

**Ph.D. Student Handbook**

**College of Education & Human Sciences**

**Doctoral Program**

**Ph.D. Human Sciences Specialization in Textiles, Merchandising & Fashion Design**

**University of Nebraska-Lincoln**

**POLICIES AND PROCEDURES**

**Approved by Department of Textiles, Merchandising & Fashion Design Graduate Faculty**

**August 2014**

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**College of Education & Human Sciences**  
**Doctoral Program**  
**Ph.D. Human Sciences Specialization in Textiles, Merchandising & Fashion Design**

## **OVERVIEW**

The Doctor of Philosophy (Ph.D.) degree in Human Sciences with a specialization in Textiles, Merchandising & Fashion Design (TMFD) prepares scholars in both basic and applied aspects of the discipline. This specialization prepares scholars for professional roles in teaching, research, policy development or analysis and outreach through an individualized program of study focusing on textile and/or apparel fields. The specialization in Textiles, Merchandising & Fashion Design (TMFD) prepares students to:

- Conduct independent scholarly work in research, teaching, policy, outreach
- Critique and interpret scholarly work of others and apply those findings to their own work
- Maintain a current knowledge base of issues affecting the areas of study
- Gain depth and breadth of knowledge in the discipline
- Understand and maintain professional ethics and practices
- Successfully advance careers in educational and professional settings
- Develop a global perspective
- Realize the potential to improve quality of life for individuals, families and communities through professional outreach or community service

### **Remember to:**

- *Check the Graduate Studies website for current forms and deadlines at <http://www.unl.edu/gradstudies/current/degrees>.*
- *Download the **Backward Calendar and Tasks** document. It will be most helpful to you as you proceed through your doctoral program. Deadlines must be met!*
- *Meet with your academic advisor at least once each semester to review your progress to date and plan for completion of your doctoral degree.*

***You must take responsibility for completing your doctoral program***

*Information about Graduate College Policies is taken directly from the 2013-2014 Graduate Studies Bulletin found at <http://www.unl.edu/gradstudies/bulletin>*

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

Upon review of a student's file for admission, TMFD faculty member will indicate his/her 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 Committee will assign a temporary advisor at the onset of their period of study (except for instances where a 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 Textiles, Merchandising & Fashion Design will choose a Graduate Faculty member 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). In order to assure that students are under careful advisement and mentoring throughout their careers, **a Supervisory Committee is established before a doctoral student has accumulated 45 credit hours** including any transfer hours but excluding research or language tools. The Supervisory Committee, appointed by the Dean of Graduate Studies is based upon a recommendation of the departmental or program Graduate Committee in the student's major prior to the approval of the program of study.

The Supervisory Committee consists of at least four resident Graduate Faculty members.

- All professors on the Supervisory Committee must either be on the graduate faculty or be non-graduate faculty approved to perform specified Graduate Faculty duties.
- The Supervisory Committee must include at least one Graduate Faculty member external to the academic department or program in which the doctorate is to be granted but within the University of Nebraska system. If the student is pursuing a minor, the Graduate Faculty member from the minor department may serve as the outside representative.

Once the committee has been formed, an **Appointment of Supervisory Committee form**, signed by the Graduate Committee Chair, should be filed with the Office of Graduate Studies.

### **A. Changes to the Supervisory Committee**

Changes to the Supervisory Committee may be made if the Supervisory Committee chair leaves the employ of the University, or retires or is otherwise unable to serve on the Committee. The Office of Graduate Studies must be notified immediately and a change in the Supervisory Committee made as follows:

- If the student has achieved Candidacy, the former chair who has left the employ of the University may continue to serve as co-chair of the Supervisory Committee, with the approval of the departmental Graduate Committee and the UNL Dean of Graduate Studies. A second co-chair must be appointed who is a resident Graduate Faculty member.
- 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 agreement of the departmental/school Graduate Program Committee and the UNL Dean of Graduate Studies.
- If a member of the Supervisory Committee other than the chair leaves the employ of the University, or retires, a replacement should be appointed who is a resident

graduate faculty member. In certain circumstances where special and needed continuing expertise is involved and the faculty member is willing to continue serving, he/she may continue as a member of the Supervisory Committee, with the approval of the Supervisory Committee Chair and the concurrence of the UNL Dean of Graduate Studies.

Graduate faculty who have retired and been appointed to emeritus status may co-chair the supervisory committees of doctoral students with a resident graduate faculty member. Emeritus faculty may continue to serve as members of committees.

Changes may be made to a Supervisory Committee any time prior to the submission of the Application for Final Oral Exam using the [Change of Committee form](#).

### **B. 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 between 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 Textiles, Merchandising & Fashion Design Graduate Committee.
- 3) The TMFD Graduate Committee Chair 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 his/her approval and upon approval will notify the student.

### **C. Courtesy Members**

The UNL Graduate Faculty welcomes associations with faculty members from other institutions who might contribute unique expertise to our doctoral programs. These external experts are given courtesy membership on a doctoral student’s committee. Courtesy members

- must hold a doctoral degree appropriate to the discipline and have academic accomplishments comparable to the criteria for UNL Graduate Faculty;
- are appointed as voting members of the Supervisory Committee;
- must be willing to participate in the student’s doctoral program in a manner consistent with this role;
- may serve as one of the two appointed readers; but may not serve as committee chair, co-chair, or outside representative;
- are not granted blanket status and must be approved separately for each supervisory committee upon which the individual is nominated to serve;

- Only one courtesy member may serve on each supervisory committee, and the committee must also include a minimum of four members of the University of Nebraska Graduate Faculty.

Appointment of a courtesy member is accomplished by the submission of the [Courtesy Committee Member form](#) signed by the Supervisory Committee chair and Graduate Committee chair. A current CV from the courtesy member should be submitted with this form (the CV may be e-mailed to graduate@unl.edu-use "Courtesy Member CV" in the subject line).

## **PROGRAM OF STUDIES**

**A, The Program of Studies should be filed in the Office of Graduate Studies *with at least half of the program of courses remaining to be taken for the student's doctoral program.***

The Program of Studies should

- be filed in the Office of Graduate Studies within the same semester as the appointment of the Supervisory Committee;
- TMFD requires a minimum of 20 credit hours of dissertation research. contain at least 90 semester credit hours including a minimum of 12 or a maximum of 55 hours of dissertation research;
- include any departmental language or research tool requirements, and the general area of research for the dissertation;
- reflect a major from the list of approved doctoral programs. At least half of the graduate work, including the dissertation, will be done in this field.

**B. The Supervisory Committee will determine what course work taken prior to filing of a Program of Studies, including hours earned toward the master's degree(s), will be accepted as part of the 90-hour program.**

- Not less than 50 percent of the course work (excluding thesis) of the minimum number of graduate credits required for any sub doctoral graduate degree must be completed at the University of Nebraska. The Supervisory Committee is not obligated to reduce the doctoral Program of Studies by applying course work completed prior to its appointment  
<<http://www.unl.edu/gradstudies/bulletin/transfer-of-credit>>
- Prior course work 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.
- No graduate credit will be accepted from a previously awarded doctoral degree at any institution, including UNL.
- 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.
- Any subsequent change in the program is approved by the Supervisory Committee and the action reported to the Office of Graduate Studies in writing.

### **C. Minor Within the Doctoral Program**

A student may include a minor within their Program of Studies. A minor

- may be taken in any department that has been approved to offer a major leading to a UNL master's degree;
- is included in the total hours for the doctoral program established by the committee;
- must include at least 15 semester hours with 6 hours in courses open exclusively to graduate students (900 level or 800 level without 400 level or lower counterparts); and
- must include course work outside the major program but within the program in which the minor is being sought. In addition, the minor for the PhD may, in certain departments, be completed in a subdivision of the administrative department.

A graduate faculty member from the minor program must be a member of the student's Supervisory Committee.

### **D. Language and Tools**

There is no uniform language or research tool requirement for UNL Graduate Studies. However, certain departments have specific research tool and/or language requirements. Students should contact their Graduate Chair for specific requirements related to research and/or language tools.

All required language or research tools requirements for the student's program should be listed on the Program of Studies by the Supervisory Committee and be satisfied prior to filing the Application for Admission to Candidacy, which is due at least seven months before the scheduled final oral examination.

## Requirements for the Textiles, Merchandising & Fashion Design Specialization

The Textiles, Merchandising & Fashion Design 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" (2013-2014 Bulletin). 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 Textiles, Merchandising & Fashion Design as follows:

Course work related to Specialization (minimum).....	25 credits
Supporting course work in related discipline (minimum).....	16 credits
(Inside and outside the Textiles, Merchandising & Fashion Design Department)	
Research Methodology (minimum.....)	11 credits
<b>(Must include a minimum of 9 hours of statistics)</b>	
PhD Seminar.....	3 credits
Ph.D. Dissertation (minimum) .....	20 credits
TOTAL (minimum).....	90 credits

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 is evaluated relative to appropriateness for inclusion in the Ph.D. program. A maximum of 30 hours from master's programs, in which a maximum of 6 hours in master's thesis research, is allowed to be accepted as part of the 90 hour program.

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 Textiles, Merchandising & Fashion Design as well as the goals and objectives of the Ph.D. student.

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.

## **RESIDENCY REQUIREMENT**

### **Academic Residency Requirements (2013-2014 Bulletin)**

The Office of Graduate Studies has established an academic residency requirement for the purpose of ensuring that the doctoral program should be reasonably compact, continuous, and cohesive; and that a substantial portion be in fact done at and under close supervision by the University. The academic residency requirement is part of the student's approved program.

- No additional hours over and above those for the required program of studies will be needed to fulfill academic residency.
- For a student beginning a doctoral program in the University of Nebraska system with a bachelor's degree, the academic residency requirement for the PhD 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 master's degree or its equivalent.
- For a student beginning a doctoral program in the University of Nebraska system with a master's degree, the academic residency requirement for the PhD is 27 hours of graduate course work within a consecutive 18-month period or less.
- For a member of the University staff who is engaged at least half time in instruction or research in their major area, or a person employed in their major field, the residency requirement is 24 credit hours of graduate work within a consecutive two-year period with the further provision that they take at least 12 of these after receiving the master's degree or its equivalent. For important restrictions, refer to "University Staff Exemption."
- In exceptional circumstances, where it is clear that the purpose of residency will be fulfilled although the above formal conditions are not met, the student's supervisory committee may, with the approval of the Dean of Graduate Studies, designate an alternative procedure for satisfying the residency requirements.

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.

**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.** The Supervisory

Committee will determine what course work taken prior to filing of a program of studies, including hours earned toward the master's 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 course work taken toward a previously earned master's degree(s). Prior course work 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.

Students who have earned a previous doctoral degree at any institution, including the University of Nebraska, may seek additional doctoral degrees. The subsequent doctoral degree(s) may be in the same discipline as the previously earned degree(s), or in a different discipline. However, no graduate credits will be accepted as transfer credit toward a subsequent doctoral program if the course work has been applied toward a previously completed doctoral degree at any institution, including UNL. Course work applied toward a previously earned master's degree may be considered for transfer to a subsequent doctorate at the discretion of the Supervisory Committee.

## **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.

### **A. Comprehensive Examination in Textiles, Merchandising & Fashion Design Specialization:**

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 to properly prepare for the exam and demonstrate his/her depth and breadth of knowledge in the field. 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 from all committee members. 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.

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, or subject. 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 or subjects; however, a "rewrite" on every question or subject 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).

The original examinations and the results are to be filed in the Written Comprehensives File in the Textiles, Merchandising & Fashion Design 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”.

#### **B. Alternatives:**

The Textiles, Merchandising & Fashion Design comprehensive examination required may be fulfilled by one of the following alternatives as determined by the student in consultation with his/her supervisory committee.

##### **Alternative 1: Written Comprehensive Examination**

Although no specific format is suggested, several examples of acceptable alternative formats are shown below:

- a) written critique of one or several chapters of a completed dissertation;
- b) synthesis of research and direct service impacts, on specific topic, for policy advocacy or briefing at a legislative hearing;
- c) written examination with questions designed to integrate knowledge obtained from doctoral course work.

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.

**Alternative 2: Grant Proposal Development with Oral Defense Following the Format of U.S. Department of Agriculture (USDA) National Research Initiative (NRI) Competitive Grants Program, National Endowment for the Arts (NEA), National Endowment for the Humanities (NEH) or Institute of Museum and Library Service (IMLS).**

The student should develop a grant proposal based on original ideas. The format should be exactly the same as the selected federal grants program. The student who selects this alternative is expected to develop the idea for the proposal with guidance from her/his major advisor and complete the proposal writing independently.

After completion of the proposal, the student needs to submit a copy of the proposal along with a copy of the program priorities and guidelines to her/his major advisor for approval. After the approval, the proposal needs to be sent to all the members of the supervisory committee for examination. At least two weeks after the submission of the proposal, the student is allowed to defend his proposal orally to the supervisory committee. The evaluation of the comprehensive examination is a combined consideration of the proposal writing, oral presentation and oral defense.

## **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.

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.

## **DISSERTATION PROPOSAL**

All doctoral candidates will submit to each member of his/her 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 such sections as appropriate for the type of research project. For dissertation research in a social science approach, the proposal should include a summary of the theoretical framework, including review of relevant literature, statement of purpose, theoretical construct or hypotheses to be tested where relevant, methods and procedures, and precise statements of data analytic Strategies (including statistical tools where appropriate). For dissertation research in a

physical science approach the proposal should include a statement of purpose, research hypotheses, review of literature, methods and procedures (including statistical methods of analysis). For dissertation research with an historical approach, the proposal should include an introduction with a statement of purpose and the research question or thesis, a summary of relevant literature, and the proposed documentary, oral or material sources. 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.

## **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.

**See the Office of Graduate Studies - Guidelines for Preparation of an Electronic Dissertation.** Style guidelines are determined by the student's supervisory committee. If printed copies are produced for binding, they must be either printed or copied on 20 lb. (minimum) white, 25 percent (35%) rag content watermarked bond paper not designed for easy erasure"

Before graduation, students should send their approved abstract of their theses and dissertations to Phyllis Fogerty @ pfogerty1@ unl.edu for posting on the of Education and Human Sciences website.

### **A. Institutional Research Board**

"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”

### **B. Reading Committee**

Following approval by the major adviser, the dissertation and abstract should be presented to the Reading Committee in time for its review, and recommendation of its members at least five weeks prior to the oral examination. The reading Committee consists of two members from the Supervisory Committee, excluding the Chair or Co-chair.

The Chair or Co-chairs of the Supervisory Committee must file in the Office of Graduate Studies at least three weeks prior to the oral examination either:

1. A recommendation (the Application for Final Oral Examination) signed by each member of the Reading Committee indicating general approval to defend the dissertation and abstract with the names of those to be in attendance at defense listed or
2. A statement signed by a majority of the Supervisory Committee indicating that the Committee rejected an adverse report by one member of the Reading Committee and recommends that the candidate be permitted to proceed to an oral examination defense of the dissertation and abstract.

## **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 **no less than three weeks prior to the date of the oral examination**. The submission of the application form indicates that the committee chair and the readers (Reading Committee) have read the dissertation, find it suitable for a defense and grant permission for the defense to be held.

## **FINAL ORAL EXAMINATION**

The final examination for the doctoral degree is oral and open to members of both the University community and the public.

- The Supervisory Committee determines the defense character and length. The examination may be devoted to the special field of the dissertation or to the Candidate’s general knowledge, or it may be designed to test judgment and critical powers.
- During the dissertation presentation and general questioning all persons may be present.
- 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.
- The final oral examination over the dissertation may be waived only with the consent of the Graduate Dean

The Supervisory-Committee reports the results of the final examination or the reason for its waiver to the Office of Graduate Studies.

- If the student has passed the oral exam, a Report of Completion is signed by all committee members present for the defense. This is included in the document submitted by the student for depositing the dissertation.

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 reviewed 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

**Remember to:**

Check the Graduate Studies website for current forms and deadlines at <http://www.unl.edu/gradstudies/current/degrees>.

Download **the Backward Calendar and Tasks** document. It will be most helpful to you as you proceed through your doctoral program. Deadlines must be met!

Meet with your academic advisor at least once each semester to review your progress to date and plan for completion of your doctoral degree.

***You must take responsibility for completing your doctoral program***