



ST. CLOUD STATE UNIVERSITY UNIVERSITY ACADEMIC POLICIES

POLICY NAME: Preparation of a Dissertation-Doctoral Program

EFFECTIVE DATE: July 1, 2013

LAST REVIEW:

NEXT REVIEW:

POLICY OWNER: Associate Provost and Dean of Graduate Studies

PROCEDURE CONTACT: School of Graduate Studies

POLICY/PROCEDURE:

The following procedures and regulations govern the preparation of a dissertation:

- A doctoral dissertation is carried out under the supervision of the committee appointed prior to the preliminary conference. All members of the committee must be doctoral faculty at St. Cloud State University or receive approval by the Dean of the School of Graduate Studies to serve on the committee. Three faculty members (including the committee chair) affiliated with the student's doctoral program, one faculty member from outside of the department in which the doctoral program resides, and one additional graduate faculty member comprise the faculty representation. The student must receive committee approval before undertaking the culminating doctoral project. The doctoral committee is charged with conducting the final oral defense of the project and determining if the project is acceptable.
- To register for dissertation credits, students use the online registration system. The credits for a dissertation may be spread over more than one registration period. Consult the department program requirements and course lists for the correct course number and credits.
- The satisfactory completion of the research is reported as S (satisfactory). If all requirements for the research have not been met by the end of the semester in which it was registered, the work is reported as "in progress." An IP grade will remain on a student's transcript for one year, and if not completed by the end of that time, will change to an F grade. The F grade can be returned to an IP grade by the committee chair if the dissertation remains In Progress. A doctoral dissertation must be completed within the seven-year time limit set for the completion of a doctoral degree.



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- One formatted copy of the dissertation, containing an abstract, must be filed with the School of Graduate Studies no later than seven weeks before the end of the term for preliminary format review. Before the material is submitted, it must have the approval of the respective committee. When the final evaluation committee has approved the research in its final form, and the final format review has been successfully completed, three copies are submitted to the School of Graduate Studies for binding no later than the end of the semester. The student is responsible for the binding fee for a minimum of
 - three copies, four if they wish a personal copy bound. This fee will be paid through the School of Graduate Studies at the time that the final copies are submitted. All copies are bound in black buckram covers, and the title is printed in gold lettering on the front cover and binding edge.
 - Two additional copies of the abstract of not more than 400 words are submitted to the School of Graduate Studies. The abstract will include the signature of the chairperson indicating approval before it is submitted to the School of Graduate Studies. All abstracts are reprinted and submitted for publication, and therefore, must follow the format of St. Cloud State University which is illustrated in A Manual for the Preparation of Field Studies and Theses. A PDF copy of the manual is also available for download at <http://www.stcloudstate.edu/graduatestudies/current/culmProject/>.
 - Standards for the preparation of theses are those published by the School of Graduate Studies in A Manual for the Preparation of Field Studies and Theses, and an approved style manual specified by the department. The student should contact the Husky Bookstore to purchase A Manual for the Preparation of Field Studies and Theses or download the PDF version from <http://www.stcloudstate.edu/graduatestudies/current/culmProject/>. This manual provides detailed information and instructions on the form and style used by St. Cloud State University.
 - When a conflict exists in standards, format, or style, the manual published by the School of Graduate Studies takes precedence over any other manual approved for department use