



UNIVERSITY OF
ARKANSAS

College of Education
& Health Professions
Curriculum & Instruction

Ph.D. in Curriculum & Instruction

Policies and Procedures – Revised 08/2020

Graduate programs in the Department of Curriculum and Instruction focus on advanced preparation of practitioners who may serve in a variety of roles in K-12 schools, higher education, business, industry and clinical settings. Some degrees and certificate programs provide initial and/or additional licensure for teaching and educational leadership in K-12 schools. The doctoral degree prepares scholar-practitioners for research, teaching and service roles in education and/or higher education or positions with state, federal or community educational organizations.

This Handbook formally specifies the requirements and procedures governing the Ph.D. program in the department of Curriculum and Instruction (CIED) The Handbook supplements the regulations contained in the [Graduate School Catalog](#) and the [Graduate School Handbook](#). All graduate students should read both documents. The final responsibility for the satisfactory completion of graduate degree requirements rests with the student.

General Information – Doctor of Philosophy

The Doctor of Philosophy in Curriculum and Instruction is a terminal degree designed to cultivate the highest level of expertise in teaching and learning within the field of education. Students are mentored by a graduate faculty advisor to complete coursework, develop skills in educational research, and acquire depth of knowledge in a specific subfield within curriculum and instruction. Students completing this Ph.D. are prepared to be faculty members in higher education, leaders in the field of curriculum and instruction, or scholars devoted to educational research. The primary goal of the doctoral program in Curriculum and Instruction is to help candidates develop abilities for research and exemplary leadership in the field of curriculum and instruction. Through the Doctor of Philosophy program, faculty guide candidates to develop expertise in one of the department's many areas of study, acquire greater competence in curriculum evaluation and development, improve understanding of the teaching-learning process, as well as building a broadened professional background in an area of interest related to curriculum and instruction.

The Ph.D. program is research-oriented while at the same time firmly grounded in the practice of exemplary teaching. It prepares students for different forms of intellectual leadership in education including research, teacher education and higher education, as well as leadership positions in educational agencies.

Admission Requirements

Applicants must meet entry requirements of the Graduate School and the CIED program to which they are applying. The Graduate School requirements for admission are available in the University of Arkansas [Graduate School Catalog](#). Note that all required documents need to be submitted electronically through the [Graduate School Application](#). CIED does not accept emailed applications.

Admission Deadlines

Deadline	Admission Term	Eligible for Graduate Assistantship Consideration?
December 1	Fall	Yes
April 1	Summer/Fall	No
October 1	Spring	No

Admission Criteria

The decision to admit a student to graduate study at the PhD level is multi-faceted. It involves not only a review of the students' qualifications but also the department's capacity and ability to help each student achieve their specific personal and career goals. The admission decision to the Ph.D. program includes a review of the following:

- Recent GRE Scores
 - Quantitative, Verbal, and Written Expression
- Relevant Master's degree with a strong G.P.A.
- An available faculty mentor in the desired area of interest
- Favorable faculty mentor reviews of:
 - Writing sample which demonstrates scholarly writing competency
 - Letters of recommendation
- Three years of related experience in the desired area of interest

Applicants with recent GRE scores at the 50th percentile or above in all three areas and a Master's degree with a GPA of 3.5 or above are eligible for admission by the CIED Graduate Coordinator as long as all of the other admission criteria are met. Applicants with GRE scores below the 50th percentile and/or a Master's GPA below 3.5 are reviewed by the Graduate Admissions Committee, which makes the final decision regarding admission.

Departmental Application

In addition to the materials required for the Graduate School application, all applicants for the Ph.D. program in CIED will need to upload each of the following to their application:

1. **RESUME or CV:** Please provide a current resume including details of you as a professional and a scholar.
2. **STATEMENT OF PURPOSE:** Tell us about yourself by providing a brief personal narrative account linked to a statement of purpose regarding your future career plans. In other words, tell us why you want to earn a PhD with a focus in curriculum and instruction. Do you want to advance in your present position, or do you want a career as a professor in a higher education environment? What impact would you like to make personally and professionally by earning a Ph.D.? What is your area of interest? For instance, are you interested in literacy education, TESOL, science, mathematics, history, technology or elementary education (to name some possibilities)? The best strategy is to find a specialty that will permit you to grow as a professional and graduate from the University of Arkansas with specific expertise.
3. **WRITING SAMPLE:** Upload an original writing sample (fewer than 20 pages, please) that illustrates your ability to communicate in a clear and creative fashion. This might be a paper that

you have written for a recent class, a position paper, an action plan that you may have written for your employer or a published work. The purpose of this is to give us an idea of your communication skills and who you are as a communicator. Keep in mind that quality, not quantity, is the key. Please respect the length requirement; you may need to edit something you have already written.

Graduate Assistantships

Graduate Assistantship positions are available to the various programs that comprise the Ph.D. in Curriculum and Instruction. Applicants interested in a Graduate Assistantship position should contact the Graduate Coordinator (ciedgrad@uark.edu) to inquire about the availability of Graduate Assistantship positions within their intended area of interest. If an assistantship position is available, the Graduate Coordinator will connect the applicant with the program for their area of interest. Graduate Assistantship nominations are made by the faculty in the applicant's area of interest. Once an applicant has been nominated by the faculty in their area of interest, their application is reviewed by the CIED Department Head, Graduate Coordinator, and Assistant Department Head to confirm eligibility.

Graduate Assistantship decisions are highly competitive. Approximately 20% of Ph.D. students in CIED hold Graduate Assistantships. These are available for our strongest applicants. Even though applicants who do not meet the minimum requirements for admission listed above are unlikely to receive a Graduate Assistantship position, we welcome all applicants. Preference for Graduate Assistantship positions is also given to candidates who present a strong case for a Distinguished Doctoral Fellowship (DDF) or a Doctoral Academy Fellowship (DAF). More information regarding the doctoral fellowships is available on the [Graduate School website](#).

Chancellor's Graduate Student NonResident Tuition Scholarship ([GRADUATE CATALOG](#))

The Graduate Student NonResident Tuition Scholarship is available for new, degree seeking graduate students entering the University of Arkansas Graduate School in Fall 2020 or after. The university will provide financial support for students utilizing the scholarship criteria outlined below. This student financial support is made possible with university resources and will be administered under the following guidelines:

- I. Eligibility Criteria
 - a. Candidate Criteria
 - i. Enrollees must meet the Graduate School admission requirements and be admitted by the Graduate School and to the degree program as a degree seeking student
 - ii. Must be a US citizen or permanent resident
 - iii. Must be a nonresident for tuition billing purposes
 - iv. Must provide evidence from a regionally accredited institution of one of the following minimum academic performance requirements
 1. 3.2 GPA on the last 60 hours of the baccalaureate degree
 2. 3.2 cumulative baccalaureate GPA
 - v. New graduate students only (effective Fall 2020)
 - b. Course/Program Criteria
 - i. Only graduate degree programs at the University of Arkansas at Fayetteville (some program exclusions apply)
 - ii. Complete application process for individual program acceptance per university policy; applicant must meet all program eligibility requirements to be admitted to a specific program
 - iii. Face-to-face programs
 1. including online, web based or distance education courses

- 2. excluding online degree programs
 - iv. Only for-credit classes within the scholarship recipient's enrolled degree program
 - v. Certificate programs are excluded
 - vi. Audited classes on a space available basis only
 - vii. Specified off-campus classes only if there is sufficient enrollment by full-fee paying students to meet the minimum enrollment (as established by the offering unit) to recover the costs of offering the class
- II. Student Financial Support
 - a. The financial impact of this scholarship is equivalent to reducing nonresident graduate career tuition by approximately 80% for eligible programs.
 - i. The scholarship does not apply to any Program specific rates or Other tuition rates as defined by University tuition policy, which include but are not limited to differential tuition rate, consortiums rates, developmental instruction rates or self-paced online correspondence rates
 - b. All applicable fees will be charged at the published rate per student enrollment
 - c. Cannot be combined with any other tuition waiver
 - d. Cannot be combined with other nonresident tuition awards or scholarships
 - e. Any student granted resident status is no longer eligible for the scholarship
- III. Enrollment/Registration
 - a. Follows the normal schedule for graduate student orientation and standard registration schedules
- IV. Renewal
 - a. Renewable for up to 12 regular terms
 - b. Continuous enrollment not required to be eligible for renewal

For more information, see the [Graduate Catalog](#)

III. Ph.D. Degree Requirements

Candidates for the Doctor of Philosophy must meet the general [University of Arkansas degree requirements](#) and complete a minimum of 102 semester hours of graduate study approved by the Doctoral Advisory Committee. No more than 50% of the credits presented for the degree may be online unless the program has been approved for online delivery. The program of study for the Ph.D. in Curriculum and Instruction includes the following:

Coursework

- 33 semester hours or more from an approved master's degree program in a related field from an accredited institution
- 12 semester hours of Curriculum and Instruction core courses
 - 6 required semester hours
 - CIED 6013 Curriculum Theory, Development and Evaluation
 - CIED 6023 Instructional Theory
 - 6 additional semester hours chosen from:
 - CIED 6043 Analysis of Teacher Education
 - CIED 6053 Curriculum & Instruction: Learner Assessment & Program Evaluation
 - CIED 6133 Issues and Trends in Curriculum & Instruction
 - CIED 6603 Research in Justice-Oriented & Multicultural Education
- 15 semester hours of Inquiry core courses
 - 12 required semester hours
 - ESRM 6403 Educational Statistics
 - CIED 5313 Qualitative Methods in Curriculum and Instruction

- CIED 6443 Mixed Methods Research Design
 - ESRM 6413 Experimental Design in Education
- 3 additional semester hours of 5000-6000 Inquiry classes approved by advisory committee
 - 9 semester hours of coursework from student's area of interest in CIED: Educational Technology
 - English Education
 - Gifted & Talented Education
 - Literacy
 - Math Education
 - Science Education
 - Social Studies Education
 - Teaching English to Speakers of Other Languages (TESOL)
- 6 semester hours of Research Capstone coursework
 - CIED 674V Ph.D. Research Internship
 - CIED 6623 Research Methods and Scholarship in Curriculum and Instruction
- 9 -12 semester hours of cognate coursework approved by the advisory committee
- **Minimum of 18 semester hours of dissertation credits** — students must be continuously enrolled after successful completion of candidacy exam and must be enrolled in at least one dissertation credit during term in which dissertation is defended
Students should also be aware of [Graduate School requirements for doctoral degrees](#)

Grades

COEHP will not accept "D" grades for graduate credit. COEHP requires a 3.25 GPA on all work taken as part of the Ph.D. degree program.

Transfer of Credit ([GRADUATE CATALOG](#))

Transfer credit is allowed to fulfill the course requirements of the doctoral degree at the discretion and request of the department/program. All dissertation hours and the candidacy exam must be taken at the University of Arkansas, Fayetteville. If sufficient hours have been earned at the University of Arkansas to meet the requirements of the degree, additional hours will not be transferred. Transfer of course work is done at the end of the student's program.

To request the transfer of doctoral credits, students must:

1. Complete the [Request for Transfer Credit - Doctoral Form](#)
2. Submit the completed form to their advisor for approval signature
3. Submit the signed form to the CIED Department Head for approval

Criteria for Acceptable Transfer Credit

The Registrar's office reviews requests for transfer credit based on the following criteria:

- Only graded courses (not research hours) are subject to transfer.
- The course must have been regularly offered (not special problems or individual study) by a regionally accredited graduate school.
- The course must have been a bona fide graduate level course, approved for graduate credit and taught by a member of the graduate faculty.
- The course must appear on an official transcript as graduate credit from the institution offering the course.

- The course grade must be a “B” or “A.” (The student’s grade-point average is NOT to include grades on transfer courses.)
- The course must be recommended by the student’s major adviser and be applicable to the degree requirement at the University of Arkansas.
- The course must not have been taken by correspondence or for extension credit. Course cannot be a self-paced course.
- The course must be acceptable to the department/program concerned (with the appropriate signature by the department/program chair/head/director) and to the Graduate Dean.
- The course must have been taken within the seven-year time limit of the student’s program at the University of Arkansas.
- The transcript must say either that the student was admitted to a doctoral program, the course work was completed after an earned master’s degree, or a master’s degree was not earned while the student was attending the institution.
- Petition for the transfer of credit from foreign universities may be made to the Graduate Dean by the department/program.
- Graduate credit cannot be transferred to satisfy any of the requirements for degrees unless they are from appropriately accredited schools.

Time to Complete a Degree

All requirements for a doctoral degree must be completed within seven (7) consecutive calendar years from the date of admission to the program.

Time Extension Policy

The Graduate School [provides a process](#) for students who have coursework that is out of date and/or require an extension to complete their program:

1. The student’s advisor completes the [Request for Time Extension](#) form and submits it to the Graduate School.
2. For both master’s and doctoral students, the central consideration in determining whether more time can be allowed is whether the student’s knowledge of the subject matter is current at the time of graduation. Therefore, as part of the request for time extension, the major advisor will be asked to explain how this will be ensured:
 - i. For the master’s degree, the student’s knowledge of any course work over six years old at the time of graduation must be recertified. Please see “Recertification of Student’s Knowledge of Course Content,” below.
 - ii. For the doctoral degree, recertification of the student’s knowledge of course work is not necessary, but the major advisor must explain how the currency of the student’s knowledge of the field will be assessed prior to graduation.

Recertification of Student’s Knowledge of Course Content: The major advisor must specify how recertification of the student’s knowledge of course content will occur. By recertification, we mean that the student’s knowledge of the subject matter included in the course is determined to be current at the time of graduation. There are several ways this may be demonstrated. Examples include: The student is teaching the subject matter in a separate context; the student will be examined by the current instructor of the course to determine his/her currency of knowledge; the student will be examined on the subject matter during his/her final oral defense of the thesis or during the comprehensive exam. It is not acceptable to say that the content of the course has not changed in the time since the student was enrolled, as it is the student’s knowledge that is most critical. The course content does not speak to this issue.

Advisory Committees

Doctoral Advisory Committee

Prior to the completion of *twelve (12) semester credit hours*, the student, in consultation with their advisor, shall select a Doctoral Advisory Committee and submit the [Doctoral Committee Form](#). The Doctoral Advisory Committee will serve as a program advisory committee until candidacy examinations have been successfully passed. The Doctoral Advisory Committee will approve the Program of Study, develop and evaluate the written candidacy examination, conduct the oral candidacy examination, and vote on the student's admission to candidacy.

Program of Study

Prior to completion of twelve (12) semester hours, the student, in cooperation with the major advisor and the advisory committee, shall develop a specific Program of Study.

Doctoral Dissertation Committee

Upon successful admission to doctoral candidacy, the Doctoral Dissertation Committee is formed. While Doctoral Dissertation Committees are frequently comprised of the same faculty members from the candidate's Doctoral Advisory Committee, the two committees do not need to be the same. The Doctoral Dissertation Committee should be selected based upon the doctoral candidate's research interests and dissertation plans. For any Doctoral Committee changes, the [Doctoral Committee Form](#) should be completed and signed by the various members and submitted to the Graduate Coordinator for approval and transmission to the Graduate School.

Doctoral Committee Composition

The Doctoral Advisory and Dissertation Committees shall consist of a minimum of three (3) faculty members whose academic credentials and experience qualify them to develop and examine the academic preparation of students in the program area. Only Group I Graduate Faculty members may chair doctoral committees.

Academic Grievance Procedures

The Graduate School of the University of Arkansas recognizes that there may be occasions when a graduate student, as a result of dissatisfaction with some aspect of his or her academic involvement, has a grievance. It is a declared objective of this University that such a graduate student may have prompt and formal resolution of his or her personal academic grievances and that this be accomplished according to orderly procedures. These procedures are provided in the [Graduate School Catalog](#).

Doctoral Candidacy Examinations

Doctoral candidacy examinations should be taken in the last six (6) hours of coursework in the field of study or during the last semester of enrollment. The examination will consist of both written and oral examinations.

Application for Candidacy Exam

Students planning to take the candidacy exam must complete and submit the following 2 items to the Graduate Coordinator *prior* to scheduling the exam:

1. [Application for Candidacy Examination](#) form
2. A completed copy of the student's [Program of Study](#) approved by the student's advisor and Doctoral Advisory Committee.

The Graduate Coordinator will complete a degree audit of the student's program of study to ensure that all coursework requirements have been met or will be met by the end of the term in which the exam is taken. Once completed, the Graduate Coordinator will clear the student to take the Candidacy Exams.

Scheduling the Candidacy Exam

After receiving approval from the Graduate Coordinator, the student should consult with their advisor to schedule the written candidacy examination using one of the two options listed below.

Written Doctoral Candidacy Examination

The Department of Curriculum and Instruction offers two options for completing Candidacy Exams.

Option 1

Students are asked to respond to a set of questions while seated for a period of time at a secure computer or by responding in a "bluebook." This is the traditional examination in which students will receive the questions at the time of the examination itself. Students have the option of answering examination questions by writing their responses longhand or using a computer.

Guidelines for Option 1

1. Students using computers must provide their own computer and students not using computers must provide their own writing materials. In either case, the exam proctor will review the materials to ensure that they contain no previously constructed responses.
2. Students must indicate on the application form that they wish to take the examination on computer or using bluebook at the time of application.
3. Students may not bring any materials into the testing area. Exceptions may be made for a student needing the use of a calculator or international students needing a dictionary for translation purposes. Any request for an exception must be made in writing to the Graduate Coordinator of the Department of Curriculum and Instruction.
4. Once the examination is finished handwritten responses will be turned over to the students' advisor. All computer-generated files will be sent to the student's advisor as an attachment.
5. Eligible students with special needs may request to use assistive technology. Notify your adviser at least two weeks before the examination date.
6. Students accessing the Internet before or during the examination will be immediately expelled from the examination.

Option 2

Each member of the students' committee provides a question for the student based on the students' interests, dissertation goals and/or plan of study. The chair of the Doctoral Advisory Committee reviews these questions to ensure that they are comprehensive and provides them to the student.

Guidelines for Option 2

1. The student will have 30 days to craft a response to each question using scholarly resources.
2. At the end of the 30-day period each committee member will receive a copy of the student's responses to all questions provided by the committee.
3. The student, in consultation with their advisor and committee, schedules an oral examination within the next 30 days.

For consistency, faculty members are encouraged to use this common set of directions:

Directions to Student: You are to develop a set of typed essays in response to each of the following questions provided by your Doctoral Advisory Committee. The total length of your responses must not exceed 50 pages of single-spaced text or 100 pages of double-spaced text in 12pt font (not including the references). Please use APA reference style throughout. Each essay should be well written and represent a complete response reflecting both deep understanding and analytical insights. You are encouraged to make links between the individual items, where possible and appropriate. If you are unclear about the spirit/intent of any question you should ask the professor who provided the question as soon as possible.

You may use any references that you need, but you may NOT collaborate in any significant fashion with anyone else as you complete this assignment. An electronic copy of your responses must be delivered to your advisor no later than 30 days following your receipt of these questions. It will then be your responsibility to schedule a day & time for a 90-minute oral examination with your committee members during which you will defend your responses. This meeting must be scheduled no later than 30 days following the delivery of the copy of your responses to your committee members.

Oral Doctoral Candidacy Examinations

Oral doctoral candidacy examinations are to be scheduled by the candidate (with the approval of the major advisor) within 3 weeks of completing the written examination. The oral examination should be allotted 90 minutes with all committee members in attendance. The result of the candidacy examination is the basis for determining doctoral candidate status. Upon successful completion of the written and oral Candidacy Exams, the [Candidacy Exam Notification](#) form is submitted by the advisor to the Graduate Coordinator for transmission to the Graduate School.

Successful completion of the Candidacy Exams clears the student for Doctoral Candidacy and preparation of the dissertation.

If changes to the student's advisory committee need to be made as the student transitions to dissertation work, then the [Doctoral Committee Form](#) should be submitted as soon as possible after the Candidacy Exam and before the dissertation proposal.

Dissertations

Each candidate must complete a doctoral dissertation on some topic in the major field. It is **HIGHLY** recommended that the student thoroughly review the [Graduate School Guide to Dissertations](#) before beginning work on the dissertation proposal.

Dissertation Hours

A **MINIMUM OF 18 HOURS** of doctoral dissertation credit must be completed. After the student has passed the candidacy examinations, the student must register for at least one hour of dissertation each major Fall/Spring semester until the work is completed. Candidates working on the dissertation and requiring consultation with faculty advisors during the summer, either in residence or away from the campus, must register for a minimum of one hour. Students must also be registered for at least one dissertation credit during the term they defend their dissertation and graduate.

NOTE: Dissertation credits can be completed by students *at any time* during their program as long as their advisors approve and agree to provide consultation/advice on the dissertation during that term. Students do not need to wait until after they have passed the candidacy exams to take dissertation credits.

IRB Approval

IRB approval is required for all dissertation projects that involve human subjects. Upon successful defense of the Dissertation Proposal, students should consult with their advisor and apply for IRB approval with [Research and Innovation](#).

Dissertation Topic & Title Form

The specific problem and subject of the dissertation is to be determined by the candidate, dissertation chair, and the dissertation committee. The completed dissertation must be a scholarly contribution to the major field. This contribution may be in the form of new knowledge of fundamental importance, or of modification, amplification, and interpretation of existing significant knowledge.

After consultation with their advisor and committee, students should submit the [Dissertation Title Form](#) to the Dean of the Graduate School at least one year before the final examination.

Dissertation Proposal

Dissertation proposals can vary greatly depending on the topic, proposed methodology, and preference of the advisor/committee. Generally, dissertation proposals are considered synonymous with the first three dissertation chapters and contain the following:

- **Introduction**
 - Establishes the research problem, purpose and question(s) for the dissertation study. A description of the research context and definition of unusual terms are advised.
- **Literature Review**
 - Situates the dissertation study in the broader scholarly literature. The literature review typically includes the researcher's theoretical framework, key theories and concepts that inform the proposed research. Pertinent literature is also reviewed to inform the dissertations methodology. The literature review should also establish the significance and scholarly contribution of the proposed research.
- **Research Method**
 - Describes in detail the research design, method, and modes of data collection/analysis. Draws from the literature to justify proposed procedures. Description of data collection and analysis procedures should be given extra attention.

In addition to the Introduction, Literature Review & Research Method, the dissertation proposal should include a tentative (and realistic) schedule for completion. When creating the tentative schedule for completion, the student should include markers such as IRB approval (if needed), data collection, data analysis, writing, revising, and any other important points along the way.

Dissertation Proposal Defense

Dissertation proposals must be approved by the student's Doctoral Dissertation Committee *prior* to seeking IRB approval and data collection. Dissertation proposal defenses are to be scheduled by the candidate (with the approval of the major advisor) upon completion of the proposal. The proposal defense should be allotted 90 minutes with all committee members in attendance. Completed dissertation proposals should be provided to the Doctoral Dissertation Committee at least 2 weeks prior to the defense for review. A successful outcome to the dissertation proposal defense clears the doctoral candidate to seek IRB approval (if necessary) and collect data.

Dissertation Format

The Graduate School allows for dissertations formatted as published papers or the traditional manuscript style. The guidelines that follow can also be found in the Graduate School [Guide to Theses and Dissertations](#).

PUBLISHED PAPERS VS. MANUSCRIPT STYLE

Manuscript Style

This is the standard thesis/dissertation style in which the document is intended to be a whole work that stand together from one chapter to the next.

- In some disciplines and journals, students who publish their work are allowed to use that work in their thesis or dissertation with appropriate, journal-specific, citation. This may mean the work is split among different chapters.
- In situations where more than one graduate student from the University of Arkansas has co-authored a published paper, it is acceptable for both graduate students with guidance and advice from their major professor(s) (thesis/dissertation advisor) to use the published work in their thesis/dissertation as appropriate for that individual student.
- Theses/dissertations are intended as original bodies of work and no student may submit a thesis/dissertation that is identical to, or contains extensive content that is identical to another student's thesis/dissertation
- It is not acceptable for a student to submit a thesis/dissertation that is completely comprised of co-authored works in which they are not the lead author. (Lead author is defined as the writer/researcher who was the major contributor to the work involved in creating the paper)
- Students who are the lead author of an article may reuse the entire article without significant modification using the Published/Publishable Papers style above.

Published/Submitted Papers

This is a particular thesis/dissertation style whereby multiple individual works are compiled into a single entity; each chapter stands alone as a complete work. Consult your thesis/dissertation chair and department head/program director before committing to this format in case restrictions apply. Students wishing to reuse published work without significant modification must use this style.

Graduate School requirements for Published/Submitted Paper Style:

- A doctoral dissertation in this style must consist of at least two papers
- Thesis/dissertation must include an overall abstract
- Thesis/dissertation must include a separate "Introduction," which presents the topic of the overall paper and explains the rationale for compiling several articles into one document
- Thesis/dissertation must include a separate "Conclusion" which summarizes the overall paper, providing concluding remarks
- If any articles in the document have been published previously or submitted/accepted for publication, proper publication citation is required:
- The thesis/dissertation must include a List of Published Papers page, listing the original published/submitted articles with a full publication citation for each.
- The List of Published Papers is placed just before the Introduction (See Thesis/Dissertation Page Order)
- Each citation should include the chapter number for the specific citation and the status of the article (in press, in review, submitted for review, published etc.)

- Regarding a previously published journal article, consult the journal's website for proper citation in a thesis/dissertation. It's the student's responsibility to know the requirements for proper usage.
- Each article must be a separate chapter
- References and appendices (if applicable) are included within each chapter
- If the same references or appendices are used in multiple chapters, they must be repeated in each applicable chapter
- Co-Authored Papers
 - If articles are written by multiple authors, the author of the thesis or dissertation must be the first author of the article to be used in the thesis or dissertation.
 - Documentation must be given by the co-authors or the student's major professor stating that the student is the first author of the article and completed at least 51% of the work for the article.
 - The documentation can be an email or memo
 - The documentation is submitted to the Graduate School as part of the final submission packet.
 - All co-authors must also be listed on the title page of the chapter to which they pertain.

Final Examination (Dissertation Defense)

The candidate's final examination for the doctoral degree will be an oral defense that must be [announced at least two weeks prior to defense date](#):

- Students are *not* allowed to bring snacks, gifts, etc. to defense
- Students can defend via electronic means if approved by committee director and after providing the Graduate School a written statement (email) that he/she is defending remotely

The completed dissertation should be provided to the Doctoral Dissertation Committee *at least 2 weeks* prior to the defense for review.

Oral Examination Procedures (Dissertation Defense)

The examination will be concerned primarily with the field of the dissertation but may also include other aspects of the candidate's graduate work. This examination is open to the public. The examining committee shall consist of the student's Doctoral Dissertation Committee and all members of the committee must be present at the final oral defense of the dissertation. If a member of the committee cannot be physically present, he/she can participate by distance means. If that is not possible, the member should resign from the committee.

Dissertation Submission

Submission of the completed and successfully defended dissertation should be completed according to the Graduate School [Guide to Theses and Dissertations](#).