78 under “Admission to Candidacy” by substituting above for the current statement: “A student who has passed the Preliminary Examination is considered a candidate for the doctoral degree.”
 - 3) Admission to Candidacy form.
- 4. The student who has been admitted to candidacy must register for dissertation credits each term in which a substantial amount of work is being done on the dissertation. A student who has completed the required coursework and continues to use campus facilities and/or receive faculty supervision but who has not made a final dissertation**

submission shall register for a minimum of two hours of dissertation per term. The exact number of hours shall be determined by the major professor based on the proportion of faculty/staff time, facilities, and other resources needed to support the student.

- Required Action-Change catalog on page 78 under “Dissertation.”
5. **The student must register for thesis credits each term in which a substantial amount of work is being done on the thesis. A student who has completed the required coursework and continues to use campus facilities and/or receive faculty supervision but who has not made a final thesis submission shall register for a minimum of two hours of thesis per term. The exact number of hours shall be determined by the major professor based on the proportion of faculty/staff time, facilities, and other resources needed to support the student.**
- Required Action- Change catalog on page 76 under “Thesis.”
6. **Registration shall be required in the final term in which a degree is granted and shall consist of a minimum of one semester hour of thesis/dissertation/treatise credit even if the student has completed the requirements for the degree in previous semesters. This is to reimburse the University for the administrative costs of manuscript clearance and final degree clearance procedures.**
- Required Actions-
 - 1) Substitute above for first two sentences of catalog copy on page 73 under “Registration for Final Term.”
 - 2) Change catalog copy on page 71 under “Registration” by adding the following: If in the final semester of degree completion the student is registered for “examination only,” the student will be charged an examination-only fee equivalent to the one hour minimum for registered graduate credit required in the final term.

The committee also voted to send the following recommendations to the Curriculum Committee:

- 1) **That the graduate DIS become S/U or letter grade at the option of the department.**
- 2) **That a new course be developed called Preliminary Exam Preparation and be for variable credit (0-12 hrs.) and repeatable.**

See minutes for full discussion.