

Thesis/Dissertation Approval Subcommittee Initial Report

The following notes and recommendations may be used to inform discussion by the Graduate Council and GCEC. The committee would be happy to provide any additional corrections/additions the GC feels are necessary and potentially draft Faculty Manual and Catalog revisions.

Note that there are two sets of recommendations, the first set about the quality assurance process while students proceed through their graduate program, the second set to clarify what roles each administrator plays in assurance of quality for graduate programs.

A key question that the GC should consider is if Graduate School tracking of the process is required (and the mechanism of tracking). One potential solution is to require the GPD to track compliance and report to the Graduate School (i.e. as below in which the GPD signature on GA contracts certifies that all requirements have been met), another is to have a form filled out for each student and submitted to the graduate school as Dean Gemperline has suggested for PhD Candidacy (or uploaded into Extender?). While the second provides a more certain compliance effort, it is also quite labor intensive (particularly for MA/MS programs) and might be reserved for a later date if necessary.

The central concept of requiring the on-going meetings with the thesis/dissertation committee is to ensure that all students are making adequate progress towards their degree, and to provide a feedback loop to ensure that weak theses/dissertations are less likely to occur.

A potential additional role of the "University Reader" has been included below for Dissertations only. This representative of the Graduate Faculty and Graduate School is charged with reviewing the Dissertation prior to the defense.

The Administrative recommendations recognize that the Graduate Dean does not have the power to reject theses and dissertations for quality issues beyond format and that policy/permission processes have occurred. In cases where a program's student products raise concerns in an ongoing manner, the Dean (as part of institutional quality assurance processes) should have the right to request a meeting with the program faculty and unit head, create an action plan, and monitor its progress. The Dean should also have the right to request, if necessary, an external program review. These recommendations would need to be approved by the Governance Committee once the GCEC and GC have arrived at suitable language for the Faculty Manual.

I. Process Recommendations

A. Masters Thesis Programs

1. Recommend that Program Directors meet with incoming students for an orientation emphasizing adequate progress towards degree and discussing the timeline described in A.1.a
 - a) *Every program director should construct a timeline useful for advising students that includes recommended milestones and deadlines (in credits and/or semesters). This document should be included in the handbook and submitted to the graduate school.*
2. Proposal Approval/Timing
 - a) *Recommend that programs require their students to complete their proposal defense by start of the third semester (or by 18 cr. completed for part time students). Signatures on the committee form declare that this requirement has been completed.*
 - b) *Recommend that programs not allow students to enroll in thesis classes prior to completing this requirement.*
 - c) *Consider requiring the (currently voluntary) reporting of the thesis topic approved by the committee to the Graduate School*
3. Regular meetings with the thesis committee
 - a) *Recommend that programs require meetings every semester with the committee, not including the summer (programs should begin these meetings when appropriate for their standard course of study). The committee must agree that adequate progress is being made towards completion of the degree or the student and advisor must produce a satisfactory plan to remediate, which will be submitted to the committee within a reasonable length of time (committees should be allowed to choose an appropriate timeframe).*
 - b) *The student is responsible for scheduling these meetings and programs should consider establishing minimum quorum sizes (2/3, $\frac{3}{4}$, or 3/5) of the committee.*

c) Each program should consider appropriate enforcement policies, which may include eligibility to enroll in thesis courses, eligibility for GA positions, etc.

4. Thesis Submission to Graduate School

a) Due to staffing issues, submission of the thesis to the Graduate School for checking prior to defense is not recommended at this time. Could be considered for the future if necessary.

B. Doctoral Programs

1. Candidacy Approval and Adequate Progress towards degree

a) The committee defers to the current recommendations from the PhD Program Directors on candidacy timing and format.

b) Recommend that programs require meetings every year with the committee, not including the summer (programs should begin these meetings when appropriate for their standard course of study). The committee must agree that adequate progress is being made towards completion of the degree or the student and advisor must produce a satisfactory plan to remediate, which will be submitted to the committee within a reasonable length of time (committees should be allowed to choose an appropriate timeframe).

c) The student is responsible for scheduling these meetings and programs should consider establishing minimum quorum sizes (2/3, $\frac{3}{4}$, or 3/5) of the committee.

d) Each program should consider appropriate enforcement policies, which may include eligibility to enroll in dissertation courses, eligibility for GA positions, etc.

2. Dissertation Submission

a) Due to staffing issues, submission of the dissertation to the Graduate School for checking prior to defense is not recommended at this time. Could be considered for the future if necessary.

3. University Reader

a) The Graduate School should consider mandating a University Reader. One potential procedure (based on Auburn University's policy) is below.

b) Prior to the final oral defense (timeline to be decided) the advisor will nominate several potential readers to the graduate school (via form to be created). The readers must have the appropriate expertise, be a member of the Graduate Faculty, and be from outside the program in which the dissertation is being evaluated.

c) The Graduate School will appoint such a reader, whose role is to represent the entire Graduate Faculty and will evaluate the dissertation from the standpoint of originality, significance, research, analysis, accuracy, and overall scholarship.

d) The reader will advise the graduate school if the dissertation is ready for submission to the committee for evaluation, or will make recommendations to the student and advisor about any deficiencies that need to be addressed prior to the final oral examination. In the event the advisor and student disagree, a second reader may be identified and consulted as above. If the two readers disagree, the Graduate School will have final authority on the student advancing to the final defense.

e) The university reader is the designated Graduate School representative at the final oral examination and is expected to be an active participant.

II. Administrative Duties

A. Thesis/Dissertation Committee (signing of the thesis is certification that the following has occurred)

1. Approves proposed research/candidacy exams
2. Has monitored adequate progress towards degree
3. Approves Thesis/Dissertation for quality and content

B. Director of the Graduate Program

1. Oversees advising, admissions, assessment, and monitoring of adequate progress towards degree for each program
2. Ensures student has completed program requirements
3. Provides annual graduate faculty orientation, discussion of deadlines and timeline for degree completion

C. Chair/Director/Dean of the Unit in which the program is housed (signs thesis to certify that they have read the document)

1. Monitors and is responsible for assuring overall program quality

D. Dean of the Graduate School/Graduate School

1. Approves thesis/dissertation format and that all appropriate permissions, etc. have been obtained (signature of the Dean certifies that this format check has occurred and that required documentation has been submitted)
2. Consider online training on roles and duties of thesis and dissertation committee members
3. The Graduate School may request a meeting with the Unit Head, the Director of the Graduate Program and/or Graduate Faculty if quality concerns have been identified. Potential action items could include revised program learning outcomes, revisiting graduate faculty criteria, an external review of student products or other actions as found appropriate by the Dean, GCEC and the program faculty affected.
 - a) *If result of meeting is an external program review, the graduate school should provide the needed funds*
 - b) *The program faculty will provide a list of potential reviewers, the GCEC will select from the list or ask for additional candidates*

Appendix I: Information from other Institutions

University of Virginia

MS

- No candidacy, thesis formatting and committee requirements same as PhD

PhD

- Candidacy Form (Department Specific Requirement, not tracked by GS)
- Application for Graduation signed by Advisor and Department Chair
- Form reporting planned defense with draft title page
- Graduate School checks format only
- Dean does not sign title page

University of Alabama-Birmingham

MS/PhD

- Must fill out a candidacy form before beginning research
- Committee Membership approved by the GS
- Application for Graduation results in a GS generated title page
- GS checks format only
- Dean not listed on title page

University of Georgia

MS

- Committee Membership approved by GS within first semester.
- Major Advisor and Grad Director notify committee when thesis is ready for defense and formally schedules the defense.
- GS Checks format only
- Dean listed on title page as approving electronic version

PhD

- Committee Membership approved by GS within first year
- Admission to Candidacy required
- Major Advisor and Grad Director notify GS when Dissertation is ready for defense, the GS formally schedules the defense. Open to the entire university.
- GS Checks format only
- Dean listed on title page as approving electronic version

UNC CH MS and PhD Degree Requirements and Procedures

Degree Requirements MS

1. Comprehensive Exam—Written, Oral or both, taken after all courses completed.
 - a. Exam evaluated by Examining committee (= thesis committee); requires 2/3 approval to pass
 - b. Thesis advisors responsibility is to see that the thesis draft is in appropriate form for review
by the committee
 - c. Form submitted to the Graduate School following Written, and Oral, and Final Oral Examinations

2. Composition of the thesis committee
 - a. 3 members; external member not required
 - b. Chair, and Research Advisor (these 2 may be same person if approved by director of the academic program);
 - c. Chair oversees committee meetings and associated documentation
 - d. Advisor oversees research progress and is the primary mentor
 - e. Committee is approved by unit's director of graduate studies after consultation w/ student

3. Time Limits
 - a. 5 years. Extension of up to 1 year may be permitted
 - b. If, upon completion of the MS, the student is allowed to proceed for a PhD, their 8 year PhD time begins when the MS degree is awarded.
 - c. A leave of absence of up to 1 year may be granted. The duration of the leave of absence does not count toward the 5 year limit

4. Graduate School approves formatting of thesis

Degree Requirements PhD

1. Comprehensive Exam—Written and Oral, plus oral defense of dissertation
 - a. Exam evaluated by Examining Committee, a majority required for approval
 - b. After each exam, a doctoral exam report form is sent to Grad School. If 2nd exam includes defense of the dissertation proposal, a separate form listing doctoral committee members and signatures approving dissertation topic is submitted to the Graduate School

2. Committee

- a. 5 members; an external member is not required, but may be encouraged, depending upon the program
- b. Student meets with committee frequently throughout the program. Student prepares a report on progress to committee members at least once per year.
- c. UNC CH Biology Dept: failure to meet w/ committee once per year results in loss of stipend.

3. Admission to Candidacy

- a. All But Dissertation: completed all required courses (major and minor), passed comp exams, approved dissertation topic
- b. Candidacy form submitted to Grad School

4. Graduate School approves formatting of thesis

<http://graduateschool.uncc.edu/current-students/graduation/thesis-and-dissertation-manual>

UNC Charlotte

THESIS SUBMISSION PROCEDURES

It is important that your thesis has been reviewed by the Graduate School, and it conforms to the requirements and guidelines in the Manual of Formatting Requirements for Theses and Dissertation. Plan to review your thesis as early as possible to give you ample time for revisions.

The approved thesis is due by the deadline published in the "Office of the Registrar's Academic Calendar" for fall, spring or summer semesters NOTE: If you submit your approved thesis after the deadline, your graduation will be delayed till the next term.

Important Reminders: On or before the first day of classes of the semester or summer term in which you intend to submit your thesis for graduation:

- . a) Be registered for the semester or term you intend to graduate.
- . b) Complete the online Application for Degree through [Banner Self Service](#).
- . c) Complete the Application for Admission to Candidacy form in [Banner Self Service](#), print and obtain your Graduate Coordinator's approval and signature prior to submitting to the Graduate School.

The deadlines for the candidacy form and the online graduation application can be found on the "Office of the Registrar" web page at:

<http://registrar.uncc.edu/calendars/index.asp>

Pre-defense review: Make an appointment with Ms. Anita Smith at the Graduate School to review your thesis before your defense. You can email her at: afsmith@uncc.edu. You must bring a printed copy of your thesis to the appointment.

Get approval: Note: your committee must have your complete thesis three weeks prior to your defense. Defend your thesis and get preliminary approval of the content of your work from your thesis committee members.

Post-defense review: Make an appointment with Ms. Anita Smith at the Graduate School to review the final draft of your thesis after your defense and you have made any revisions recommended by your committee. You must bring a printed copy of your thesis to the appointment, and make all revisions recommended after the review.

Appointments: Make appointments for all reviews and submissions. Submit binding form with copies: Submit the "thesis binding form" with your name

and the title of your thesis legibly written, with your copies for binding.

Submit correct number of copies: Submit three copies of your thesis for binding to the Graduate School. The thesis must be printed on 100% cotton paper. Count all pages to ensure none is missing and arrange the pages in the proper order for binding.

Submit in appropriate packaging: Submit each final copy of the thesis in a separate box or envelope, which can be fastened. NOTE: Do not attach the pages of your document together by any means. The container (box or envelope) must have the following information prior to arrival at the Graduate School:

Student's name Full title of thesis

The major department (or college) The degree Total number of pages

Submit binding fee: Submit the appropriate binding fee to the Graduate School. The Graduate School makes arrangements for the binding of theses. The fees below are approximate and subject to change.

Personal copy: You may submit additional copies for binding for your personal use; however, these copies must be identical to the original thesis and on 100% cotton paper. You must provide a mailing label with adhesive backing with your name and address typed or written legibly.

All copies will be sent for binding at the end of the graduation term. Please allow up to eight weeks after the end of the term for delivery of your personal bound copies.

up to 100 pages \$10.00/copy 200 to 250 pages \$25.00/copy

100 to 150 pages \$15.00/copy 250 to 300 pages \$30.00/copy

150 to 200 pages \$20.00/copy 300 to 350 pages \$35.00/copy

Wake Forest <http://graduate.wfu.edu/faculty/documents/ProgramDirectorsHandbook-revisedOct2009.pdf>

Candidacy for the Degree, Preliminary Examination and Intent to Graduate Forms are handled somewhat differently on the two campuses.

At the Bowman Gray Campus, the *Admission to Candidacy for the Degree* form must be approved by the Dean of the Graduate School following the recommendation of the major department or graduate program committee. Admission to candidacy usually occurs at year two. Students must have satisfactorily met all foreign language, special skills, or ethics requirement to become candidates for the degree.

Master's of science students must submit the Application for Candidacy for the Master's Degree form and are expected to complete the master's degree requirements within one additional semester.

Doctoral students submit the Application for Candidacy for the Doctor of Philosophy Degree form following satisfactory completion of the Preliminary Examination. The Preliminary Examination is normally given near the end of the student's second year of graduate study and must be passed at least 12 months prior to the date of the awarding of the degree. For the Preliminary Examination, an examining committee is selected by the department and includes at least three members, one of whom represents a related concentration area. A single written examination or a series of written examinations may be used but should cover all areas of

Page-19

concentration and collateral studies. There may also be an oral examination in which any faculty member invited by the examining committee may participate. The examining committee passes or fails the student. In case of failure, the committee can recommend that the candidate be dropped or that reexamination be allowed no sooner than six months from the date of the first examination. A student may be reexamined only once. The Graduate Program Director is encouraged to ask advisors to prepare students for the Preliminary Examination by clearly outlining expectations and performance standards as early in the student's program as possible.

The *Intent to Graduate Form* at Bowman Gray is submitted when the student first registers as thesis-only; this usually occurs in year 5. For each semester (including the summer session), there is a date by which the *Intent to Graduate Form* must be submitted by the student to the Bowman Gray Office of the Graduate School. This date is typically 90 days before the fall or spring semester graduation date or 8 weeks before the summer graduation date. All of the above forms can be found at the [Bowman Gray Campus](#) section of the Graduate School website.

The Reynolda Campus uses a combined form that includes both the *Candidacy for the Degree* and the *Intent to Graduate* information. This form has three different versions:

- . one for doctoral students,
- . one for students in a masters' program with a thesis option, and
- . one for students in a master's program without a thesis option. For each semester (including the summer session), there is a date by which the student must submit the combined form to the Reynolda Office of the Graduate School. This date is typically 90 days before the fall or spring semester graduation date or eight weeks before the summer graduation date. All of the above forms can be found at the [Reynolda Campus](#) sections of the Graduate School website. **Deadlines for Degree Completion.** Master's students are given a maximum of six years from the first semester of enrollment for completion of their degrees and doctoral students a maximum of seven years. However, the typical length of time at WFU is much shorter on both campuses -- two years for masters program and five and a half years for doctoral programs -- and substantially under the national averages. Program Directors should encourage students to complete their degrees in a timely fashion. If extraordinary circumstances require a student to exceed the time limit, the advisor, department chair, or Program Director should write a letter to the Dean of the Graduate School indicating the amount of additional time required, the reason for the extension, and an assurance that the student will be able to complete the degree within the additional time requested. The Graduate School Dean will then make a decision and communicate this to the student, advisor, Graduate Program Director, and Department Chair. The maximum additional time given is typically one year. In extraordinary cases, a final extension of one more semester may be approved.

Page-20

Thesis/Dissertation is usually the culminating aspect of a master's or doctoral program.

Deadlines for the Thesis/Dissertation Defense are provided each year by the Graduate School in order to identify the last date by which the defense must be held for a student to graduate in a given semester (including the summer). The Graduate School also designates the last date by which the final version of the paper and electronic copies must be submitted to the respective Graduate School Offices. At present, the dates for the Bowman Gray Campus are slightly different from those on the Reynolda Campus; common dates may be adopted in the future. Both sets of deadlines may be found in the [Academic Calendars](#) section of the Graduate School website. Graduate Program Directors should circulate the dates for the August, December, or May graduations and work with advisors and students in his/her program/department to ensure that students meet these deadlines.

Defense of the thesis or dissertation must occur by the particular dates specified on the [Graduate School Calendars](#) and as specified in the [Bulletin](#). Once the committee chair has polled the committee members in order to determine if the dissertation is of

acceptable quality, the doctoral student must prepare and distribute a program for the defense at least two weeks before the scheduled date. There is a [standard format](#) for this program which may be found on-line on the Graduate School website. At the Bowman Gray Campus, students send an electronic copy of the program to Susan Pierce for printing. At the Reynolda Campus, the distribution of the program is currently left up to the student. The Copy Shop will print the programs for a fee.

The Graduate Program Director should encourage advisors to prepare students for the thesis/dissertation defense. Generally, the defense itself is not open to the public but doctoral students sometimes give a 1-hour seminar preceding the defense that is open to the public. During the thesis or doctoral defense, the committee may ask questions directly related to the thesis or dissertation as well as on related topics. The committee can recommend an unconditional pass, a pass upon rectifying deficiencies, or a failure. If a student fails, s/he is allowed one more attempt to pass the defense. If changes are required, the student must make the designated changes and obtain the advisor's approval and/or all or part of the committee's, as specified by the committee, prior to the thesis or dissertation being accepted.

Final Examination Committee or Panel. Composition of the committee depends on whether it is a master's or doctoral committee. Specific rules may be found in the [Bulletin](#). In general, committees for master's theses have three members -- the advisor, another member of the department, and one person from the same or another department but qualified in the particular discipline. Doctoral committees generally have five members -- the student's advisor, the chair of the major department/program or a faculty member chosen by the chair, another member of the major department/program, a representative from a related area from within or outside the department/program, and a member from outside the major department or the program of concentration. This latter person represents the Graduate Council and serves as chair of the committee. All committee members must belong to the Graduate Faculty. Current members of the [Graduate Faculty](#) can be found at the Graduate School website. If the student and his/her advisor wish to have someone on the committee who is not currently a member of the Graduate Faculty, a request for either continuing or temporary Graduate Faculty status must be made to the

Page-21

Dean of the Graduate School following the procedures described above and on the Graduate School website.

Format. The Graduate School has format standards, which are listed on the Graduate School's "[Current Students](#)" webpage. Each discipline typically also has its own format for a thesis or dissertation, as well as its own recommendations regarding formatting of references. Advisors need to check to ensure that their students are using the proper format(s). Students must submit the thesis or dissertation to the appropriate Graduate School Office by the deadline listed on the [Academic Calendar](#). At Reynolda, students send their electronic copy to Sheila White at whitesl@wfu.edu, who ensures that the

Graduate School's formatting policies have been followed and then sends the copy back to the student for correction. At Bowman Gray, each student is required to meet with Susan Pierce (spierce@wfubmc.edu), Registrar, at least four weeks prior to the scheduled defense to review the formatting of the thesis/dissertation and other matters; namely, health insurance (termination and continuation), transition to internal postdoctoral positions, termination of stipend, financial aid, required forms (Survey of Earned Doctorate, Exit Survey, News Release, Microfilm Agreement), electronic thesis and dissertation and printing requirements.

Submitting Electronic Copies. At the same time that the master's or doctoral student submits his/her final paper copy, s/he should also submit an electronic copy as instructed at the [Electronic Thesis and Dissertation](#) website. For privacy protection, no signatures should be included on the cover sheet as this copy will be made available to all members of the WFU community on both campuses. A signed student-advisor agreement must be completed and submitted to the Graduate School office. Once the thesis/dissertation has been successfully submitted, the Graduate School will be notified via e-mail by the library. The thesis/dissertation must then be reviewed and released by the Graduate School office before being available to the WFU community. The thesis/dissertation will be released to the National Library of Digital Theses and Dissertations (NLDTD), an internet-based digital library system, immediately or after one year as designated by the student and advisor. Information is provided on the [ETD website](#) and classes are offered by the Library should students need assistance in converting theses/dissertations into PDF files and submitting them electronically.

Submitting the Final Paper Copy. After the student has made the changes required by his/her committee and their advisor has approved the changes, one paper copy is to be submitted to the appropriate Graduate School Office by the deadline indicated with the required signatures on the cover page of the document. This copy must be printed on archival quality paper, usually 100% cotton, and brought to the Graduate School for binding and archiving at the Coy Carpenter or Z. Smith Reynolds Library, depending on the campus in which the student was enrolled. For doctoral students, this copy (but without signatures, for privacy protection) will also be sent electronically to *Proquest*, a microfilm storage service. Costs for the printing, copying, and binding of all master's or doctoral theses or dissertations are the responsibility of the student, his/her advisor, or the program. If program funds supplied by the Graduate School are used, it should be understood that this will decrease the amount available for other functions such as recruiting or student travel.

Page-22

Thesis/Dissertation and Research Credit Hours. In programs where a thesis or dissertation is required, a student must register for the required number of research or thesis hours. The requirements vary by [program and department](#). All research hours are graded as satisfactory (S) or unsatisfactory (U).

"Thesis-only" or "Grad-fee" status. At Bowman Gray, PhD students register as "thesis

only” in the semester in which they graduate or as they enter the 6th year, whichever comes first. At Reynolda, students register as “grad fee” once their coursework is complete. Students registered as “thesis only” or “grad fee” receive no credit hours or grades for this assignment, but they are considered as full time and retain all the privileges of full-time students (e.g., library, use of athletic facilities, deferral of loan repayment requirements) and pay a lesser amount of tuition (currently \$30/semester).

Exit Survey. The Graduate School requires each student to complete an Exit Survey before s/he graduates so that feedback can be supplied to programs for their continued improvement. The student’s answers remain anonymous, with responses being combined so that individual students cannot be identified. The Dean of the Graduate School sends the results of the survey annually to the respective Graduate Program Directors and Department Chairs. The Graduate Program Director is encouraged to review these results with the Graduate Committee in his/her program/department and to use this feedback for making programs as effective as possible.

<http://www.gradschool.purdue.edu/thesis4.cfm>

Very nice page with many student tools to be successful. I especially like the Thesis Deposit Process Flow Chart for 2013

Thesis Deposit Timelines and Instructions

- [Thesis Formatting and Deposit Timeline](#)
- [Thesis Deposit Process Flow Chart for On-Campus \(Spring 2013\)](#)
- [Thesis Deposit Process Flow Chart for Long Distance Deposit \(Spring 2013\)](#)
- [Thesis Final Deposit Checklist \(*.pdf\)](#)

Thesis Formatting Video Instruction NEW


- ▶ [General Formatting & Deposit Tips](#)
- ▶ [Forms](#)
- ▶ [University Formatting & Deposit Requirements](#)
- ▶ [Specific Formatting Requirements Part 1](#)
- ▶ [Specific Formatting Requirements Part 2](#)
- ▶ [Electronic Thesis Deposit](#)
- ▶ [Regional Campus Requirements](#)

Thesis Formatting Self-Check NEW

- [Formatting Common Error Checklist – Word Users](#)
- [Formatting Common Error Checklist – LaTeX Users](#)

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[Thesis Deposit Preparation & Instruction](#)

[Thesis Software and Guidance](#)

Helpful Links

[Purdue Online Writing Lab](#)

[APA Style Tips](#)

[Chicago Manual of Style Online Guide](#)

[Purdue Copyright Office](#)

Auburn's University Reader:

III. Review of Dissertations: The University Reader

The assistance of university readers is required in evaluating all doctoral dissertations since the Graduate School staff cannot possibly possess in-depth knowledge of all dissertation subjects.

If a university reader has not already been appointed, the major professor nominates several names as the potential university reader on the Doctoral Dissertation First Submission Approval Form. The university reader must be on the Graduate Faculty and from outside the student's department. The major professor may request appointment of the university reader at any time during the student's doctoral work.

The primary role of the university reader is to represent the entire Graduate Faculty of Auburn University and advise the Graduate School on the quality of the dissertation from the standpoint of originality, significance, research, analysis, accuracy, and overall scholarship. The reader will recommend to the Graduate School that the committee proceed with the final oral examination or that the document be returned to the student for further work. The judgment of the university reader is viewed as advice to the Graduate School and is not binding. The Graduate School evaluates each report and may recommend appropriate changes in the manuscript. However, the university reader should be aware of the importance the Graduate School places upon the reader's opinion in making the final decision on the acceptability of a dissertation. When the Graduate School has reviewed the reader's evaluation, both the student and the major professor will be informed of the reader's comments and recommendations and of the Graduate School's decision. The university reader will be notified of the disposition of the dissertation by the Graduate School.

Recommendations by the reader should be considered and addressed by the student and the advisory committee either through revision of the dissertation or by response in writing to the Graduate School. The Graduate School expects that appropriate changes will be made and that the student will be able to address during the final oral examination all questions raised by the reader. It is anticipated that the reader will be willing to assist the student and committee, at least by explaining comments and recommendations.

Since the role of the university reader is one of advisor to the Graduate School, it is not expected that the reader will have the same level of involvement with the student and the dissertation as do members of the advisory committee.

Should the Graduate School not approve the dissertation, based on the recommendation of the university reader, the student can modify the dissertation along the lines suggested by the reader. When the modifications have been made, the student and major professor should submit the revised draft to the Graduate School along with a statement identifying the changes and addressing those recommendations of the university reader not incorporated into the work. However, if the student and the advisory committee believe that the objections raised by the university reader are invalid, the student and the major professor have the option of addressing the criticism of the reader in writing to the Graduate School and requesting that the dissertation be reviewed by a second reader. Based upon its evaluation of the first reader's report and the response from the student and the major professor, the Graduate School may appoint a second reader who will have the same role as the first reader.

If the first university reader does not recommend approval and the second one does, the final decision will be made by the Graduate School. If both readers judge the dissertation unacceptable and the Graduate School concurs, it is the responsibility of the student to undertake the work necessary to correct deficiencies.

The university reader is the designated Graduate School representative at the final oral examination and is expected to be an active participant. The reader must be consulted about the date and time. Arrangements should be made to furnish the reader, as well as other committee members, a copy of the approved draft of the dissertation at least three

days in advance. In the case of a second university reader, the designated Graduate School representative usually will be the second reader.

At the final examination, the university reader will serve both as advisor and observer for the Graduate School to assure the quality and validity of the examination. The reader also may raise questions and issues regarding the dissertation. The reader will judge the examination and sign the form providing an official report to the Graduate School.

The student may pass only with unanimous approval of the examining committee except that a negative vote by the university reader alone is insufficient to fail a candidate. In such cases, the university reader reports concerns to the Graduate School for the dean's consideration.