



Department of Textiles, Merchandising & Fashion Design

COLLEGE OF EDUCATION AND HUMAN SCIENCES
[HTTP://CEHS.UNL.EDU/TMFD](http://cehs.unl.edu/tmfd)

Ph.D. Handbook

Updated Spring 2021

It is the policy of the University of Nebraska-Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion or political affiliation.

Table of Contents

Introduction	4
I. Admission	5
Specialization Options.....	5
Graduate Status.....	5
Full Graduate Standing.....	5
Provisional Standing	6
Unclassified Status	6
Auditing Courses.....	6
II. Degree Requirements.....	6
Specialization Programs	7
Apparel Design Specialization	7
Material Culture and Textile Studies Specialization	9
Merchandising Specialization	11
Textile Science Specialization	12
Minor Within the Doctoral Program	14
Minor in Textiles, Merchandising and Fashion Design	14
III. Academic Standards and Guidelines	14
Registration Guidelines	14
Minimum Grade Requirements	15
Grading Breakdown	15
Incomplete Grades.....	16
Incomplete Grades for Research, Thesis, or Dissertation Hours	16
Annual Evaluation of Academic Progress	16
Probation and Termination.....	16
Length of Program	17
Student Code of Conduct	17
Residency Requirements	17
Subsequent Doctoral Degrees.....	18
IV. Advisor and Supervisory Committee	18

Advisor	18
Supervisory Committee	19
Changes to the Supervisory Committee	19
Supervisory Chair ‘Back Up’ Policy	20
Supervisory Committee Member Roles.....	20
Chair	20
Member.....	21
Reader	21
Outside Representative	21
Courtesy Members	21
V. Completion of Required Coursework	21
Program of Studies.....	21
Research Credits Form.....	22
Language and Tools	22
VI. Completion of Final Comprehensive Exam.....	23
Final Comprehensive Examination Formats.....	23
Scheduling a Final Comprehensive Examination	23
Grading of the Final Comprehensive Exam	24
Written Comprehensive Examination.....	24
Grant Proposal.....	26
Professional Portfolio.....	26
VII. Candidacy	27
Application of Candidacy	27
Admission to Candidacy.....	27
VIII. Completion of Dissertation	28
Dissertation Proposal.....	28
Dissertation Proposal Format	28
Proposal Meeting	28
IRB.....	29
Writing of Dissertation.....	29

Reading Committee	29
Application for Final Oral Examination	29
Scheduling the Final Oral Examination	30
Final Oral Examination for Dissertation	30
Dissertation Review by the Office of Graduate Studies	30
Copies of Dissertation.....	31
IX. Assistantships	31
Assistantship Funding	31
Tuition Waivers for Assistants.....	31
Registration Guidelines for Assistants.....	32
Assistantship Tasks and Expectations.....	32
Termination of Assistantships and Fellowships	33
Resigned or Terminated Assistant: Tuition Payment Responsibilities.....	33
Appendix A: Doctoral Degree Milestones.....	33

Introduction

The Department of Textiles, Merchandising and Fashion Design (TMFD) welcomes and congratulates you on your decision to pursue studies in the graduate program at the University of Nebraska-Lincoln. It is the department's goal that your experiences in the graduate program meet your educational and professional goals. Much of this depends on you—The more you put into your graduate work, the more you will gain and the stronger your preparation for your professional career will be.

At the University of Nebraska, graduate programs are administered by the Office of Graduate Studies through a Dean of Graduate Students, a Graduate Council, and a University Graduate Faculty. Within the Department of Textiles, Merchandising and Fashion Design, the TMFD Graduate Faculty establishes policies and procedures to implement its graduate program. This handbook refers to the graduate programs in Textiles, Merchandising and Fashion Design and supplements the Office of Graduate Studies website. Statements made in this handbook do not replace any information found on this website.

The Doctor of Philosophy (Ph.D.) degree in Human Sciences within the Department of Textiles, Merchandising and Fashion Design prepares scholars in both basic and applied aspects of the discipline. The specializations available in TMFD 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. TMFD prepares students to:

- Conduct independent scholarly work in research, teaching, policy, and 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

I. Admission

All applicants are required to upload the following information to the UNL Graduate Admissions System:

- A letter of application to TMFD's Graduate Committee Chair describing academic, research, and professional goals
- Resume
- Transcripts from all previous institutions
- Contact information for three individuals whom will provide letters of recommendation
- Required exam scores: TOEFL or IELTS if a student's native language is not English.
- Digital portfolio for Textile or Apparel Design applicants
- Writing sample

The TMFD Graduate Committee considers the qualifications of applicants for admission to graduate study in Textiles, Merchandising and Fashion Design leading to a Doctor of Philosophy degree and makes recommendations to the Office of Graduate Studies. Deficiencies, assessed on an individual basis, may be removed concurrently with permission of the Office of Graduate Studies. Generally, no more than six graduate credit hours are transferable to the University of Nebraska from another institution.

SPECIALIZATION OPTIONS

All prospective doctoral students in the department will apply for a PhD in Human Sciences. Areas of specialization distinguish each student's academic focus and should be clearly indicated on the application. A specialization should be selected from the following areas:

- Apparel Design
- Material Culture and Textile Studies
- Merchandising
- Textile Science

GRADUATE STATUS

Full Graduate Standing

Students may qualify for Full Graduate Standing by presenting a baccalaureate degree from an accredited institution and by completing a minimum of 12 hours of undergraduate course work beyond the freshman (100) level in Textiles, Merchandising and Fashion Design or the equivalent from a related area. In addition, students should have a minimum undergraduate G.P.A. of 3.00 on a 4.00 scale.

Students from non-English-speaking countries who do not hold a bachelor degree awarded by an accredited U.S. institution are expected to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) prior to admission. TOEFL or IELTS scores must meet the minimum requirements for consideration for admission:

- Paper TOEFL test: 550
- Internet-based TOEFL test: 79
- International Language Test System (IELTS): 6.5

Provisional Standing

Provisional admission is granted to applicants who have been accepted into a program, but have entrance deficiencies. When the entrance deficiencies have been successfully completed, the student must request a change of status to full standing by petitioning the TMFD Graduate Committee Chair. This request must be approved by the TMFD Graduate Committee and the Office of Graduate Studies at least one year before the application for graduation is submitted. Students admitted on provisional standing are not eligible to receive an assistantship until the removal of the provisional status.

Unclassified Status

Unclassified admission is available for graduate students whose objectives are other than seeking a graduate degree. Should an unclassified status graduate student seek a change of status, they should petition the TMFD Graduate Committee Chair. Unclassified students wishing to enter the TMFD graduate program are expected to complete the full application to the TMFD department and to fulfill all the requirements.

Unclassified status may be granted to applicants who could be accepted into the program after completing specific requirements established by the TMFD Graduate Committee, such as 12 hours of courses with a 3.00 G.P.A. If applicants satisfy the requirements, they may apply for admission again, although admission is not guaranteed.

Auditing Courses

Students are permitted to audit courses that are not part of the outlined Memorandum of Courses determined by the TMFD Major Advisor and Supervisory Committee. Those who audit courses will meet the expectations stipulated by the instructor of the audited course.

II. Degree Requirements

Access the Office of Graduate Studies website to obtain the following information:

- Approved graduate courses (found in the Graduate Studies Bulletin)

- Program requirements
- Dissertation guidelines and deadlines
- Required forms for committee appointments, Program of Studies form, and graduation application

The required number of hours for any TMFD specialization is 90 hours of 800 or 900 level courses, including 20 dissertation hours. Distribution of courses include:

9	hours of required courses
16	hours of recommended courses (minimum)
16	hours of supporting courses in a related discipline (minimum)
11	hours of research methods (including 6 hours minimum of statistics; 9 hours minimum for Textile Science)
3	hours of PhD seminar (TMFD 995)
20	hours of PhD Doctoral Dissertation (TMFD 999; minimum)
90	hours total (minimum)

One half of graduate work, including the dissertation, will be completed in the student's major. A **maximum of 30 hours** from master's or previous graduate 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. Any course older than 10 years is evaluated relative to appropriateness for inclusion in the PhD program. No graduate credit will be accepted from a previously awarded doctoral degree at any institution, including UNL.

Each specialization in TMFD 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**. Students in Textile Science are required to have a minimum of 20 hours of dissertation credits, which will be counted toward the degree.

SPECIALIZATION PROGRAMS

Apparel Design Specialization

The Apparel Design Specialization (90 hours) should be chosen by students preparing for scientific careers in business, research, industry or academia. Goals and objectives for the specialization in Apparel Design include:

1. Conduct independent scholarly work in apparel design including hands-on apparel design practices.
2. Critique and interpret scholarly design work of others and apply to own work.
3. Maintain a current knowledge base of issues affecting apparel design and the industry.
4. Develop a global perspective.
5. Understand and maintain professional ethics and practices.

6. Develop a research base that advances scholarly knowledge in the field of apparel design.

Courses for the Apparel Design Specialization are outlined as follows:

Required Courses (9 Credits)

TMFD 803 Apparel Design by Draping (3 credits)
TMFD 816 Apparel Design for Industry (3 credits)
TMFD 871 Experimental Apparel Design (3 credits)

Recommended Courses (16 Credits Minimum)

TMFD 807 History of Dress (3 credits)
TMFD 808 Textiles, Technology, and Culture (3 credits)
TMFD 810 Body, Dress, Identity (3 credits)
TMFD 811 Textile, Fashion and Design Problems (3 credits)
TMFD 817 Textiles and Dress: Cultural Perspectives (3 credits)
TMFD 822 International Textile and Apparel Sourcing (3 credits)
TMFD 823 Advanced Design in Mixed Media (3 credits)
TMFD 824 Rendering and Production of Textiles or Apparel (3 credits)
TMFD 825 Advanced Work in Digital and Other Media for Textile Design (3 credits)
TMFD 828 Coloration (3 credits)
TMFD 872 Gender and Material Culture (3 credits)
TMFD 892 Professional Study Tour (3 credits)
TMFD 896D Independent Study (3 credits, 6 max. applies to required courses)
TMFD 997 Internship (1-3 credits)

Supporting Courses (16 Credits Minimum)

To be determined with Major Advisor; can be inside and/or outside of TMFD

Research Methodology (11 Credits, Minimum of 6 Credits in Statistics)

TMFD 874 Theory Development (1 credit)
TMFD 876 Material Culture Research Methods (3 credits)
TMFD 875 Research Methods (3 credits)
EDPS 859 Statistical Methods (3 credits)*
EDPS 860 Applications of Selected Advanced Statistics (3 credits)*
EDPS 870 Introduction to Educational and Psychological Measurement (3 credits)
EDAD / EDPS 900J Historic Methods in Educational Research (3 credits)
EDPS 900D Survey Methods in Educational Research (3 credits)
EDPS 900K Qualitative Approaches in Educational Research (3 credits)
EDPS 936 Introduction to Mixed Methods (3 credits)
EDPS 935 Seminar in Qualitative Research (3 credits)
SOC1 807 Strategies of Social Research: Qualitative Methods (3 credits)
SOC1 865 Survey Design and Analysis (3 credits)
STAT 801 Statistical Methods in Research (4 credits)*
STAT 802 Design & Analysis Research Studies (4 credits)*
STAT 870 Multiple Regression Analysis (3 credits)*

STAT 875 Categorical Data Analysis (3 credits)*
TEAC/EDPS/NUTR/CYAF 930A Ethnographic Research Methods (3 credits)

**Note. Statistics courses are noted by an asterisk*

PhD Seminar and Dissertation (3 Credits in Seminar, 20 Credits in Dissertation Minimum)

TMFD 995 Doctoral Seminar (1 – 3 credits)
TMFD 999 Doctoral Dissertation (1 – 24 credits)

Material Culture and Textile Studies Specialization

The Material Culture and Textile Studies Specialization (90 hours) should be chosen by students preparing for professional careers in textiles and apparel, which could include studio practice, museum curation, research, or academics. Goals and objectives for the specialization in Material Culture and Textile Studies include:

1. Apply theory, research and knowledge in the respective and chosen career fields.
2. Understand various applications and methodologies that incorporate and/or focus on object-based research.
3. Apply concepts and theories from outside a particular area of expertise.
4. Contribute to the development of original research and advancement of knowledge in the interdisciplinary field of material culture.

Courses for the Material Culture Specialization are outlined as follows:

Required Courses (9 Credits)

TMFD 808 Textiles, Technology, and Culture (3 credits)
TMFD 809 Museums: Theory and Practice (3 credits)
TMFD 810 Body, Dress and Identity OR TMFD 877 Gender and Material Culture (3 credits)

Recommended Courses (16 Credits Minimum)

TMFD 807 History of Dress (3 credits)
TMFD 814 The Studio Craft Movement: Craft, Activism and Society (3 credits)
TMFD 815 Aesthetics and the Quilt (3 credits)
TMFD 817 Textiles and Dress: A Cultural Perspective (3 credits)
TMFD 818 Quilts, History, Culture (3 credits)
TMFD 851 Consumer Behavior (3 credits)
TMFD 872 Inventing the Crafted Fabric (3 credits)
TMFD 890 (A,B,D) Workshop / Seminar in Textiles (A); Clothing (B); Design (D) (1-3 credits)
TMFD 896 Independent Study (1-5 credits)
TMFD 905 (A,B,D) Advanced Problems in Textiles (A); Clothing (B); Design (D) (1-6 credits)
TMFD 910 Appearance and Space as Nonverbal Communication (3 credits)

TMFD 978 Seminar in Textile History (1-3 credits)

Supporting Courses (16 Credits Minimum)

SOCI 855 History of Sociological Theory (3 credits)

SOCI 890 Sociology of Gender (3 credits)

AHIS 901 Methodology and Historiography (3 credits)

AHIS 905 History of Art Museums, Collections, and Exhibitions (3 credits)

ANTH 410/810 Gender: An Anthropological Perspective (3 credits)

ANTH 418/818 Ethnology and Museums (3 credits)

ANTH 419/819 Art and Anthropology of Native North Americans (3 credits)

CLAS 440/840 / WMNS 440/840 Gender and Sexuality in the Ancient World (3 credits)

HIST 802 Sexuality in Nineteenth and Twentieth Century America (3 credits)

HIST 841 Seminar in U.S. Women's and Gender History (3 credits)

HIST 864 Native American History: Selected Topics (3 credits)

HIST 870 Digital History (3 credits)

HIST 872 Digital Humanities Practicum (3 credits)

HIST 951 History of Women and Gender (3 credits)

IDES 845 History of Interiors & Designed Objects (3 credits)

IDES 856 Environmental Behavior (3 credits)

IDES 884 Material Culture (3 credits)

IDES 881 Women in Design (3 credits)

Research Methodology (11 Credits, Minimum of 6 Credits in Statistics)

TMFD 874 Theory Development (1 credit)

TMFD 876 Material Culture Research Methods (3 credits)

TMFD 875 Research Methods (3 credits)

EDPS 859 Statistical Methods (3 credits)*

EDPS 860 Applications of Selected Advanced Statistics (3 credits)*

EDPS 870 Introduction to Educational and Psychological Measurement (3 credits)

EDAD / EDPS 900J Historic Methods in Educational Research (3 credits)

EDPS 900D Survey Methods in Educational Research (3 credits)

EDPS 900K Qualitative Approaches in Educational Research (3 credits)

EDPS 936 Introduction to Mixed Methods (3 credits)

EDPS 935 Seminar in Qualitative Research (3 credits)

SOCI 807 Strategies of Social Research: Qualitative Methods (3 credits)

SOCI 865 Survey Design and Analysis (3 credits)

STAT 802 Design & Analysis Research Studies (4 credits)*

STAT 870 Multiple Regression Analysis (3 credits)*

STAT 875 Categorical Data Analysis (3 credits)*

STAT 880 Introduction to Mathematical Statistics (3 credits)*

TEAC/EDPS/NUTR/CYAF 930A Ethnographic Research Methods (3 credits)

**Note. Statistics courses are noted by an asterisk*

PhD Seminar and Dissertation (3 Credits in Seminar, 20 Credits in Dissertation Minimum)

TMFD 995 Doctoral Seminar (1 – 3 credits)

TMFD 999 Doctoral Dissertation (1 – 24 credits)

Merchandising Specialization

The Merchandising Specialization (90 hours) should be chosen by students preparing for scientific careers in business, research, industry or academia. Goals and objectives for the specialization in Merchandising include:

1. Critically apply knowledge of merchandising practices to the soft-goods industry.
2. Learn innovative merchandising techniques, including the extensive use of technology.
3. Apply theory and research methods to address industry challenges.

Courses for the Merchandising Specialization are outlined as follows:

Required Courses (9 Credits)

TMFD 812: Trend Analysis and Product Conceptualization (3 credits)

TMFD 813: Merchandising III: Merchandise Development and Retail Strategies (3 credits)

TMFD 822: International Textile and Apparel Sourcing (3 credits)

Recommended Courses (16 Credits Minimum)

TMFD 806 Textile Testing and Evaluation (3 credits)

TMFD 807 History of Dress (3 credits)

TMFD 808 Textiles, Technology, and Culture (3 credits)

TMFD 810 Body, Dress, Identity (3 credits)

TMFD 811 Textile, Fashion, and Design Problems (3 credits)

TMFD 817 Textiles and Dress: Cultural Perspective (3 credits)

TMFD 870 Current Issues in Textiles, Merchandising, and Fashion Design (3 credits)

TMFD 890 Workshop/Seminar (1-3 credits)

TMFD 892 Professional Study Tour (1-3 credits)

TMFD 896 Independent Study (1-6 credits)

TMFD 913 Theory and Issues in Merchandising (3 credits)

TMFD 986 Seminar in Textiles, Merchandising, and Fashion Design (3 credits)

TMFD 803 Apparel Design by Draping (3 credits)

TMFD 805 Advanced Textiles (3 credits)

TMFD 816 Apparel Design for Industry (3 credits)

TMFD 818 Quilts, History, Culture (3 credits)

TMFD 823 Advanced Design in Multi Media (3 credits)

TMFD 825 Advanced Work in Digital and Other Media for Textile Design (3 credits)

TMFD 874 Theory Development (1 credit)
TMFD 875 Research Methods (3 credits)
TMFD 876 Artifact Analysis (3 credits)

Supporting Courses (16 Credits Minimum)

To be determined with Major Advisor; can be inside and/or outside of TMFD

Research Methodology (11 Credits, Minimum of 6 Credits in Statistics)

TMFD 876 Material Culture Research Methods (3 credits)
TMFD 875 Research Methods (3 credits)
EDPS 859 Statistical Methods (3 credits)*
EDPS 860 Applications of Selected Advanced Statistics (3 credits)*
EDPS 870 Introduction to Educational and Psychological Measurement (3 credits)
EDAD / EDPS 900J Historic Methods in Educational Research (3 credits)
EDPS 900A Correlational and Experimental Methods in Educational Research (3 credits)
EDPS 900B Single-Case Experimental Designs in Educational Research (3 credits)
EDPS 900D Survey Methods in Educational Research (3 credits)
EDPS 900K Qualitative Approaches in Educational Research (3 credits)
EDPS 936 Introduction to Mixed Methods (3 credits)
EDPS 935 Seminar in Qualitative Research (3 credits)
EDPS 941 Intermediate Statistics: Experimental Methods (3 credits)*
EDPS 942 Intermediate Statistics: Correlational Methods (3 credits)*
SOC1 807 Strategies of Social Research: Qualitative Methods (3 credits)
SOC1 865 Survey Design and Analysis (3 credits)
STAT 801 Statistical Methods in Research (4 credits)*
STAT 802 Design & Analysis Research Studies (4 credits)*
STAT 870 Multiple Regression Analysis (3 credits)*
STAT 875 Categorical Data Analysis (3 credits)*
TEAC/EDPS/NUTR/CYAF 930A Ethnographic Research Methods (3 credits)

**Note. Statistics courses are noted by an asterisk*

PhD Seminar and Dissertation (3 Credits in Seminar, 20 Credits in Dissertation Minimum)

TMFD 995 Doctoral Seminar (1 – 3 credits)
TMFD 999 Doctoral Dissertation (1 – 24 credits)

Textile Science Specialization

The Textile Science Specialization (90 hours) should be chosen by students preparing for scientific careers in business, research, industry or academia. Goals and objectives for the specialization in Textile Science include:

1. Apply theory, knowledge and academic research to their specialties.
2. Delve into fundamental textile material science disciplines.
3. Synthesize relevant interdisciplinary knowledge and technologies.

4. Ability to solve practical problems within or outside of expertise.
5. Contribute to the development of textiles with original research.

Courses for the Textile Science Specialization are outlined as follows:

Required Courses (9 Credits)

TMFD 805 Advanced Textiles (3 credits)
TMFD 806 Textile Testing and Evaluation (3 credits)
TMFD 828 Coloration (3 credits)

Recommended Courses (16 Credits Minimum)

TMFD 811 Textile, Fashion, and Design Problems (1-6 credits)
TMFD 813 Textiles and Apparel Merchandise Development and Retail Strategies (3 credits)
TMFD 822 International Textile and Apparel Sourcing (3 credits)
TMFD 830 Textiles (3 credits)
TMFD 875 Research Methods (3 credits)
TMFD 896A Independent Student: Textiles (1-5 credits)
TMFD 905A Advanced Problems: Textiles (1-6 credits)
BIOC 831 Structure and Metabolism (3 credits)
CHEM 823 Analytical Chemistry Laboratory (2 credits)
CHEM 871 Physical Chemistry (4 credits)

Recommended Supporting Courses in Related Discipline (16 Credits Minimum)

BIOC 831 Structure and Metabolism (3 credits)
BSEN 951 Advanced Mathematical Modeling (3 credits)
CHEM 821 Analytical Chemistry (3 credits)
CHEM 824 Applied Problems in Analytical Chemistry (3 credits)
CHEM 833 Biochemistry Lab (2 credits)
CHEM 836 Physical Basis of Macromolecular Function (3 credits)
CHEM 855 Advanced Organic Chemistry (3 credits)
CHEM 881 Physical Chemistry I (4 credits)
CHEM 882 Physical Chemistry II (4 credits)
CHME 823 Chemical Engineering Thermodynamics II (3 credits)
MATH 821 Differential Equations (3 credits)
MATL 871 Electron Microscopy of Materials (3 credits)
MECH 849 Advanced Dynamics (3 credits)

Research Methodology (11 Credits Minimum)

TMFD 874 Theory Development (1 credits)
STAT 802 Design and Analysis Research Studies (4 credits)
STAT 870 Multiple Regression Analysis (3 credits)
STAT 875 Categorical Data Analysis (3 credits)

STAT 880 Introduction to Mathematical Statistics (3 credits)

PhD Seminar and Dissertation (3 Credits in Seminar, 20 Credits in Dissertation Minimum)

TMFD 995 Doctoral Seminar (1 – 3 credits)

TMFD 999 Doctoral Dissertation (1 – 24 credits)

MINOR WITHIN THE DOCTORAL PROGRAM

A student may complete a minor. A minor should:

- Be taken in any department that has been approved to offer a major leading to a UNL master's degree
- Be included in the total hours for the doctoral program established by the committee
- Include at least 15 semester hours with 6 hours in courses open exclusively to graduate students
- Include coursework outside of the major program, but within the program in which the minor is being sought (Note. Certain departments will allow for a minor 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.

MINOR IN TEXTILES, MERCHANDISING AND FASHION DESIGN

For graduate students from other programs who want to minor in TMFD, the following is required:

- 12 credit hours of 800/900-level work in various TMFD areas, or
- 9 credit hours of 800/900-level work in one TMFD area (i.e. textile science, apparel design, material culture, or merchandising)

Only graduate-approved courses can be included in the minor, thus Independent Studies and Advanced Problems are not included. Refer to the Graduate Bulletin for a list of graduate courses. All minors must be approved by the TMFD Graduate Committee Chair and a member of TMFD must serve as a member on the student's Supervisory Committee.

III. Academic Standards and Guidelines

REGISTRATION GUIDELINES

All full-time PhD students are expected to have a minimum of nine credit hours per semester. A maximum credit load is 12 credits per semester. A student with an

assistantship is expected to qualify for full-time status (see Assistantship section for more details).

Full-time status requires at least nine credit hours during an academic semester, or at least three credit hours during a five-week summer session.

With approval of the Dean of Graduate Studies, students who have successfully earned candidacy (comprehensive exams have been passed) may register for fewer than the minimum hours required while maintaining full-time status. Students who elect to register for fewer hours cannot be employed for more than 20 hours per week.

MINIMUM GRADE REQUIREMENTS

The minimum grade requirements, as noted in the Graduate Studies Bulletin, are as follows:

- A minimum grade of B is required for graduate credit in 800-level courses with a 400-level counterpart within the student's major area
- A minimum grade of C or P (pass) is required for graduate credits in 800-level courses in minor, collateral, or supporting areas of work
- A minimum grade of C or P (pass) is required for graduate credit in 900-level courses or 800-level courses without 400-level counterparts

When applied toward an advanced degree program, only courses at the 900-level, or 800-level without 400 or lower counterparts, in minor, collateral, or supporting areas of work may be taken on a "Pass/No Pass" (P/N) grading basis.

A student failing to receive a minimum acceptable grade for graduate-level credit may not continue his/her program without permission of the TMFD Graduate Committee.

GRADING BREAKDOWN

Grading will be consistent with expectations for graduate-level work. A grade of:

- "A" indicates the student has demonstrated outstanding ability in integrating ideas and presenting them in written, oral, or visual form according to highest academic standards
- "B" indicates that the student has been above average in performance but needs development in integration of ideas, the presentation of material, or a combination thereof
- "C" indicates that the student has met the basic requirements of the course but needs more work on integrating ideas, presenting material, or a combination thereof
- "D" or below indicates the performance has not been satisfactory and graduate credit cannot be given

INCOMPLETE GRADES

Incompletes must be removed prior to the deadline for filing the final examination report for the PhD Degree. The student must also be admitted to full graduate standing before the final examination report is filed.

Incomplete Grades for Research, Thesis, or Dissertation Hours

Incomplete grades for research, thesis or dissertation hours are no longer assigned. The following may be assigned:

- IP (In progress): indicates satisfactory work in progress (i.e., student is making progress or effort as determined by the faculty supervisor). The "IP" would stand until the final examination, at which time a grade of "P" or a letter grade for all dissertation hours is submitted to the Registrar.
- XP (No progress): indicates students are not making adequate progress on their thesis or dissertation work. Consecutive "XP" (as determined by the graduate program committee) may result in the graduate committee taking action to inform the student and Graduate Studies regarding continuation of the student's graduate study.

ANNUAL EVALUATION OF ACADEMIC PROGRESS

All students will be evaluated each year for academic performance and progress toward a graduate degree. It is the student's responsibility to complete the Annual Evaluation of Academic Progress for Graduate Students form and provide to the academic advisor for review before the end of Spring semester. Feedback from the Major Advisor will be given on the graduate student's performance and progress. If the student is not making academic progress, the Major Advisor will require the student to create a stringent timeline for making academic progress during the forthcoming semester. If the timeline is dismissed by the student and/or grade expectations are not met, academic probation and/or termination will be considered. A checklist for completing the PhD Degree is available in Appendix A.

PROBATION AND TERMINATION

Graduate students are expected to maintain a high level of achievement. Students who do not maintain satisfactory progress may be subject to probation, be terminated from a degree program, or be denied permission to continue graduate studies at the University of Nebraska-Lincoln. Any student on probation will not be able to receive a graduate degree.

Probation or termination recommendations may be made under any one of the following conditions:

- Violations of the Student Code of Conduct as specified in the UNL Graduate Studies Bulletin

- Failure to satisfy Scholastic Grade Requirements as specified in the UNL Graduate Studies Bulletin
- Failure in qualifying examinations, preliminary examinations, comprehensive examinations, or final oral/written examinations
- Failure to master the methodology and content in one's field in a manner that is sufficient to complete a successful thesis or dissertation
- Ethical misconduct or lack of professional promise in the professional field (for fields leading to licensure or certification)
- Failure to satisfy conditions required for removal of probationary status

LENGTH OF PROGRAM

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.

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 a particular field of scholarship and for demonstrated power of independent research in a subdivision of this field.

STUDENT CODE OF CONDUCT

All graduate students are to follow the Student Code of Conduct. Refer to the Graduate Studies Bulletin regarding Student Rights and Responsibilities.

RESIDENCY REQUIREMENTS

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 done under close supervision by the University. The academic residency requirement is part of the student's approved program. Note the following:

- 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 coursework 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.

SUBSEQUENT DOCTORAL DEGREES

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 coursework has been applied toward a previously completed doctoral degree at any institution, including UNL. Coursework applied toward a previously earned master's degree may be considered for transfer to a subsequent doctorate at the discretion of the Supervisory Committee.

IV. Advisor and Supervisory Committee

ADVISOR

A temporary academic advisor will be assigned to each graduate student. The selection of a permanent Major Advisor will be between the student and professor. A Major Advisor advises on academic coursework, the Program of Studies, and the dissertation. It is the student's responsibility to secure the commitment of a TMFD faculty member to serve as a Major Advisor. The student will work with the Major Advisor to develop a committee no later than the completion of 45 credit hours, to the extent possible.

If a student's Major Advisor cannot continue as the chair of the student's Supervisory Committee, the remainder of the committee will determine the best course of action for assisting the student in completing his or her PhD program. If another TMFD faculty member holds expertise in the student's area of research, he/she will be asked to assume the Major Advisor's position. When no current TMFD faculty holds expertise and the former Major Advisor has left the University's employment, the committee will work in concert with the student to solidify and appoint a temporary Major Advisor to chair the committee until a new faculty member is in place.

SUPERVISORY COMMITTEE

The Supervisory Committee will be led by the student's Major Advisor, who will serve as the chairperson. All PhD students are expected to recruit all Supervisory Committee members after consulting with his/her Major Advisor. At least four faculty members must serve on the Supervisory Committee, which includes the Major Advisor. The following must be considered when selecting the Supervisory Committee:

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

A committee must be determined no later than the completion of 45 credit hours of the student's program, including transfer credits but excluding research or language tools. Once the committee has been formed, an Appointment of Supervisory Committee form should be completed, signed by the Graduate Committee Chair, and filed with the Office of Graduate Studies.

The Supervisory Committee will meet to review the Program of Studies and the student's dissertation proposal. Members of the Supervisory Committee will serve as mentors to the student, as well as read materials and the dissertation for the final oral examination.

Responsibilities of the Supervisory Committee include:

- Review the appropriateness of the courses chosen for the student's career goals
- Determine the acceptability of the number and type of transfer credits, if any
- Review inclusion of departmental program requirements
- Review academic progress and make recommendations upon request of the Major Advisor
- Make critical recommendations for the work proposed for the dissertation

CHANGES TO THE SUPERVISORY COMMITTEE

If the Supervisory Committee Chair leaves the employ of the University, or retires or is otherwise unable to serve on the Committee, Graduate Studies must be notified immediately and a change in the Committee made as follows:

If the Supervisory Committee chair leaves...

- If the student has achieved candidacy, the former chair may continue to serve as co-chair of the Supervisory Committee, with approval from the TMFD 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 TMFD Graduate Committee and the UNL Dean of Graduate Studies.

If a member other than the chair leaves...

- If a member of the Supervisory Committee, other than the chair, leaves university employment or retires, a replacement should be appointed who is a resident graduate faculty member. In certain circumstances where special and needed expertise is required, and the faculty member is willing to continue serving, he/she may continue as a member of the Supervisory Committee with approval from the Supervisory Committee Chair and the UNL Dean of Graduate Studies.
- If a graduate faculty member retires and is appointed to emeritus status, he/she 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.

When a change in committee is required, a Change of Committee form must be filed with the Office of Graduate Studies. Changes may be made to a Supervisory Committee at any time prior to the submission of the Application for Final Oral Exam form.

SUPERVISORY CHAIR 'BACK UP' POLICY

In the event that the chair of a Supervisory Committee is unable to continue in the role as chair, the student will assume the 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, the student will bring the request for a new chair to the Graduate Committee Chair within the department
3. The TMFD Graduate Committee Chair will select 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, the Department Chair will identify a potential committee chair and will consult with the faculty member to seek his/her approval

SUPERVISORY COMMITTEE MEMBER ROLES

Chair

The chair of a doctoral student's committee serves as the advisor and mentor to the student. The chair may not serve as the outside representative or a designated reader.

Member

All members of the committee vote to allow the student into candidacy, request an extension and determine the outcome of the student's dissertation defense. Members may serve as the reader or outside representative.

Reader

Two members of the committee are designated as readers. They and the chair read the draft(s) of the dissertation to determine whether the student is ready to defend. They sign the Application for Final Oral form if the student is approved to move forward with the defense. Courtesy members may serve as readers.

Outside Representative

One member must be external to the student's major program but within the University of Nebraska system. If the student is seeking a minor, the faculty member representing the student's minor may serve as the outside representative. He or she may serve as a reader on the student's committee.

Courtesy Members

Faculty external to the University of Nebraska system may serve as a fifth committee member on the student's committee. Courtesy members may serve as readers and have voting rights for the student's committee. Only one courtesy member may serve per committee. A courtesy member may not serve as an outside representative.

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.

V. Completion of Required Coursework

PROGRAM OF STUDIES

The Program of Studies must be filed with the Office of Graduate Studies before half of the program of courses remain to be taken for the student's doctoral program. The Program of Studies should:

- Be filed with the Office of Graduate Studies in the same semester as the appointment of the Supervisory Committee
- 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 and at least half of graduate work, including the dissertation, will be done in this field
- Contain a minimum of 20 credit hours of dissertation research and a minimum total of 90 credit hours

The Supervisory Committee will determine what prior coursework taken before the filing of the Program of Studies will be accepted as part of the 90 hour program. Prior coursework could include hours earned toward the master's degree(s). The Supervisory Committee will assess prior coursework 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.

It is the student's responsibility to justify how the courses selected interrelate to support her/his PhD program of study and dissertation research. The Supervisory Committee has the responsibility of determining that a student's Program of Study meets the guidelines for the PhD in Human Sciences, as well as reaching the goals and objectives of the PhD Student.

Not less than 50% of the coursework (excluding the 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 coursework completed prior to its appointment. No graduate credit will be accepted from a previously awarded doctoral degree at any institution, including the University of Nebraska.

Changes to the Program of Studies must be approved by the Supervisory Committee and the action must be reported to the Office of Graduate Studies in writing.

After the Supervisory Committee has approved the Program of Studies, the Program of Studies for Doctoral Degree form will be completed and submitted to the Office of Graduate Studies. After the Dean of Graduate Studies approves the Program of Studies, a minimum of 45 credit hours (excluding research tools, needs to be taken).

RESEARCH CREDITS FORM

Students enrolling in research, thesis, or dissertation hours must complete the Research Credits form for permission to register. The completed Research Credit form is to be discussed between the Major Advisor and student before permission to enroll is granted. Students are expected to fulfill objectives and activities before the end of the enrolled semester.

LANGUAGE AND TOOLS

There isn't a uniform language or research tool requirement to fulfill for the Office of 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 tool requirements for the student's program should be listed on the Program of Studies for review by the Supervisory Committee. Language or research tools should be satisfied prior to filing the Application for Admission to Candidacy, which is due at least seven months before the scheduled final oral examination.

VI. Completion of Final Comprehensive Exam

When a student has substantially completed studies in the program, he/she must pass a final 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 in the field of knowledge of which their special subject is a part.

FINAL COMPREHENSIVE EXAMINATION FORMATS

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 among Supervisory Committee members. The examination should include multiple parts, allowing for the student to demonstrate both the depth and breadth of their knowledge and their abilities to integrate and apply material in multiple formats.

The required final comprehensive examination may be fulfilled by completing one of the following formats, as determined by the student in consultation with his/her Supervisory Committee.

- Written Comprehensive Examination
- Grant Proposal
- Professional Portfolio

Scheduling a Final Comprehensive Examination

To schedule a final comprehensive examination, the student submits a request in writing to his/her Supervisory Committee Chair four weeks before the exam is to take place. 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.

Grading of the Final Comprehensive Exam

The Supervisory Committee Chair will coordinate the grading of the final comprehensive examination. Each member of the Supervisory Committee shall have an opportunity to grade each examination element. Supervisory Committee members shall be permitted at least three weeks to report a grade. Supervisory Committee members shall report a grade of *pass with distinction*, *pass*, *fail*, or *rewrite* for each question/topic/element. Grades are as follows:

- Pass with Distinction: Satisfactory performance on 95% of the exam is a pass with distinction.
- Pass: Satisfactory performance on 90% of the exam is a pass.
- Rewrite a question(s) or section: (Approximately) a minimum of 70% of the exam must be passed to qualify for a rewrite on the unsatisfactory portions. The rewrite must take place within 30 days and must be in written form. Only one rewrite is permitted.
- Fail: Less than 70% of the exam was satisfactory. For instance, if exam consists of 6 questions, more than 2 questions required major rewrites it would be an automatic fail or if all the questions required some form of minor to major rewrite this would also be a fail.

The grade 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.

Students are allowed to retake the exam once and no sooner than the following semester. A retake will consist of new set of questions from the committee. If the retake results in a failing grade then the student is discontinued from the program.

Should the Supervisory Committee determine the student has failed the comprehensive examination, a letter must be submitted by the Supervisory Committee Chair to the Dean of Graduate Studies stating the conditions under which the student may attempt another examination. Examinations cannot be taken 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.

WRITTEN COMPREHENSIVE EXAMINATION

The comprehensive examination is developed by the Supervisory Committee in consultation with the student, in which students demonstrate the ability to integrate ideas and produce original thought, as well as to demonstrate the potential to contribute to scholarship in their field of study. Consequently, the topics of the different sections of the

examination will be unique to the student's plan of doctoral study and the areas of professional interest.

Although coursework on the degree program is approved and reviewed by the committee as they develop questions for the exam, students are not re-tested on course content. Students are expected to integrate and build on knowledge acquired from coursework.

Exam may be completed as an open book, take-home exam or a closed book, in-class exam. The timing of the exam and specific dates will be arranged by the student in consultation with their Major Advisor.

The exam will consist of 5-8 questions written by the student's committee and tailored to each individual student and their area of interest. Questions will be focused on three general areas, which includes theory, methods, and concentration.

Open book/take home option:

- Students will have 5 consecutive days to complete the exam.
- Students may use any resources available to them, i.e. books, articles, coursework
- All questions will be delivered/received at 8 am on Day One and final answers due at 4:30 pm on Day Five
- Responses, whether complete or not, must be sent to the Major Advisor via email or hard copy by the deadline.
- Full and accurate in-text citations and reference list in APA format required.
- Plagiarism will result in automatic failure and the student will be subject to disciplinary action

Closed book/In-class option:

- Students will take the exam on 3 non-consecutive weekdays.
- Students will receive questions, with instructions, for each day at 8 am and must turn in responses, via email or hard copy, whether complete or not, by 4:30 pm on the same day.
- Students will be assigned a room in the department for privacy
- Students will only be given a computer without internet access, writing implements, and scratch paper.
- No other electronics can be used. Phones must be surrendered to appropriate faculty before starting the exam and will be returned at the end of each day.
- Full and accurate APA format for sources is not required but students should at least know authors and dates for material they cite in their responses.

GRANT PROPOSAL

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 examination is expected to develop the idea for the proposal with guidance from his/her Major Advisor and complete the proposal writing independently.

Grant proposals can be considered from the following list:

- US Department of Agriculture (USDA)
- National Research Initiative (NRI) Competitive Grants Program
- National Endowment for the Arts (NEA)
- National Endowment for the Humanities (NEH)
- Institute of Museum and Library Service (IMLS)

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 his/her Major Advisor for approval. After approval, the proposal is sent to all Supervisory Committee Members for examination. At least two weeks after the submission of the proposal, the student is allowed to defend the 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.

PROFESSIONAL PORTFOLIO

This option includes one or more of the following elements, as determined in consultation with the Major Advisor and the student's Supervisory Committee:

- Course design (1 or more), accompanied by syllabus, course schedule and materials, assessment methods, assignment briefs, and a course rationale (an explanation of how course materials, assignments, and in-class activities or lectures will accomplish the stated objectives of the course, as well as how chosen materials relate to important scholarly discussions within the topic / field of the course). This might include, for example, design for a course on methodology, an introductory course, or an advanced topics course.
- Exhibition design, including description of curatorial strategy, review of relevant literature, and discussion of intended modes of audience engagement or educational programming to accompany the exhibition. The philosophy or research which supports these choices is also required.
- Article-length manuscript on a topic chosen in consultation with the Supervisory Committee. The student will prepare a journal article manuscript that fits the scope and parameters of an appropriate peer-reviewed journal in the field. It is not expected that original research be conducted for this manuscript, therefore this manuscript may take the form of an "Annual Review of [name of field or subfield]" or focused literature review.

The total number of sources consulted and/or used for this option, as well as the approximate page length for the combined total of the exam, should be determined in consultation with the student's Major Advisor and Supervisory Committee. The exam is open book, and should be completed over a period of one week (5 business days). Prior to sitting for the exam, the student should develop a reading list appropriate to the areas and topics covered by the exam components, in consultation with his or her Supervisory Committee.

VII. Candidacy

APPLICATION OF CANDIDACY

Immediately after the Supervisory Committee has graded the comprehensive examination, the committee 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 the doctoral student's admission to candidacy to the Office of Graduate Studies by filing the Application for Admission to Candidacy form. The form notes 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.

ADMISSION TO CANDIDACY

After all requirements relative to the comprehensive exam, research requirements and the dissertation proposal have been met, the student is admitted to candidacy. At least seven months prior to the final oral examination and after the comprehensive written examinations have been passed, the Supervisory Committee Chair is responsible for submitting the application to admit the student to candidacy to the Office of Graduate Studies. Admission to candidacy must occur at least seven months prior to the final oral examination for the doctoral degree.

Following admission to candidacy, the student must register for at least one credit hour during each academic semester (except summer sessions) until he/she receives the doctoral degree, even if the student has already met the total dissertation hours on his or her approved Program of Study. Failure to register during each academic semester will result in termination of the Program of Study.

VIII. Completion of Dissertation

DISSERTATION PROPOSAL

All doctoral candidates will submit a dissertation proposal to each member of his/her Supervisory Committee for approval prior to initiating data collection, 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.

Dissertation Proposal Format

For dissertation research using a social science approach, the following should be included:

- Statement of purpose
- Theoretical framework
- Review of relevant literature
- Hypotheses or theoretical constructs
- Methods and procedures

For dissertation research using a physical science approach, the following should be included:

- Statement of purpose
- Review of relevant literature
- Hypotheses
- Methods and procedures

For dissertation research using a historical approach, the following should be included:

- Statement of purpose
- Review of relevant literature
- Proposed documentary, oral or material sources

Proposal Meeting

A meeting will be held two weeks after the Supervisory Committee receives the proposal. All Supervisory Committee members should attend the meeting, to the extent possible. At this meeting, the student will defend the proposal as a contribution to the body of knowledge in the field.

Approval of the proposal will be done by a motion and vote of each Supervisory Committee member. Upon a passing vote, Supervisory Committee members will indicate approval by signing the cover page. If the committee requests changes for the proposal, the student will revise the proposal and resubmit to the committee members. Evaluations

by 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.

IRB

Research involving human subjects must be approved by the Institutional Review Board (IRB) before data collection. Proposals to IRB must be submitted on NUGrant. Check the Office of Graduate Studies website for links to IRB information.

Writing of Dissertation

The dissertation is no fixed length and is based on a subject from the candidate's field, as approved by the Supervisory Committee. It should show the technical mastery of his/her field and advance or modify former knowledge. Each candidate for the degree shall submit a dissertation, including an abstract not exceeding 350 words in length.

When writing the dissertation, refer to the Guidelines for Preparation of an Electronic Dissertation found on the Office of Graduate Studies website.

Reading Committee

Following approval by the Supervisory Committee Chair, the dissertation and abstract should be presented to the Reading Committee in time for its review. Recommendation of its members are required at least five weeks prior to the oral examination. The Reading Committee consists of two members from the Supervisory Committee, excluding the Chair.

The Supervisory Committee Chair must file one of the following with the Office of Graduate Studies:

- The Application for Final Oral Examination signed by each member of the Reading Committee indicating approval to defend the dissertation
- 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

Application for Final Oral Examination

Students are not eligible for an oral examination until the dissertation is completed and approved by the Supervisory Committee Chair. The dissertation and abstract must also be approved by Reading Committee prior to filing the Application for the Final Oral Examination to the Office of Graduate Studies. The application, signed by the readers,

must be presented for approval in the Office of Graduate Studies no less than three weeks prior to the date of the oral examination. The submission of the application indicates that the Supervisory Committee Chair and Reading Committee have read the dissertation, find it suitable for a defense and grant permission for the defense to be held.

Scheduling the Final Oral Examination

The final oral examination will not be scheduled unless the Supervisory Committee Chair and at least two other members of the committee are available for the examination. Exceptions may be made only by permission of the Dean of Graduate Studies. The Application for the Final Oral Examination must be completed to designate the meeting time.

Final Oral Examination for Dissertation

The final examination for the doctoral degree is oral and open to the public. The Supervisory Committee determines the defense character and length. The examination may be devoted to a special part of the dissertation, to test judgement and critical powers, or to the candidate's general knowledge. At the end of the public hearing, there will be a closed questioning portion of the examination where all public persons must be excused.

The Supervisory Committee reports the results of the final examination to the student after a private executive session. If the student has passed the oral exam, a Report of Completion is signed by all committee members present for the defense. This is to be included in the documents submitted by the student when depositing the final dissertation to the University.

In the event that the Supervisory Committee is not unanimous in passing the candidate, the student is to be approved for the degree if only one examiner dissents. The dissenting member is expected to file a letter of explanation to the Office of Graduate Studies.

If a student fails to pass the final oral examination, his/her committee must file a report on the failure to 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 in which the student failed.

Dissertation Review by the Office of Graduate Studies

An electronic copy of the dissertation and abstract must be presented to the Doctoral Specialist and the Office of Graduate Studies at least two weeks (one week in the summer session) before the date of the student's final oral examination. After the dissertation has been successfully defended, it needs to be electronically submitted to the Doctoral Specialist for a final review prior to uploading to Digital Commons.

Copies of Dissertation

Bound copies of the dissertation may be requested by the student's Major Advisor or other Supervisory Committee members.

IX. Assistantships

If you have questions regarding assistantships, contact the TMFD Graduate Committee Chair or contact the Office of Graduate Studies.

ASSISTANTSHIP FUNDING

All matriculated graduate students are considered for available assistantships, which are awarded as a function of availability of funds and relevance of the assistantship to the student's area of study. Assistantships are either supported by grant funds or state funds; thus, duties of graduate assistants vary. The monetary value of assistantships are established annually by the unit administrator or budget officer. The number of available assistantships is dependent on internal and external funding of departmental research programs, as well as existing assistantship commitments to students in the graduate program.

Assistantship awards are made on a competitive basis. Recipients must demonstrate satisfactory progress toward completion of degree requirements and fulfillment of the job description of the assistantship (i.e. work performed equivalent to the budgeted remuneration) to maintain the assistantship award. Assistantships are generally available on a nine-month basis, although some may be awarded for a semester only.

Master's-level students typically will not be funded beyond two years of their program, unless additional funds are secured by faculty or the department for their support. Please keep this in mind as you plan your program.

Questions regarding withholding of FICA and Medicare (Social Security) taxes should be addressed to Payroll.

TUITION WAIVERS FOR ASSISTANTS

Most academic year assistantships include tuition remission during the semester of appointment and may include tuition remission for the summer. During the summer session, graduate assistantships are available with appropriate stipends, but do not automatically include a tuition waiver for credit hours taken during the summer sessions.

Eligibility for 12-hour graduate assistant tuition waivers:

- The appointment must be continuous and for four full months within the semester or must be for the academic year, and

- The assistantship or combination of assistantships in one or more departments must total at least 33% FTE which is equivalent to 13.33 hours per week (a range of 12-15 hours per week is acceptable), and
- The stipend will be at the minimum amount as specified by the Office of Graduate Studies.

REGISTRATION GUIDELINES FOR ASSISTANTS

A student with an assistantship is expected to qualify for full-time status and may take no more than the following number of credit hours:

- 12 credit hours maximum for assistants working 8-16 hours per week
- 10 credit hours maximum for assistants working 17-20 hours per week

If a graduate assistant registers for credits in excess of the maximum allowed, he/she will be required to drop the excess credit at his/her expense.

ASSISTANTSHIP TASKS AND EXPECTATIONS

Assistantship responsibilities and benefits are outlined in the assistantship letter of offer. The assistantships are competitively awarded and typically require 13 to 20 hours of service per week. Terms of employment for the graduate assistantship include the full obligation to the graduate assistantship hours the week before classes begin and the week after final examination week. Usual academic holidays are included, but vacations and sick leave are not awarded, and arrangements must be made to work for the time missed. Also consult the Graduate Studies Bulletin for assistantship responsibilities.

Graduate assistants are expected to behave ethically and exhibit the highest level of social responsibility. Class attendance and meeting the graduate assistant position description are just a part of these expectations. Graduate assistants are expected to be:

- Trustworthy
- Responsible
- Fair
- Caring
- Respects others
- A good citizen
- Thorough with assistantship responsibilities

As part of their professional development experiences, graduate assistantships are evaluated each Fall and Spring semesters by their supervising faculty and the department chair.

TERMINATION OF ASSISTANTSHIPS AND FELLOWSHIPS

Continuation of TMFD graduate assistantships and UNL graduate fellowships may be denied to recipients under the following conditions:

- Failure to satisfy Scholastic Grade Requirements
- Violations of the Student Code of Conduct
- Failure in qualifying examinations, preliminary examinations, comprehensive examinations
- Failure to make satisfactory progress in a graduate program

Resigned or Terminated Assistant: Tuition Payment Responsibilities

If a graduate student resigns or the assistantship is terminated during the semester before four full months of service, all tuition benefits will be lost. The student is then responsible for the total tuition payment and health insurance premiums. Refer to the Office of Graduate Studies website for more information.

Appendix A: Doctoral Degree Milestones

For a complete list of Doctoral Degree Milestones, visit the Office of Graduate Studies website.

- Select and declare a major academic advisor (if different than assigned temporary advisor)

- O Determine a topic of interest for dissertation
- O Select and secure a Supervisory Committee
- O Complete the Program of Studies
- O Discuss Program of Studies with Supervisory Committee
- O File Program of Studies with the Office of Graduate Studies
- O Work with Major Advisor to complete dissertation requirements
- O Complete comprehensive exams
- O Propose dissertation to Supervisory Committee
- O Apply for graduation (beginning of final semester)
- O Schedule final oral defense
- O Send dissertation requirements to committee
- O Defend dissertation with committee
- O Submit final forms (removal of incomplete 899 grades, examination forms)