



THE UNIVERSITY *of* NORTH CAROLINA
GREENSBORO

Department *of* Educational
Research Methodology

PH.D. PROGRAM STUDENT HANDBOOK

Last Updated: February 15, 2014

**Department of Educational
Research Methodology**

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INTRODUCTION

We are pleased that you have selected the Department of Educational Research Methodology at The University of North Carolina at Greensboro to earn your doctoral degree in Educational Research Methodology. This guide was developed to give you an overview of the process you will follow as a doctoral student in the Ph.D. degree program. The guide covers everything from your initial admission into the Graduate School to your final dissertation defense and graduation.

It is essential that this guide be used as an informational supplement to the UNCG Student Handbook, the Thesis and Dissertation Manual, and the UNCG Graduate School Bulletin that was published the year that you were admitted into the Educational Research doctoral program. Furthermore, current information from the Graduate School regarding important dates, times, and deadlines, etc., will be available in that office and on their website at www.uncg.edu/grs. It is vital to follow the correct procedures and schedules for smooth progress through the program.

This handbook for doctoral students is focused on the policies, procedures, and expectations specific to the Department of Educational Research Methodology. The requirements and expectations described in this handbook represent the minimum for all students. Depending on your interests, your doctoral curriculum, and professional plans, you may be required to perform work over and above the minimum. These issues are determined in discussions with your advisor and/or your doctoral committee.

New doctoral students are urged to read this handbook in its entirety, and to become familiar with the University's regulations and policies for graduate students as presented in the Graduate School Bulletin.

Please consult with your advisor/chair if you have any questions or find any statements unclear. Your advisor/chair will not necessarily remind you of each step you need to take. Students are expected to be knowledgeable of the contents of this handbook and other resources cited above as a way of taking responsibility for their progress in the program.

CURRICULUM AND RELATED ACTIVITIES

Ph.D. Degree Curricular Requirements

For each student admitted into the Ph.D. program, the degree requirements are those specified in the UNCG Graduate School Bulletin for the academic year in which the student first enrolled in the Ph.D. degree program. Students are highly encouraged to become familiar with these degree requirements. The current version of the Graduate School Bulletin, as well as previous years' versions, can be accessed from <http://grs.uncg.edu/bulletin>.

An Example Ph.D. Course Sequence

There is no single course sequence for the Ph.D. degree that applies to all students. Although there is a natural sequencing of some of the required courses, there is flexibility in when some of the required and elective courses can be taken. Thus, the course sequence will not be identical for all students.

Despite the implicit variability in the sequencing, it is often useful for students to have an example of a general sequence that can be followed in scheduling their courses. An example of a course sequence for the Ph.D. degree is provided below. It is stressed that this provides only an example of what a typical course sequence would look like. Variations to this example always occur, and no student's course sequence will look precisely like this example. In particular, the specific timing and ordering of electives are expected to vary depending on course offerings and the student's plan of study.

YEAR 1

Fall

ERM 642* (Program Evaluation)
ERM 682* (Multivariate)
ERM 669* (Item Response Theory)
Elective[@]

Spring

ERM 643* (Applied Evaluation)
ERM 731* (SEM)
ERM 675* (Data Presentation and Reporting)
Elective[@]

YEAR 2

Fall

ERM 732 (HLM, which is an Elective[@])
ERM 728* (EFA & CFA for Scale Construction)
ERM 668* (Survey Research Methods)
Elective[@]

Spring

ERM 727* (Computer-Based Testing)
ERM 729* (Advanced Item Response Theory)
ERM 633* (Language Assessment and Testing)
Elective[@]

YEAR 3

Fall

Elective[@]
Elective[@]
Comprehensive Exam

Spring

ERM 799* (Dissertation)
ERM 799* (Dissertation)
ERM 799* (Dissertation)
ERM 799* (Dissertation)

*Indicates a required course

[@]Elective courses can include non-required ERM courses, courses outside of ERM (with the approval of the student's doctoral committee), Practicum in Educational Research and Evaluation (ERM 730), and Independent Study (ERM 692).

Schedule of Ph.D. Degree Activities

While progressing through the Ph.D. degree program, there are numerous administrative and academic activities that the student must complete in order to progress through the program and remain in good standing. The schedule of these activities is listed below.

<u>Time</u>	<u>Activity</u>
Year 1: Prior to First Semester	(i) Meet with assigned advisor to register for courses
Year 1: End of Spring Semester	(i) Complete the Student Match Form (ii) Matching process is completed and “matched” advisor is assigned (iii) Assemble the Doctoral Committee (iv) Plan of Study is approved by Doctoral Committee and submitted to the Graduate School (v) Complete the Student Progress Form
Year 2: Spring Semester	(i) Complete Student Progress Form
Year 3: Fall Semester	(i) Complete the Ph.D. Comprehensive Exam* (ii) Apply for candidacy* (iii) Dissertation proposal defended*
Year 3: Spring Semester	(i) Dissertation oral defense* (ii) Dissertation acceptance form signed by Doctoral Committee (iii) Complete Student Progress Form (iv) Complete the Ph.D. Exit Survey

*The specific timing of this may vary and will be determined in coordination with the student’s advisor.

Expected Time-to-Completion

For full-time students, the Ph.D. degree is expected to be completed within three to four years. Students beginning the program in the fall semester are expected to complete the Comprehensive Exam by no later than the third year of enrollment.

According to UNCG Graduate School policy, students enrolled in a Ph.D. degree program must complete the degree within seven years of initial enrollment. Thus, part-time students must complete the Ph.D. degree within this seven-year timeframe.

Practicums and Internships

Students enrolled in the Ph.D. degree program often have the opportunity to gain practical experience in research methodology through completing a practicum or internship. While both practicums and internships serve the same goal of giving the student hands-on experience related to her or his career objectives, there are differences between the two. In ERM, the distinction between a practicum and internship is given as follows:

Practicum. A practicum is an applied field experience that is typically conducted on a part-time basis, and often in conjunction with the academic year (e.g., while taking courses). In general, practicums are applied field experiences with a high level of supervisory oversight by the sponsoring organization or mentor.

Internship. An internship is an applied field experience that is typically conducted on a full-time basis over a defined period of time (e.g., six weeks, etc.). In general, an internship in a particular organization provides a working experience that is similar that of a regular full-time employee in the organization.

Students engaged in mentored applied field experiences – whether practicums or internships – may receive academic credit for these learning experiences by registering for ERM 730 “Practicum in Educational Research and Evaluation.” This is a three credit-hour mentored experience.

Ph.D. Student Matching Process

A primary goal of the Ph.D. program is to engage students in an active line of research that aligns with the student’s professional and scholarly interests. To facilitate this, ERM students in the Ph.D. program enter into a matching process at the end of their first year of study in ERM. The intent of the matching process is to match each ERM student in the Ph.D. program with an ERM faculty member having professional and/or research interests that align with those of the student.

Upon entering ERM, students enrolled in the Ph.D. program are assigned an initial advisor who assists the student with the plan of study for the first year. In the spring semester of the first year of study, Ph.D. students complete the Student Match Form and based on the information provided in this form the student is assigned to their “matched” advisor. In some instances, the initial faculty advisor will be the same person as the matched advisor, but in other instances they will differ. The resulting matched advisor serves as the student’s academic advisor, and as such has the responsibility of serving in an advisory capacity for the student’s academic program of study, comprehensive exam, and dissertation.

While the assignment of a matched advisor is intended to facilitate the student’s engagement in research, it does not preclude the student from engaging in research activities facilitated for ERM faculty who are not the student’s matched advisor. Students may engage in research under the mentorship of, or in collaboration with, multiple ERM or UNCG faculty provided that such research activities support the student’s plan of study

Students enrolled in the M.S./Ph.D. program are expected to have already engaged in the matching process prior to matriculating the Ph.D. degree. Such students are not obligated to engage in the matching process during their doctoral training because they would already have been matched to a faculty advisor during their completion of the M.S. degree.

DOCTORAL COMMITTEE

You must select two committees during the course of your doctoral work. Your doctoral Program of Study Committee approves your academic course work and serves as the committee for your comprehensive examination, which is typically taken upon completion of all of your approved coursework. Your doctoral Dissertation Committee—which may consist as the same members as your Program of Study Committee—becomes active after you have successfully completed all of your coursework and passed your comprehensive written and oral examinations. The Dissertation Committee approves your dissertation proposal, may assist in an advisory capacity in the development of the dissertation, and ultimately approves your written dissertation and oral defense of the dissertation.

Selection of Doctoral Committee

Your doctoral Program of Study Committee must have at least four members of the UNCG Graduate Faculty. The chair of your doctoral Program of Study Committee must be an Educational Research Methodology faculty member who is a Member of the Graduate Faculty. In addition to the chairperson, the committee must include at least one member from the Department of Educational Research Methodology. At least one committee member must hold an academic appointment in a program external to the Department of Educational Research Methodology. If you select an external committee member who is not a full-time UNCG faculty member (e.g., a nationally recognized expert in an area directly related to the dissertation topic), it will be necessary to have that person appointed to the UNCG Graduate Faculty by the Dean of the Graduate School. Consult the Graduate School website for more information. It is recommended that, when appropriate, the doctoral Program of Study Committee contain one member from the student's cognate area. Your cognate classes should be taken early enough to enable you to get acquainted with potential cognate committee members from UNCG's other departments. No more than one member of the committee may be an Adjunct Member of the Graduate Faculty.

The following procedures are offered as a guide in selecting your graduate committee. The Department of Educational Research Methodology will provide a number of opportunities for you during the first semester to become acquainted with the departmental faculty.

1. Take full advantage of the opportunities to meet all ERM faculty via extramural activities.
2. During the second semester of your first year (and not before the second semester), begin discussions with ERM faculty members about your research interests and the possibility of chairing your doctoral committee and directing your research. Because we try to balance the number of doctoral committees each faculty member can chair, you should develop a list in order of priority of "possible committee chairpersons."
3. Towards the end of the second semester of your first year, you will enter the matching process, which will culminate in assigning you your "matched" advisor.
4. After being assigned your matched advisor, meet with her/him to discuss your doctoral Plan of Study, and potential candidates for your doctoral Program of Study Committee. Formally invite each prospective member to be on your doctoral committee. Your committee should be formed prior to the end of your second year in the Ph.D. program. Discuss with each potential committee member your prospective focus, concentration, cognate, and the type and amount of input desired. It is recommended that you communicate with each committee member about how often you will meet, and the type and quantity of input desired. It is recommended that you maintain regular contact with each committee member regarding your progress in the ERM program.
5. Complete and submit Recommendation for Doctoral Advisory/Dissertation Committee Appointment form (see Appendix B).
6. During the course of your doctoral program of study, you must arrange and attend at least four meetings with your entire doctoral committee. Those committee meetings should correspond with the following formal events as your progress toward the doctoral degree: (1) approval of your doctoral program of study; (2) your oral comprehensive examination and preliminary

discussion of a potential dissertation research topic; (3) your dissertation proposal seminar; and (4) the oral defense of your dissertation. Each meeting must be arranged at a time and place where your chair and all committee members can attend. Your committee chair may call other meetings as needed.

Role of the Dissertation Committee

The Dissertation Committee is formed after you have completed all formal coursework and have passed your written and oral comprehensive examination. This Dissertation Committee approves the dissertation proposal, may assist in the development of the dissertation in an advisory capacity, and ultimately approves both the written dissertation and the oral defense of the dissertation. Like the doctoral Program of Study Committee, the doctoral Dissertation Committee typically is composed of four faculty members. One is An ERM Department faculty member who serves as the dissertation chairperson. The remaining committee members include faculty within and outside the Department. The primary distinguished feature between the dissertation chairperson and the other committee members is the amount of work that is involved in the process of the student's development and the dissertation. In most situations, the chairperson provides time and scholarly commitment that is well beyond that expected or required of committee members. Note that it is common for all of the Program of Study Committee members to continue to serve as members of the Dissertation Committee. However, doctoral students are under no obligation to retain the same members on both committees.

Dissertation Committee Chair

A significant part of a faculty member's responsibility in a department that grants doctoral degrees is directing doctoral students through the three to four years of post-master's work that is necessary to complete the doctoral degree. Accordingly, the Dissertation Committee chair's relationship with the student involves an intensive, highly professional training experience which is critical to the student's success in completing the dissertation. The chairperson's effectiveness can be measured by the successful completion of the degree requirements by the candidate. However, it is NOT your chairperson's responsibility to do your work for you or to write the dissertation. It is the student's obligation to complete all academic requirements for the degree, develop a research agenda, conduct literature reviews to develop and propose an acceptable dissertation topic, and independently and successfully complete all activities related to completing and defending his or her dissertation.

Members Within the Department

Faculty members within the ERM Department who serve on a dissertation committee provide advice, support, and counsel that assists the student with the dissertation and provides a "balance and oversight" function. As representatives of the Department, these committee members help maintain a level of quality of the dissertation. In essence, they help provide an implied level of expectation and help enforce the requirements of the ERM Department. In addition, the Dissertation Committee members must formally approve the proposal, the written dissertation, and the oral defense of the dissertation.

Members Outside the Department

Similar to members within the Department, these committee members provide advice, support, and counsel which assist the student in completing the dissertation. A member from another UNCG department may serve on the dissertation committee. Optionally, an external committee member from outside the university may be selected, if that individual qualifies for and is appointed to the Graduate Faculty by the Dean of the Graduate School. An external (non-UNCG) committee member is usually selected if and only if he or she is a nationally recognized expert in the dissertation topic area. This

committee member would be treated as a full participant in the proposal approval process, dissertation development, and eventual dissertation defense.

Change of Committee Members

As noted earlier, the doctoral Program of Study Committee members are often the same as the Dissertation Committee members. If a committee member leaves or, if based upon your dissertation topic and discussion with your committee, you need different areas of competency for your dissertation than are available from your original doctoral Program of Study Committee members, you may change members of your committee—including your chair. There are forms and procedures to follow to pursue the appropriate change(s) in committee membership. (See Appendix G, Recommendation for Doctoral Advisory/Dissertation Committee Revision.) Note that all existing committee members need to participate in any revision of a doctoral committee.

PROFESSIONAL INVOLVEMENT AND LEADERSHIP

In ERM there is an implicit assumption that students will become members of, and participate in, national/international measurement and evaluation organizations such as the American Educational Research Association (AERA), the American Evaluation Association (AEA), the Language Testing Research Council (LTRC), the National Council on Measurement in Education (NCME), and the Psychometric Society. All of these organizations provide excellent ways for graduate students to keep abreast of state-of-the-art research in the measurement, applied statistics, and evaluation fields and learn about post-graduate employment opportunities. These organizations offer annual conferences that provide opportunities to hear papers by some of the top researchers in the work, as well as network with peers from around the country. All of the organizations offer significantly reduced graduate student membership rates and reduced conference registration fees.

Beginning in the second year of the program students should submit proposals to present at one or more of the annual conferences offered by AERA/NCME, AEA, LTRC, or the Psychometric Society. Several formats are usually available for presenting a paper (e.g., poster session, roundtable, paper session, symposium, etc.). Students may submit individually or collectively with other students or faculty. All proposals should be approved by your doctoral committee chairperson and/or the ERM Departmental Chair. Although it cannot be guaranteed, the Department will try, whenever possible, to help the students defray some of the transportation, lodging, and registration costs for the conference. Quite often, conference presentations can be submitted to journals for review. Conference involvement should be discussed with the student's advisor.

FUNDING

Full-time Ph.D. students are eligible for funding, although funding is not guaranteed. Funding can come from several sources, including (but not limited to) ERM departmental funding, grants and contracts held by ERM faculty, scholarships, and other UNCG departments and administrative offices. The potential for funding is dependent upon available funding sources.

The timeline for funding of Ph.D. students is limited to a maximum of four years. With approval of the ERM Department Chair or the student's academic advisor, the timeline of funding may be extended beyond four years.

Receiving funding is contingent upon being in good academic standing and fulfilling all roles and responsibilities associated with being an ERM student. Acceptable academic status reflects all aspects of student academic progress and conduct. Roles and responsibilities of ERM students include, but are not limited to, completing relevant administrative documents (e.g., plan of study, Student Progress Form, and Student Match Form) by the specified deadlines and complying with all UNCG policies of student conduct and academic integrity.

TERMINATION FROM PROGRAM

Students are admitted to full graduate status or provisional status for a specific degree program in a specific term. If the admitted applicant **does not** register for the term specified in the application, the admission may be subject to subsequent review which may include termination from the program. Students may not be admitted to and graduate from the same degree or certificate program in the same academic term. (Please see the Graduate Bulletin, page 10, for complete details on the admission process.)

DOCTORAL PLAN OF STUDY

Purpose

The Plan of Study is an integral component to organizing your plan for the courses you will take to complete the Ph.D., and it serves several important purposes. First, the Plan of Study enables the student and the student's advisor to plan out the sequence of courses that the student will take so that the student has an understanding of when they will complete the requirements of the Ph.D. degree. Second, it will ensure that the courses are taken in the required order so that any prerequisites of courses are obtained on an appropriate timeline. Third, the Plan of Study serves as the documented agreement of the sequence of courses that the student is expected to complete in order to successfully complete the Ph.D. In a sense, then, the Plan of Study serves as the shared understanding between the student, the student's advisor, and the Department of Educational Research Methodology concerning what courses the student will take, and in what order, to meet the course requirements of the Ph.D. degree. Note that Committee members are not bound by completed coursework; they may recommend additional coursework.

When to Complete the Plan of Study

You must file a Plan of Study with the Dean of the Graduate School prior to completing 18 credit hours of graduate coursework. For students enrolled full-time in the Ph.D. program, this corresponds to the end of the spring semester of the first year of enrollment in the Ph.D. program.

Delaying the completion of the Plan of Study until after 18 credit hours of coursework violates Graduate School policy, and places your advisor and the Graduate School in the difficult position of being asked to approve a plan of study for which they had limited input.

Development of a Plan of Study

The doctoral Plan of Study includes (at a minimum) required core courses in educational research methodology ("major concentration"), elective courses taken within the Department of Educational Research Methodology, and cognate courses taken in a department outside the Department of Educational Research Methodology, and dissertation hours (a minimum and maximum of 12 hours). The Plan of Study should reflect your previous coursework and professional experiences as well as your research interests and professional goals. Depending on your background experiences, your strengths and weaknesses, your research area, and your professional goals, committee members may decide to require more than the minimum hours. The Graduate School Bulletin also contains critical information regarding the Plan of Study.

The required Plan of Study forms are shown in Appendix C. Please note, however, that your doctoral Program of Study Committee chairperson may request a specific arrangement of courses within each section on the form. Check with your chairperson about his/her preferred format.

The following steps are a suggested sequence for determining your Plan of Study:

1. Look over the information regarding the plan of study for doctoral degrees in the Academic Regulations chapter of the Graduate School Bulletin.
2. Work with your chairperson to develop a proposed Plan of Study consisting of courses that meet the Department of Educational Research Methodology requirements and that also appropriately prepare you for your dissertation and post graduate professional interests.

3. As appropriate, and as guided by your chairperson, check with each committee member for additional course recommendations.
4. Once you have the approval of your chairperson, work with your chair to schedule your Plan of Study meeting. All of your Program of Study Committee members must attend this meeting. This meeting allows a sharing of information between you and your committee members, and among committee members, that cannot occur through meetings with individual faculty members. The overall purpose of this meeting is to discuss the strengths and weaknesses of your academic/professional background, as well as your research interests and future goals; your proposed Plan of Study is evaluated based on these factors and any changes/additions are determined. Your chairperson will tell you how to prepare for this meeting, including whether you need to supply any additional materials (e.g., vita), or make a formal presentation.
5. Complete the final copy of your Plan of Study, incorporating any changes recommended by your committee, and obtain the signatures of all of your committee members on the form. This form can be downloaded from the ERM website.
6. Submit the completed, approved Plan of Study form and an original of your final plan of study to the Departmental Administrative Associate, who will process it through the appropriate offices for approval (Departmental Director of Graduate Study, Dean's Office, and Graduate School).

Making Changes to a Plan of Study

If you find that a change in your Plan of Study is necessary and/or desired, consult with your advisor. If your advisor agrees with the change, submit the Doctoral Plan of Study Revision to the Departmental Administrative Associate for processing through the appropriate offices.

COMPREHENSIVE EXAMINATION

Purpose

The purpose of the Ph.D. written and oral comprehensive examinations is to give you and the faculty information regarding your completion of your academic coursework and successful progress in the program. By preparing for and taking these exams, doctoral students gain a comprehensive view of allied educational research methodology fields that should allow them to integrate and synthesize their learning from various courses with their practical research experiences in the ERM program.

The examinations are constructed by your committee members and administered through the Department of Educational Research Methodology. You are responsible for arranging your comprehensive exams with your doctoral committee.

When to Take the Comprehensive Examination

Comprehensive exams may be taken after a student has successfully completed any corequisites and a minimum of three-fourths of the coursework contained in the approved program of study. Also, it is expected that, with the exception of ERM 730 (Practicum in Educational Research and Evaluation), the student has removed any provisions, incompletes, or special conditions attached to previous coursework and has completed all corequisites before scheduling the comprehensive exam. The comprehensive exam is typically scheduled during the last half of the Fall semester of the third year of full-time study, although it can be scheduled earlier depending on the timing of completion of the student's Plan of Study. The student must successfully complete a written comprehensive examination to be arranged by the doctoral Advisory/Dissertation Committee prior to enrolling in ERM 799 (Dissertation) and prior to submitting a dissertation proposal. Neither written nor oral exams may be taken in the summer. Notify the Departmental Administrative Associate when you have arranged your examination dates with your committee.

Examination Content

The doctoral comprehensive examination allows the demonstration and evaluation of student skills and abilities related to knowledge, comprehension, application, analysis, synthesis, and evaluation of material in the major, cognate, and research areas, as well as the generalizability of these abilities to new problems and situations. The examination is not designed to evaluate specific courses *per se*, but rather is focused on a broader perspective of in-class and out-of-class learning and experiences.

Preparation for the examination is done in consultation with your Program of Study Committee chairperson. Committee members vary in the amount of guidance they provide regarding preparation for any particular question(s), and are not required to provide any direction. They may seek information from you that allow them to tailor questions specific to your research and practice interests, or they may elect to write more generic questions. It is the Educational Research Methodology Department's practice that questions are not to be received by any doctoral student prior to the actual examination date(s). Prior to beginning the exam, you will be requested to sign a statement that you have complied with Departmental and University honor code policies.

The comprehensive examination consists of the following two components: a written component and an oral component.

Written examination. The written component will consist of two parts: (1) a "work sample" research project and (2) a literature review and proposal that most likely will be related to your dissertation topic. Specifically, the written component will consist of a one-week take home exam that is essentially a "work sample" in which the student will provide a brief review of the relevant literature and

potential research proposal, conduct a thorough and appropriate analysis of empirical data that are provided in some agreed-to digital format, and a complete summary and discussion of results.

The committee will meet to decide the format, details, and expectations for the comprehensive examination. The student's Program of Study Committee will meet with the student at the beginning of the semester in which the exam is to be taken and discuss how the exam format and how the student should best prepare for the exam.

Oral examination. The oral component will follow not earlier than two weeks, but not more than four weeks, after the written component is completed. The purpose of the oral examination is for the student to discuss his or her answers on the written sections of the examination, with an emphasis on presenting the results of his or her "work sample" project. This oral examination also provides the opportunity for any committee member to ask additional questions germane to the student's completed Plan of Study.

Evaluation of the Examination

Committee members read and evaluate each written response on the student's exam. A satisfactory evaluation will require unanimous approval by your doctoral committee. For an unsatisfactory evaluation, corrective action will be determined by your committee members. This corrective action should be detailed in a written contractual program approved by and supervised by your committee. Corrective action may include retaking the unsatisfactory portion(s) of the examination and/or completing additional work as required by your committee. If a student fails a majority of the exam sections, the student will need to retake the entire written examination. An alternate form of the examination will be developed for this retake. You cannot retake the comprehensive exam in the same semester that you originally took it, and only one re-examination is allowed. (Note: if you again fail the comprehensive examination on your second attempt, you may be dismissed from the Ph.D. degree program.) Scheduling of all retake examinations should be approved by your entire doctoral Program of Study Committee. It is important to stress that comprehensive exams are designed to help you identify both your strengths and weaknesses that could be crucial later on in the doctoral program.

Upon successful completion of both the written and the oral comprehensive examinations, provide your chairperson with a copy of the appropriate form (Appendix E), Report of Administration of Doctoral Preliminary Examination. The chairperson will complete the form and submit it to the Departmental administrative secretary for processing.

Successful completion of the written and oral comprehensive examinations is an indication that the student is ready to proceed to the dissertation stage of the doctoral program. Formal work on the dissertation, including writing the proposal, should not begin until after successful completion of the comprehensives.

DISSERTATION

In the Department of Educational Research Methodology, your dissertation is considered to be an independent, scholarly research study that answers one or more relevant questions in the educational research methodology, applied statistics, psychometric/measurement, language testing, or evaluation fields. As such, it is each doctoral student's responsibility to individually and independently develop, write, and defend his or her own dissertation. Your chairperson and Dissertation Committee members will be available to discuss your ideas and provide technical advice. However, it remains each student's responsibility to actually develop the dissertation topic and carry out all aspects of the study, culminating in the written manuscript—the dissertation. Your Dissertational Committee members (including your chairperson) are not required nor obligated to provide software resources, subjects/data, or to write any parts of a student's dissertation.

There are five phases in developing a dissertation: (1) the proposal phase (described below); (2) admission to candidacy; (3) registration as a dissertator; (4) preparation of the dissertation; and (5) the dissertation defense. These are discussed below.

As a prelude to this section, students should be aware that dissertation etiquette requires allowing two weeks “turn-around” time from committee members to read and respond to all submitted materials.

Preparation of the Dissertation Proposal

The minimum elements of a dissertation proposal include (a) a title/cover page, (b) the introductory chapter, (c) the review of the literature chapter, (d) the methodology chapter, (e) a references section, and (f) an appendices section. Most students begin developing the dissertation prospectus as part of ERM 775 (Directed Doctoral Research). The dissertation proposal should outline your entire research topic, spelling out the relevant research questions and hypotheses, how you intend to investigate those questions/hypotheses—including your study design, methodology, and criteria for answering your research questions. It is common for a dissertation proposal to be a formal draft of the first three chapters of the dissertation.

Although it is recommended that you discuss your proposal with all of your Dissertation Committee members, your chairperson must first approve your topic and proposal. The chairperson determines how other committee members are involved in the development and review process, which could include formal meetings of some or all of the committee members. Ask your chair to recommend other proposals to look at in helping you write your proposal. Any submissions to your chair should be of high quality in terms of writing and presentation of ideas. Overall, it is extremely helpful to your committee members if you plan the entire dissertation process carefully, meeting deadlines, anticipating potential difficulties, and avoiding unnecessary demands on your committee members' schedules.

Human subjects. Students planning to conduct research involving human subjects must submit an application for approval to the School of Education representative of the UNCG Institutional Review Board (IRB). The application must be approved and signed by your chair, then submitted to the School of Education IRB representative, who reviews the application before forwarding it to the Office of Research Compliance (256-1482) for final approval. It is important to allow sufficient time for the complete review procedure (typically, one to two months, depending on the time of year and the nature of your study). No research attempts can begin and no data can be collected until you receive written notification of final approval by the Institutional Review Board. See www.uncg.edu/rss.irb.html for application forms and required training.

Presentation of proposal (Proposal Seminar). An important event during your doctoral program is the opportunity to present your proposal formally to your committee members, the Departmental faculty, your fellow doctoral students, and interested master's students. Your formal presentation (20-25 minutes)

is followed by an open discussion designed to gather feedback and suggestions that might strengthen your study. In addition, the proposal seminar allows you to share knowledge of your dissertation area and thus broaden the knowledge of all who attend. Following the presentation, your committee members will discuss the feedback with you and make decisions regarding any changes or revisions.

Typically, the proposal seminar is conducted during the fall semester of your third year in the program. It is crucial that you plan carefully with your chairperson and allow ample time to complete your proposal before scheduling the proposal seminar event. The seminar should not be scheduled until your chair gives approval. Your chair will not allow you to schedule the meeting until he/she is satisfied that the project is appropriate for a dissertation level of research, and that the proposal itself is complete and well-written.

During the time that the proposal seminar is being held, all materials and plans related to the full study should be completed, so that you can answer with clarity and certainty any questions about how the full study will be done. Copies of materials related to the study (e.g., assessment instruments, letters to solicit participants, informed consent forms, scripts, training manuals, etc.) should be included in the appendices.

Specific steps involved in making arrangements for the seminar are as follows:

1. Schedule a time and make arrangements for the proposal seminar. No seminars are scheduled after Reading Day, during the summer, or before the first day of classes in the Fall semester. Also, schedule an hour following the seminar for a meeting with your committee members.
2. All members of your Dissertation Committee must attend the seminar. All other members of the Educational Research Methodology Department faculty should be invited, but it is not necessary that all attend. Educational Research Methodology graduate students should be invited as well.
3. At least two weeks before the seminar, through an announcement, invite faculty and doctoral students to the meeting by posting a notice of the seminar on the Departmental listservs for master's and doctoral students.
4. The formal announcement of your proposal seminar should be typed in memo form and include the following information: (1) title of proposed dissertation study; (2) time and place of proposal seminar; (3) names of your committee members; (4) and an abstract of the study (150-350 words). Distribute a copy of the announcement and a copy of the complete proposal to all members of the committee and all Departmental faculty. Also, be sure to give one complete copy to the Departmental Administrative Associate.
5. Request a faculty member to serve as ad hoc chairperson for the seminar, to call the seminar to order and facilitate the process. This person may be a member of your Dissertation Committee.
6. After the proposal seminar, meet with your Dissertation Committee members to determine what changes and/or corrections need to be made. In conjunction with your chairperson, document these changes and corrections in writing (memo to all committee members).
7. Make any changes and/or corrections as discussed at the seminar with your committee members.
8. After the dissertation proposal seminar is held and appropriate changes are made to your prospectus, present the Dissertation Topic Approval (see Appendix H) form to committee members and other faculty specified on the form. Submit the signed form to the Departmental Administrative Associate.

Admission to Candidacy

When a student has completed all required major and cognate courses, passed the comprehensive exams, successfully conducted the dissertation proposal seminar, and submitted a revised dissertation proposal that has been approved by his or her dissertation chair and Dissertation Committee, the student may then make a formal application to the Graduate School office for admission to candidacy for the Ph.D. program. (See Appendix F, Application for Admission to Candidacy.) This admission to candidacy is essentially the "go ahead" for the [now] Doctoral Candidate to carry out his or her dissertation study, prepare the dissertation manuscript, and ultimately defend the dissertation.

Dissertation Registration

You must register for ERM 799 (Dissertation) for a minimum (and maximum) of 12 credit hours as part of your dissertation work. Most students register in 6 semester hour units, giving them a period of 2 semesters to complete their dissertation. Do not register for more than 6 hours in any one semester. Summer school registration for ERM 799 is not required. If, at the completion of these 12 hours, you have not completed your dissertation, you are required to remain in continuous registration and to register for ERM 802 (Dissertation Extension), minimum of 1 hour, each semester until the dissertation is completed (except Summer).

See the Tuition and Fees section of the Graduate School Bulletin for required fees. It is important to be aware of the many costs involved in doing your research, writing your dissertation, and fulfilling graduation requirements.

Preparation of Dissertation

This section on the dissertation is intended only to supplement information in the Thesis and Dissertation Manual, which should be the primary source for writing your dissertation. It is available at <http://www.uncg.edu/grs/current/TDmanual.html>. The Graduate School Bulletin also should be used as a resource. It is available at <http://www.uncg.edu/grs/bulletin/index.html>. However, in cases in which the Department endorses dissertation specifications particular to the program and different from the Thesis and Dissertation Manual, you must follow the guidelines in this handbook. An illustration of sections (outline) of a Departmental dissertation is included in (Appendix I) to demonstrate format and style specifications. Although it is helpful to use such illustrations to see how each section of a dissertation should look, you should not rely upon this or any other dissertation as your guide. Relevant forms can be downloaded from <http://www.uncg.edu/grs/current/TDmanual.html>.

Mandatory electronic submission of the dissertation to the Graduate School will begin with the 2007-2008 academic year (beginning Fall 2007). Directions for converting a Word document to a PDF file are available on the Graduate School website, <http://www.uncg.edu/grs>, in the FAQ section.

APA style manual. The APA style manual [i.e., American Psychology Association, Inc. (2009). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: Author.] has been approved for use in the preparation of dissertations by students in the Department.

General sections of the dissertation (see Appendix I)

1. Abstract	Required
2. Preliminary Pages	
a. Title Page	Required
b. Copyright Page	Optional
c. Approval Page	Required
d. Acknowledgements	Optional
e. Table of Contents	Required
f. List of Tables	Required
g. List of Figures	Required
3. Text (usually five chapters)	
a. Introduction/Overview	Required
b. Review of Literature	Required
c. Methods	Required
d. Results	Required
e. Conclusions/Discussion and Implications	Required
4. References (and Bibliography)	Required
5. Appendices	Required

Dissertation outline. The following outline can be used to assist in organizing the dissertation. However, you should also be sure to consult your committee chair in developing an outline that specifically suits your particular dissertation topic.

Title

Chapter 1: The Problem

Introduction (overview and significances of the study)
Purpose of the Study (specifically, how the study contributes to and builds on the existing body of knowledge)
Statement of the Problem (the specific focus of the study is the gap in Knowledge that is being addressed)
Research Questions
Need for the study (relevance/significance of the study to the research professions)
Definition of Terms (including how all variables in the study are to be operationalized)
Brief Overview (content of the five chapters)

Chapter 2: Review of Literature

Chapter 3: Methods

Hypotheses (with direct correspondence to Research Questions in Chapter 1)
Participants
Instruments/Variables
Procedures
Data Analyses (after proposal seminars, move this section to Chapter 5)

Chapter 4: Results

Description of Data
Results of Analysis/Analyses for each research question

Chapter 5: Conclusions/Discussion and Implications

Discussion (including comparison/contrast with previous literature)
Limitations of the Study
Implications for Counseling
Suggestions for Future Research

Dissertation Defense

Purpose. The oral dissertation defense in the Department of Educational Research Methodology is specifically designed to serve two primary functions:

- provide a basis for sound faculty judgments of the qualifications and capability of the student concerning doctoral level research, and
- provide an integrative educational experience that complements the student's learning.

Generally, the oral dissertation defense both explores and "celebrates" the student's knowledge on the dissertation topic. However, it is not viewed as a high-stake examination.

Location during program of study. The oral dissertation defense takes place when the student has completed successfully all requirements for the degree. The student schedules the defense in agreement with the chairperson of the dissertation committee. It is the chairperson's responsibility to determine whether the written dissertation is ready to proceed to the oral defense. Implied in the

scheduling process is the agreement of the other committee members that the dissertation has met the quality requirement so that an oral defense is appropriate.

No oral defenses are scheduled after Reading Day, during the summer, or before the first day of classes in the Fall semester. The oral defense must be held 6 to 8 weeks before your expected graduation date. See the final oral examination information in the doctoral degrees section (“Academic Regulations” chapter) of the Graduate School Bulletin, and the dates and deadlines sheet per semester (available from the Graduate School) to obtain important details, including specific deadlines and dates.

Procedures. The defense is open to the “UNCG Community” (i.e., all faculty members and students). The policy of the Graduate School for advertising the time and location of a dissertation defense requires completion of the Final Oral Examination Schedule (Appendix L) form, which is to be filed with the Graduate School at least two weeks prior to the dissertation defense. The form is available in the Department’s Doctoral Student Information Booklet, the Departmental office, the Graduate School, and the Graduate School’s website (<http://www.uncg.edu/grs/forms.html>). The Graduate School will announce the time and location of the dissertation defense. **Failure to submit the form to the Graduate School at least two weeks prior to the scheduled date of the defense will render a defense invalid,** per Graduate School policy.

The Department’s procedures for the dissertation defense include a 20-25 minute presentation by the doctoral candidate followed by a 5-15 minute question and answer session. Following this part of the defense, the UNCG and other community guests are excused, and the candidate and Committee members will remain for further questioning, which may continue for another hour and a half.

The following items are specific Departmental rules that apply to the defense:

- The dissertation defense must be scheduled during regular business hours (i.e., between 8:00 a.m. and 5:00 p.m., Monday through Friday).
- Doctoral degree candidates must deliver a fully prepared copy of the dissertation to each member of the dissertation committee well in advance of the scheduled dissertation defense. A minimum of two (2) calendar weeks is considered appropriate.
- The dissertation defense is to be scheduled at a time when all members of the Dissertation Committee are present.
- The Dean of the Graduate School should be notified immediately if the schedule for the doctoral student’s dissertation defense is changed from that which was submitted on the Final Oral Examination Form.
- Failure to notify the Dean of the Graduate School of any change in the dissertation defense schedule will automatically result in nullification of the dissertation defense as scheduled.
- Guests from the UNCG community who attend the dissertation defense do not vote on the student’s performance at or during the dissertation defense.
- The Graduate School must be notified in writing of the results of the oral defense, using the appropriate form (Appendix E), Report of Administration of Doctor Preliminary Examination.

The overall steps to obtaining approval for your dissertation are as follows:

1. Submit a copy of your dissertation to each of your committee members.
2. Present your oral defense.
3. Get suggestions for revising the dissertation from the committee. In conjunction with your chair, document these changes and corrections in writing (memo to all committee members).
4. Follow whatever guidelines are set out by your committee to obtain a final copy acceptable to all committee members. Prepare an approval copy.
5. Submit the approval copy of the dissertation (PDF file) via the online submission site by the deadline date outlined in the Graduate Bulletin.

6. Mail or deliver the signed originals of the Title Page and Approval Page to the Graduate School. Items must be received by the approval copy deadline.
7. Make revisions based upon the Graduate School's suggestions.
8. Submit the final copy of the dissertation (PDF file) via the online submission site by the deadline date outlined in the Graduate Bulletin.
9. Mail or deliver the completed Agreement Form and the publishing/archiving fee to the Graduate School. Only checks or money orders, payable to UNCG, can be accepted. In addition, it is customary to give each committee member a copy of the final dissertation.

STUDENT CONDUCT AND ACADEMIC INTEGRITY

Students enrolled in any ERM program are expected to meet ERM and UNCG standards of conduct and academic integrity. UNCG policies and procedures related to student conduct and academic integrity can be found on the website of the UNCG Dean of Students Office (<http://sa.uncg.edu/dean/>).

Student Conduct

Students enrolled in ERM programs are held the standards of the UNCG Student Code of Conduct, which asserts that students are to uphold the principles of honesty, trust, fairness, respect, and responsibility to support a peaceful and productive environment. These principles apply to all student behavior and associated interactions with other students, staff, and faculty. Any behavior that is not consistent with these five principles of a peaceful and productive environment constitutes a violation of the UNCG Student Code of Conduct. Violations of the UNCG Student code of conduct can result in formal allegations of the violation, conduct hearings, and student sanctions that include suspension or expulsion from the University.

A more comprehensive description of the UNCG Student Code of Conduct can be accessed at <http://sa.uncg.edu/handbook/student-code-of-conduct/>

With specific reference to ERM, all students enrolled in an ERM degree program are expected to uphold the five principles of honesty, trust, fairness, respect, and responsibility within all components of their interactions with the ERM community, including other ERM students, ERM staff, and ERM faculty. Any ERM student failing to observe these principles is in violation of the Student Code of Conduct. Allegations of an ERM student being in violation of the Student Code of Conduct will follow the procedures and policies outlined in the UNCG Student Code of Conduct.

Academic Integrity

Academic integrity applies to student conduct in relation to all academic experiences of UNCG students, either on campus or off campus. ERM students are expected to engage in academic experiences in a manner that is honest, trustworthy, fair, and respectful. Any act or behavior related to the student's academic experiences that are not consistent with these values reflects a violation of the academic integrity. Particular violations of academic integrity include, but are not limited to,

Cheating: Copying from another student or using unauthorized materials in completing academic work and/or exercises.

Plagiarism: Representing the words or work of another as one's own. This includes copying work of others and failure to cite references.

Misuse of Academic Materials: The intentional tampering of University materials to make them inaccessible to others (e.g., alteration of passwords, distribution of educational materials, etc.).

Falsification: The intentional false representation of data, research, reports, academic activities (e.g., the completion of practicums and internships), submitting false reasons for missing classes or participation in course exercises, submitting previously conducted work to meet the requirements of another course.

Facilitating Academic Dishonesty: Intentionally helping others to commit an act of academic dishonesty.

A more thorough description of these five violations of academic integrity is provided in the UNCG Academic Integrity Policy, which can be accessed at <http://sa.uncg.edu/handbook/academic-integrity-policy/>

Allegations of violations of academic integrity will follow the procedures and policies documented in UNCG Academic Integrity Policy. Violations of academic integrity can lead to sanctions that include grade-related action, suspension, or expulsion from the University.

MONITORING STUDENT PROGRESS

At the end of the spring semester of each year of enrollment in ERM, each student must complete the Student Progress Form. The purpose of the Student Progress Form is to document the student's progress towards completion of the degree program in which the student is enrolled, to inform appropriate alterations to the student's academic plan, and to establish a plan for the upcoming year's academic activities (e.g., courses, practicums, internships, research). It is the student's responsibility to complete the Student Progress Form in coordination with her/his advisor. Failure to complete the Student Progress Form by the designated due date can jeopardize a student's good standing in the program.

As noted above (see **PROFESSIONAL INVOLVEMENT AND LEADERSHIP**) it is expected that all doctoral students will regularly attend and present at national or international conferences such as AERA, NCME, AEA, LTRC, or the Psychometric Society. Doctoral students are also encouraged to attend regional research conferences such as the North Carolina Association for Research in Education (NCARE). It is also an expectation that doctoral students engage in self-directed scholarship prior to being admitted to candidacy. Such scholarship may be co-authored with other doctoral students or with a faculty member.

REVIEW—SALIENT ELEMENTS OF THE DOCTORAL DEGREE REQUIREMENT

1. Newly admitted Ph.D. degree students will be assigned an initial advisor until the student matching process is conducted in spring semester of the first year of enrollment, at which time the student's "matched" advisor will be assigned. The initial advisor is assigned by the Department Chair, in coordination with the department faculty.
2. Form a Program of Study Committee. As a point of information to students, faculty in the Department of Educational Research Methodology may only chair six to eight committees at one time. This insures that each student receives the attention necessary to complete their program and dissertation.
3. File an approved Plan of Study. At an early date, students should request their doctoral advisor's assistance in the preparation of a Plan of Study for approval by the student's Program of Study Committee.
4. Document the residency requirement during the course of full-time study.
5. Satisfy all course requirements in the Plan of Study with grades of "B" or better.
6. Satisfactorily complete written and oral comprehensive examinations and any additional work specified by your graduate committee.
7. Form a Doctoral Committee. As a point of information to students, educational research faculty may only chair six to eight committees at one time. This insures that each student receives the attention necessary to complete their program and dissertation.
8. Conduct proposal seminar. File an approved dissertation topic to the Graduate School.
9. File the application for admission to candidacy in the Graduate School.
10. Satisfactorily defend the dissertation in the final oral examination and notify the Graduate School in writing of the results, using the appropriate form.
11. Submit the final copy of the dissertation (PDF file) via the online submission site and pay the publishing/archiving fee to the Graduate School by the deadline date outlined in the Graduate Bulletin.
12. File the application for graduation and pay graduation fee in the Graduate School within seven days after the start of classes in the term in which degree will be earned. Please be aware that this deadline is enforced rigidly for the May and December commencements.
13. Pay all accounts owed to the University and turn in all keys. Diplomas of students owing money to the University will be held until the account is cleared.

Note 1: The Calendar of Events is printed in the Graduate School Bulletin. The student is responsible for meeting all deadline dates listed therein.

Note 2: The Graduate School Bulletin contains vital information on rules concerning hours required for a degree, use of transfer and extension credits, requirements for continuing in Graduate School, etc. You must be familiar with all Graduate School requirements.

Note 3: The necessary forms used throughout your doctoral program can be found in the last section of this booklet.

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Appendix D	Doctoral Plan of Study Revision
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Appendix F	Application for Admission to Candidacy
Appendix G	Recommendation for Doctoral Advisory/Dissertation Committee Revision
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Appendix O	Candidate Rating Sheet

APPENDIX A

Resources

1. Jackson Library owns a generous selection of reference books, on-line searchers, journal articles, books, etc., needed for your literature review and research. New students are strongly encouraged to attend an orientation session at the library early in their first semester at UNCG. <http://library.uncg.edu>
2. The Nicholas A. Vacc Counseling and Consulting Clinic provides testing materials and videotaping equipment that could be necessary in your research. Located at 220 Ferguson Building. cedclinic@uncg.edu
3. Teaching and Learning Center (TLC) gives access to audio-visual material that could be helpful in professional presentations, conferences, and teaching. Located at 134 McIver Building. <http://www.uncg.edu/tlc>
4. Information Technology Services (ITS) provides access to microcomputers, printers, and software, as well as microcomputer training and assistance. Enables students to network other universities and institutions and provides several statistical software packages. Operates computer labs on campus, conducts free workshops on variety of topics (e.g., Word, Excel, PowerPoint, SPSS, SAS). Located in the Mossman Building. <http://www.uncg.edu/irc>
5. Statistical Consulting Center enables students to get help in data collection procedures, data entry, and statistical analysis. Located at 383 Bryan Building. <http://www.uncg.edu/mat/sta/consulting.html>
6. Office of Research Compliance holds workshops on grant writing, has information on wide variety of funding sources. Any proposal for funding is routed through the Office of Research Compliance, located at 2718 Hall for Humanities and Research Administration Building (HHRA). <http://www.uncg.edu/orc>
7. Graduate Student Association (GSA) sponsors activities of interest to graduate students and provides Professional Development Funds for conference presentations and conference attendance. Application forms are available in the GSA office. There also are funds for dissertation expenses. Most awards are on a first-come/first-serve basis, and funding is limited. <http://www.uncg.edu/student/groups/gsa/index.html>

APPENDIX B



Print Form

241 Mossman Building
1202 Spring Garden Street
Greensboro NC 27412
336.334.5596 Phone
336.256.0109 Fax

Please keep this in mind!

RECOMMENDATION FOR DOCTORAL ADVISORY/DISSERTATION COMMITTEE AND *PLAN OF STUDY

Please submit to The Graduate School no later than upon completion of the first 18 semester hours of graduate courses.

School/Department: _____ Date: _____
Student's Name: _____ Student ID Number: _____
Address: _____ City: _____ State: _____ Zip: _____
Degree: _____ Major: _____
Tentative title of dissertation: _____

The following graduate faculty members are recommended to The Graduate School as doctoral advisory/dissertation committee members for the above-named student and each one has agreed to assume this responsibility. The attached plan of study has been approved by this committee.

Chair's Signature: _____
Print Name: _____
Member's Signature: _____
Print Name: _____
Member's Signature: _____
Print Name: _____
Member's Signature: _____
Print Name: _____
Member's Signature: _____
Print Name: _____

Graduate Faculty Status
MEMBER with Endorsement
(Chair must be Graduate Faculty Member with endorsement to chair.)

Department Head or Director of Graduate Study: _____ Date _____
Dean, School of Education: _____ Date _____
(required for education majors)
Approved: _____ Date _____
Dean of The Graduate School

*Attach doctoral plan of study
Original to student file
c: Department Head or Director of Graduate Study
Dean (for education majors)
Committee Chair
Student

APPENDIX C

See the ERM website (<http://erm.uncg.edu>) for the most current version of the plan of study form.

APPENDIX D



Print Form

241 Mossman Building
1202 Spring Garden Street
Greensboro, NC 27612
336.334.5596 Phone
336.256.0109 Fax

DOCTORAL PLAN OF STUDY REVISION

School/Department: [] Date: []

Student's Name: [] Student ID Number: []

Degree: [] Major: []

Please justify the following additions, deletions or substitutions to the original Plan of Study (Dated []) that are recommended to The Graduate School:

[Large empty box for justification]

These revisions have been approved by the following advisory/dissertation committee. Please sign below, and type name under signature line:

Chair: []
Print Name: []

Member: []
Print Name: []

Member: []
Print Name: []

Member: []
Print Name: []

Member: []
Print Name: []

Department Head or Director of Graduate Study: [] Date

Dean, School of Education: [] (required for education majors) Date

Approved: [] Dean of The Graduate School Date

- Original to Student File
c: Department Chair or Director of Graduate Study
Dean (for education majors)
Committee Chair
Student

APPENDIX E

(Department completes this form)

Print Form

241 Mossman Building
1202 Spring Garden Street
Greensboro NC 27412
336.334.5596 Phone
336.256.0109 Fax



RESULTS OF DOCTORAL
PRELIMINARY EXAMINATIONS

TO: The Graduate School

FROM: [Text Box]

(Candidate's Committee Chair)

SCHOOL/DEPARTMENT: [Text Box]

DATE: [Text Box]

RE: Results of Doctoral Preliminary Examinations

Degree Candidate: [Text Box] Student ID Number: [Text Box]

Degree: [Text Box] Major: [Text Box]

Date of Written Examination: [Text Box] Competency Rating: Pass Fail

Date of Oral Examination: [Text Box] Competency Rating: Pass Fail

Comments:

[Large Text Box for Comments]

Doctoral/Comp/Results.pdf 02/05/08

APPENDIX F

<http://www.uncg.edu/grs/forms/candiapp.pdf>



Print Form

241 Mossman Building
1202 Spring Garden Street
Greensboro NC 27412
336.334.5596 Phone
336.256.0109 Fax

APPLICATION FOR ADMISSION TO CANDIDACY (DOCTORAL CANDIDATES ONLY)

This application should not be filed until all course requirements have been completed, language requirement or approved option has been satisfied, preliminary written and oral comprehensive examinations have been passed, and an approved dissertation topic has been filed in The Graduate School.

DATE: _____

TO: The Dean of The Graduate School or Dean's Designee

FROM: _____ Student ID Number: _____

(Student's Name)

On the basis of my course work to date, I respectfully petition for admission to candidacy for the degree of

_____ with a major in _____

For those in degree programs requiring proficiency in a language, please indicate how this requirement has been met (ETS Foreign Language Exam, Reading Knowledge Examination through Department of Romance Languages or German Department, language course, etc.) and date of examination:

Mr. Mrs. Ms. Student Signature _____

Address _____

City _____ State _____ Zip _____

THE FOLLOWING ENDORSEMENT FOR ADMISSION TO CANDIDACY MUST BE SIGNED BY THE CHAIR OF THE STUDENT'S DOCTORAL COMMITTEE BEFORE THIS APPLICATION CAN BE APPROVED FOR ACTION:

This student has satisfied all conditions to his/her admission, including evidence of research competency (if required) either through the demonstration of proficiency in statistics or a foreign language.

Chair, Doctoral Advisory/
Dissertation Committee: _____
Date _____

*Director of Graduate
Study, School of Music: _____
Date _____

*Required: School of Music majors only

CandidateApp.pdf 04/10/08

APPENDIX G

<http://www.uncg.edu/grs/forms/CommitteeRevision.pdf>



Print Form

241 Mossman Building
1202 Spring Garden Street
Greensboro NC 27412
336.334.5596 Phone
336.256.0109 Fax

RECOMMENDATION FOR
DOCTORAL ADVISORY/DISSERTATION COMMITTEE REVISION

School/Department: _____ Date: _____

Student's Name: _____ Student ID Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Degree: _____ Major: _____

Please justify the following replacements, additions, or deletions that are recommended to The Graduate School for the doctoral advisory/dissertation committee of the above-named student:

The committee, revised as recommended, will now consist of the following graduate faculty members, who have agreed to assume this responsibility:

Chair's Signature: _____	<u>Graduate Faculty Status</u>
Print Name: _____	MEMBER with Endorsement
	(Chair must be Graduate Faculty Member with Endorsement to Chair.)
Member's Signature: _____	_____
Print Name: _____	
Member's Signature: _____	_____
Print Name: _____	
Member's Signature: _____	_____
Print Name: _____	
Member's Signature: _____	_____
Print Name: _____	

Department Head or Director of Graduate Study: _____ Date _____

Dean, School of Education: _____ (required for education majors) Date _____

Approved: _____ Dean of The Graduate School Date _____

- Original to Student File
- c: Department Head or Director of Graduate Study
- Dean (for education majors)
- Committee Chair
- Student

CommitteeRevision.pdf 11/11/08

APPENDIX H

<http://www.uncg.edu/grs/forms/DissertationTopic.pdf>

Print Form

241 Mossman Building
1202 Spring Garden Street
Greensboro NC 27412
336.334.5596 Phone
336.256.0109 Fax



DISSERTATION TOPIC APPROVAL

School/Department: _____ Date: _____

Student's Name: _____ Student ID Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Degree: _____ Major: _____

Tentative title of dissertation:

Purpose of the Study:

Committee Approval:
Chair: _____
Members: _____

Department Chair or
Director of Graduate Study: _____ Date: _____

Dean, School of Education: _____ Date: _____
(required for education majors)

APPENDIX I

DOE, JOHN S., M.S. Measuring Divorce Liberality. (2006)
 Directed by Dr. Samuel S. Smith. 71 pp.

The purpose of Phase I of this research was to assess the relationship of divorce liberality with (a) attitudes toward working wives and (b) religiosity. Ninety-five white, never-married community college students, 60 females and 35 males, comprised the sample.

A 2 x 3 ANOVA showed that subjects with unfavorable attitudes toward working wives were significantly more conservative in their attitudes toward divorce than subjects with favorable or less favorable attitudes toward working wives. There were no differences in the divorce attitudes of males and females, and no interaction effects of attitudes toward working wives and sex of respondent were found. A one-way ANOVA revealed that subjects who felt religion was very important in their lives were significantly more conservative in their divorce attitudes than subjects for whom religion was either fairly important or not very important.

The purpose of Phase II was to understand and measure divorce attitudes more adequately. Nineteen university undergraduates completed the original questionnaire used in Phase I and responded to questions regarding those items. The responses provided information about the subjects' attitudes toward divorce which was used first by a panel of undergraduates and then by a panel of graduate "experts" to formulate new items intended to discriminate between liberal and conservative divorce attitudes. The result was a face-valid, four-item, Likert-type instrument to measure divorce liberality.

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CHAPTER I
INTRODUCTION

The detailed instructions in the “Guide for the Preparation of Theses and Dissertations” are intended to lend a uniform appearance to theses and dissertations at The University of North Carolina at Greensboro and must be followed by all disciplines. While it is recognized that papers from divergent areas of study will exhibit differences, certain requirements of format are necessary.

Without exception, no thesis/dissertation will be accepted by The Graduate School until it is in final form. Students should acquire the guidelines early in the preparation of the document so that they may implement the required format as they begin to write.

Generally, a thesis or dissertation consists of four major parts—the abstract, the preliminary material, the text and the reference materials. Some papers also include appendices. In the “Guide,” pages six through eleven provide specific information regarding the formatting requirements of each of the four major parts as well as the minor parts found within them.

The approval copy of the thesis or dissertation must be submitted via The Graduate School’s online submission system by the deadline date for the semester in which the student plans to graduate. This date is posted on University calendar. Students who would like to submit an approval copy in advance of this date are welcome to do so. The approval copy of the thesis does not need to be signed/approved by the thesis committee at the time of submission. The approval copy of the dissertation must include the submission of the original, signed title page and approval page. All approval copies include the major and minor parts specified in the

“Guide.” The online submission system is accessible from The Graduate School’s website.

The approval copy should be uploaded no later than 5:00 pm on the deadline date.

Doctoral students must also submit the original signed title page and approval page by this deadline. The Graduate School Evaluator will review the document for format and consistency.

Within a few days of the submission, the Evaluator will email all comments and corrections directly to the student.

It is the student’s responsibility to make the necessary corrections and changes to the document. After all changes have been made, the revised document should be converted to a pdf file and uploaded to the submission system via the link provided in the Evaluator’s email message. This revised/final submission must be completed by 5:00 pm on the date for the final clearance of graduate degree candidates.

APPENDIX J

TITLE OF THESIS (DISSERTATION), IF OVER

ONE LINE IN LENGTH, IS PLACED

IN AN INVERTED PYRAMID

by

Name of Author (as it appears on diploma or other record)

A Thesis (Dissertation) Submitted to
the Faculty of The Graduate School at
The University of North Carolina at Greensboro
in Partial Fulfillment
of the Requirements for the Degree
(Name of Degree, ie. Doctor of Philosophy or Master of Science)

Greensboro
2006 (Year of Graduation)

Approved by

Committee Chair (or two lines for Co-Chairs)

NOTE: It is the responsibility of the student to see that a copy of the signed Title Page is filed with the Departmental Secretary in 206 Curry Building.

APPENDIX K

APPROVAL PAGE

This thesis (dissertation) has been approved by the following committee of the Faculty of The Graduate School at The University of North Carolina at Greensboro.

Committee Chair _____

Committee Members _____ (Number of lines equals the number
_____ of persons on the thesis or dissertation
_____ committee)

Date of Acceptance by Committee

Date of Final Oral Examination

NOTE: It is the responsibility of the student to see that a copy of the signed and dated Approval Page is filed with the Departmental secretary in 206 Curry Building.

APPENDIX L

<http://www.uncg.edu/grs/forms/oralexsc.pdf>

Print Form

241 Mossman Building
1202 Spring Garden Street
Greensboro NC 27412
336.334.5596 Phone
336.256.0109 Fax



FINAL ORAL EXAMINATION SCHEDULE

In keeping with the University Policy on Final Oral Examinations, the Final Oral Examination Schedule is completed by the chair of the Doctoral Advisory/Dissertation Committee and submitted to the Dean of The Graduate School two weeks prior to the final oral examination. The results of the examination are submitted in writing to the Dean of The Graduate School.

Degree Candidate: Student ID Number:

Degree: Major:

Dissertation Title:

Examination Date:

Time: AM PM

Location:

Please attach copy of dissertation abstract.

Submitted by
Advisory/Dissertation
Committee Chair: _____

Date

OralExamSchedule.pdf 07/10/07

APPENDIX M

<http://www.uncg.edu/grs/forms/oralexam.pdf>

Print Form

241 Mossman Building
1202 Spring Garden Street
Greensboro NC 27412
336.334.5596 Phone
336.256.0109 Fax



**RESULTS OF ORAL EXAMINATION
IN DEFENSE OF THESIS/DISSERTATION**

TO: The Graduate School

FROM:
(Candidate's Committee Chair)

SCHOOL/DEPARTMENT:

DATE:

RE: Results of Oral Examination in Defense of Thesis Dissertation

Degree Candidate: Student ID Number:

Degree: Major:

Date of Examination: Competency Rating: Pass Fail

Comments:

OralExamResults.pdf 07/10/07

Appendix N

Transfer Credit

In some instances, work done in other institutions may be counted toward the degree, particularly work culminating in a master's degree from a regionally accredited institution and representing an appropriate area of study. If the student proposes the transfer of credit from another graduate school, the work for which credit was received must be covered by the preliminary examination, and the transfer must be recommended by the student's advisory/dissertation committee before The Graduate School will credit the work to the student's doctoral program.

In no case will more than one third of non-dissertation course credit hours beyond the master's degree be transferred to doctoral program.

The following conditions apply to transfer credit for doctoral programs:

1. All credit offered in transfer must have been taken at an accredited graduate school.
2. Such work must have been taken within the time limit described above.
3. The student must have earned a grade of B (3.0) or better on all transfer credit. In a four-letter grading system, only credit earned with either of the top two grades is transferable.
4. The credit must be recorded on an official transcript placed on file with The Graduate School.
5. The credit must be approved by both the student's doctoral advisory/dissertation committee and the Dean of The Graduate School.
6. The credit must be necessary to meet specific degree requirements.

Hours only, not grades, may be transferred from other institutions. Quarter-hours do not transfer as semester hours. A fraction of an hour of credit will not be transferred. See sample below:

- 2 quarter hours transfer as 1 semester hour.
- 3-4 quarter hours transfer as 2 semester hours.
- 5 quarter hours transfer as 3 semester hours.
- 6-7 quarter hours transfer as 4 semester hours.
- 8 quarter hours transfer as 5 semester hours.
- 9-10 quarter hours transfer as 6 semester hours.

Students must secure approval from their doctoral advisory/dissertation committee and the Dean of The Graduate School in advance of registration at other universities. In general, however, not less than two-thirds of the total non-dissertation credit hours of doctoral degrees must be completed in residence courses at UNCG.

In order to ensure that the courses fall within the time limit permitted, the transfer credit will be accepted finally and posted to the transcript only at the time of completion of the degree requirements.