

Dissertation/DNP Project Chairs Frequently Asked Questions

Each college has its own processes and requirements for the dissertation/DNP project. In addition, CGS has processes and requirements for both the process and the final document. The roles of verifying the quality of dissertations and tracking the process of dissertation completion to ensure requirements are met is ongoing from the time the student requests formal appointment of their committee until the final and approved document is uploaded to ProQuest for printing. Most of the time, although not always, this is a smooth process.

The College of Graduate Studies is providing this document so that chairs have quick and easy access to information they or their students may need. A secondary reason for this document is to provide information that may be helpful about working with the Graduate Faculty Representative (GFR) on your student's committee.

In what ways might this document help me or my students?

- Decrease the occurrence of costly oversights on the part of chairs and candidates
- Increase understanding of role of GFR and chair/candidate's responsibilities toward GFR

What is CGS's role in the dissertation/project/thesis process?

- Ensuring requirements are met; recording/tracking completion of requirements for accreditation purposes, addressing issues related to graduation clearance
- Assisting students via workshops, formatting training, and direct assistance with formatting
- Assisting chairs and GFRs as questions/issues arise
- Providing GFR training

Note: CGS is involved in the dissertation/project/thesis process from the time a request to officially appoint the committee is made to the final upload into ProQuest is accomplished.

What are all the forms? And why are there so many?

- More forms at dissertation/project level than at master's thesis level
- Provide efficient way to track and verify compliance/audit-related requirements as well as to ensure students and faculty complete required tasks for graduation clearance, thus reducing stress and anxiety for students

Note: See page 3 for a list of forms and the timelines for submission.

What are the responsibilities of the dissertation/project/thesis chair?

- Ultimate responsibility for guiding the candidate through the research and the dissertation/project/thesis process
- Responsibility of chair does not negate responsibility of candidate to produce quality work and to know/follow steps to proceed through the process
- Accepts responsibility for ongoing communication with the candidate, including communication about student compliance with pertinent program/college, CGS, and IRB/IACUC/IBC requirements

- Ensures GFR is involved in scheduling proposal and defense (*Note: CGS does not schedule the GFR into the proposal and defense!*)
- Ensures candidate provides copies of proposal and defense documents at least two weeks prior to proposal or defense
- Responsible for content and document as a whole, including use of appropriate style (CGS reviews and requests changes where needed to all front matter, which must be consistent with templates provided.)

What is the role of the Graduate Faculty Representative?

- Helps ensure the quality of the graduate degree is appropriate for TAMUCC
- Helps ensure the student receives fair and reasonable treatment in their graduate experience
- Attends both proposal and defense (required)
- Does *not* attend or participate in or evaluate materials for the comprehensive examination
- Is a full committee member; as such, can and may ask questions and concerns
- Is not obligated to approve the research (i.e., can vote no)
- Submits an additional report to CGS following the defense

Are there ideas about suggested practices?

- Be knowledgeable about your program/college requirements.
- Be knowledgeable about expectations and requirements of CGS/TAMUCC.
 - *While the chair may not be intimately familiar with all requirements of CGS/TAMUCC, the chair should know the requirements exist, have a general idea about them, know that there are required forms and dates for submission, and communicate that information to their students.*
- Direct students to CGS if there are questions related to procedure or compliance (e.g., deadlines, forms, due dates, formatting requirements).
- Review final dissertation/project/thesis for content and style before it is submitted to CGS.
 - *Note: CGS does not edit or format documents for students. While staff will help with formatting issues, they cannot fix the format “for” the candidate.*
- Be knowledgeable about essential roles of GFR as well as additional roles GFR may play.
- Communicate with the GFR early in the process (colleges are very different in processes). Several attendees at GFR trainings, some of whom also chair, have reported that chairs reaching out to the GFR is both helpful and appreciated, perhaps especially when it may be months before a student proposes.
- Facilitate understanding with GFR about roles in order to avoid, as much as possible, unneeded conflict.

See the Ph.D./Ed.D./DNP Checklist and the Steps to Graduation attached to this document for quick-reference visual overviews from the Doctoral Student Handbook. Feel free to share these with your students.

Ph.D./Ed.D./DNP Checklist

Please use the checklist below for a timely submission of requirements.
 Forms can be found at https://gradcollege.tamucc.edu/contact_us/forms.html
 Important dates: https://gradcollege.tamucc.edu/current_students/doctoral_dates.html

		COEHD	COSE	CONHS
<input type="checkbox"/>	Form A – Degree Plan (signed)	*	*	*
<input type="checkbox"/>	Form B – Comprehensive Examination and Advancement to Candidacy Report	*	*	*
<input type="checkbox"/>	Form C – Doctoral Dissertation/Project Advisory Committee Appointment	*	*	*
<input type="checkbox"/>	Form D – Doctoral Dissertation/Project Proposal Hearing Request Form	2 weeks prior to anticipated proposal date		
<input type="checkbox"/>	Form E – Agreement to schedule the Dissertation/Project Defense & Final Examination <i>The dissertation/project must be submitted to committee at least two weeks prior to defense.</i>	8 weeks prior to graduation		
<input type="checkbox"/>	Form F – Dissertation/Project Defense and Written Dissertation Report	4 weeks prior to graduation	3 weeks prior to graduation	
<input type="checkbox"/>	Form G – Graduate Faculty Representative Report (circulated and monitored by CGS)	N/A		
<input type="checkbox"/>	Form H – Doctoral/Dissertation Committee Member Change Request	As Needed		
<input type="checkbox"/>	Form I – Graduate Degree Plan Exceptions Form	As Needed		
<input type="checkbox"/>	Form J – Graduate Degree Plan Revalidation Request	As Needed		
<input type="checkbox"/>	Form K – Request for a Leave of Absence	As Needed		
<input type="checkbox"/>	Final Version of Dissertation/Project Submitted to ProQuest https://www.etdadmin.com/main/home?siteId=246 Note: Title Page, Committee Member Page, and Copyright Page templates can be found online at https://www.etdadmin.com/main/home?siteId=246	4 weeks prior to graduation	3 weeks prior to graduation	
<input type="checkbox"/>	Survey of Earned Doctorates: https://sed-nces.org/login.aspx Email a copy of the completion certificate to gradcollege@tamucc.edu	4 weeks prior to graduation		
<input type="checkbox"/>	Dissertation Service Charge: https://gradcollege.tamucc.edu/current_students/doctoral_students.html	4 weeks prior to graduation		

**Requirements vary depending on the program. Check program and academic college requirements.*

Amended 07/2021

Steps to Graduation

