

# **Ph.D. Student Handbook**

**Education and Human Sciences**

**Specialization: Family and Consumer Sciences**

**University of Nebraska-Lincoln**

**2005**

**POLICIES AND PROCEDURES**

**Approved by the Department of Family and Consumer Sciences Graduate Faculty**

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## TABLE OF CONTENTS

	Pages
Overview	3
1. Appointment of a Temporary Adviser	3
2. Supervisory Committee	4-5
3. Supervisory Chair 'Back-Up' Policy	5
4. Program of Studies	6-8
5. Residency Requirement	8-9
6. Written Comprehensives	9-12
7. Admission to Candidacy	13
8. Dissertation Proposal	13-14
9. Dissertation	14-15
10. Application for Final Oral Examination	15
11. Final Oral Examination	15-16
12. Electronic Dissertation	16-27
13. Print (Paper) Copies of Dissertation	27-29
14. Publication of the Dissertation	29
15. Summary of Procedures for the Doctorate	29-30
16. Appeal of Grades in Graduate Level Courses	30-31
17. Probation and Termination	31



**College of Education & Human Sciences**  
**Doctoral Program**  
**Ph.D. Human Sciences**  
**Specialization in Family & Consumer Sciences**

## **OVERVIEW**

The Doctor of Philosophy (Ph.D.) degree in Human Sciences with a specialization in Family and Consumer Sciences prepares scholars in both basic and applied aspects of Family and Consumer Sciences. The focus is to prepare scholars for professional roles in teaching, research, policy development or analysis, and outreach.

The specialization in Family and Consumer Sciences prepares students to:

1. Conduct independent scholarly work in research, teaching, policy, outreach
2. Critique and interpret scholarly work of others and apply those findings to their own work
3. Approach understanding the development of individuals and family relationships from an ecological systems perspective
4. Maintain a current knowledge base of issues affecting children, families, schools, and communities
5. Gain depth and breadth of knowledge in the discipline
6. Understand and maintain professional ethics in their practices
7. Mentor students in various educational and professional settings
8. Develop a global perspective on development and relationships

## **1. APPOINTMENT OF A TEMPORARY ADVISOR**

Upon review of a student's file for admission, faculty will indicate their willingness to serve as chair of the committee or to serve on the committee for the student. Using this information, the Chair of the Graduate Executive Committee will assign a temporary advisor at the onset of their period of study (except for instances where student has already received agreement from a graduate faculty member to serve in that role prior to admission into the degree program). The temporary advisor will advise the student until a supervisory committee has been appointed (usually during the first semester of full-time study) and in many cases will become the permanent chair of the committee.

## **2. SUPERVISORY COMMITTEE**

Students who have been admitted to doctoral studies in Human Sciences, Specialization in Family and Consumer Sciences will choose a Graduate Faculty to chair or co-chair (also referred to as the major professor) the Supervisory Committee. When the student and Supervisory Committee chair have decided on candidates for the Supervisory Committee, the Supervisory Committee Chair, recommends the appointment of the Supervisory Committee to the Dean of Graduate Studies, (Appointment of Supervisory Committee Form). The Supervisory Committee should be approved before the student completes more than 45 hours (including the hours earned while pursuing the masters degree), exclusive of language or research tool, towards her/his doctoral degree (University of Nebraska-Lincoln Graduate Studies Bulletin, 2005-07; hereafter referred to as Bulletin, p. 14). The Supervisory Committee members are generally chosen jointly by the student and major professor, on the basis of their expertise in terms of the student's research and their ability to provide help and guidance in the student's achievement of research and career goals.

The Supervisory Committee consists .....”of at least four Graduate Faculty. Graduate Faculty who have been appointed to Emeritus status may co-chair the supervisory committees of doctoral students with a resident Graduate Faculty member. (All professors on the examining committee must either be on the Graduate Faculty or be non-graduate Faculty approved to perform specified Graduate Faculty duties.) At least one Graduate Faculty member external to the academic department or area in which the doctorate is to be granted must be included on the committee responsible for supervising the student’s doctoral program of studies. The representative of the minor department on the committee may serve as the outside representative. The supervisory committee is appointed on the recommendation of the” FACS Graduate Committee (Bulletin, p. 14).

“If the chair of a PhD supervisory committee leaves the employ of the University, or retires, the Office of Graduate Studies must be notified immediately and a change in the supervisory committee made as follows:

- a. If the student has already achieved Candidacy, the former chair who has left the employ of the University may be permitted to continue as co-chair of the supervisory committee, with the concurrence of the FACS Graduate Committee and the UNL Dean of Graduate Studies. A second co-chair must be appointed who is a resident Graduate Faculty member.
- b. If the student has not yet achieved Candidacy, a new chair of the supervisory committee who is a resident Graduate Faculty member must be appointed immediately, with the concurrence of the departmental Graduate Committee and the UNL Dean of Graduate Studies” (Bulletin, p. 14).
- c. “If a member of the supervisory committee other than the chair leaves the employ of the University, or retires, a replacement should normally be appointed who is a resident Graduate Faculty member. In certain circumstances where a

special and needed continuing expertise is involved and the staff member is willing to continue service, he/she may continue as a member of the supervisory committee, with the approval of the FACS Graduate Committee and the UNL Dean of Graduate Studies” (Bulletin, p. 14).

d. “Occasionally a doctoral student’s supervisory committee may believe that the participation of a graduate faculty member from another university would enhance the quality and direction of the dissertation. Faculty from other universities with special expertise may be enlisted, with the approval of the Graduate Dean, to serve in a courtesy association on the supervisory committee of a doctoral candidate. Such individuals would serve without official vote but would be empowered to sign the dissertation approval document and be duly acknowledged by the student in the dissertation” (Bulletin, p. 14).

### **3. SUPERVISORY CHAIR ‘BACK-UP’ POLICY**

In the event that the Chair of a Supervisory Committee is unable to continue in the role as Chair, (e.g. leaves the institution, retires, etc.) the following procedures will be used.

The student assumes primary responsibility for finding a replacement Chair using the following process:

1) First, an attempt will be made with the student and the departing chair to secure a current committee member to serve as Chair.

2) If no Chair is found in step 1, the student brings the request for a new Chair to the Chair of the FACS Graduate Committee.

3) The Graduate Executive Committee selects a Chair to serve on a temporary basis with the provision that the person may become the permanent Chair if willing to serve in that role.

4) If no permanent Chair is obtained in the above step, the Department Chair will identify a potential Committee Chair, consult with the faculty member to seek their approval and upon approval will notify the student.

### **4. Program of Studies**

“Within three weeks of its appointment, the supervisory committee will meet to designate and subsequently to file in the Office of Graduate Studies a complete program of studies, including any language or research tool requirements, and the general area of research for the dissertation. The student’s program of study must

conform with one of the following plans:

1) The student chooses a major from the list of approved doctoral program. At least half of the graduate work, including the dissertation, will be done in this field. The remaining work, subject to the approval of the supervisory committee, may include either

(a) supporting courses in the same or in related department, or

(b) a minor field of study outside of the major department. The minor must include at least 16 semester hours with 6 hours in courses open exclusively to graduate students (900 level or 800 level without 400 level or lower counterparts). It may be taken in any department which has been approved to offer a major leading to a masters degree. In addition, the minor for the PhD may, in certain departments, be completed in a subdivision of the administrative department. Approved fields of study, which may be selected within each administrative department, must be approved by the Graduate Council for use as a minor and are indicated in the Graduate Bulletin in the section of the programs for the respective departments” (Bulletin, pp. 14-15).

2. The student may select a field of study which integrates material offered in two or more departments without meeting the specific major requirement as outlined under 1. Such a program of study must be in an approved interdepartmental area for which a special area Graduate Committee representing the departments concerned has been appointed by the Dean of Graduate Studies” (Bulletin, p. 15).

"The committee is not obligated to accept credits beyond the masters degree which were completed prior to its appointment. At least half the total program of courses and dissertation research must be completed following submission of the program to the Graduate Studies Office. Any subsequent change in the program or in the dissertation topic is approved by the supervisory committee and the action reported to the Office of Graduate Studies” (Bulletin, p. 15).

"The minimum amount of graduate credit is 90 semester hours, including a dissertation. Not fewer than 45 semester hours must be completed at the University of Nebraska after the filing of the program of studies” (Bulletin, p. 15).

The FACS Specialization includes a minimum of 20 hours of dissertation research. A student may register for more than 20 hours of dissertation, although only 20 hours will be counted toward the degree.

“The time limit on granting the doctoral degree is eight years from the time of filing the student’s program of studies in the Office of Graduate Studies” (Bulletin, p. 15).

The Supervisory Committee has the responsibility of determining that a student's program of study does meet the guidelines for the approved Ph.D. in Human Sciences with a Specialization in Family and Consumer Sciences as follows:

Course work related to Specialization (minimum)	33 credits
Supporting course work in related discipline (Outside the FACS Department)	16-22 credits
Philosophy of Science Seminar	3 credits
Research Methodology (including statistical methods/research design Must include a minimum of 9 hours of statistics)	12-18 credits
Doctoral Seminar (995) maximum 18 credits)	12 credits
Ph.D. Dissertation	20 credits
TOTAL	90 credits
Plus 12-18 Research Tools	

The Supervisory Committee will determine what coursework taken prior to filing of a program of studies, including hours earned toward the Masters degree(s), will be accepted as part of the 90 hour program. The Committee is not obligated to reduce the doctoral program of studies by applying all coursework taken toward previously earned Masters degree(s). Prior coursework should be assessed in relation to its contribution to framing a research foundation for the doctorate. Each course accepted must be determined to be current and relevant in relation to the desired degree. Any course older than ten years are evaluated relative to appropriateness for inclusion in the Ph.D. program. (Some courses, such as Ancient History, may not become "dated;" other courses, such as Statistics, may be "dated," thus should not be included in the minimum 90+ hour Program of Studies.

It is the student's responsibility to justify how the courses selected for the area/discipline outside of Human Sciences interrelate to support her/his Ph.D. program of study, and dissertation research. The Supervisory Committee has the responsibility of determining

that a student's program of study does meet the guidelines for the approved Ph.D. in Human Sciences—Specialization in Family and Consumer Sciences as well as the goals and objectives of the Ph.D. student.

It is expected that commonalities and interrelations are present in the Program of Studies, such that the courses selected constitute a means of achieving depth and breadth necessary to support the dissertation research and to meet the professional objectives of the students. The critical issue is relevance and approval of the Supervisory Committee.

After approval of the Program of Studies by the Supervisory Committee, The “**Program of Studies for Doctoral Degree Form**” is completed and submitted to the Graduate College Committee. The form should be filed after the completion of 30 hours of graduate study and before the completion of more than half of the total required hours of study.

The Chair of the Supervisory Committee will forward approved program to the Office of Graduate Studies with his/her signature. Copies will be distributed to all members of the Supervisory Committee.

After the Graduate Dean approves the Program of Studies for the degree, a minimum of 45 credit hours exclusive of research tools needs to be taken.

Content of a graduate-level course may be delivered by computers, television, audio or video cassettes, amplified telephone conference, and correspondence provided that coordinated and interactive communication devoted to the course content be maintained between students and instructor (Bulletin, p. 24.)

## **5. Residency Requirement**

“The office of Graduate Studies has established a residency requirement for the purpose of ensuring that the doctoral program is reasonably compact, continuous and coherent; and that a substantial portion is done at and under close supervision of the University. The residency requirement is part of the student's approved program.

For a student beginning a doctoral program in the University of Nebraska system with a bachelors degree, the residency requirement for the Ph.D. is 27 hours of graduate work within a consecutive 18-month period or less, with the further provision that 15 of these 27 hours must be taken after receiving the masters degree or its equivalent.

For a student who transfers to the University of Nebraska system with a masters degree from another institution, or who takes a break in his/her graduate work at Nebraska between the time the masters degree is awarded and the time he/she starts work on a doctoral program, the residency requirement for the Ph.D. is 27 hours of graduate work

(excluding dissertation hours unless approved by the Graduate Dean) within a consecutive 18-month period or less.

For (1) a member of the University staff who is engaged at least half time in instruction or research in his/her major area, or (2) a person employed in his/her major field, the residency requirement is 24 credit hours of graduate work within a consecutive two-year period with the further provision that he/she take at least 12 of these after receiving the masters degree or its equivalent.

Not more than one-third of the work for residency or 9 hours total credit may be taken during summer sessions" (Bulletin, p. 14).

"A minimum of three full years of graduate study is normally required to complete a program for the degree of Doctor of Philosophy. Neither the courses taken nor the time spent in study determines the granting of the degree. It is given primarily for high attainment in some special field of scholarship and for demonstrated power of independent research in a subdivision of this field" (Bulletin, p. 14).

"The time limit on granting the Ph.D. degree is eight years from the time of filing the student's Program of Studies in the Graduate Studies Office" (Bulletin, p. 14).

## **6. WRITTEN COMPREHENSIVES**

"When a student has substantially completed studies in the program, he/she must pass a written comprehensive examination to be formally admitted to candidacy. The comprehensive examination is not a repetition of course examinations but is an investigation of the student's breadth of understanding of the field of knowledge of which their special subject is a part" (Bulletin, p. 15).

### **Two Alternatives for Comprehensive Examination in FACS Specialization:**

The FACS comprehensive examination required may be fulfilled by one of the two following alternatives as determined by the student in consultation with his/her supervisory committee

#### Alternative 1: Comprehensive examination

The comprehensive examination is developed by the Supervisory Committee in consultation with the student. It is normally scheduled after the student has completed their doctoral coursework and prior to the initiation of their doctoral research. The comprehensive examination is an intense professional development experience that requires the student to devote sufficient time and energy. The examination is designed

to complement the student's unique plan of study and career goals. Consequently, the topics of the different sections of the examination will be unique to the student's plan of doctoral study and areas of professional interest. A variety of examination formats are possible. The examination format should give the student an opportunity to demonstrate critical thinking, to integrate and apply material, and to demonstrate professional skills. The process of determining the format of the comprehensive examination will be a joint endeavor- including input and discussion from all committee members vs. the traditional chair in charge strategy. The examination should include multiple parts, allowing the student to demonstrate both the breadth and depth of their knowledge and their abilities to integrate and apply material in multiple formats. Although no specific format is suggested, several examples of parts of the examination serve to illustrate the variety of options available, including:

- a.) written critique of one or several chapters of a completed dissertation;
- b.) literature review, measurable objectives, methodology, and potential impact and outcomes for a grant RFP;
- c.) creation of brochure, slide-show, curricula, or other information dissemination device documenting knowledge comprehension as well as technological skills;
- d.) synthesis of research and direct service impacts, on specific topic, for policy advocacy or briefing at a legislative hearing;
- e.) a written examination with questions designed to integrate knowledge obtained from doctoral course work.
- f) Prepare a manuscript

#### Alternative 2: Portfolio & Capstone Oral with Supervisory Committee Format

In advance of portfolio completion the student will provide the supervisory committee with

- Cover letter explaining the rationale for the field and focus reading lists attached.
- Annotate bibliographies noting a Field Reading List of 15-20 items reflecting a general knowledge of the field area central to the student's work and a focus reading list of 15 - 20 items of critical works particular to the student's developing research focus

After approval by the committee members of the field and focus reading lists, a portfolio completion date is set along with a capstone oral date.

Portfolio will consist of

- Cover letter describing the major ideas, themes, and issues represented in the portfolio and giving an overall view of its contents.
- 20-30 page integrative essay with a thesis bringing together the readings from the field list.
- 20-30 page integrative essay with a thesis bringing together the readings from the focus list.
- Current curriculum vitae
- Philosophy of Teaching Statement
- Course syllabus developed for current or proposed use
- Recent Conference Presentations, Reports, and/or Publications

Capstone Oral will consist of

- Minimum of one question related to the field essay from each committee member.
- Minimum of one question related to the focus essay from each committee member
- Minimum of one question related to the additional components of the portfolio from each committee member
- General Discussion
- Portfolio and oral will be evaluated on a "pass", no "pass" or "revise and resubmit" basis.

Student's preparation for examinations may come through course work and individual study. Comprehensives are not a repetition of course examinations, and do not seek to measure outcomes of individual courses, but are a thorough investigation of the student's understanding of field. They should be designed to demonstrate that the student can synthesize course work and critically evaluate knowledge in the field. In preparing for comprehensives, a student may approach any member of the Supervisory Committee for reading lists (exams will not be limited to the reading list, but the reading

list is seen as a help to student in preparation).

To schedule a Written Comprehensive Examination, the student submits a request in writing to her/his Supervisory Committee Chair, 4 weeks before the scheduled exam.

The Supervisory Committee Chair will coordinate the grading of the Comprehensive Examination by the Supervisory Committee. Each member of the Supervisory Committee shall have opportunity to grade each question. Supervisory Committee members shall be permitted at least three weeks to report a grade. Supervisory Committee members shall report a grade of "pass", "fail" or "rewrite" for each question. The decision on the exam shall rest with the majority vote (A tie vote shall be considered a negative decision). The Supervisory Committee shall decide on procedures relative to "rewrites". Generally, a student can "rewrite" one or more questions; however, a "rewrite" on every question is a "fail" decision.

“As soon as possible after the supervisory committee has graded the comprehensive examination, it shall convene to prepare a report to the Office of Graduate Studies on the results of the examination. When the student has passed the comprehensive examination and satisfied research tool requirements of his/her approved program, the committee will recommend to the Office of Graduate Studies the doctoral student’s admission to Candidacy by filing the *Application for Admission to Candidacy* for the doctoral degree, noting the dates of completing the comprehensive examination and research tool requirements. This application must be filed *at least seven months prior* to the final oral examination (dissertation defense)” (Bulletin, p. 15).

The original examinations and the results are to be filed in the Written Comprehensives File in the Family and Consumer Sciences Department Office, and shall be held on file for a minimum of three years.

”Should the supervisory Committee determine the student has failed the comprehensive examination, a letter must be submitted by the chair of the supervisory committee to the Dean of Graduate Studies stating the conditions under which the student may attempt another examination, or part thereof, not earlier than the following academic term. Typically, but upon the discretion of the supervisory committee, only two attempts to pass the comprehensive examination will be permitted” (Bulletin, p. 15).

## **7. ADMISSION TO CANDIDACY**

“After all requirements relative to the Written Comprehensives, research requirements and the Dissertation proposal have been met, the student is admitted to candidacy (see form). At least seven months prior to the final oral examination and after the comprehensive written examinations have been passed, the chairperson of the Supervisory Committee is responsible for submitting to the Office of Graduate Studies (UN-L) the formal application to admit the student to candidacy. Admission to

candidacy must occur at least seven months prior to the final oral examination (dissertation defense) for the Ph.D. degree” (Bulletin, p. 15).

“Following admission to Candidacy, the student must register for at least one credit hour during each academic year semester until he/she receives the doctoral degree, even if the student has already met the total dissertation hours on their approved program of study. Failure to register during each academic year semester will result in termination of the program of study” (Bulletin, p.15).

## **8. DISSERTATION PROPOSAL**

All doctoral candidates will submit to each member of their Supervisory Committee for their approval a dissertation proposal prior to initiating data collection for the dissertation, or in the case of extant data, prior to initiating data analysis. This fully developed proposal will include a summary of the theoretical framework, including review of relevant literature, statement of purpose, theoretical construct to be tested where relevant, methods and procedures, and precise statements of data analytic strategies (including statistical tools where appropriate). A meeting will then be held (a minimum of ten (10) working days after each Supervisory Committee member receives a copy of the proposal), attended by all members of the Supervisory Committee. At this meeting, the student will defend the proposal as a contribution to the body of knowledge in the field.

Approval of the proposal by the Supervisory Committee will be done by a motion and vote of each Committee member. Upon a passing vote, Supervisory Committee members will indicate approval by signing the cover page. If the committee requests changes in any aspect of the proposal, the student will revise the proposal and resubmit to the committee members, who will then indicate their approval by signing the cover page. Evaluation of the Supervisory Committee members may include: approval, approval of concept/refinement of content or methodology, or unacceptable.

A signed proposal constitutes a contract between the student and the Supervisory Committee. Should the student wish to change the dissertation substantially, written agreement must be obtained from the Supervisory Committee.

## **9. DISSERTATION**

“The dissertation is of no fixed length. It should treat a subject from the candidate's special field, approved by the Supervisory Committee. It should show the technical mastery of his/her field and advance or modify former knowledge, i.e., it should treat new material, or find new results, or draw new conclusions, or it should interpret old material in a new light. Each candidate for the degree shall submit with the dissertation an abstract of the same, not exceeding 350 words in length including the title. A guidebook for dissertation preparation is available in the Office of Graduate Studies”

(Bulletin, p. 15). The guidebook is available at [www.unl.edu/gradstudies](http://www.unl.edu/gradstudies).

“Research activities involving human subjects or live vertebrate animals may not be conducted at UNL unless the research activities have been reviewed and approved by the appropriate board or committee. The Institutional Review Board (IRB) reviews projects involving human subject research and the Institutional animal Care and Use Committee (IACUC) reviews the use of animals in research. These reviews are in accordance with Federal regulations and UNL assurance documents to the Office for Protections from Research Risks (OPRR). Note that the IRB and IACUC will not review projects already in progress; approval must be secured prior to the initiation of research. The Research Compliance Assurance Form can be obtained at [www.unl.edu/research](http://www.unl.edu/research); the completed form must be submitted at the time the final version of the dissertation is filed” ( Bulletin, p. 15).

“The dissertation and abstract are passed upon by a reading committee of two members from the supervisory committee, excluding the chair/co-chair. The manuscripts must be presented to members of the reading committee in time to permit review and approval, which must be indicated at least three weeks in advance of the final oral examination. The application for the final oral examination and a rough draft of the dissertation and abstract must be presented to the specialist for doctoral programs in the Office of Graduate Studies for preliminary review *at least three weeks* before the final oral examination” (Bulletin, p. 15).

“The dissertation and abstract must be typed and double-spaced. Acceptable type includes a dark print from a letter quality printer or black ribbon copy from a typewriter. The margins should be at least one-and-one-half inches (1.5”) at the left and one-inch (1”) on each of the three other sides. If plates or folded tables are included, they should have exactly the same margins as the text, or should be folded to come within them. Footnotes should be single-spaced and placed at the bottom of the page to which they pertain unless special instructions are given by the major department. All final copies must be either printed or copied on 20 lb (minimum) white, 25 percent (35%) rag content watermarked bond paper not designed for easy erasure” (Bulletin, pp. 15-16).

## 10. APPLICATION FOR FINAL ORAL EXAMINATION

The dissertation and abstract must be approved by the supervisory committee chair and the reading committee prior to filing the **Application for the Final Oral Examination** or Waiver in the Office of Graduate Studies. The Application, signed by the readers, must be presented for approval to the doctoral clerk in the Office of Graduate Studies **at least three weeks prior to the date of the oral examination**. At the time the Application is submitted, a preliminary review of the abstract and dissertation is made by the doctoral clerk. Please submit one copy of the abstract/dissertation for this review. The final oral exam packet will be given to the student at this time. This packet includes the Report on Doctoral Degree, Title Sheet pages (2), Survey of Earned Doctorates and the University

Microfilms International Dissertation Agreement Form (Office of Graduate Studies information).

## **11. FINAL ORAL EXAMINATION**

“The final examination for the doctoral degree is oral and open to members of both the University community and the public. During the dissertation presentation and general questioning all persons may be present. However, at the end of the public hearing there will be a closed questioning portion of the examination where all persons except the Candidate, doctoral supervisory committee, and invited faculty must be excused. It is conducted by the supervisory committee after the Candidate’s studies have been completed and the dissertation or field investigation approved by the reading committee. The committee determines the character and duration of the examination. The examination may be devoted to the dissertation or field investigation, to the Candidate’s general professional knowledge, or to a test of their judgment and critical powers, or to all three of these. Only in extremely unusual circumstances and with the unanimous consent of the supervisory committee may the final oral examination be waived. The committee reports the results of the final examination or the reason for its waiver to the Office of Graduate Studies.”

The final oral examination for the Ph.D. will not be scheduled unless the chair of the supervisory committee and at least two other members of the committee are available for the examination. Exceptions may be made only by permission of the Dean for Graduate Studies. In any event, the supervisor of the dissertation must have seen and approved the completed dissertation before the examination will be scheduled.

“In the event that members of an oral examining committee are not unanimous regarding passing a candidate, the student is to be approved for the degree if only one examiner dissents. However, in each case, the dissenting member of the committee will be expected to file a letter of explanation in the Office of Graduate Studies.”

“If a student fails to pass the final oral or written examination for an advanced degree, his/her committee must file a report on the failure in the Office of Graduate Studies and indicate what the student must do before taking another examination. Another examination may not be held during the same semester or the same summer session in which the student failed” (Bulletin, p. 15).

## **12. ELECTRONIC DISSERTATION**

CEHS Ph.D. students are strongly encouraged to use electronic deposit of dissertation. (Approved by the College of Education and Human Sciences Graduate Executive Council 2-8-05)

The following information is taken from [www.unl.edu/gradstudies](http://www.unl.edu/gradstudies)

## Guidelines for Electronic Theses and Dissertations

### Electronic Theses and Dissertations

**Note: UNL currently accepts electronic dissertations but not electronic theses.**

#### Introduction

#### What is an ETD?

(Adapted from Virginia Tech University)

An Electronic Thesis or Dissertation (ETD) is a document that explicates the research of a graduate student- it is expressed in a form simultaneously suitable for machine archives and worldwide retrieval.

Similar to paper... The ETD is similar to a paper dissertation. It has figures, tables, footnotes, and references. It has a title page with your name, the name of your school, and the names of your committee members. It documents your years of academic commitment. It describes why the work was done, how the research relates to previous work as recorded in the literature, the research methods used, the results, and the interpretation and discussion of the results, and a summary with conclusions.

Only different... The ETD is different, though. It provides a technologically-advanced medium for expressing your ideas. You prepare your ETD using nearly any word processor or document preparation system, incorporating relevant multimedia objects, without the requirement to submit multiple copies on 25% cotton bond paper. Consequently, ETDs are less expensive to prepare, consume virtually no library shelf space, and never collect dust. While they can be made available to anyone that can browse the Web, at UNL they are only available to the campus community.

Updated October 5, 1999.

### Electronic Theses and Dissertations

#### Steps of the ETD Submission Process

Since the specific deadline dates change from semester to semester and from year to year, it will be necessary for you to check dates in the Office of Graduate Studies. Check to see if you are on track to graduate in December, May or August.

#### General Information

In many ways the submission of an electronic dissertation is the same as submission of a "hard copy" dissertation. The principle differences are that you will not need to have the doctoral degree assistant in Graduate Studies make any preliminary approvals of

the ETD and you will need to pay no binding fees. It is important that the doctoral degree assistant preview your title page and abstract(s) as they must be in appropriate form for University Microfilms International.

#### Preceding the Final Oral Examination

The abstract and dissertation must be approved by the Supervisory Committee Chair and the readers prior to filing the Application for the Final Oral Examination or Waiver in the Office of Graduate Studies. The application, signed by the readers, must be presented for approval to the doctoral degree assistant in the Office of Graduate Studies at least three weeks prior to the date of the oral examination. If the oral examination is waived, the deadline is three weeks prior to the last published date for holding oral examinations.

At the time your application is submitted, a preliminary review of the title page and the abstract is made by the doctoral degree assistant. Please submit one copy of the abstract for review. Your final oral examination packet will be given to you at this time. This packet includes the Report on Doctoral Degree, Signature Pages, Survey of Earned Doctorates, UNL Exit Survey, and the University Microfilms International Dissertation Agreement form.

The Supervisory Committee has the right to recommend changes in the abstract and the dissertation at the time of the final oral examination. Such changes, should they be requested, normally are made by the student in consultation with the Supervisory Committee Chair and are incorporated in the final versions of the abstract and dissertation that will be deposited in Love Library.

#### Following the Final Oral Examination

Following the final oral examination, the student should submit the final electronic version of the dissertation, two additional paper copies of the abstract, and two extra paper title pages to the doctoral degree assistant in the Office of Graduate Studies for stamping BEFORE going to the Library. Only abstracts/ dissertations that meet all published requirements can be approved and stamped for depositing in 318 Love Library. (The Library accepts only copies that carry the Office of Graduate Studies stamp of approval.) The doctoral degree assistant will also check for completed Title Sheet Pages (with signatures of the Supervisory Committee members), the UMI Dissertation Agreement form, and the Final Report on Doctoral Degree signed by those attending the oral examination. These forms are provided by the Office of Graduate Studies at the time the Application for Oral Examination is approved.

Each student also should check with the Supervisory Committee Chair and departmental office regarding any additional copies of the dissertation that must be prepared. The student must make arrangements for these additional copies.

Following approval by the Office of Graduate Studies, the student deposits the final electronic version of the dissertation and needed paperwork in the Dean's Office at Love Library, Room 318. The following items are required:

1. Electronic dissertation on floppy disk(s) in PDF format
  - a. The abstracts should be saved as one file.
  - b. The dissertation should be saved in an additional file or files.

*If the dissertation does not fit on one floppy disk, the student is to contact the University Libraries' Automated Systems Office (472-2526) to review the technical options for depositing the electronic dissertation.*

2. Paperwork for University Microfilms International (UMI)
  - a. Title page
  - b. Abstract
  - c. Completed University Microfilms International Dissertation Agreement form
  - d. Reprint permission letters, if required

### 3. Final Report on Doctoral Degree form

A staff member in the Dean's Office collects the floppy disk(s) and paperwork for UMI and signs the Final Report on Doctoral Degree form. If the dissertation is to be held pending patent issuance, etc., a letter of request from the author's advisor must accompany the dissertation. The letter should state why the dissertation is to be held and when it can be released.

Following the above, the student will take the Final Report on Doctoral Degree form and go to the Cashier Window (Room 121 Canfield Administration Building) to pay the required fees. These fees include:

- ETD Service Fee \$25.00
- Abstract \$60.00
- Copyright \$50.00 (optional)

Each doctoral student must pay \$60 for the abstract fee. University Microfilms will apply for copyright in the name of the author, if authorized. If copyright is requested, there is an additional charge of \$50. These fees, which are subject to change, are payable to the Cashier after the copies are deposited in Love Library.

As the final step following payment of fees, the student should take the Final Report on Doctoral Degree form, with proof of payment and the completed Survey of Earned Doctorates, to the Office of Graduate Studies, 1100 Seaton Hall.

### **Summary of Submission Steps**

1. Obtain Abstract and Dissertation approval from Supervisory Committee Chair and Readers.
2. File the Application for the Final Oral Examination or Waiver in the Office of Graduate Studies.

*The Application must be approved by the doctoral degree assistant in the Office of Graduate Studies at least three weeks prior to the date of the oral examination or, if the oral examination is waived, the deadline is three weeks prior to the last published date for holding oral examinations.*

3. Present one copy of the Abstract and Title Page to the doctoral degree assistant in the Office of Graduate Studies at the time of completion of Step 2., and pick up your Final Oral Examination Packet.
4. Following the Final Examination make any changes in the dissertation recommended by the Examining Committee and approved by the Supervisory Committee Chair.  
Be certain that the electronic version of your dissertation is exactly as you wish it. ETDs are not checked for formatting, pagination, spelling, grammar, or typos by anyone other than the author.
5. Submit, two additional paper copies of the abstract, and two extra paper title pages to the doctoral degree assistant in the Office of Graduate Studies for stamping BEFORE going to the Library with your ETD.  
*Only abstracts/ title pages that meet all published requirements can be approved and stamped for depositing in 318 Love Library. The Library accepts only copies that carry the Office of Graduate Studies stamp of approval.*
6. Check with the Supervisory Committee Chair and departmental office regarding any additional copies of the dissertation that must be prepared.
7. Carry your completed ETD to 318 Love Library in PDF format on floppy disks. The abstract must be in a file separate from the dissertation. A library staff member will place your ETD on the Graduate School server and forward it to University Microfilms International (UMI).
8. A staff member in the Dean's office will sign the Final Report on Doctoral Degrees and give it to the student to take to the Cashier Window (Room 121 Canfield Administration Building) to pay the required fee.
9. As the final step following payment of fees, the student should take the Final Report on Doctoral Degree form, with proof of payment, the completed Survey of Earned Doctorates, and the UNL Exit Survey, to the Office of Graduate Studies, 1100 Seaton Hall.

### **Formatting Electronic Dissertations**

ETD Formatting: Front Matter

Title Page

**Sample Title Page**

The front matter contains the following items, in the order each should appear:

Title

This is the full title of your dissertation.

Author

You alone are the author of your dissertation.

School

The official name of your University is "University of Nebraska"

Degree

Usually, this is either "Doctor of Philosophy", "Doctor of Education", or "Doctor of Musical Arts."

Major

Put the official name for your major. If you are in doubt regarding the name of your major, you may talk to the doctoral assistant in the Graduate Studies office.

Committee Names

These are the persons who supervised your doctoral program and dissertation.

Date of Defense or Graduation Date

Put the date you defended or the date of your graduation (e.g., "October, 1996.")

City, State

Put the city and state in which you defended.

Copyright

In any work, copyright implicitly devolves to the author of that work. One may make this statement of ownership explicit, however, by including a copyright notice, such as "Copyright 1998, John J. Smith." Additionally, you may pay to register your copyright with the U.S. Copyright Office through UMI.

Other Front Matter

Abstract

**Sample Abstract**

Each ETD must be accompanied by an abstract that has been approved by the student's committee. Abstracts will

be part of the bibliographic record in the library's online catalog. Abstracts must be limited to 350 words. Additionally, abstracts for dissertations will be published in *Dissertation Abstracts*.

Grant Information (optional)

You may acknowledge any granting institution here.

Dedication (optional)

You may provide a dedication.

Author's Acknowledgments (optional)

Here you may acknowledge those that assisted you in your work.

Table of Contents

Include the chapter and section numbers and title along with the page on which each chapter or section begins.

Lists of Multimedia Objects

For each multimedia type (table, graph, diagram, equation, etc.) list the number and title of the object and the page on which it occurs .ETD Formatting: Global Page Settings

After you have written your thesis or dissertation, you must prepare the electronic version for submission. Overall, it is important to submit an ETD that has a consistent appearance throughout.

All the pages in your ETD should follow a general form regarding page numbering, margins, and line spacing.

Page Numbering

Except for the title page and abstract, number all pages in your ETD. [Page numbers appear in page headers or footers. Consult the manual for your word processor on how to set up "Page Headers" and "Page Footers."]

Number the pages in the front matter with small roman numerals (i, ii, iii, iv, etc.), placed at the upper right of the page. However, the page number for the Title Page (i) and the pages of the Abstract (ii...) should not appear on the page(s).

Number all pages through the body and back matter with arabic numerals (1,2,3, etc.). You should number these pages at the upper right. If you choose, you may add the your name and the name of the chapter to the page number

as a running head. Remember to omit this head on the first page of each chapter.

## Margins

We recommend that all margins for your ETD (left, right, top, bottom) be no less than 1 inch.

## Spacing

Your ETD line spacing should be either 1 line (single-spaced) or 1 1/2 lines. Your committee may prefer the working paper drafts to be double-spaced, but smaller spacings are easier to read on a computer screen. A spacing of 1 1/2 may be a compromise that will be accepted by your committee. Please consult them to determine their preference during the draft phase.

## Fonts

For best readability, normal body text should be twelve-point (12pt), and in the Times or Roman family.

## ETD Document Divisions

The ETD is divided into front matter, body matter, and back matter.

## ETD Formatting: Front Matter

### Title Page

### **Sample Title Page**

The front matter contains the following items, in the order each should appear:

#### Title

This is the full title of your dissertation.

#### Author

You alone are the author of your dissertation.

#### School

The official name of your University is "University of Nebraska"

#### Degree

Usually, this is either "Doctor of Philosophy", "Doctor of Education", or "Doctor of Musical Arts."

#### Major

Put the official name for your major. If you are in doubt regarding the name of your major, you **may** talk to the doctoral assistant in the Graduate Studies office.

Committee Names

These are the persons who supervised your doctoral program and dissertation.

Date of Defense or Graduation Date

Put the date you defended or the date of your graduation (e.g., "October, 1996.")

City, State

Put the city and state in which you defended.

Copyright

In any work, copyright implicitly devolves to the author of that work. One may make this statement of ownership explicit, however, by including a copyright notice, such as "Copyright 1998, John J. Smith." Additionally, you may pay to register your copyright with the U.S. Copyright Office through UMI.

Other Front Matter

**Abstract**

**Sample Abstract**

Each ETD must be accompanied by an abstract that has been approved by the student's committee. Abstracts will be part of the bibliographic record in the library's online catalog. Abstracts must be limited to 350 words. Additionally, abstracts for dissertations will be published in *Dissertation Abstracts*.

Grant Information (optional)

You may acknowledge any granting institution here.

Dedication (optional)

You may provide a dedication.

Author's Acknowledgments (optional)

Here you may acknowledge those that assisted you in your work.

## Table of Contents

Include the chapter and section numbers and title along with the page on which each chapter or section begins.

## Lists of Multimedia Objects

For each multimedia type (table, graph, diagram, equation, etc.) list the number and title of the object and the page on which it occurs.

## ETD Formatting: Body Matter

The body matter contains the chapters of the ETD, in logical order, each with its own title. Chapter titles may include:

- Introduction
- Review of Literature
- Materials and Methods
- Results
- Discussion
- Conclusions
- Summary

## Formatting the Body Matter

### Chapter

At the beginning of each chapter, place the word "Chapter," the chapter number, and the chapter title in large type.

### Paragraphs

Separate paragraphs by a line of horizontal space. Indent block quotes on the left and right.

### Footnotes

You may use footnotes and/or end notes. Lengthy footnotes are probably better formatted as end notes.

Place any footnotes on the same page as the items that refer to them. Footnotes in main body text should be numbered consecutively in arabic numerals, starting with 1.

### Multimedia Objects

Multimedia object types include tables, complex equations, graphs, diagrams, digital pictures, digital video, digital

audio, virtual reality, and even computer software that you have developed.

#### Simple Objects

Most simple objects like tables, graphs, and diagrams can be embedded in your ETD using your word processor.

- Put the object at the point of reference or "float" it to the top or bottom of the page or to the top of the next page.
- Center the object between the left and right margins of the page.
- Directly below the object for figures and above for tables, center the type and number according to its position in the chapter (e.g., in Chapter 5 we may have Table 5.1, Table 5.2, and Figures 5.1, 5.2, and 5.3).
- Give the object a concise, descriptive title.

#### Complex Objects

More complex multimedia objects, however, require special treatment. They either do not fit naturally on a page or the file size is too large to fit reasonably within a document. For complex objects you must place the type and number of the object along with its concise, descriptive title, centered on a line by itself. In parentheses, include the media encoding (e.g., JPEG) and file size (e.g., 1.5 Megabytes). Then you must connect each object title to a separate file containing the object. Many complex multimedia object types have a simple object version (often called "thumbnail") that is a reduction of the picture or one frame of video. If possible, we recommend that you include this reduction in the main document *along with* a PDF link to the complex object. Be sure that you submit the object file(s) along with your dissertation.

### **ETD Formatting: Back Matter**

The back matter contains the references (bibliography) and appendices.

#### References

Consult your departmental guidelines for the standard forms for citation.

#### Appendices

The student may include the source code or output of computer programs as an enumerated appendix. Place figure references with PDF links to multimedia objects here also.

Exactly as you treated each chapter, place the word "Appendix," the appendix letter or letters, and the appendix title in large type at the beginning of each appendix.

Appendices are enumerated alphabetically from A to Z, then AA, AB, and so on to ZZ, then AAA, AAB, etc.

### **13. PRINT (PAPER) COPIES OF DISSERTATION**

TYPING INSTRUCTIONS (From Guidebook For Preparing Thesis or Dissertation, August 2004—available at [www.unl.edu/gradstudies](http://www.unl.edu/gradstudies). Check with the web-site for updated instructions the semester the dissertation is being prepared.)

The abstract and dissertation must be typed. Acceptable type includes a dark print from a letter-quality printer. If you are using a letter-quality dot matrix printer, please submit a sample for evaluation early in the semester in which you intent to graduate. Font size should be no less than 10 pitch.

All final copies submitted must be printed on 20 lb. (minimum) white, 25% cotton content watermarked bond paper not designed for easy erasure. The required copies may be made by the following methods 1) photo offset printing; 2) photocopying (at the discretion of the Office of Graduate Studies, i.e., must be legible, clean copies); 3) word processing printer that meets type requirements; or 4) laser printer. The Office of Graduate Studies will review your dissertation for its conformance to format requirements, type of print, abstract format, paper quality, etc.

#### **Format**

The title page format should be prepared in accordance with procedures as outlined in "A Guidebook for Preparing your Thesis or Dissertation" as available at the following web-site: [www.unl.edu/gradstudies](http://www.unl.edu/gradstudies) .

The abstract for the dissertation **MUST NOT CONTAIN MORE THAN 350 WORDS** in its entirety, including the number of words for the title, author, etc. It should be double-spaced. **DO NOT** number the pages of the abstract. The abstract should be placed immediately after the title page of the dissertation.

The dissertation must be double-spaced. Margins should be at least one and one-half (1 2) inches on the left side of the page and one (1) inch on each of the other three sides of the page. The dissertation must be printed on the front of the pages only. If plats or folded tables are included, they must have the same **margins as the text**, or must be

folded to come within these margins.

When numbering pages, be sure to place the number on the page in the upper right-hand corner one (1) inch down from the top of the page and one (1) inch in from the right-hand side. The body of the text will be double-spaced below the page number. Running heads should not be used.

Footnotes should be single-spaced and placed at the bottom of the page to which they pertain.

**PROCEDURES FOR SUBMITTING HARD COPIES OF DISSERTATION AFTER THE ORAL EXAMINATION** (From Guidebook for Preparing Thesis or Dissertation, August, 2004) available at: <[www.unl.edu/gradstudies](http://www.unl.edu/gradstudies)>. Check the Graduate Studies web-site to see if the information is current for the semester of graduation)

Following the final oral examination, the student should submit the two final unbound copies of the dissertation (including abstract) and two extra title pages to the doctoral degree assistant in the Office of Graduate Studies for stamping BEFORE going to the library. Only abstracts/dissertations that meet all published requirements can be approved and stamped for depositing in 318 Love Library. (The library accepts only copies that carry Office of Graduate Studies approval.)

The doctoral degree assistant will also check for completed Title Sheet Pages both with signatures of the Supervisory Committee members), the UMI Dissertation Agreement Form, and the Final Report on Doctoral Degree, signed by those attending the oral examination. These forms are provided by the Office of Graduate Studies at the time the Application for Oral Examination is approved.

Each student also should check with the Supervisory Committee Chair, and departmental office, regarding any additional copies of the dissertation that must be prepared or contact Printing Services, 28 Nebraska Hall. **THE LIBRARY WILL NOT BIND ADDITIONAL COPIES.** The student must make arrangements for binding these additional copies.

The librarian will sign the Final Report on Doctoral Degree and give it to the student to take to the Cashier Window (Room 121 Canfield Administration Bldg.) to pay the required fees. The fees are: Binding/Electronic \$25.00; Abstract, \$60.00; and Copyright, \$50.00 (optional). Students are advised to contact the Office of Graduate Studies, UN-L, for the current fee schedule.

Each doctoral student must pay \$60 for the abstract and \$25 for binding two copies of the dissertation. See Office of Graduate Studies, for the current schedule of fees.). University Microfilms will apply for copyright in the name of the author, if authorized. If copyright is requested, there is an additional charge of \$50.00. These fees, which are

subject to change, are payable to the Cashier after the copies are deposited in Love Library.

As the final step following payment of fees, the student should take the Final Report on Doctoral Degree Form with proof of payment and the completed Survey of Earned Doctorates, to the Office of Graduate Studies, **1100 Seaton Hall**.

#### **14. PUBLICATION OF THE DISSERTATION**

Under the present plan for publication, the entire dissertation, including the names of the committee members, will be microfilmed exactly as approved by the committee and submitted. Copies of these microfilms are procurable by anyone. There will be no opportunity for editorial or other changes in the manuscript after it has been submitted. One copy of the doctoral dissertation will be sent by Love Library to University Microfilms for the production of the master negative that will be placed on deposit there for storage and servicing. The dissertation manuscript will be returned to the Library. University Microfilms will produce positives to order at the standard rate. The positives will be available on order to any applicant. University Microfilms will also deposit one positive print in the Library of Congress.

The abstract will be published in Dissertation Abstracts International. This publication is available in Love Library and includes a cumulative index by author and subject. The two typewritten copies of the dissertation remain in Love Library; one is kept in storage and the other is available for public use through Inter-Library Loan.

#### **15. SUMMARY OF PROCEDURES FOR THE DOCTORATE (Bulletin, pp. 16)**

This summary of procedure should be studied carefully in connection with the Graduate College calendar available on the Graduate Studies web-site [www.unl.edu/gradstudies](http://www.unl.edu/gradstudies).

1. Admission to the Graduate College by the evaluation of official transcripts presented in person or by mail before registration.
2. Registration after consultation with advisers in major and minor departments.
3. Appointment by the Office of Graduate Studies of a supervisory committee on the recommendation of the FACS or area Graduate Committee.
4. Submission to the Graduate Studies Office of a program approved by the supervisory committee setting forth the complete plan of study for the degree with a minimum of 45 hours exclusive of research tools remaining to be taken.

5. Satisfactory completion of research tool requirements set forth in the approved program and passing of comprehensive examinations in major and minor or related fields when the student's program of courses is substantially completed.
6. Submission to the Office of Graduate Studies of a report from the supervisory committee on the specific research for the dissertation and progress to date.
6. Admission to Candidacy for the Ph.D. degree by filing an application in the Office of Graduate Studies of the passing of the comprehensive examinations and the completion of research tool requirements (at least seven months before the final oral examination). The time limit on granting the doctoral degree is eight years from the time of filing a student's program of studies in the Office of Graduate Studies.
7. Filing an application for the degree at the Office of Registration and Records, 107 Canfield Administration Building. This application is effective during the current term only. It must be renewed at the appropriate time if requirements for graduation are not completed until a later term.
8. Presentation of the dissertation and the abstract to the members of the reading committee in sufficient time for review and approval, which must be obtained at least three weeks before the final examination.
9. At least three weeks prior to the date of the oral examination, presentation to the Office of Graduate Studies of the application for final oral examination and a copy of the dissertation and abstract for preliminary review.
10. Passing of any required final oral examination.
11. Deposition of two copies of the dissertation in proper form, three copies of the abstract, and a signed agreement for microfilming the dissertation and publication of the abstract, with the Dean of University Libraries after final approval from the doctoral specialist in the Office of Graduate Studies. Delivery of the certificate of deposit, signed by members of the supervisory committee, the Dean of University Libraries, and the Comptroller, to the Office of Graduate Studies. In addition, one bound copy of the dissertation is to be deposited with the FACS Department .

## **16. APPEAL OF GRADES IN A GRADUATE-LEVEL COURSES**

“Appeal of grades in graduate-level courses shall be made through the graduate student grade appeal procedures for the campus through which the grade was awarded. Students who believe their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the course instructor. If unsuccessful, the student may then file a written appeal to the Graduate Chair for consideration by the Graduate Committee responsible for the administration of the course. This appeal must be filed within sixty days of the posting of the grade report by the UNL Records Office.

A written determination of the appeal shall be presented to the student and instructor. If the matter is unduly delayed or not resolved, the student may present the original appeal documentation to the UNL Dean of Graduate Studies who shall request a review by a subcommittee of the Graduate Council. A last appeal may be made to the full Graduate Council, if it agrees to hear the case. The decision of the UNL Graduate Council shall be final and is not subject to further appeal beyond the campus. During the appeal process, if the instructor's grade is overturned, the instructor of record has the right of appeal, in writing, at successive levels of review" (Bulletin, p. 26).

**17. PROBATION AND TERMINATION** "Graduate Students at the University of Nebraska-Lincoln are expected to maintain a high level of achievement in their graduate studies. Accordingly, students who do not maintain satisfactory progress may be subject to being placed on probation, be terminated from a degree program, or be denied permission to continue graduate studies at the University. Upon termination from a graduate degree program and/ or dismissal from the Graduate College, students may apply for admission to another degree or admission as a non-degree seeking student only with the approval of the Dean of Graduate Studies. No student on probation may receive a graduate degree" (Bulletin, p. 19).

"For all graduate students at UN-L, probation or termination recommendations may be made under the following conditions: (a) violations of the "Student Code of Conduct" (see page 167 UN-L Graduate Studies Bulletin) (b) failure to satisfy "Scholastic Grade Requirements" as specified in the UN-L Graduate Studies Bulletin, p. 18; (c) failure in qualifying examinations, preliminary examinations, comprehensive examinations, or final degree examinations; (d) failure to master the methodology and content of one's field in a manner that is sufficient to complete a successful dissertation; or (e) in fields leading to licensure or certification, ethical misconduct, or lack of professional promise in the professional field. Termination recommendations may also be made if a student fails to satisfy conditions required for removal of probationary status"(Bulletin, p. 19).

