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PREFACE

This booklet serves as a guide for students pursuing the Doctor of Philosophy (Ph.D.) degree by specifying the requirements and procedures of the School of Graduate Studies. Individual programs may have additional or modified requirements and these are stated in your program's handbook. In general, the information presented is appropriate for students in all programs. The information contained in this booklet is also available at www.mcg.edu/GradStudies/phdguide/index/html.

Information in the booklet is **not** inclusive of all requirements for all graduate programs. The student should obtain and become familiar with other publications directed toward graduate students and Medical College of Georgia students in general. These include the *Student Handbook* and the *Medical College of Georgia Catalog*, available at <http://www.mcg.edu/catalog/> published by Student Affairs, the School of Graduate Studies publications entitled *Thesis/Dissertation Preparation and Scheduling of the Final Examination* and most important, the student handbook written and distributed by the individual graduate programs. **Please remember that it is the student's responsibility to remain apprised of current graduation requirements for his/her degree program.** Questions regarding requirements should be directed to your program's director or to the staff in the School of Graduate Studies office.

SCHOLASTIC REGULATIONS AND PROCEDURES

A student's registration and class attendance constitute an agreement on the part of the applicant to comply with the rules and regulations of the University as published in the catalog and other official publications of the University during the student's continued enrollment.

A student's continued enrollment in the School of Graduate Studies is subject to the decision by the Dean and other designated officers that academic grades and progress are satisfactory, that the student is complying with the rules of the university, and that the best interest of the school and of other students is being served.

Auditors may take graduate courses, but must secure permission of the instructor. No academic credit is awarded. Auditors pay usual tuition and fees.

Grades, Academic Performance and Progress

Satisfactory progress toward a degree in the School of Graduate Studies requires that a student maintain a cumulative grade point average (GPA) of at least 2.8 for all courses attempted. A **minimum** grade of C (or satisfactory in courses graded S and U) must be earned for each course applying toward a graduate degree, and a 2.8 cumulative GPA in all courses attempted toward the degree is required for graduation. Individual programs may set higher GPA and other graduation requirements and additional standards for satisfactory progress in courses related to the specific discipline. Consult your program's handbook.

Academic Probation and Dismissal

Any student whose cumulative GPA for a degree program falls below 2.8 is placed on academic probation. Such status is noted on the student's academic record (transcript). While on probation, the student **must** earn a minimum of 3.0 each grading period until the cumulative GPA is raised to at least 2.8. Students who fail to earn at least 3.0 each period while on probation shall be considered for academic dismissal from the School of Graduate Studies. With approval of the Dean, individual

programs may establish higher GPA standards for probation or dismissal, in which cases the higher standards shall apply. Consult your program's handbook.

Where circumstances warrant, upon recommendation of the academic program concerned and approval of the Dean, a student being considered for dismissal under the provisions of this policy may be permitted to continue as a student on probation. In such cases, the student must earn at least 3.0 each grading period while on probation until a 2.8 cumulative GPA is achieved. Failure to do so will result in automatic dismissal from the degree program. The second dismissal will be final.

Individual programs shall set policies concerning academic probation and recommendations for dismissal in regard to students who receive a grade of U (unsatisfactory) in courses graded S or U. Consult your program's handbook.

A student may be considered for dismissal if s/he fails to make timely progress toward the degree sought, or may be subject to re-examination and required additional coursework.

Any student dismissed from the School of Graduate Studies may appeal the action in accordance with the procedure described in the Student Discipline, Grievances, and Appeals section in the General Information section of the *MCG Catalog* available at <http://www.mcg.edu/catalog/>

Academic Integrity and Judicial Procedures

The university recognizes honesty and integrity as being necessary to the academic function of the institution. Regulations promulgated in the interest of protecting the equity and validity of the university's grades and degrees and to help students develop standards and attitudes appropriate to academic life are contained in the *Student Handbook* available at <http://www.mcg.edu/students/handbook/index.html>

Understanding and adhering to the "Conduct of Research" policy as stated in the *Student Handbook* are extremely important for graduate students. Students are expected to respond to assignments and research projects with original data, manuscripts and papers. Any deviation from this could result in a grade of F for the assignment and course and possible dismissal from the School of Graduate Studies.

Any possible violation by a student of the "Student Conduct Code," "Conduct of Research" or other institutional policies as stated in the *Student Handbook*, must be reported to the Dean. The School of Graduate Studies follows all judicial procedures and proceedings as described in the *Student Handbook*.

Leave of Absence

Registration in each grading period indicates that a student is making progress for his/her enrolled objective. Students who do not plan to enroll for an upcoming grading period, except the summer period, should request a leave of absence from the Dean, through their program director. Failure to do so could result in being required to reapply for admission. A leave of absence does not modify a student's obligation to complete the degree within a seven-year time limit. Any student granted a leave of absence by the School of Graduate Studies must withdraw from the Medical College of Georgia in accordance with the institutional Student Withdrawal Policy available at www.mcg.edu/students/Registrar/pdf/StudentWithdrawalPolicy.pdf.

Transfer Credit

Transfer of graduate credit is never automatic; any credits transferred do not reduce the residence requirement for any advanced degree. At the discretion of the Dean and the faculty of the major program, 6 semester hours of credit toward a Ph.D. degree may be transferred. A request for credit transfer should be initiated by the student and his/her Advisor through your program's director.

Up to 6 semester hours from a previously earned master's degree may be credited toward the Ph.D. The credit is awarded after the student passes an examination on his/her major subject and thesis. This exam must be completed during the student's initial period of enrollment. The transfer of any course work beyond the master's level is a matter for negotiation between the student, his/her Advisory Committee, graduate program committee and the Dean. In general, no more than 20 semester hours may be transferred toward the Ph.D. under any circumstances.

Withdrawal from the School of Graduate Studies and University

A student who wishes to withdraw from his/her program should complete the procedures outlined on the Withdrawal Form, available in the Registrar's Office. Because of the federal aid policy and definitions, if a student who is registered for courses in a term and on the class roster as of the first day of class wishes to drop all courses that term, he/she must complete a Withdrawal Form. To re-enter the program, a student must complete a reactivation form, which may be obtained from the registrar's office. If the student is not pre-registered for the term, it is not a withdrawal.

A student who does not enroll for three consecutive semesters is administratively withdrawn from the university by the Registrar. An individual who was withdrawn must receive approval from the Dean to re-enroll in a graduate program. Re-enrollment is not automatic. The Dean will review the student's academic performance and progress toward the degree and request recommendations from the student's Advisory Committee. Additional coursework and examinations may be required. If the student's seven-year time to degree limit has been exceeded, s/he may have to meet additional requirements recommended by the program director and Advisor and approved by the Dean or apply to the program as a new student and meet all program requirements. For students in the combined MD/PhD or DMD/PhD degree programs, the seven-year limit does not include semesters of enrollment in the professional degree program.

MAJOR ADVISOR

A faculty member is selected early in the student's program to serve as the Major Advisor. The Major Advisor must have an appointment to the graduate faculty and be a member of the student's graduate program. In the event that the Major Advisor holds an Adjunct Graduate Faculty Appointment, a Co-Major Advisor must be appointed. The Co-Major Advisor must be a regular (full-time) graduate faculty member. The Major Advisor serves as the chair of the student's Advisory Committee, mentors the student, advises him/her concerning requirements and procedural steps in the degree program, and assists the student in selecting and pursuing the research topic, in obtaining admission to candidacy, and in the preparation of the dissertation.

ADVISORY COMMITTEE

The Advisory Committee is composed of **five** individuals, one of whom is the student's Major Advisor. The Major Advisor, after consultation with the student, recommends to the Department Chair the names of four additional members of the faculty who have agreed to serve as members of the student's Advisory Committee. If a Co-Major Advisor has been appointed, s/he is one of the five committee members. At least four of the five members must hold appointments on the faculty of the School of Graduate Studies. The Dean must approve the members of the Advisory Committee. The advisory committee members should be selected as soon as possible after the major advisor is chosen. The Advisory Committee Form for submitting the names of the Advisory Committee to the chair and Dean is included in the Appendix and is available at

http://www.mcg.edu/GradStudies/phdguide/Advisory_Committee.pdf

The **Advisory Committee's function** is to assist the student in the following activities:

- Selection of courses pertinent to the objectives of the student's educational program
- Planning of the student's research
- Preparing and administering the second exam
- Critical review of the research in progress
- Defense of the dissertation

It is natural that there will be some faculty who leave the institution while serving as members of a student's Advisory Committee. Should this occur for your committee, please adhere to the following policy.

- Once an individual leaves the institution, s/he is no longer a member of the faculty and cannot participate as a legal committee member. Exceptions may be granted if the committee member requests and receives adjunct graduate faculty status.
- Based on the estimated time to dissertation defense, the Dean will consider continuing the individual on the committee as a consultant to the committee, but for no longer than six months.
- Another faculty member must fill the position vacated by the departing faculty as soon as possible even if the departing faculty is a consultant.
- If the departing member is the Major Advisor, and the dissertation defense is imminent, the program director, chair and Dean will consult to make satisfactory arrangements. If the dissertation defense is not imminent, a new Advisor must be appointed.

ADVISORY COMMITTEE MEETINGS AND RESEARCH PROGRESS REPORTS

Advisory Committee Meeting Reports

Every doctoral and masters student should form an advisory committee and hold his/her first committee meeting no later than the end of the second year of graduate education at MCG. For students entering in Fall semester, the end of the second year is defined as the end of their second Spring semester of enrollment. **Earlier deadlines for the first committee meeting may be set by individual programs.** The student's Major Advisor serves as chair of the advisory committee and presides at this meeting. The results of the committee meeting (i.e., date, members of committee present/absent, a short summary of the research project proposed by the student, and detailed recommendations for formulating the student's formal research proposal) should be written by the student in conjunction with his/her major advisor, using **Part B of the Report of Advisory Committee Meetings and Research Progress Report Form.**

This report should be reviewed by the committee members for their input, revision and approval, and submitted to the graduate program director, and the School of Graduate Studies within two weeks of the date of the committee meeting. If a student finishing his/her second year has not formed an advisory committee, that fact should be noted on the report form a reason provided, and the report signed by the student and his/her advisor or program director.

Thereafter, the committee will meet at least once annually to evaluate progress towards completion of the degree requirements. **Individual programs may require more frequent advisory committee meetings.** Each of these committee meetings will be summarized (i.e., date, members of committee present/absent, progress report submitted by student, and detailed recommendations of committee) and these also will be submitted to the committee members, program director, and the School of Graduate Studies using **Part B of the Report of the Advisory Committee Meetings and Research Progress Report Form.**

Research Progress Reports

Students enrolled for credit hours related to research (Investigation of a Problem or Thesis/Dissertation) and their Major Advisors are responsible for filing a Report of Advisory Committee Meetings and Research Progress Report Form at the end of each grading period. If the Advisory Committee did not meet during the grading period, that fact should be noted and the student and major advisor should complete **Part A of the Report of Advisory Committee Meetings and Research Progress Report Form.**

The student must complete the form and submit it to his/her Advisor for approval. The Advisor's role is to review the report with the student and make additional comments if necessary. The student and Advisor signify approval of the report by signing the form and forwarding it to the program director along with the student's grade (U or S) for the grading period. **Failure to file the report by the end of the grading period results in a grade of "incomplete" being sent to the Registrar's office.** Should the Advisor disagree with the student's assessment, s/he is responsible for placing in writing comments indicating the specific areas of disagreement, giving the student a copy of the comments and forwarding the form, grade and the comments to the program's director. Copies of the report form and comments are forwarded to the Dean's office by the Program Director and placed in the student's file.

REQUIREMENTS FOR GRADUATION

Residence and Time Limits

The minimum requirement for the Doctor of Philosophy degree is three full academic years beyond the bachelor's degree, which cannot be satisfied through summer work alone. At least two full consecutive semesters must be spent in residence on the campus. If the student has part-time duties (employment or an assistantship), the residence requirements will be increased accordingly to provide the equivalent of two semesters of full-time study in residence. All course work and other requirements for the Doctor of Philosophy degree, including the Final Oral Examination, **must be completed within seven (7) consecutive calendar years from the date of enrollment** in the School of Graduate Studies. Leaves of absence do not extend the seven-year limit. It is the student's responsibility to meet all the requirements for the degree in the proper sequence and in the time limits specified in this document. *For students in*

combined MD/PhD or DMD/PhD degree programs, the seven-year limit does not include semesters of enrollment in the professional degree program.

Where circumstances warrant, a student may petition the Dean for exceptions to this residence and time limit policy.

Grade Point Average Requirement

The School of Graduate Studies requires a cumulative GPA of at least 2.8. The GPA requirement is higher for some programs. Check with your program's director.

Coursework Proposal

The proposal includes a program of study listing the courses the student must satisfactorily complete for meeting School of Graduate Studies' requirements and those of the student's graduate program. Additional coursework that the student and his/her Advisory Committee determine is appropriate for facilitating the student's research project is also included in the proposal. The program of study is prepared in consultation with the student, Advisor and the members of the Advisory Committee. It is submitted to the Dean for approval on the Coursework Proposal Form, a copy of which is located in the Appendix.

Research Tools

The student must demonstrate proficiency in two appropriate tools of research. Graduate courses demonstrating computer and statistics literacy are recommended. The tools offered to complete the requirement must be recommended by the advisory committee, comply with any requirements of the student's program and be approved by the Dean. Coursework recommended for meeting the requirement should be marked with an asterisk on the Coursework Proposal Form. This requirement must be met before a student may be admitted to candidacy for a degree.

Research Proposal for the Dissertation

The research proposal is a research plan that serves as the basis for the dissertation. The proposal is written by the student and approved by his/her Advisory Committee, Department Chair and Dean. The proposal must conform to the "Conduct of Research Policy" of MCG. An outline for providing the details of the research proposal is included in the Appendix with the Dissertation Research Proposal Form. A copy of the proposal and the form, signed by the Advisory Committee, must be submitted **before** the project is undertaken.

The Ph.D. Comprehensive Examination

The Ph.D. comprehensive examination is divided into two parts: I. First Examination and II. Second Examination.

- I. The **First Examination** is a comprehensive test over the core content of the discipline under study. It is designed to test the student's knowledge and ability to correlate the basic material presented during the first part of his/her graduate curriculum.

The First Examination may be taken after a minimum of 18 semester hours of successful graduate study at the "700" and "800" level. It must be successfully passed before the student will be permitted to become a candidate for a degree. In the event of failure, the First Examination may be repeated once with the permission of the Department Chair, provided that at least one additional

semester of graduate work has been completed. Failing the retake of the examination will result in the student being considered for dismissal from the graduate program and School of Graduate Studies.

The First Examination will be a written test of the student's global knowledge of the basics of his/her discipline and related disciplines, and will encompass two half days or one full day. The examination will be prepared and graded by the faculty of the graduate program, under the supervision of the Program Director and Department Chair. A copy of this examination, along with a description of the grading procedures and grade required for passing, must be submitted to the School of Graduate Studies by the Department Chair for approval by the Dean at least one week prior to the examination date.

The results of the examination are certified by the Department Chair on the First Examination Form to the School of Graduate Studies. The student's written answers will be filed in the Department.

- II. The **Second Examination** tests the student's understanding of his/her specialized field of study and the ability to apply basic information to an understanding of the literature. At least one academic semester must elapse after the successful completion of the First Examination before taking the Second Examination. The examination is written and usually occupies two half days or one full day. A two-hour oral examination may be substituted for one-third of the written examination. The Second Examination must be successfully passed before the student will be permitted to become a candidate for a degree.

The Advisory Committee defines for the student the field of study that will be covered by the examination. The Advisory Committee, in the presence of a representative appointed by the Dean, prepares the second examination. The representative does not participate in the examination preparations, but sees that all procedures of the examination are being conducted within the guidelines of the School of Graduate Studies. The major advisor should request that the Dean appoint a representative at least two weeks before beginning the formation of the exam. The examination is submitted by the Department Chair to the Dean for approval, along with a description of the grading procedures and grade required for passing. The exam is graded according to the program's procedures that are explained by the advisor and provided in writing to the student before the examination is administered. The results of the examination are submitted for approval to the department chair on the Second Examination Form. The chair forwards the form to the Dean.

It is the responsibility of the committee and the Department Chair to determine whether or not the student has passed the examination. In the event of failure, this examination can be retaken once if recommended by the examining committee and Department Chair and approved by the Dean. Consult your program's handbook. *At least one semester of additional study is required before the examination may be retaken.* Failing the retake of the examination will result in the student being considered for dismissal from the graduate program and School of Graduate Studies.

Admission to Candidacy for the Doctor of Philosophy Degree

A student will be admitted to candidacy for this degree by the Dean following successful completion of the research tools requirement, acceptance of the coursework proposal and research proposal, and passing of the first and second comprehensive exams. A completed Admission to Candidacy Form must be submitted to the Dean. The form is included in the Appendix and available at www.mcg.edu/GradStudies/phdguide/index/html. The Dean notifies the student in writing of his/her admission to candidacy. Until this occurs, graduate courses taken are not credited toward the degree. **A student must be eligible for candidacy for the Ph.D. degree at least two semesters before the proposed graduation date.**

Dissertation

The dissertation is required of all Ph.D. candidates. It is the culmination of an original investigation leading to new information that gives evidence of independent thinking, scholarly ability and critical judgment, and indicates familiarity with research methods and techniques. The dissertation should characterize in a scholarly manner the importance of this information as it applies to the field of study. Publication of the dissertation in one or various forms is urged, but not required. Defense (Final Oral Examination) of the dissertation is required and must be completed within two years of admission to candidacy. Otherwise, a student must undergo re-examination. **Directions for preparation of the written aspects of the dissertation are available from the School of Graduate Studies' office and at www.mcg.edu/GradStudies/Thesis_Preparation_Booklet.pdf**

Approval of the Dissertation

The student and Advisory Committee should follow the procedures listed for approval of the dissertation.

- A good draft of the dissertation, proof-read and corrected (in pencil) by the student and approved by the Major Advisor, is distributed by the student to members of the Advisory Committee at least five (5) weeks before the date of the student's final oral examination.
- At least three (3) weeks before the oral examination, the dissertation should be approved by the Advisory Committee and the Dissertation Approval Form submitted to the Dean. The signed form indicates that the members of the committee have read the draft copy of the dissertation and find it acceptable for the purpose of examining the student. The student will be responsible for making all changes recommended by the committee.

Final Oral Examination

Satisfactory performance on the Final Oral Examination, in which the student defends his/her dissertation before the Advisory Committee, dissertation readers, faculty, students and the public, is required. This examination is based *primarily* on the dissertation and the field of knowledge that constitutes the student's major subject. **The student must be enrolled in the semester that the examination is administered.**

The Dean or his appointed representative chairs all Final Oral Examinations for the Doctor of Philosophy degree. In addition, external examiners (readers) must be present. The readers participate in the exam and vote along with the student's Advisory Committee on the student's performance. A majority vote of the examining committee is required for satisfactory performance.

It is the responsibility of the student and his/her Major Advisor to select two or three readers for approval by the Dean. After approval, the student contacts the readers to determine that they will be available to

serve in this capacity. The Graduate Studies' office must be notified when the readers agree. The Dean and readers must receive a corrected copy of the dissertation approved by the Advisory Committee at least two (2) weeks before the Final Oral Examination is scheduled.

The student should contact the School of Graduate Studies office, Advisory Committee, and readers to arrange a time that all individuals will be able to attend the oral examination. Once the time is established, notification in writing is sent to the Dean on a completed Oral Examination Faculty Agreement Form. The examination is open to the public. Departments will be responsible for typing the printed Program Announcement. These announcements must be mailed to students and faculty of the area of study (i.e., graduate nursing faculty and students, biomedical sciences faculty and students, etc.). The Graduate Studies office provides mailing labels. The student may call to request labels three days in advance of the mailing. A sample of the Final Oral Examination announcement is included in the "Thesis/Dissertation Preparation" document available in the School of Graduate Studies office and at www.mcg.edu/GradStudies/Thesis_Preparation_Booklet.pdf The Final Oral Examination Form, provided by the School of Graduate Studies office, is completed at the end of the examination by the committee, readers, and Dean.

After the Final Oral Examination, three final copies of the dissertation on *Crane's Thesis Paper* bearing the signatures of the Major Advisor and Department Chair are submitted to the Dean at least one week before graduation.

Application for Graduation

Each candidate for a graduate degree must apply for graduation. The Application for Graduation Form is available in the Graduate Studies office. Please read the application carefully and provide **ALL** requested information. Return the completed application to the Graduate Studies office. This application informs the Graduate Studies office and the Registrar's office whether or not you will be attending May graduation and/or the Graduate Studies Hooding Ceremony. It also enables the MCG Bookstore to order the appropriate regalia in time for graduation, initiates the diploma order and the application of the graduation fee. If a student believes that s/he will complete the requirements during the spring semester, the form should be completed and returned to the Graduate Studies office. If the form indicates that a student will graduate in time for the May commencement and the degree requirements are not met by that time, the student will NOT be charged for ordering regalia. However, if the requirements are completed in time for the May commencement and this form has not been returned, regalia may not be available for participation in hooding and graduation exercises. The Registrar also uses these forms to obtain the names for the Commencement Program for graduation and the correct names for diplomas. If an Application for Graduation has not been completed, the student will not be listed in the program and will not receive a diploma.

Satisfactory Fulfillment of All Degree Requirements

Satisfactory fulfillment of any additional requirements of the student's major department or the institution is required. Three final, signed copies of the dissertation on *Crane's Thesis Paper* must be received in the School of Graduate Studies office at least one week prior to the date of graduation. A recommendation for graduation signed by the Chair of the student's department (or for nursing programs, the Associate Dean for Graduate Programs and Research), and the Dean of the School of Graduate Studies is submitted to the Registrar verifying that the student has completed all requirements. The recommendation for graduation memo is forwarded to the program director for the chair's signature by

the office staff of graduate studies. The completed memo is returned to the Dean's office. It is forwarded from the Dean's office to the Registrar after all required program documentation has been submitted.

CHECKLIST FOR DOCTOR OF PHILOSOPHY REQUIREMENTS

It is the responsibility of the student to keep this form up to date and to meet all requirements in a timely fashion. Some departments may have requirements in addition to those listed in this guide and checklist. Check your program's handbook.

DATE	PROCEDURE
_____	Program Entry Date (Semester/Year)
_____	Major Advisor Selected
_____	Advisory Committee Selected, Approved by Chair and submitted to School of Graduate Studies
_____	Coursework Proposal Approved and Submitted to School of Graduate Studies
_____	Research Proposal Approved and Submitted to School of Graduate Studies
_____	Research Tool Requirement #1 Fulfilled
_____	Research Tool Requirement #2 Fulfilled
_____	First Examination Passed
_____	Second Examination Passed
_____	Admission to Candidacy
_____	Obtained Thesis/Dissertation Instruction Booklet from School of Graduate Studies
_____	Advisor Approved Draft of Dissertation Submitted to Members of Advisory Committee (5 weeks before Final Oral Examination)
_____	Signed Dissertation Approval Form Submitted to School of Graduate Studies (3 weeks before Final Oral Examination)
_____	Date of Final Oral Examination Scheduled with School of Graduate Studies, Advisory Committee and Readers
_____	Readers for Final Oral Examination Selected and Approved by the School of Graduate Studies
_____	Corrected draft copy of Dissertation Submitted to School of Graduate Studies and Readers (2 weeks before Final Oral Examination)
_____	Faculty Agreement Form – Date and Time of Final Oral Examination Submitted to the School of Graduate Studies
_____	Final Oral Examination Announcement Mailed
_____	Final Oral Examination Passed
_____	Three Final Copies of Dissertation on Crane's Thesis Paper Submitted to School of Graduate Studies (1 week prior to graduation)
_____	Completed Survey of Earned Doctorates Booklet Submitted to School of Graduate Studies
_____	Completed UMI Form Submitted to School of Graduate Studies (microfilming of dissertation)
_____	Electronic copy of Thesis/Dissertation submitted to School of Graduate Studies
_____	Completed Library Binding Form Submitted to School of Graduate Studies
_____	Application for Graduation Submitted to School of Graduate Studies
_____	Graduate Survey Submitted to School of Graduate Studies

APPENDIX

**Advisory Committee
Doctor of Philosophy Degree**

Name of Student: _____

Graduate Program: _____

The Advisory Committee is composed of **five** individuals, one of whom is the student's Major Advisor. The Major Advisor, after consultation with the student, recommends to the Department Chair the names of four additional members of the faculty who have agreed to serve as members of the student's Advisory Committee. If a Co-Major Advisor has been appointed, s/he is one of the five committee members. At least four of the five members must hold appointments on the faculty of the School of Graduate Studies. One or two members of the committee may be from outside the student's major department. The advisory committee members should be selected as soon as possible after the major advisor is chosen. The Dean must approve the members of the Advisory Committee. The Advisory Committee's function is to assist the student in the following activities:

- Selection of courses pertinent to the objectives of the student's educational program
- Planning of the student's research/project
- Preparing and administering the second exam
- Critical review of the research in progress
- Defense of the dissertation

Copies of the student's dissertation must be distributed to this committee at least five (5) weeks prior to the Final Oral Examination date. At least three (3) weeks before the oral examination, the dissertation should be approved by the Advisory Committee and the Dissertation Approval Form submitted to the Dean. The signed form indicates that the members of the committee have read the draft copy of the dissertation and find it acceptable for the purpose of examining the student. The student is responsible for making all changes recommended by the committee. The student should contact the Dean's office and Advisory Committee to arrange a time that all individuals may attend the oral examination. Once the time is established, notification in writing is sent to the Dean's office on a completed Oral Examination Faculty Agreement Form.

If you are willing to serve on the committee indicated above, please sign in the space below opposite your name.

Name	Signature	Date

Major Advisor

Department Chair (or Associate Dean for Academic Affairs in Nursing)

Dean, School of Graduate Studies

REPORT OF RESEARCH PROGRESS AND ADVISORY COMMITTEE MEETINGS

Student Name: _____ Major Advisor: _____

Graduate Program: _____ Grading Period and year: _____

Date of last Advisory Committee meeting: _____

Did you meet with your Advisory Committee this grading period? YES NO

If NO, complete **FORM A, Research Progress Report**, below.

If YES, complete **FORM B, Advisory Committee Meeting Report**, Page 16.

NOTE: Students are required to meet with their Advisory Committees at least once per year.

FORM A: Research Progress Report

The student and Major Advisor are responsible for filing a research progress report at the end of each grading period in which the student is enrolled for credit hours that are related to research (Investigation of a Problem or Thesis/Dissertation). This report will assist the student and his/her Advisor to focus on the research objectives accomplished during the period and those that will be accomplished in the subsequent grading period. It is a mechanism for the student and Advisor to determine if "timely progress" is being made.

The student must complete the form and submit it to his/her Advisor for approval. The Advisor's role is to review the report with the student and make additional comments if necessary. The student and Advisor signify approval of the report by signing the form and forwarding it to the program director along with the student's grade (U or S) for the grading period. **Failure to file the report by the end of the grading period results in a grade of "incomplete" being sent to the Registrar's office.** Should the Advisor disagree with the student's assessment, s/he is responsible for placing in writing comments indicating the specific areas of disagreement, giving the student a copy of the comments and forwarding the form, grade and the comments to the program's director. Copies of the report form and comments are forwarded to the Dean's office by the program director and placed in the student's file.

Both Parts I and II must be completed EXCEPT for those students enrolled in the course for the first time. For them, only part II must be completed. Attach your responses for Parts I and II to this form.

PART I. State the specific objectives achieved during this grading period in your research program. Relate the completed objectives to those you proposed to complete in your previous report and the specific aims stated in your research proposal, if appropriate. If you were unable to complete a proposed objective, state the reason(s) why and indicate what the effect may be on your progress toward completing your thesis/research project.

PART II. State the research objectives you propose to complete during your next enrollment period. These objectives should be agreed to by you and your Major Advisor.

Student's Signature

Advisor's Signature

FORM B:

***Report of Advisory Committee Meeting
Doctor of Philosophy and Masters Degrees***

Name: _____

Date of Meeting: _____

Attended

Major Advisor: _____

Advisory Committee Members: _____

Outline (filled out prior to meeting. List and identify any attachments, i.e. handouts)

Notes/Comments from meeting (entered at meeting or typed in afterwards if extensive)
Approved by Student and Advisory Committee:

Approved by Student and Advisory Committee:

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

Date: _____

Program Director: _____

Instructions for Writing a Research Proposal

Following the outline below, provide the details of the proposal.

- (1) **Hypothesis and Specific Aims.** State the hypothesis to be tested and the specific aims of the research proposal.
- (2) **Background and Significance.** Describe briefly the background to the proposal, including relevant studies by other investigators. State concisely the importance of the research described in this proposal by relating the specific aims to broad, long-term research objectives in the field.
- (3) **Research Design and Methods.** Provide a description of:
 - Research design and the specific procedures to be used to accomplish the specific aims;
 - Tentative sequence for the investigation;
 - Statistical procedures by which the data will be analyzed; and
 - Any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.

Potential experimental difficulties should be discussed together with alternative approaches that could achieve the desired aims.

- (4) **Previous Work Done in this or Related Fields.** Describe briefly any work you have done that is pertinent to this project or demonstrates your ability to carry out the study plan.
- (5) **Personal Publications.** Cite your most important published and pending scientific publications in this or related work. Include all authors in the same order as they appear in the journals, as well as titles of articles and complete literature references.
- (6) Provide **Literature Citations** at the end of the research proposal for any published work referenced in the proposal. Each citation must include names of all authors, titles, book or journal, volume number, inclusive page numbers, and year of publication.
- (7) **Human Subjects/Vertebrate Animals.** Provide the rationale for the choice of any experimental animals or procedures involving human subjects. Also, summarize the gender and racial/ethnic composition of any human subject population.

SUBMIT RESEARCH PROPOSAL ON PLAIN 8 1/2" X 11" PAPER.

**Dissertation Research Proposal
Doctor of Philosophy Degree**

Name of Student: _____

Graduate Program: _____

Proposed Title of Project: _____

If you approve the attached Research Proposal, sign your name in the space indicated. The Major Advisor must indicate his/her approval before the student circulates this proposal to the other members of the Advisory Committee.

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Major Advisor	_____	_____
_____	_____	_____
Department Chair (or Associate Dean for Academic Affairs in Nursing)	_____	_____
_____	_____	_____
Dean, School of Graduate Studies	_____	_____

A copy of the proposal must be submitted to the Dean with this form.

**First Examination
Doctor of Philosophy Degree**

Name of Student: _____

Graduate Program: _____

Time, Date, and Place of Examination: _____

Type of Examination (written, oral or combination): _____

Name of Person Coordinating this Examination: _____

Results of Examination: _____
Pass or NOT Pass

Remarks:

Graduate Program Director Date

Department Chair (or Associate Dean for Academic Affairs in Nursing) Date

Dean, School of Graduate Studies Date

A copy of the examination questions is filed in the office of the School of Graduate Studies. The answers are kept in the departmental files.

**Second Examination
Doctor of Philosophy Degree**

Name of Student: _____

Graduate Program: _____

Time, Date and Place of Examination: _____

Type of Examination (written, oral or combination): _____

Results of Examination: _____

Pass or NOT Pass

Remarks:

Typed Names and Signatures of Faculty Administering this Examination

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Major Advisor	_____	_____
_____	_____	_____
Graduate Program Director	_____	_____
_____	_____	_____
Department Chair (or Associate Dean for Academic Affairs in Nursing)	_____	_____
_____	_____	_____
Dean, School of Graduate Studies	_____	_____

A copy of the examination questions is filed in the office of the School of Graduate Studies. The answers are kept in the departmental files.

Admission to Candidacy for the Doctor of Philosophy Degree

_____, a graduate student in the Department
of _____
Name of Student

_____ has met requirements set forth in
the Medical College of Georgia Catalog for Admission to Candidacy for the *Doctor of Philosophy Degree*.

Major Advisor _____ Date _____

Department Chair _____ Date _____
(or Associate Dean for Academic Affairs in Nursing)

Dean, School of Graduate Studies _____ Date _____

**Dissertation Approval Form
Doctor of Philosophy Degree**

TO: Members of the Advisory Committee for:

Name of Student	Graduate Program
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Your signature below indicates approval of the student's dissertation research. Your approval at this point will not imply that there are no corrections that have to be made. Your approval will imply that there are no major alterations necessary in the investigations or in the body of the text; that the review of the literature is adequate; that the data adequately supports the conclusions; and that the quality and amount of work represented by the dissertation is, in general, consistent with the degree being sought by the student. A Final Oral Examination at this point will not be scheduled until these criteria are met. Your approval at this point will have no bearing on the outcome of the Final Oral Examination.

Major Advisor	Signature	Date
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Title of Dissertation:

Sign your name in the space provided below if you feel that the dissertation is acceptable for the purpose of administering the Final Oral Examination. If you do not feel this is the case, inform the student of your criticisms so that they may be taken into account in the modifications. The student will then submit the modified manuscript to the committee.

Names of Committee Members (Other than Major Advisor)	Signature	Date
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**Faculty Agreement Form
Date and Time of Final Oral Examination
Doctor of Philosophy Degree**

I will be in attendance at the Final Oral Examination for:

_____ Name of Student	_____ Graduate Program
_____ Date	_____ Time
Names of Advisory Committee and Readers	Place
_____ Major Advisor	Signatures
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

THESIS/DISSERTATION BINDING FORM

**SCHOOL OF GRADUATE STUDIES
MEDICAL COLLEGE OF GEORGIA**

NAME: _____

TITLE OF THESIS/DISSERTATION: _____

—
Enclosed are 3 copies of my thesis/dissertation on Crane's paper, as required by Graduate Studies. (1 copy will go to the department; 2 copies will go to the Library) ***There is no charge to the student for these.***

Enclosed are _____ personal copies of my thesis/dissertation to be bound.

My check for \$ _____ is enclosed, payable to **MCG Library**.

The *cost for binding personal copies* is:

\$35.00 for 1 or 2 copies

\$52.50 for 3 copies (all additional copies are \$17.50 each)

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