



Graduate Handbook

**The College and Graduate School of Education,
Health, and Human Services**

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Mission Statement

Our mission is to support the College and Graduate School of Education, Health, and Human Services' continuous improvement activities, program review, and accreditation activities as well as all matters related to Graduate Education.

In the area of continuous improvement, we provide support for faculty and administrators as they engage in self-study, program revision, and reporting to various accreditation and review bodies (e.g., NCATE, AQIP, CACREP, APA, etc.). We gather, maintain, and manage data for operations and accountability. In the area of Graduate Education, we are responsible for admissions to graduate programs (masters, educational specialist, doctor of philosophy, doctor of audiology) for the college. We also manage students' files throughout their programs.

Admission

General Admission Process

The University's minimum required GPA is 2.75 for the master's degree and a minimum GPA of 3.5 for doctoral, but each graduate program in The College of Education, Health and Human Services (EHHS) may establish a higher minimum GPA and other specific requirements. A report of GRE scores is required for admission into all doctoral programs and some master's programs with minimum GRE scores determined by each program. Programs may also require additional indicators of potential success in the graduate programs such as interviews, writing samples, etc. Please be sure to check the specific requirements for your program of interest.

Other Types of Admissions

Certificate Programs - The College offers certificate programs in the following areas: Athletic Coaching, Behavior Intervention Specialist, College Teaching, Gerontology, International Higher Education, and Pervasive Development Disorders. For more information on these certificate programs visit our website at: <http://www.ehhs.kent.edu/offices/OGS/>.

(If you are a current/active graduate student enrolled in a degree granting program at Kent State, send your application directly to Kent State University, Office of Graduate Student Services, 418 White Hall, Kent State University, P.O. Box, 5190, Kent, OH 44242-0001.)

If you are not a current graduate student, send the certificate application and the following materials to Kent State University, Office of Graduate Student Services, 418 White Hall, Kent State University, P.O. Box, 5190, Kent, OH 44240-0001

- \$30 non-refundable application fee
- Two letters of recommendation. If at all possible, one of the letters should be completed by a faculty member familiar with your academic work, and the other should be supplied by individuals familiar with your professional achievements.
- One official transcript from the institution where your most recent degree was obtained. This transcript must have a print date within the past one year. The College of Education, Health, and Human Services will secure a transcript of those credits earned at Kent State University.
- A written statement of Personal Goals and Professional Objectives

Guest Admission/Application - Guest admission is available to applicants who are new to graduate study at Kent State University. Guest admission provides an opportunity to take a limited number of graduate courses for credit. To be admitted in this category, the applicant must have an earned baccalaureate degree from an accredited institution.

Guest students typically take courses for job enhancement, personal enrichment, or enjoyment. (University Graduate Catalog)

Guest students may remain in this status until a maximum of six semester hours of Kent State University credit have been attempted. Students cannot earn a degree in this admission status. If you wish to pursue a degree program or continue after six semester hours have been attempted, you must apply for regular admission. Guest students must meet all prerequisites for courses.

Anyone who has been denied admission to graduate study or is under dismissal at Kent State University is not eligible for guest student status. Guest students are not eligible for financial aid.

No transcripts or application fees are required for guest admission. (University Graduate Catalog)

Non-Degree Admission/Application - For students who wish to take a few graduate courses for personal reasons (e.g., self-improvement, intellectual curiosity), the classification of non-degree student is available. This classification is for those students not working toward a graduate degree at Kent State University. Non-degree admission is valid for six years. In order to be admitted as a non-degree student you must submit one official transcript from the institution where your most recent degree was taken. A \$30.00 non-refundable application fee is required. Anyone who has been denied admission to graduate studies, or is under dismissal from the University, is not eligible for non-degree student status.

It is important for non-degree students to understand that in the event they decide to apply to a degree program, a limit of 12 hours taken as a non-degree admit can be used in the degree program, if approved. The 12 hours also include coursework taken at other institutions.

Re-Application - This admission is for students who have already earned a master's degree from the College of Education, Health, and Human Services. This admission allows the student to reenroll for up to six years. There is no application fee and transcripts are not required.

Appeals Regarding Denials of Admission

If a student is denied admission, he or she may appeal this decision. Appeals are first presented in writing to the program's graduate coordinator with evidence for reconsideration. If the appeal is denied, then the Associate Dean may review it for due process.

Registration

Registration Information

Effective Spring 2008, all registration transactions will be completed using FlashFAST. Go to FlashLine from www.kent.edu and click on Student Tools to access FlashFAST.

Registration and schedule adjustment for all eight campuses of Kent State University is available using FlashFAST. You must register and make payment of fees by published deadlines before you attend classes. Students who are not officially registered for a course by published University deadlines should not be attending classes and will not receive credit or a grade for the course.

- A. All students are assigned a *priority pre-registration* time which determines when they may register for their classes.
- B. To access the class schedule search in FlashFAST, students should go to Flashline and click on the student tool or
- C. Access online Schedule of Classes (which is updated daily) from The University Registrar's website.

Course Withdraw Information

Withdrawal from any or all courses is permitted through the 10th week of the semester (or the prorated deadline for flexibly scheduled sections). After that time, students are considered to be committed to all remaining courses and must complete them. If students are unable to complete the semester because of extreme circumstances that first occur after the deadline, students should consult their college dean's office. Any course withdrawal(s) processed after the second week of the semester will appear on the student's academic record with a grade of "W." (University Graduate Catalog)

Transfer of Credit

Transfer of Credit Process

In order to transfer in course work from another **accredited** institution, the following steps need to be taken. Students will complete and sign a Request for Transfer of Graduate Credit form available from the Office of Graduate Student Services, Room 418 White Hall, and attach an official transcript listing the courses to be transferred.

Students may transfer **a maximum of 12 hours** of graduate credit taken prior to admission to their program provided:

1. They completed the credits as a graduate student (at another institution, or as a Guest student, as a Non-degree student or at a Workshop, or a combination of these).
2. The work is graded as A or B quality.
3. The currency of the course credits will be within the degree time limits (six years for masters and nine years for doctorate).

Students have a limited amount of time to transfer in previously completed coursework: one year from the date of first enrollment for master's students and two years from date of first enrollment for doctoral students.

Office of Graduate Student Service staff will then secure the signatures of the student's adviser, the department chair, and the associate dean.

College policy states that coursework, including any coursework transferred into a program, may not be more than 6 years old for Masters degree at the time the degree is granted.

Approval for Acceptance of Graduate Coursework at Northeast Ohio Public Universities

Under specific circumstances, a Kent State University graduate student may take one or more graduate courses at Cleveland State University, The University of Akron, or Youngstown State University without registering as a transient student. The course should contribute to the student's program of study and be unavailable when needed to complete the student's program at Kent State University. The student must be in good standing (GPA>3.0) and be within time limits for completion of the program. The graduate program unit at Kent State University will establish a special topics course with a graduate title that will correspond to the course title at the host university and with the initials of the host university (CSU, UA, or YSU.) Registration for such a course is controlled by the home department and will be permitted only upon receipt of this approved form.

Degree Credits

Credit Hours Required

The number of credits required for a Master's degree varies by program area, but is, at minimum, 32 credits. However, a master's student must complete all work toward the degree within six calendar years after first registering for classes. Entering Doctoral students must have a master's degree and must complete a minimum of 90 semester

hours beyond the baccalaureate degree and 60 hours beyond the master's degree. All work for the doctoral degree must be completed in no more than nine years. (University Graduate Catalog)

Workshop Hours

A maximum of 4 semester credit hours earned in graduate workshops may be applied to a graduate degree program. All workshops are graded "S/U." Some departments may be more restrictive. Students are advised to consult their adviser regarding application of workshop credit toward degree requirements. (University Graduate Catalog)

Grades

Only work of high quality is approved for graduate credit. Graduate students are expected to maintain a 3.0 average in all work attempted at Kent State. A student who fails to maintain a 3.0 average is subject to dismissal. In addition, in order to qualify for graduation, a 3.0 average must be maintained for all graduate coursework. Grades below "C (2.0)" are not counted toward completion of requirements for any advanced degree, but are counted in evaluating a student's grade point average. Only graduate course credits count toward a graduate degree. A graduate student who receives a combination of more than seven hours of "C (2.0)" or lower grades or more than four hours of grades lower than "C (2.0)" is subject to dismissal. Dismissal may be recommended by the chair (or director) of the student's department to the graduate dean, or the dean may request the action of the department chair, or action may be recommended by the dean's designee. (University Graduate Catalog)

"U" Grade

The "U" grade denotes unsatisfactory performance in a course for which a regular grade is inappropriate. Credit hours are recorded as credit hours attempted for which a regular grade is inappropriate. Credit hours are recorded as credit hours attempted, and the grade will be counted as an "F" in computing grade point averages. (University Graduate Catalog).

"IN" Grades (Incompletes)

The administrative mark of "IN" (incomplete) may be given to students who are currently earning a "C" or better and are unable to complete the required work between the course withdrawal deadline and the end of classes due to extenuating circumstances. Appropriate documentation is generally required to support the extenuating circumstances. The student must initiate the request for the incomplete mark from the instructor, and it is the responsibility of the student to make arrangements to make up the incomplete work. Incompletes must be made up within one calendar year.

Instructors are required to complete and submit an Incomplete Mark Form to the department chair or school director at the time grades are assigned. This form should include justification for awarding the Incomplete, the work to be completed for the course, and the grade to be assigned if the work is not completed (**default grade**). A copy of the Incomplete Mark Form is also provided to the student. In the event the instructor assigns an "IN" grade without a default grade, the default grade will be "F" if the work is not completed by the student. Incompletes will not be counted in the computation of grade point averages until the work is completed, at which time an appropriate grade will be assigned based on the instructor's evaluation of the work submitted and a new grade point average computed. Unless the course is completed or an extension is granted, Incompletes will automatically lapse to the grade designated on the Incomplete Mark Form at the end of one year. (University Graduate Catalog)

Grade-to-grade Change Policy

Once grades are submitted, they are final and will not be changed except in cases of administrative error. Grades will not be changed by allowing the students to do additional work (e.g., retaking exams; redoing papers; submitting extra credit papers, reports, etc.) or by using criteria other than those applied to all students in the class. In the event of a possible administrative error, the students must contact the instructor as soon as possible following the awarding of the grade. If the instructor is not available, the department/school chair should be contacted. Grade appeals for reasons other than administrative error must follow established procedures for student academic complaints. See the Student Academic Complaints (Kent Campus) procedure in the *Digest of Rules and Regulations* published annually on the Web site at <http://www.kent.edu/CurrentStudents/>. (University Graduate Catalog)

Academic Dismissals

Students who are unable to maintain the academic standards of the College are subject to dismissal. Dismissals will be determined by program coordinators. The process for dismissal will originate in the Graduate Student Service Office. The OGSS staff will run a focus report at the end of each semester which identifies those students who have received a grade of B- or lower (less than a 3.0).

A graduate student who has been dismissed from a graduate program normally may not be reinstated for work in the student's former program, or readmitted in any other program or coursework. However, after one year as a dismissed student, application for reinstatement or readmission may be made based upon evidence that former academic weaknesses have been appropriately addressed. If the pertinent department and the dean agree that another opportunity should be provided, conditional admission will be granted. (University Graduate Catalog)

Extension

Time Extensions

There are specific time limits for completion of graduate programs: 6 years for Masters, 5 years for Educational Specialist, 8 years for Doctor of Audiology, and 9 years for Doctor of Philosophy. Graduate students who require an extension will complete the request for time extension form located in the Associate Deans Office in 409 White Hall. Reasonable timeline and rationale must be included in the request. The extension may be denied resulting in dismissal of the student, or the extension may be granted with qualification.

Graduation

Graduation Application Process

The application for graduation must be filed with the Office of Graduate Student Services (418 White Hall) no later than Friday of the first week of classes in the semester in which graduation is anticipated. The application is available at <http://www.ehhs.kent.edu/offices/OGS/> or outside of the Office of Graduate Student Services, 418 White Hall. Deadlines will be enforced for graduation clearance. If any problems are detected once the clearing process has begun, students will be notified by letter. Problems that are not resolved prior to the deadline communicated through the letter will result in removal of the student from the graduation list. At that time, the students will receive a removal letter explaining the reason for the action and procedures for reapplying for graduation. All required coursework, internships and practica must be completed before students can be cleared for graduation. Students who are on the graduation list will receive a mailing from Office of the Provost. This letter will contain pertinent information regarding cap and gown rental/purchase and graduation ceremony attendance.

Reapplication for Graduation

Those applicants who do not meet all of the above requirements for graduation by the posted deadlines must reapply for graduation in the Office of Graduate Student Services. The deadlines for application for graduation hold for reapplication for graduation. The doctoral candidate must also register for dissertation credits for the term in which graduation is anticipated.

Keeping In Touch

Ph.D. graduates are asked to update the Office of Graduate Student Services with addresses and professional positions. Kent State University is proud of its graduates and would like to share their successes and inform them of upcoming activities.

Advising and Plans of Study for Master Students

The relationship between a graduate student and his/her adviser is an important component of graduate degree obtainment. The adviser provides academic and professional guidance to graduate students throughout their program matriculation. Advisers have been known to assume a variety of roles in graduate students' lives from providing opportunities for publishing and conference presentations to lending a listening ear.

Advisers/Plan of Study Masters and Educational Specialist Students

Students will be assigned an adviser and informed of program requirements during the first academic year after they have been enrolled in graduate study. In this way, students become acquainted with the requirements and regulations guiding their program.

Students are free to choose a different adviser at any time, but must file a change of adviser form in their school.

Each program has a Plan of Study which will be completed by the student and his or her adviser by the end of the second semester of course work in order to inform students of the course options and requirements for the program.

This form should be filed no later than the end of the second semester of coursework in the program. Registration will be blocked at the end of the second semester until a plan of study has been submitted.

Initial Licensure

Student Teaching

For academic programs in which student teaching is required, the Vacca Office of Student Services, 304 White Hall, requires that students apply one year in advance for student teaching. SEED majors must apply one and a half years in advance. That deadline for fall is the 2nd Friday after the fall semester starts. The spring deadline is the 2nd Friday after the spring semester starts. Please be aware of these deadlines and that failure to meet these deadlines could result in delays in student teaching.

Licensure

Students enrolled in programs which result in initial or additional licensure will need to take the appropriate section(s) of the state approved examination (PRAXIS II). These tests are offered during specified dates throughout the year. Students should plan ahead to be certain that the Praxis II is scheduled sufficiently early to allow time for the results to be posted to their transcript. Information about the test is available at www.ets.org. During the last six weeks of the licensure program, the Application for Licensure form must be completed. This application is available in the Vacca Office of Student Services, room 304 White Hall and on the web at www.ode.state.oh.us. The license will be sent directly from the State Department of Education once completion of coursework requirements and Praxis scores are verified.

Fingerprinting

The Ohio Department of Education requires anyone who will be receiving a new license to be fingerprinted. Applicants who have lived continually in Ohio only need to submit the BCII form. All other applicants must submit the FBI form as well. Fingerprinting is done electronically in Room 211 White Hall.

Thesis/Project

Appointment of Thesis/Project Director and Thesis/Project Committee

When a student is ready to begin thesis or project planning, he/she should meet with the faculty member who has been assigned as graduate program adviser. If the student is considering a topic outside the adviser's area of expertise, the adviser will arrange for the student to secure counsel on the proposal.

The adviser and the student are responsible for securing the consent of a qualified professor to act as director. The adviser may serve as director if this arrangement is agreeable to both parties.

The director will guide the student during the development of the tentative thesis or project proposal. The director will also assist the student in selecting two other graduate faculty members appropriate to advise and serve on the committee.

Approval of Thesis or Project Topic

The student is to prepare a reasonably detailed description of the proposed research study and present it to his/her committee for review and approval.

When the committee is satisfied with the proposal, the student will secure the signature of the director and all committee members on the Notification of Approved Thesis/Master's Project Committee & Proposal form. This form, accompanied by a copy of the abstract, should be filed in The Office of Graduate Student Services (room 418 White Hall) no later than the first day of the term in which the student plans to graduate.

Registration for Master's Thesis ONLY

The student is required to register continuously for Thesis I for a total of six credit hours upon completion of coursework. Registration must be from 2 to 6 credits per semester, distributed over 1 to 3 semesters as desired. Thereafter, the student must continuously register for Thesis II until graduation.

Registration for Master's Project ONLY

The student is required to register for 6 hours of Master Project upon completion of coursework. Registration must be from 2 to 6 credits per semester, distributed over 1 to 3 semesters as desired.

Completion of Thesis or Project

The student must complete the thesis or project to the satisfaction of their committee and deliver copies to each member of the committee at least one week prior to the oral defense. The committee director will act as consultant during the time the thesis or project is being completed. The student completing the thesis must consult the Guidelines for Preparation of Theses and Dissertations regarding thesis style and form.

The student will arrange for an oral defense of the thesis or project with the various members of their committee. The entire three person committee is required to be present for the defense meeting.

The committee director will be responsible for the completion of the Report of Oral Defense of Master's Thesis or Master's Project form.

Thesis only: The student must follow established **deadlines** in applying for graduation, oral defense of thesis, and submission of thesis and abstract for approval. Deadlines are posted each term outside of the Office of Graduate Student Services (418 White Hall). Two (2) final copies of the thesis must be submitted in the Office of Administrative Affairs & Graduate Education (409 White Hall) or the student can submit thesis electronically. Another copy of the thesis is customarily delivered to the thesis director.

Project only: The student must follow the established deadline for applying for graduation. The completed project must be defended by the posted deadline and the project itself must be submitted to project director by the end of the semester in which student plans to graduate. Deadlines are posted each term outside of the Office of Graduate Student Services (418 White Hall).

Doctoral Programs

Although we have attempted to answer the most frequent questions asked by doctoral students, it is assumed that you will have many other questions as you proceed through your program. Please do not hesitate to refer such questions to your adviser or to the personnel in the Office of Graduate Student Services (418 White Hall).

The procedures, rules, and regulations stated in the following sections are valid under the normal time limits for earning the Ph.D. degree. Typical time to completion is as follows:

Four years from time of admission to complete coursework and candidacy examinations.

Five years from the time of reaching candidacy to completion of the dissertation and awarding of the Ph.D. degree.

Refer to catalog regarding time extension; however, if a student has not completed comprehensive exams, then an extension will not be considered.

The various forms required by a Ph.D. student may be downloaded by going to www.ehhs.kent.edu/ogs/forms.cfm or you may obtain a copy from the Office of Graduate Student Services. The checklist will provide you with a convenient record of your progress. We suggest you download the Ph.D. handbook by going to www.ehhs.kent.edu/ogs/phd_handbook.cfm so you will be able to refer to this handbook throughout your doctoral studies.

ADVISORY/COURSEWORK PHASE

Areas of Study and Advisers

Major Area of Doctoral Study and Assignment of Major Adviser

The College and Graduate School of Education, Health, & Human Services (College of EHHS) doctoral programs are as follows:

Audiology

Counseling and Human Development Services

Cultural Foundations

Curriculum and Instruction

Educational Psychology

Evaluation and Measurement

Health Education and Promotion

Higher Education

K-12 Leadership

Physical Education/Exercise Physiology

School Psychology

Special Education

Speech Language Pathology

The letter of admission to the Ph.D. program specifies a student's major and names the major adviser assigned by the program coordinator. In some instances, a second faculty member is assigned to serve as a co-adviser or to provide special assistance throughout the advisory phase. When reading this handbook, students having a committee headed by co-advisers should assume that the duties and responsibilities ascribed to the major adviser will be shared.

Minor, Cognate, and Minor Concentration Program Options

The College of EHHS does not require a student to pursue a minor area of study (or a minor area of concentration), or an interdisciplinary cognate, or minor concentration. The student and committee should be aware that only the doctoral major(s) will be noted on the official transcript.

If you are interested in a minor, cognate, or concentration, please go to the Office of Graduate Student Services for more details.

The Advisory/Coursework Phase Committee

The major adviser or co-advisers play an important role in the planning of the doctoral program. It is the responsibility of the committee to approve the student's plan of study and residency plan. The Advisory Phase Committee form must be attached to plan of study.

Structure of Typical Committees

The typical committee for a program containing a single major and a single minor or cognate appears below. The committee must contain at least two members if student is not seeking a minor or cognate.

- Major adviser (or co-adviser) assigned by the program area
- Second member (or co-adviser) may be from the major program area
- Minor or Cognate (Optional)

Committee Members

The major adviser and co-adviser or second major adviser may be full or associate members of the Graduate faculty in the student's major. If the major adviser has associate rank, the co-adviser or second major adviser must hold full graduate faculty rank.

The minor or cognate adviser must be a full or associate member of the graduate faculty of the department in which rank is held. This individual will assist the student in selecting coursework and preparing for comprehensive examinations. The minor or cognate adviser will write the questions for the written comprehensive examination in the minor or cognate area of specialization.

The Program Plan of Study and Residency Plan

Doctoral programs are highly individualized and must be carefully documented. It is suggested that the entire committee meet to review and discuss the plan of study and residency plan with the student before it is finalized. The plan agreed upon by the student and committee constitutes the official program of the doctoral student. ***The program plan of study and residency plan should be approved and filed in the Office of Graduate Student Services before the end of the fourth semester of study.*** With the exception of the Associate Dean for Academic Affairs, all individuals required to sign the form should do so before the form is submitted to the Office of Graduate Student Services. The student is responsible for insuring all signatures are obtained except for the Associate Dean.

The College of EHHS does not specify the number of hours of coursework to be included in the doctoral major. This decision is made by the advisory phase committee after a thorough review of a student's background and goals. University policy mandates that a student must complete a minimum of 90 semester hours beyond the bachelor's degree or 60 hours beyond the master's degree in order to qualify for a doctoral degree.

Because a variety of important seminars, internships, and individual courses are graded according to an S/U system, there is no set limit to the number of S/U graded courses that may be included in a program. Students and committees are expected to carefully consider the total plan of study and weigh the merits of each course listed in the plan of study.

Changes in an approved program plan of study may be made by submitting a memorandum noting the changes to be made. The memorandum is to be brought to the Office of Graduate Student Services after being endorsed by members of the advisory committee.

Completing the Plan of Study and Residency Plan Form

1. Coursework Comprising the Advisory Phase of the Program

The list of courses to be completed during the advisory phase of the student's program should be presented on the program plan of study provided by each program area.

Students who have elected a double major or minor should present plan of study information for each of the major or minor areas of study.

2. Residency Plan

Program areas will determine their own residency requirements. Residency requirements should be written in the square provided on the Advisory Phase Form or attached as an additional sheet of the residency requirement to the plan of study.

Residency (Purpose, Rationale, and Options)

Doctoral work across the diverse specialties addresses several goals:

1. Development of a comprehensive knowledge base in both the specialty and the broad field.
2. Development of the attitudes, values, reasoning, and technical tools of scholarship and practice appropriate to the specialty.
3. Socialization into the scholar-practitioner role of professor, counselor, administrator, or researcher.
4. Mastery of advanced skills and knowledge that enables the student to obtain the appropriate certification or licensure required for many professional roles.

The purpose of residency is to provide doctoral students professional experiences in addition to their programs of coursework and previous employment activities. Residency is directed toward enabling the doctoral student to move beyond coursework toward internalizing and personalizing scholarship.

The traditional definition of residency (living in the academic environment for a full academic year) assumes that the student will acquire the attributes of a scholar and professional through acculturation. While such an experience is of great value in developing collegueship and providing opportunity for more intensive study, it does not by itself guarantee synthesis. For part-time doctoral students whose roles and responsibilities make it virtually impossible to engage in full-time, campus-based study, achieving synthesis is an especially great challenge, and the need for programmatic assistance is particularly acute.

Residency, as it is defined by the College of EHHS, is a period in which students are engaged in personalized scholarship through the following broad types of intensive activity:

1. Examination/analysis of various forms of investigation.
2. Examination/analysis of issues, problems, and trends within and across practice and research.

3. Development of a personal and professional perspective through synthesis of the various points of view and models provided in theory and practice.
4. Criticism of ideas, investigations, and practice.
5. Development of collegueship that cannot be attained through part-time or isolated study.

Residency can be viewed as the means by which doctoral students pursue personal and professional goals not addressed through coursework and graduate appointments. It is assumed that plans for a residency will be developed jointly by the student and the advisory phase committee. It should be recognized that a given number of credits accumulated over a prescribed amount of time does not necessarily provide the context needed to promote synthesis.

3. Tentative Fulfillment Dates

This section of the program plan of study provides the student with an opportunity to "project" the doctoral studies program in a time frame. While not absolute, the plan is intended to provide general time guidelines for accomplishing the task.

4. Approval of Program Plan of Study, Advisory Committee, and Residency Plan

Each member of the advisory phase committee is asked to sign to indicate approval of the plan of study and residency plan. Because it may be helpful for the student to refer to the plan from time to time, it is suggested that the student make and retain a copy of the prospectus and residency plan prior to filing the original in the Office of Graduate Student Services.

5. If a Plan of Study has been filed and the student wishes to change the Advisory Committee, a new advisory Phase Form must be submitted.

Doctoral Comprehensive Examinations

All doctoral students will take comprehensive exams after the completion of their required course work. Program areas define the process for their examination process as one of the following five formats. The doctoral adviser/committee makes the final determination about which format is followed:

Format 1: eight hours in length, written in four-hour long sessions on two consecutive days and proctored by departmental staff. The College of EHHS will provide the

appropriate technology and reserves the right to require students to use laptop computers.

Format 2: four take-home questions given at one time to the student. Two weeks per question are provided (eight weeks total).

Format 3: two take-home questions and a portfolio. The portfolio is to be turned in when the questions are given. The questions must be completed with four weeks (two weeks per question).

Format 4: five questions taken over two and a half days totaling 20 hours of writing time.

Format 5: a set number of questions covering the major and two minor areas taken over 4-5 days totaling 16 hours of writing.

In addition, to assess the ability to communicate knowledge verbally, students will complete an oral examination. The intent in both written and oral exams is to evaluate the student's comprehensive knowledge of the field of study. The committee will submit their evaluation within a timely manner (*usually* within four weeks of writing). Satisfactory completion of both exams is required to enter candidacy. Scheduling of exams will be determined by the program area.

Procedure

Students apply for comprehensive exam in the Office of Graduate Student Services (OGSS). This is done by filling out the Application for Ph.D. Major Comprehensive Examination.

Each program area will provide documentation of which of the 5 options for comprehensive exams they will be using. Formats will be reviewed occasionally by the Associate Dean in order to check for consistency among and within programs.

Student will submit a comprehensive exam committee form as part of the application process. The committee will include a *minimum* of two members from the student's program area and one member from outside the program area (in some programs, the outside member will contribute a question and be responsible for evaluating that question). Committee members must have at least associate level graduate faculty status.

Student will be cleared to take comprehensive exam in the OGSS.

OGSS will notify designated comprehensive staff person in the department/school when student is cleared to take exam. Student will not be cleared until all coursework is completed and graded. An email will be sent to student, comprehensive staff person, and each comprehensive committee person. (This email will list the committee

members so that the comprehensive staff will know who to contact for questions and which option student has requested).

Once student receives email from OGSS, the student will be responsible to contact the comprehensive staff person in their department/school to schedule a time to take the exam or to pick up questions if the exam is a take home.

Comprehensive staff person will be responsible for getting the questions from the comprehensive committee members. Whether a student is doing take home or on campus exams, a time needs to be scheduled in order for comprehensive staff to receive questions from comprehensive committee.

The department/school will be responsible for supplying student with the necessary equipment and/or materials (a computer and disk, a tablet of paper, depending on how the student opted to take the test).

The department/school will be responsible for proctoring the exams.

When the student has completed the exam, department/school staff will make copies and give a copy to OGSS and each comprehensive committee member. The grade sheet will be given to major comprehensive committee person. Each department will have their own supply of the grade sheet (Report of Written/Oral Candidacy Examination).

Upon completion of the written exam, the committee will determine if the student may proceed to the oral exam, if re-writing is necessary, or if the student cannot continue. The committee response should occur within two weeks of completion of the writing and be shared with the student in a meeting with the whole committee. The examination committee will determine when the student has permission to schedule the oral examination. Once the oral examination is completed, the committee determines that the student: 1) passes or 2) fails the comprehensive exams (written and oral combined). If the student passes, then he or she progresses to candidacy. If there are deficiencies, then these must be corrected before the student can move into candidacy. If at any time during the examination process the committee determines that the candidate needs to correct deficiencies, this must be done before pass or failure of the comprehensive exam is determined.

The following chart will help guide you in determining the outcome of the comprehensive exam.

WRITTEN	REWRITE	ORAL	EXAM RESULT
Satisfactory- Advance to Orals	XXXXXXXXXX	Satisfactory	Pass
Satisfactory- Advance to Orals	XXXXXXXXXX	Unsatisfactory	Fail

Deficiency- Rewrite	Satisfactory- Advance to Orals	Satisfactory	Pass
Deficiency- Rewrite	Satisfactory- Advance to Orals	Unsatisfactory	Fail
Deficiency- Rewrite	Unsatisfactory- Does not Advance	XXXXXXXX	Fail
Rewrite Unsatisfactory	XXXXXXXX	XXXXXXXX	Fail

*Note: In Speech Pathology and Audiology, following both written and oral components, the result is either pass or deficiencies. Following completion of the remedial plan for any identified deficiencies, the result is either pass or fail.

Following is listing of possible outcomes of the doctoral Comprehensive Examination.

1. The student completes the written portion (could include take home or portfolio version) with a satisfactory performance and advances to take the oral exam portion. The student takes the oral portion of the exam and performs satisfactorily. The student passes the doctoral Comprehensive Exam.
2. The student completes the written (could include take home or portfolio version) with a satisfactory performance and advances to take the oral exam portion. The student takes the oral portion of the exam and performs unsatisfactorily. The student fails the doctoral Comprehensive Exam.
3. The student completes the written portion (could include take home or portfolio version) and has deficiencies. The student has one opportunity to correct the deficiencies on the writing portion of the exam. The student corrects the deficiencies and advances to the oral portion of the exams. The student takes the oral portion of the exam and performs satisfactorily. The student passes the doctoral Comprehensive Exam.
4. The student completes the written portion (could include take home or portfolio version) and has deficiencies. The student has one opportunity to correct the deficiencies. The student corrects the deficiencies and advances to the oral portion of the exam. The student takes the oral portion of the exam and performs unsatisfactorily. The student fails the doctoral Comprehensive Exam.
5. The student completes the written portion (could include take home or portfolio version) and has deficiencies. The student has one opportunity to rewrite the written portion of the exam. The student does NOT correct the deficiencies. The student does NOT advance to the oral portion of the exam. The student fails the doctoral Comprehensive Exam.
6. The student completes the written portion (could include take home or portfolio version) with an unsatisfactory performance. The student does NOT advance to

the oral portion. The student fails the doctoral Comprehensive Exam.

The grade sheet (Report of Written/Oral Candidacy Examination) will be completed by the student's comprehensive committee. They will return it to OGSS.

If the student has designated a minor or cognate (as defined by the program) which requires comprehensive exams, then they will need to complete these prior to moving on to candidacy

OGSS will notify department that the student has passed and to register the student for Dissertation I.

The Oral Examination

When the major written examination has been evaluated as satisfactory, the student should contact the major adviser to obtain feedback regarding the written examination and to receive guidance in preparing for the oral examination. It is the responsibility of the major adviser to make arrangements for convening the advisory committee for the oral examination which must be completed within 60 days after a student has passed the written examination.

The student who elects a double major must complete only one oral examination. It is assumed that the major advisers will collaborate in planning for the examination.

The oral examination is chaired by the major adviser, and all members of the advisory committee are expected to attend and participate in the questioning. At the discretion of the committee, the student may be questioned on any content pertaining to the doctoral program. Following completion of the questioning, the student is dismissed, and the committee evaluates the examination performance.

For the student to successfully complete the oral examination there must be no more than one negative vote. If the advisory phase committee's vote is favorable and the student has completed all coursework, the student is advanced to Ph.D. Candidacy.

Regardless of the outcome of the committee vote, the major adviser is responsible for filing the Report of Oral Candidacy Examination Form in the Office of Graduate Student Services.

Candidacy Phase

At this point in the doctoral program, the student is designated a "Doctoral Candidate."

Dissertation Registration

Registration for Dissertation I may not occur until the semester following satisfactory completion of both the written and oral exams. (Advancement to candidacy will not occur until the Office of Graduate Student Services has been notified of the successful completion of the oral and written examination.)

The doctoral candidate is required to register for a minimum of 30 semester hours of Dissertation I credit. There is no upper limit to the number of dissertation hours that may be taken but there is a clear expectation that students will work toward completion of the dissertation at the earliest possible time. In order to remain an active doctoral candidate, the student is required to enroll for dissertation credit **each** semester (including summer) following the term in which candidacy was reached. (Students will be automatically registered by their departments through the completion of the dissertation; however, students will be responsible for requesting any needed time extension). Dual majors should alternate between their two program areas when enrolling for dissertation.

Once a student has registered for 30 hours of Dissertation I, subsequent registrations should be for Dissertation II.

The fee for Dissertation I or II can be determined by consulting the *Schedule of Classes* for the appropriate term. A student who enrolls in an additional course or courses must plan to pay additional tuition fees for the courses selected.

All doctoral dissertation registrations permit the student the use of University facilities including library and research equipment.

Students must be registered for dissertation credit in the term in which graduation is anticipated.

Dissertation Phase Committee

Dissertation Phase Committee form must be submitted by the end of first semester of Dissertation I.

Dissertation Phase Committee Form

The student is responsible for initiating a meeting with the dissertation director for the purpose of identifying a committee to guide preparation of the dissertation. Once this has been done, the Dissertation Phase Committee Form must be filed in the Office of Graduate Student Services. Please note that certain signatures (noted by /s/) are required on the form. If, due to faculty leave of absence or illness, it becomes necessary to change the committee, an updated committee form must be filed.

Although a general research topic should be selected prior to choosing a committee and filing the form, it is not expected that the student be able to state the exact title of the dissertation at this point. The title provided on the Dissertation Phase Committee Approval Form is assumed to be an approximation of the eventual title.

Committee Structure

The dissertation phase committee consists of a minimum of three members of the graduate faculty: a director representing the student's program area, a co-director or second member from the student's program area, and a member outside of the student's program area. Co-advising of dissertations, with various faculty expertise brought to bear on dissertation topics, is encouraged, and a research methodologist is recommended for all committees. (At the time the committee meets for the dissertation pre-defense, a graduate faculty representative joins the committee.)

The dissertation director and graduate faculty representative must be full members of the University Graduate Faculty. The co-director or second member and any optional members may be full or associate members of the graduate faculty. The outside member must be selected from the full or associate members of the graduate faculty of a program area other than the major or minor area of study. Kent graduate faculty from departments outside the College of EHHS, as well as graduate faculty members from our sister institutions of the University of Akron, Cleveland State University and Youngstown State University, are eligible to serve as outside or optional members. If a student wishes to include a member of the graduate faculty from another institution, a graduate faculty membership form (including a current vita) requesting temporary graduate faculty membership, must be requested by the department chair and forwarded to the Office of Administrative Affairs for review by the Associate Dean.

Normally the advisory phase major adviser serves as the dissertation director, but the student may change to another faculty member from the same doctoral program area. The remaining members of the dissertation phase committee are selected by the doctoral candidate and the dissertation director based on the nature of the proposed study. The committee may include one or all of the members of the advisory phase committee, but there is no obligation to involve any member of the advisory phase committee.

In summary, the dissertation phase committee is constituted as follows:

- Dissertation Director--(must be a **full** member of the College of EHHS faculty and a representative of the student's program area. The dissertation director or a staff member in the Office of Administrative Affairs can assist in determining the status of graduate faculty members under consideration as committee members.)
- Dissertation Committee Member or Co-Director, from the major program area.
- Outside Member from a program area different from the major program area.
- Optional Member(s)

Dissertation Proposal

Contents of Proposal

The dissertation proposal consists of a detailed plan for the proposed research study. The proposal should be as specific as possible to insure that the dissertation phase committee and the student know exactly what the student plans to do, as well as why, how, when, and where the student plans to do it. The importance of the dissertation proposal should not be minimized. The proposal becomes a contract between the student and the dissertation phase committee. The more accurate, complete, and detailed the proposal, the easier it should be to complete the dissertation.

Often a dissertation proposal will include the first two-three chapters. The topic under study should demonstrate a strong relationship to a theoretical base, and should represent a thorough understanding and analyses of the related literature.

Dissertation Proposal Defense

A formal dissertation proposal defense, conducted by the student's full dissertation committee, should include a rigorous review of the topic and methodologies to be used in this study. Once the student and the dissertation director are satisfied that the proposal (often the first 3 chapters of the dissertation) is ready to present to the dissertation phase committee, copies of the proposal are distributed to the members of the committee. The committee should have a minimum of one week to study the proposal prior to the dissertation proposal approval meeting. The dissertation director is responsible for arranging the time, date, and place of the dissertation proposal approval meeting.

When the dissertation phase committee has approved the proposal, the Notification of Approved Dissertation Proposal form should be completed. The names of members of the dissertation phase committee should be typed on the appropriate lines and signatures obtained when /s/ appears. The completed form and appropriate signatures should be forwarded to the Office of Graduate Student Services along with a copy of the approved dissertation proposal or the abstract from Speech Language Pathology, Audiology and Exercise, Leisure, & Sports. This must be accomplished no later than the first day of the semester of graduation.

Human Subjects Review

Even though it may appear that risk to research subjects or participants is negligible, any research that involves human subjects **must** have approval from the University Human Subjects Review Board before proceeding.

The doctoral student and the dissertation director are responsible for obtaining the approval to use human subjects in research. An Application for Approval to Use Human Subjects form may be secured from the Division of Research and Graduate Studies, Cartwright Hall or from the Office of Graduate Student Services in 418 White Hall, or downloaded from the web at: www.kent.edu/rags/compliance. If human subjects are involved, a copy of the approved Human Subjects Review form must be attached to the dissertation proposal before the proposal receives final approval.

Guidelines for Preparation of Dissertation

The Office of Graduate Student Services mails a letter to doctoral students when they attain candidacy and informs them of the availability of the College of EHHS *Guidelines for the Preparation of Theses and Dissertations* on its website: <http://www.ehhs.kent.edu/ogs/phd.cfm>. *Guidelines* is extremely helpful in providing information to the doctoral candidate and typist on specific style requirements of the College of EHHS.

The Publication Manual of the American Psychological Association (2001) is the required guide. (If the adviser prefers an alternative style guide, this must be cleared thru the Office of Graduate Student Services.)

- American Psychological Association. (2001). Publication Manual of the American Psychological Association. (5th ed.). Washington, D.C.

Preparation for Defense of Dissertation

It is important to note that application for graduation must be made by the first Friday of the term in which graduation is planned. Refer to the *Graduate Schools Catalog* or inquire in the Office of Graduate Student Services for specific dates.

There are several levels to the oral defense of the dissertation.

- 1) Appointment of the Graduate Faculty Representative
- 2) Pre-Defense
- 3) Defense

Selection of Graduate Faculty Representative

To request a graduate faculty representative, a form must be completed. The selection of the Graduate Faculty Representative should be made by the dissertation director in consultation with the doctoral student. The representative must be selected from a list of three full members of the Kent graduate faculty who have directed at least one dissertation to completion and who are members of a program area different from the

major and minor area of study of the doctoral candidate. It is acceptable for the Graduate Faculty Representative to serve as moderator during the dissertation defense.

- Any qualified faculty member of Kent State University can serve as a Graduate Faculty Representative (GFR). Qualified individuals are determined through the University review process which assigns status to individual faculty members (listed in University Register).
- When the committee determines that the student is ready for pre-defense, the student completes a request form for the GFR.
- Suggestions for sources, departments, or program areas with relevant expertise for GFR are offered, when possible, by the Director or Co-Directors of the dissertation committee or other members of the committee in counsel with the director(s). The Associate Dean for Administrative Affairs and Graduate Education makes the final appointment.
- The Director(s) of a doctoral dissertation MAY request the addition of a GFR earlier in the process when the proposal is emerging, in which case that GFR would participate in the proposal process, they could continue and serve as GFR for the dissertation pre-defense and defense as well. They do not serve as another regular committee member.
- A GFR must be appointed prior to the dissertation pre-defense. The GFR participates in the pre-defense and has a vote.
- Unanimity in pre-defense is the desired goal. The occasion of less than unanimity at pre-defense may initiate a review process by the Associate Dean convening Graduate Council.
- After a dissertation defense, the dissertation evaluation form completed by the GFR along with the oral defense approval form is submitted by the candidate to the Associate Dean for Administrative Affairs and Graduate Education. The candidate and Director(s) ensure all forms are present at the defense.

If requested, he or she may also serve as moderator for the oral defense.

Predefense Dissertation Committee Meeting

The predefense meeting is scheduled by the dissertation director when it appears that the document may be ready for defense.

The dissertation phase committee, plus the graduate faculty representative, meet to discuss the dissertation and to determine whether the dissertation is ready for the final oral defense. The doctoral candidate is not present at this meeting. The doctoral candidate must allow the dissertation committee a minimum of ten days to read the predefense copy before the predefense meeting.

A formal decision should be made by the committee in the absence of the doctoral candidate as to the state of readiness of the manuscript. The following are among possible alternative decisions:

1. There is **unanimous** agreement that the dissertation is ready for the oral defense. Individual committee members may have some suggestions for improvement, but they do not wish to see revisions before the defense copy of the document is submitted to the entire examination committee. They recommend that the responsibility for seeing that these changes are made rests solely with the dissertation director.
2. One or more committee members request that minor changes be made in the predefense copy and wish to see the revisions before determining readiness to defend. However, the changes are of a minor nature and **none** of the committee members feels that an additional meeting of the dissertation committee is needed for final approval.
3. One or more committee members feel that revisions of a major nature are needed in the predefense copy. In this case, the doctoral candidate makes the recommended revisions and resubmits the revised copy to the dissertation phase committee. At this point, a reasonable period of time must be allowed before the rescheduling of the predefense meeting. At the second predefense meeting, outcomes "1" through "4" are again possible.
4. The committee determines that major revisions necessitate postponing the scheduling of the oral defense for an unspecified time period. If possible, arrangements should be made at this point to submit the revised document to the committee and a time for the next predefense committee meeting should be set.

Once the committee has determined that the dissertation is ready to defend, only minor changes agreed upon by the committee should be made.

Arranging for the Defense

Each term's deadline date for the oral defense is posted on our web page <http://www.ehhs.kent.edu/ogs/index.cfm> under Important Dates or the deadline date may be obtained from the Office of Graduate Student Services in 418 White Hall. It is important to adhere to the defense deadline in order to provide sufficient time for editing and for production of the final corrected dissertation copy. Only rarely can a short extension of a deadline be made, and then only with a petition from the doctoral candidate and the dissertation director to the Associate Dean for Administrative Affairs.

Upon receiving the approval from the dissertation director, the doctoral candidate should distribute the defense copy to all members of the Dissertation Committee including the graduate faculty representative and moderator. At least ten working days must elapse between distribution of the defense copy and the oral defense.

The purpose of the defense copy is to be a basis for the questioning of the doctoral candidate. As such, all parts of the work must be included in typewritten form. These include the table of contents, lists of tables, all data, the complete references, and appendices. All pages must be numbered appropriately.

The Ph.D. candidate is responsible for assuring completion of the Notification of Readiness to Defend the Dissertation form and submitting it to the Office of Graduate Student Services. This form testifies that all members of the dissertation phase committee have agreed that the dissertation is ready for defense. A copy of the defense brochure must be attached to the Notification of Readiness to Defend form.

Readiness to Defend & Brochure

The defense is announced to the faculty and students of the College of EHHS through the *defense brochure*, prepared by the candidate. The candidate should attach a copy of the brochure to the Readiness to Defend form and submit to the Office of Graduate Student Services ***no later than ten days prior to the dissertation defense***. Copies of the brochure will be posted so that interested parties can make arrangements to attend the defense. The candidate should also plan to provide copies of the brochure to committee members and guests at the defense. Samples can be found on the bulletin board outside of the Office of Graduate Student Services, room 418 White Hall.

The defense brochure contains a biography of the candidate and a condensed abstract of the dissertation. The biography, which should be 200 to 250 words in length, should include background information, professional experience, and research completed or in progress. The condensed version of the dissertation abstract should be limited to 200 to 250 words. Samples of the brochure are available in room 418 White Hall.

Oral Defense

The oral defense of the dissertation is a formal **scholarly event** which is open to the university community and the public. It is suggested that the candidate distribute copies of the defense brochure to members of the audience who did not obtain them at an earlier time. At the discretion of the moderator, members of the audience may be granted the privilege of questioning the candidate. It is the responsibility of the graduate faculty representative to file an evaluation with the Associate Dean for Academic Affairs regarding the maintenance of scholarly standards. Evaluation forms are available in the Office of Administrative Affairs, 409 White Hall.

Students are expected to have achieved independence with the requisite research methodology of the dissertation and demonstrate a thorough knowledge of the research processes for his/her dissertation. The oral defense of the dissertation should be a clear demonstration of a student's independence and competence in research.

Examining Committee and Voting Procedures

The Examining Committee consists of the dissertation phase committee, the graduate faculty representative, and the moderator. With the exception of the moderator who votes only if serving in the dual capacity of graduate faculty representative, each committee member must vote in favor of passing or failing the candidate's performance. No abstentions are permitted. A candidate passes the final oral defense if he or she passes with no more than one dissenting vote.

Immediately preceding the defense, the moderator typically clears the examination room of all but the Examining Committee. The committee then discusses the defense copy to insure that all members judge it ready to defend. The moderator and committee will also establish the questioning procedures at this time.

At the outset of the examination, the moderator reviews the ground rules for the oral defense and the order of questioning by the Examining Committee. The doctoral candidate then presents an overview of the research, briefly stating the purposes of the research, method of investigation, and outcomes. Questioning of the doctoral candidate follows the rules previously established by the moderator. Normally each committee member is allotted ten to fifteen minutes during the first round of questioning. The dissertation director is usually the last member of the committee to present questions.

Following the first round of questioning, the moderator will normally ask each Examination Committee member if there are further questions. When the Examining Committee has been satisfied in the questioning, the moderator may ask if there are any questions or comments from the members of the faculty or guests in attendance. The moderator may also choose to question or comment at this time.

When the questioning and dialogue have been completed, the doctoral candidate and all visitors are excused. The Examination Committee then has an opportunity for discussion before voting to determine whether the oral defense should be evaluated as pass or fail.

Doctoral candidates preparing to defend their dissertations are strongly encouraged to attend one or more oral defenses in order to become familiar with procedures.

Report of the Oral Defense

The Report of the Oral Defense of Dissertation Form must be completed and filed in the Office of Graduate Student Services with the proper signatures as noted on the form. It is necessary that this form be submitted in order to clear the candidate for graduation.

The graduate faculty representative is expected to provide an evaluation of the dissertation defense including thorough written comments which are forwarded to the Associate Dean for Administrative Affairs. (Comments will be summarized periodically

and will be disseminated to dissertation chairs, the Annual Dissertation Awards Committee, and the committee conducting the five-year review of graduate faculty membership.)

POSTDEFENSE ACTIVITIES

Final Dissertation Copy

It is not unusual for the Examining Committee to recommend a number of changes in the defense copy of the dissertation. The candidate should work closely with the dissertation director as these revisions are made.

The final dissertation should be checked as carefully as any article or book being prepared for publication. Format, style, spelling, punctuation, and references should be in final form before the committee gives final approval to the dissertation.

Signature Pages

The candidate should be careful to note the examples of the signature page in the *Guidelines for Preparation of Theses and Dissertations* (available on the web at: <http://ehhs.kent.edu/ogs/phd.cfm>) before having the pages typed. The number of lines typed for signatures should correspond to the number of members on the dissertation phase committee. The Graduate Faculty Representative does not sign the signature page.

The candidate should make certain that two original signature pages are submitted to the Office of Administrative Affairs, room 409 White Hall. The signature page must be signed by the entire dissertation committee and the department chairperson. The Dean of the College of EHHS will review the dissertation and sign the signature pages last.

Signatures should be made in ***permanent black ink***.

Editing

It is suggested that the candidate hire a dissertation editor to assist in producing an error-free document that can be a continuing source of pride for the individual and for the College of EHHS. When working with an editor it is important to be specific about the scope of the editing expected. In general, the less polished the document delivered to an editor, the greater the editing cost.

Typically candidates request editors to check the following:

1. Type style.
2. Pages preceding text to note whether the following items are properly included: title, copyright, and approval pages; preface and table of contents; lists of figures, illustrations, and tables; blank pages before title, copyright, approval, and preface pages.
3. Margins, spacing and pagination.
4. Chapter titles and subheadings.
5. Paragraph and sentence structure; punctuation, spelling, and vocabulary usage in text and appendixes following standard procedures as presented in APA.
6. Coordination of text with appendixes references, tables and illustrative material.
7. Tables, figures, and references for consistency with the APA used by the student.

Filing the Dissertation

Each term there is an official deadline for electronically submitting the final corrected copies of the dissertation, Microfilm Release Form and survey of earned doctorates. The candidate should check <http://www.ehhs.kent.edu/ogs/phd.cfm> for the deadline dates for the semester in which graduation is anticipated or visit the Office of Graduate Student Services where the Important Dates are posted on the bulletin board outside of the office.

The following material must be submitted to the Office of Administrative Affairs, room 409 White Hall by the posted deadline:

1. Two Signature pages on 100% cotton paper. (Example can be found in Guidelines for Dissertation Preparation)
2. Submit an electronic copy of your abstract to the Office of Administrative Affairs. Also submit your abstract as part of the dissertation and should be limited to 350 words. To view examples of abstracts go to <http://www.ehhs.kent.edu/oaa/dissertation.cfm>.
3. If you are going to copyright, complete the copyright registration form online at http://www.library.kent.edu/files/ETD_copyright_registration_form.pdf.

Submit a certified check or money order for \$65 payable to PQIL. **No personal checks are acceptable.**

4. Survey of Earned Doctorates. The doctoral candidate is requested to complete this form regarding employment status even though he/she may be searching for a position or planning to continue in the same position. The survey is available in the Office of Administrative Affairs.

Additional Copies of the Dissertation

Most doctoral candidates want at least one personal copy and a copy for the dissertation director. If more copies are desired, contact the Kent State University Bookstore, (330) 672-2762. Please note that binding of the personal copy and copies for others must be done at the expense of the doctoral candidate.

Guidelines for the Preparation of Electronic Dissertations - Required

Instructions for electronically submitting your dissertation can be found by going to <http://www.library.kent.edu/page/10239> or see condensed instructions below.

Convert the final corrected copy to PDF format (see the [PDF How-To](#)). Avoid free software or web services that may insert advertisements into your document. Print two copies of the approval signature page mentioned in step 2, take them to your director with the final copy of the document, and obtain all needed signatures.

Go to the OhioLINK ETD Center (<http://www.ohiolink.edu/etd>) to submit your ETD. The online forms contain full instructions and, if necessary, you may save a partially completed submission and return to finish it later the same day. Here are some key points to watch:

Read the **Before You Begin...** page carefully and at the bottom leave the default selection "My paper's bibliographic information, abstract, and full text in PDF format."

Mark the check box to enable the "Continue" button.
On the **School Selection** page, select Kent State University.

On the **Information About You** page, provide as much contact information as you can. Please enter your name in the same form as in your thesis or dissertation, but avoid using all caps or all lower case letters. The format you use here determines how your name will appear in the OhioLINK ETD Center. If you have any questions about formatting or special characters on this page or the next, [contact us](#) before (or immediately after) making your submission.

Likewise, avoid all caps or all lower case letters on the **Information About Your Degree and Paper** page. At the bottom of this page, do not request a publication delay

unless you have filled out the [Request for Delay of Posting form](#) and gotten it approved.

At the bottom of the **UMI Release** page:

for Doctoral dissertations, **select one of the YES options**, either without copyright registration (the default) or with it (for an extra \$65 charge)

If you wish to request a delay in publication of your dissertation or thesis because of a publisher agreement or patent application, download the [form](#) and take it to your adviser.

Soon after making your submission you should receive an email confirming it. If you do not receive it within 24 hours, please [contact us](#) at 330-672-1918.

Doctoral graduates should download all or part of the Proquest/UMI packet located on the library web site <http://www.library.kent.edu/page/10239> when one or more of the following apply:

- you are requesting copyright registration (\$65 charge)
- you are ordering copies from UMI at the author discount rate
- you included previously published material in your dissertation or thesis

In the first two cases you will need to provide a money order made out to UMI to cover the charges.

In the third case you will need to include a copy of the reprint permission letters.

If none of these three conditions apply, the online submission form you filled out at the OhioLINK ETD site is sufficient for UMI.

Be prepared to resolve any outstanding issues with the format of your electronic dissertation after your College or School reviews the online submission.