

**GRADUATE POLICY COMMITTEE  
MINUTES  
February 16, 2009**

**The following members were present:** David Johnson, English, Chair; Nancy Marcus, Dean, Graduate Studies; Sudhir Aggarwal, Computer Science; Charles Barrilleaux, Political Science; Ulla Bunz, Communication; Gary Burnett, Information; Flip Froelich, Oceanography; Marc Gertz, Criminology; Stanley Gontarski, English; Susan Lynn, Education; David MacPherson, Economics; Ron Mullis, Human Sciences; Colleen Muscha, Theatre; Rodney Roberts, Engineering; Dianne Speake, Nursing; Molly Wasko, Business

**The following members were absent – alternatives present are listed in parentheses:** Valliere Richard Auzenne, Film; Kathleen Erndl, Religion; Bill Fredrickson, Music; Jim Hinterlong, Social Work; Ithel Jones, Teacher Education; Andy Mauk, Education; Dan Markel, Law; Victor Mesev, Social Sciences; Randy Rill, Medicine; Lee Stepina, Business; Jason Fishbein, Graduate Student Representative, Congress of Graduate Students

**Also present:** (Jennifer Buchanan), Dean of Faculties; Judy Devine, Associate Dean, Office of Graduate Studies; Monica Esquibel, Graduate Studies

The meeting was called to order at 3:35 P.M. **A quorum was present.**

**Discussion of Examination in Defense of Dissertation** – Dr. Marcus stated that earlier this year in the Fall, she mentioned the issue of the timing of the defenses and ultimately the submission of the final dissertation to the Graduate School. For approximately 15% of all the dissertations submitted in the Fall the student ended up submitting the final dissertation more than two months after the defense. In some cases, it was as much as a year. It is her opinion that some defenses are being held prematurely.

Dr. Bunz stated that she believes drastic changes should not be made after the defense. If drastic changes are needed, then it is not ready to be defended. She added that the defense is the last chance of oversight.

Dr. Froelich suggested that the word draft be removed. Implementing the new policy would take the responsibility off the faculty and therefore there is an expectation that a complete dissertation be submitted to each member before the defense.

**It was moved by Dr. Froelich and seconded by Dr. Bunz to approve the policy with the removal of “draft” thesis or “draft” dissertation.**

**The policy reads as follows:**

**Examination in Defense of Dissertation**

The defense of the dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. The examination must be completed at least four (4) weeks prior to the date on which the degree is to be conferred.

Academic courtesy requires that the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination. The supervisory committee, the chair of the major department, and such other members of the faculty as may be appointed by the academic dean will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student or major professor will present an announcement of the dissertation title and the date and place of the examination to The Graduate School. Consult the *Registration Guide* for the deadline dates.

The content of the abstract of the dissertation should be submitted to the supervisory committee at least one week before the date of the defense examination for approval. The abstract should conform to appropriate examples in *Guidelines and Requirements for Electronic Thesis, Treatise, and Dissertation Writers*.

The oral examining committee will certify in writing to the academic dean of the major department the results of the examination: passed, failed, or to be reexamined. The report of results following a reexamination must indicate the student either passed or failed. To receive a passing grade the written dissertation must be in final form or require only minor revisions at the time of the defense.

A written critique of the conduct of the examination in defense of dissertation should be submitted by the University Representative from the graduate faculty to the appropriate academic dean and the Dean of The Graduate School within one week after the date of defense.

The final version of the dissertation that is approved by the supervisory committee must be submitted electronically to the university manuscript clearance adviser in The Graduate School within 60 days of the defense date or the student must be re-examined. A manuscript processing fee is charged.

### **Thesis**

The subject of the thesis must be within the major field and must reveal independent investigation and knowledge of the methods of scholarship. It is the responsibility of the major professor to supervise the preparation of the prospectus and the thesis. The manuscript must be prepared according to the style and form prescribed by the department and must conform to the University requirements regarding format. Formatting and clearance guidelines for the final electronic submission copy may be accessed at The Graduate School's Blackboard GradSpace and Faculty/Staff sites, or by contacting the manuscript clearance advisor.

A student who has completed the required course work and continues to use campus facilities and/or receives faculty supervision, but has not made a final thesis submission shall include in the required full-time load a minimum of two (2) credit hours of thesis per semester until completion of the degree. Those with underload permission must register for at least two (2) credit hours of thesis per semester. Underloads must be approved by the student's academic dean. Before registering for thesis hours, the student must consult the major professor as to the proportion of time to be devoted to thesis work.

The thesis should be in the hands of the major professor and the examining committee at least ten (10) days before the date of the oral examination. After approval by the oral examining committee, which includes or may be the same as the supervisory committee, the student should submit the final version of the thesis electronically to the manuscript clearance adviser. The final approved version of the thesis must be submitted electronically to the university manuscript clearance adviser in The Graduate School within 60 days of the defense date or the student must be re-examined. A manuscript processing fee is charged. If the student wishes University Microfilms International, Inc., to register the copyright, an additional fee must be paid. Consult the *Registration Guide* for the deadline dates.

As a condition of undertaking a thesis Master's program, the student agrees that the completed thesis will be archived in the University Libraries system. The student will make the electronic thesis available for review by other scholars and the general public by selecting an access condition provided by The Graduate School.

### **Passed**

**With no new business to be presented, Dr. Johnson adjourned the meeting at 5:05 P.M.**