

**DISSERTATION COMMITTEE POLICY AND GUIDELINES**  
**DOCTORATE PROGRAM**  
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The purpose of this document is to set forth policies for the functioning of the dissertation committee appointed at IUL, to maintain high standards of quality in the conduct of doctorate student research and writing.

The following policy and guidelines have been established for faculty members at IUL who direct dissertations.

***I. Dissertation Committee (DC)***

Dissertation committees have an established place in the academic world and play a vital role in the guidance and direction of graduate and post graduate student research. One member of the committee, the chairperson, has a more formal administrative relationship with the student because of the way the university recognizes the chairperson's responsibilities. On occasion, the roles of the chairperson and the committee members require clarification.

**1.0 Dissertation Committee Structure**

***1.1 Number of Members***

1.11 Each doctoral dissertation committee shall be composed of a minimum of three members.

1.12. Under extenuating circumstances (e.g., member's death or sudden leave) to be noted by the program coordinator, an individual student in the final stages of the dissertation may request to have fewer than three members on the committee.

1.13 A fourth and/or fifth member may be added to the committee when deemed appropriate/necessary to provide required expertise.

**2.0 Committee Responsibilities**

***2.1 The Committee as a Whole***

2.11 The initial responsibility of the committee is to meet and determine the feasibility of the topic and the dissertation plan or proposal, and to permit the student to proceed only after such determination has been made. The committee shall sign off on the student's plan or proposal through email and a copy should be kept in the student's file in the department. The signing of this document signifies that the student has permission to proceed with the study as outlined in their plan.

2.12 The committee is responsible for assuring that the student is familiar with standards of quality, ethics, and professional performance. The committee (chair) should inform the student regarding proprietary interests and ownership of data or research product as appropriate, and reach agreement about these issues. Formal written agreements may be desirable or even mandatory when patent

trademark related issues may arise. This needs to be done as early in the process as possible, preferably at the time the proposal is accepted.

2.13 The committee shall determine the adequacy of the bibliography.

2.14 The committee shall review and approve the methodology and any instrument or questionnaire used in data collection.

2.16 Committee members are responsible for reviewing dissertation drafts, and providing feedback in a timely manner. Depending on circumstances, there should be no more than a four-week turnaround review time for each of the committee members to review the manuscript for a dissertation.

2.17 The responsibility of the committee is to examine the student's work and to meet/conference and make a final determination of the acceptability of the dissertation, and to arrange for the oral defense of the dissertation in accordance with university policies.

2.18 It is the policy of this university to make all dissertation available to the public through the <http://iulpress.org/> website.

2.19 It shall be the responsibility of the student to observe deadlines for the submission of final and publication copies of the dissertation. A reasonable amount of time (not more than four weeks) should be allowed for each of the committee members to review the manuscript.

## *2.2 The Chairperson*

2.21 The student and the committee chairperson, insofar as it is possible, should arrive at an agreement on an approximate time schedule, including meetings of the committee, for the accomplishment of dissertation-related work for each semester or term that the student is engaged in such work.

2.22 The chair shall have primary responsibility for the supervision of the student's work, setting deadlines, and guiding the student's progress.

2.23 The chair shall inform the student of university regulations regarding the need to maintain continuous enrollment while working on the dissertation.

2.24 The chair shall inform the student of the university's Guidelines for Dissertation Preparation and shall encourage attendance at outside workshops.

2.25 In consultation with the other members of the committee, the chair shall determine the final grade on the dissertation and see that it is properly reported on the SIS.

2.26 The chair is responsible for evaluating the student's progress before assigning an "I" grade.

2.27 The chair shall inform the student of the style manual or journal style required by the department for formatting the reference list or bibliography.

### **3.0 Vacancies and Replacements**

3.1 If any committee member anticipates an extended but temporary absence during the time the student is working on the dissertation, he or she should arrange for means of communicating during this leave, or designate an appropriate temporary/permanent substitute.

3.2 The determination to make a change in committee chair must be reported to the Academic officer in writing to be approved. Faculty members who are replaced must be so informed by the department chair.

3.3 If the chairperson is unexpectedly absent or absent due to planned sabbatical/retirement at the time the student completes the dissertation, the CAO may act for the dissertation chair, in consultation with the absent chair or other committee members.

### **4.0 Disputes**

4.1 In the event that a dispute or disagreement arises between a student and a member of the committee or between members of the committee, the committee chairperson shall call a meeting of the committee and the student for the purpose of resolving the problem.

4.2 If the dispute cannot be resolved through this process, or if the proposed solution is unacceptable to the student or one of the committee members, the disagreeing party may request that the CAO reviews the problem and recommend a solution.

4.3 If the problem cannot be resolved the dispute should be appealed to the president. This will be the final level of appeal.

### **5.0 Termination of the Committee**

5.1 The committee shall have discharged its obligations when the final manuscript has been approved, the student defended their dissertation and a grade has been assigned and recorded.

5.2 In the event a student does not register for dissertation or fails to maintain an active status within one term after official acceptance by a dissertation committee, the committee chairperson has the option of dissolving the committee, in which case a new committee must be secured and approved before registration can be authorized.

5.3 If a student must suspend work on the dissertation for educational reasons acceptable to the committee chairperson, the student should obtain a planned educational leave of absence. These leaves may be approved for two to five sessions. If the leave is approved, the committee shall continue its existence until the student returns.