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School of Education
Fort Collins, CO 80523

Dear Graduate Student,

On behalf of the faculty and staff in the School of Education (SOE) we wish to extend to you a very special welcome to graduate study in the College of Applied Human Sciences at Colorado State University. We hope that your pursuit of a Doctor of Philosophy degree in Education and Human Resource Studies will be educational, rewarding, and successful.

The School has been preparing educators, human resource professionals, counselors, and administrators for over 70 years. The 4,010 alumni from the School play significant roles in the state, nation, and world in both the public and private sectors. We anticipate that your academic work in our graduate program will culminate in the award of a Doctor of Philosophy degree, and that you will be included among this elite group of School alumni.

This Handbook was prepared to help you complete your Ph.D. We hope it will answer the majority of your questions as your progress toward your degree. We recognize that some points of information may not be covered, and that policies and procedures both in the School and University are continually changing. Therefore, it is important that you consult with your adviser, the School of Education Graduate Programs Office, the School's website, and the Ph.D. List Serve.

Welcome. We are pleased that you have selected The School of Education at Colorado State University to pursue your Doctor of Philosophy degree. We wish you success.

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SECTION ONE

Getting Started

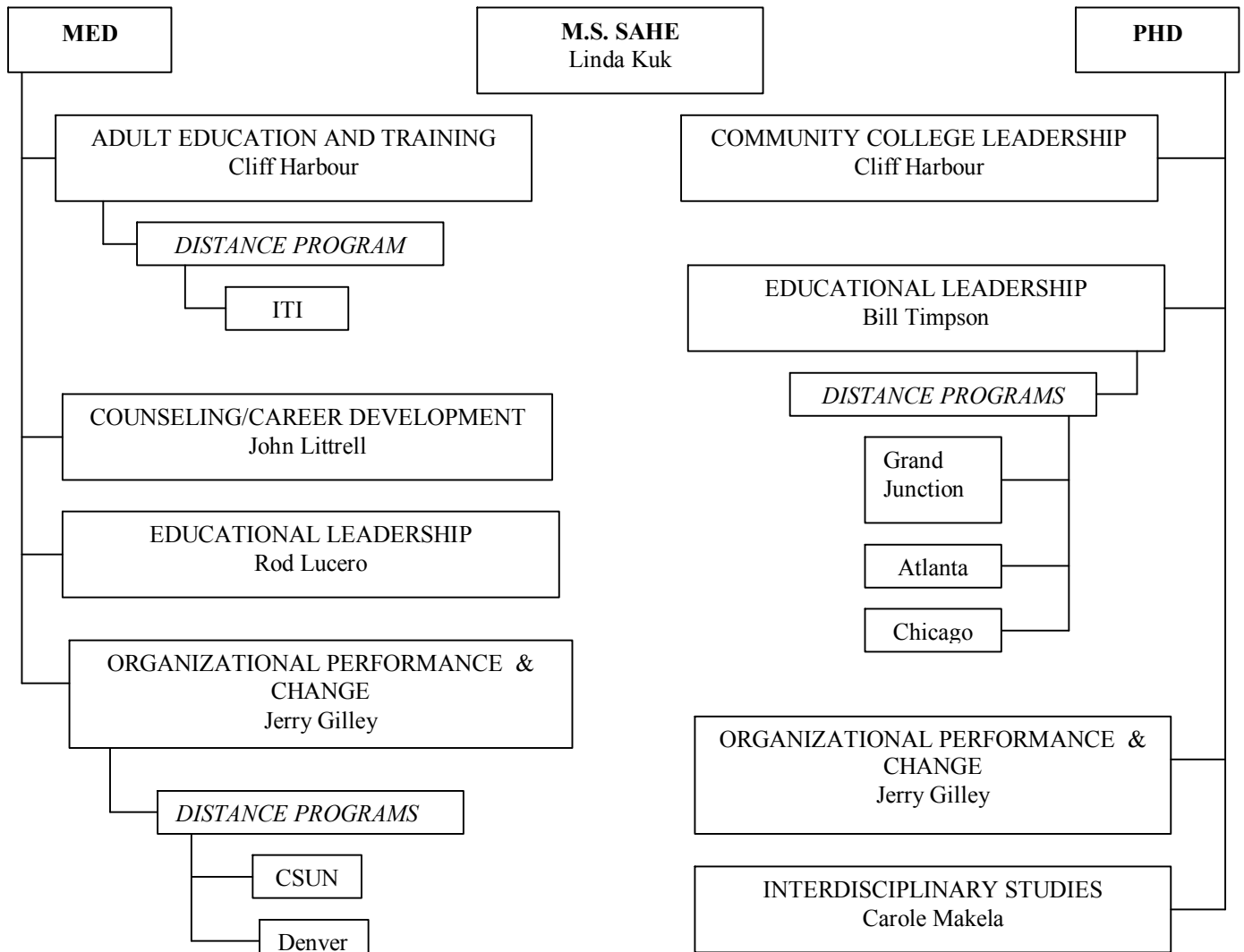
**SECTION ONE
Getting Started**

What Graduate Programs Does the School of Education Offer?

The School of Education offers the five masters and four doctoral programs shown on the chart below. Insert chart Detailed information about admissions, developing a plan of study, selecting your adviser and committee, and graduation expectations are provided in this chapter.

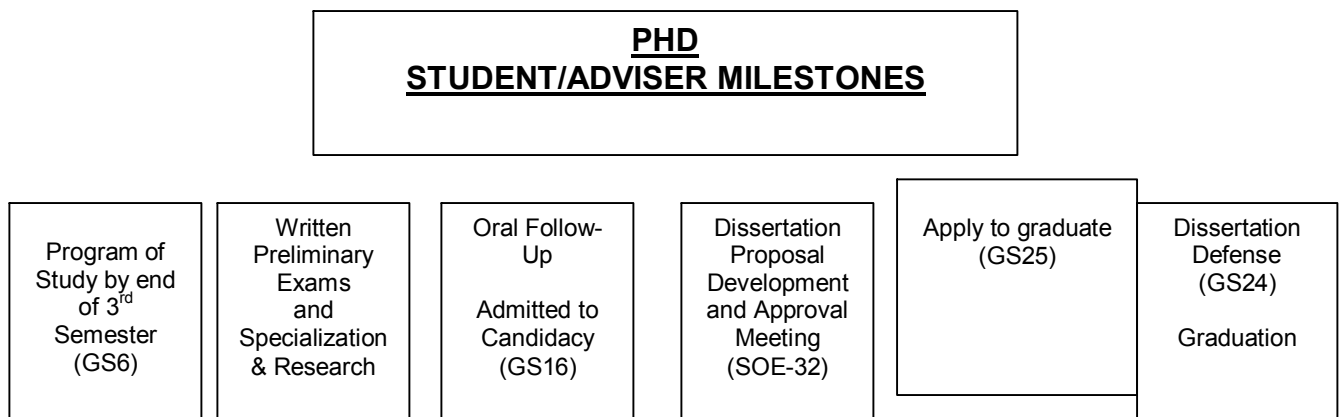
SCHOOL OF EDUCATION – GRADUATE PROGRAMS

GRADUATE PROGRAMS OFFICE
 Sharon Anderson, Director
 Randi Fuller, Administrative Assistant
 Kathy Lucas, Administrative Assistant
 Michael DeMiranda, Research Coordinator



What Does Getting A Ph.D. Entail ?

The Doctor of Philosophy degree involves considerably more than the accumulation of credits through the completion of courses. As shown in the flow chart below, once you have been admitted, you plan a coherent program of academic work at the beginning of your program. The program itself offers formal courses and related experiences that transcend, expand, or supplement, your coursework. The culminating project is the application and integration of skills and knowledge into a dissertation research project.



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Admission to the School and University

You are admitted to the SOE (School of Education) and the University officially by the Colorado State University Graduate School. You will receive an official acceptance letter from the Admissions Office and the SOE. Admission as a Guest student or Continuing Education student does *not* constitute admission to the SOE.

Registration Guidelines

For students attending on campus courses or online courses:

You must register for each fall and spring term (through the Ramweb online registration system found at <http://ramweb.colostate.edu>) for courses or for each term you are using the library or meeting with your adviser for advising, research, or dissertation preparation assistance. You also must register each summer if you are using the library or meeting with your adviser. Anyone not registered for fall or spring will need to be *readmitted* to the University by filling out a readmission form found at <http://graduateschool.colostate.edu> and submitting the appropriate fee. The maximum number of credits you can take as a graduate student is 15, regardless of course level or your admission status. You must take a minimum of 32 credits at Colorado State after your official admission.

For students attending off campus courses through alternative distance deliveries:

You must register for each fall and spring term through the SOE Continuing Education office or Division of Continuing Education for courses or for each term you are using the distance library or meeting with your adviser for advising, research, or dissertation preparation assistance. You must also register each summer if you are using the library or meeting with your adviser. Anyone not registered for fall or spring will need to be *readmitted* to the University by filling out a readmission form found at <http://graduateschool.colostate.edu> and submitting the appropriate fee. The maximum number of credits you can take as a graduate student is 15, regardless of course level or your admission status. You must take a minimum of 32 credits at Colorado State University after your official admission.

Continuous Registration

The University has a continuous enrollment policy for all graduate students. You must maintain continuous enrollment each fall and spring semester. If you are unable to register for courses, you must sign up for CR (Continuous Registration). Additional details are available in the Graduate Bulletin found at <http://graduateschool.colostate.edu>. Failing to register for a course or CR will result in an inactive student status which can only be remedied by submitting the readmission form found at <http://graduateschool.colostate.edu> and the appropriate fee.

Late Registration

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For admitted students taking classes on campus, online, or through alternative distance deliveries, late registration begins the first day of the term and extends until the close of the registration period listed under the University calendar for that term. A late registration fee will be assessed for adding your first class on or after the first day of classes each semester. If you do not register by the closing date of each semester (usually around the 2nd week of classes for fall and spring term and usually the third day of classes in a four week summer term), you must wait until the following semester to be readmitted and register for courses. This requires a readmission form found at <http://graduateschool.colostate.edu> and the appropriate fee.

Address Changes

It is essential that you maintain a current mailing, Eid, and e-mail address with the Office of Admissions and Records. Deadlines for registrations and payments of tuition, fees, and other charges must be met to ensure registrations are confirmed. Change of address must be done in the Ramweb online system found at <http://ramweb.colostate.edu> Please also notify the Graduate Programs Office of mailing address, Eid, e-mail address, and telephone number changes.

Program of Study

Your adviser will assist you with developing a Program of Study (GS form 6), which must be completed through the Ramweb online system found at <http://ramweb.colostate.edu> by the end of your third semester of study. Your GS form 6 and your SOE form 26 must then be submitted to the SOE Graduate Programs Office after you have secured required signatures. Your registration may be denied for the fourth term if you haven't complied with this requirement. When the recommended graduate committee is approved, the Graduate School will sign the GS Form 6 and email you that it has been approved.

Programs of Study need not be final once the GS Form 6 and the SOE form 26 have been filed. Any changes made in course requirements will be listed on the Application for Graduation (GS Form 25), which you complete during the final semester of your program. Courses that have been taken and graded may not be removed from the GS Form 6.

Program Credits Required

A minimum of 90 semester credits must be planned as a part of your Ph.D. program of study. This includes 30 credits from your master's degree, 30 credits of required research courses (including 12-15 dissertation credits), and 30 credits of content courses.

Program Prerequisites

Some SOE specializations require newly admitted doctoral students enter their program with

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competencies in four key areas:

- (a) curriculum (similar to ED 619 – Curriculum Development)
- (b) diversity/multiculturalism (similar to ED 551 – Multicultural and Special Populations)
- (c) research methods (similar to ED 600 – Introduction to Research Methods)
- (d) statistics (similar to ED 606 – Measurement Concepts)

Competency in these four areas can be demonstrated through completion of specific coursework or through professional or personal life experiences. Students who cannot demonstrate competence in one or more of these areas should plan coursework to satisfy these prerequisites early in their doctoral experience. Please consult your adviser or the program chair of your specialization for exact prerequisites.

Statistics Background Requirement

In order to understand the material in the quantitative research courses, it is necessary that students have a basic grasp of statistics. Therefore, Ph.D. students are required to either pass a proficiency exam or pass (B- or better) a three-credit statistics course within two years before taking VE 700. Such a course can be graduate or undergraduate, and may be taken at any accredited college.

Required Research Core Courses, Seminars, and Dissertation Credit

All Ph.D. students, regardless of specialization area, must take at least 30 semester hours in research. These 30 hours fall into two domains:

- (a) coursework in research design/methods and statistics (15-18 credits); required courses are VE 700, (Quantitative Research Methods) and ED 704 (Qualitative Research). You then select the remaining three to four research courses that best fit your dissertation research area.
- (b) dissertation (15 credits, three credits of which may be VE 792MV , Proposal Development).

Required Content Core Courses and/or Seminars

Every specialization requires ED 709 (Leadership Development) and a certain number of core courses and/or seminars. There are no common standards across all specializations; thus, you need to become familiar with the core courses and/or seminars early in your specialization in order to maximize the efficiency with which you complete your for course work. Your adviser is the best source for information about content core courses and/or seminars.

Waivers and Substitutions

Depending on coursework you may have taken during or after your master's degree, or you plan to take as part of your content courses, you already may have taken a course that is very similar in level and content to a required course for your program of study. If you feel that you are proficient in the content knowledge and skill level taught in a course, you may consult with your adviser and then petition to the Coordinator of Graduate Programs for a substitution of a previously taken course (in which you earned a satisfactory grade). If approved by your

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adviser, your graduate committee, and the Coordinator of Graduate Programs, this prior course will become part of your program of study, and you will not have to take the required course. You will use SOE form-33 to make this request.

Another option is to petition to your adviser and then the Coordinator of Graduate Programs to waive your responsibility to take the required course. If approved by your adviser and the Coordinator of Graduate Programs, you will not have to take the required course allowing you more elective course flexibility in developing your program of study. Waiving a course does not reduce credit requirements. You will use SOE form-33 to make this request.

Internships/Practica/Independent Studies/Supervised College Teaching

Internships, practica courses, independent studies, group studies, seminars, and supervised college teaching courses are all variable credit courses. You can schedule a maximum of ten credits of independent study as a part of your program of study.

If you enroll for independent study (SOE form- 82), internship (Internship Agreement form), practica (SOE 81), or supervised college teaching (SOE form- 92) credit you must complete an application. This application must be completed prior to the beginning of the term of enrollment. Applications are available outside the Graduate Programs office and on our website found at soe.cahs.colostate.edu. Upon completing the form, take to Room 209 Education to obtain the course reference number so that you may register through the Ramweb online registration system found at <http://ramweb.colostate.edu>

There is not a list of available internships, supervised college teaching experiences, independent studies, group studies, seminars, and practica courses. You should consult with your adviser for suggestions and plan to secure an internship independently.

Time Limitation

All courses fulfilling the requirements for your doctoral degree must have been completed within the ten years immediately preceding the date of completion of requirements for the doctoral degree (excluding courses taken as part of your master's program).

Principal Licensure

You may pursue a principal license while completing a doctoral degree. It is recommended that you apply for admission into the non-degree principal licensure program when applying for the doctorate degree. The requirements for the principal licensure exceed minimum content requirements. Admission to a specific doctorate specialization does not constitute admission to the principal licensure program.

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Role and Function of your Adviser

As part of the admission process and based on your interests, you will be matched with a faculty member who will serve as your adviser. Your adviser plays a crucial role in your Ph.D. program and has primary responsibility for overseeing your entire academic program. It is vitally important that you and your adviser form an intellectually productive partnership based on mutual respect and devotion to scholarship. In some cases, as knowledge of your interests and preferences develop and if your GS Form 6 has been approved, you may request a change of adviser. This is done on a GS form 9A form (Change of Adviser/Committee Member) found at <http://graduateschool.colostate.edu> Consideration of your academic interests and personal preferences as well as such factors as faculty availability, work loads, and research plans are taken into account in the appointment of an adviser.

Some students apply to Colorado State University with the intention of working with a specific adviser who is already identified. Agreement to such arrangements should be secured in advance. You may indicate a preference for an adviser when you complete the SOE application form. This preference, in most cases, will be accommodated.

Appendix B contains a listing of all graduate faculty in the SOE, their specialization areas, and research interests. Please refer to this listing when considering preferences for advisers.

The role of an adviser is to assist you in planning your formal program of study and experiences. Your adviser also serves as your advocate and directs your research and contributes to your intellectual and professional development. You need to show initiative and persistence. At times, your adviser will challenge you, but such challenges should always be driven by a commitment to high standards, intellectual rigor, and a demand for your best work.

Your adviser will work closely with you to ensure that your program of study meets all SOE and CSU Graduate School requirements, that adequate standards of work are maintained, and that satisfactory progress is made toward completion of your program. Final responsibility rests with you, but your adviser can help you understand the expectations at each Ph.D. milestone.

Role and Function of Your Committee

Your adviser serves as the chairperson of your graduate committee. Your committee consists of a minimum of four members consisting of (1) the SOE adviser who serves as chairperson of the committee, (2) one or more additional members from the SOE department, 3) any non-SOE departmental faculty member who may be appropriate, and (4) one member from outside the SOE department. If you are enrolled in the Interdisciplinary Specialization, your adviser will be from SOE. You may have a co-adviser from your second discipline area, who may also serve as your outside committee member.

You should have your committee selected within your first three semesters of doctoral study since they must approve your program of study (GS form-6). You and your adviser will work together to select your committee. You should choose your committee with care. You are

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required to have a methodologist on your committee before you begin your preliminary exams. Additional guidelines for committee member selection include selecting members who:

- (a) Understand the content area
- (b) Have a history of working well together;
- (c) Have research interests similar to yours; and
- (d) Complement each other in their coverage of the knowledge you want to attain in your program of study.

Your final selection of graduate committee members must be approved by the Coordinator of Graduate Programs and the CSU Graduate School.

As you progress through your program and meet faculty more closely aligned with your research interest, you may want to change your assigned adviser or replace a committee member. Changes in committees typically occur when you select a dissertation topic and research method. You may not change your committee from the time you submit your intent to complete the preliminary examination to the Graduate Programs Office through the exam evaluation process. Once your preliminary examination has been completed, you may change any committee member using the GS form-9a form found at <http://graduateschool.colostate.edu>.

The Student

Although your adviser will be helpful to you in understanding current requirements, deadlines, and standards leading to graduation, the final responsibility rests with you. You must become informed concerning all requirements associated with earning your Ph.D. It is our desire to provide as much assistance as possible in meeting your graduate program goals. As questions arise, please ask us for help or clarification immediately.

Grade Point Average

You are required to maintain a minimum grade point average (GPA) of 3.0 for every course taken listed on your GS Form 6. You must complete each course with a grade of C or better, or with a grade of S if the course is offered on a pass/fail grading basis. The Graduate School maintains two separate GPA's; one for regular coursework and one for non-regular course work. You must maintain a 3.0 GPA in each. Non-regular courses include group studies, independent studies, internships, and practica. Non regular courses are numbered x80- x99 (VE 686, VE 799, VE795...). Note that for incomplete ("I") grades you have a year's time span to complete designated work and earn a grade. Incompletes not cleared within the year are automatically changes to "F"s. Your overall GPA of all courses taken as a graduate student at CSU must be at least 3.0.

Academic Integrity

You are expected to uphold Colorado State University's and the School of Education's standards for academic integrity. Ideas, their genesis, and articulation are critical to scholarly endeavors. Information about actions that breach CSU standards and subsequent hearing

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procedures can be found in the “Student Rights and Responsibilities” document available through the Vice President for Student Affairs Office website found on <http://studentaffairs.colostate.edu>. Further, according to the Colorado State Graduate Bulletin, the process for reviewing possible transgressions is as follows:

A student’s individual graduate advisory committee or an appropriate departmental graduate committee may recommend immediate dismissal or appropriate lesser penalty where the committee determines that the student has engaged in academic dishonesty including but not limited to such acts as cheating, plagiarism, and falsification of data or documents. Such a recommendation must be documented in writing with substantive justification for the recommended action. It must be referred to the Department Head for approval and the Dean of the Graduate School for final action. The Dean shall secure the concurrence of the University Discipline Officer for any penalty imposed. The student may appeal such action through the existing Graduate School appeals procedure. (<http://graduateschool.colostate.edu/files/Bulletin/GraduateStudy.pdf>)

Grade Appeal

The policy on grade appeals is written in the Academic Faculty Manual as well as in the CSU general catalog. Please see: <http://www.catalog.colostate.edu/front/advising-and-registration.aspx>

I.7.1 Student Appeals of Grading Decisions *(last revised June 22, 2006)*

Faculty members¹ are responsible for stating clearly the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with these objectives. Students are responsible for meeting standards of academic performance established for each course in which they are enrolled. Faculty members and instructors are responsible for determining and assigning final course grades. Graded examinations, papers and other materials used as a basis for evaluating a student’s achievement will be available to the student for inspection and discussion. Students may appeal faculty grading decisions. The burden of proof, however, rests with the student to demonstrate that the grading decision was made on the basis of any of the following conditions:

- a. A grading decision was made on some basis other than performance and other than as a penalty for academic dishonesty.
- b. A grading decision was based upon standards unreasonably different from those which were applied to other students.
- c. A grading decision was based on a substantial, unreasonable, or unannounced departure from previously articulated standards.

Before making an appeal, the student should discuss the situation with the faculty member(s) involved in the decision.

To appeal a grading decision, the student shall submit a written request to the department head. The request must set forth the basis for the appeal, identifying one of the three categories set forth above. The request must be submitted or postmarked, if mailed, no later than thirty (30) calendar days after the first day of classes of the next regular semester following the date the grade was recorded. If no appeal is filed within this time period, the grade shall be considered final.

Within thirty (30) days of receipt of the request for an appeal, the student’s appeal shall be provided to the faculty member or instructor who assigned the grade and an appeals committee formed in accordance with the Departmental Code. If the request is received prior to or during the summer session when the instructor(s) who assigned the grade or other faculty members may not be available, then the appeals committee will be formed no later than thirty (30) days from the beginning of the following fall semester. This committee shall be composed of two (2) faculty members and two (2) students from within the department and one (1) outside faculty member who shall serve as the voting chair.

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The appeals committee will review the written appeal and response of the faculty member(s) or instructor(s). They may elect to separately interview both the student and the faculty member or instructor before rendering a decision. The decision of the appeals committee will be based upon whether one of the conditions for an appeal set forth above has been met. At the conclusion of the deliberations, the committee shall render one of the following decisions:

- a. The original grading decision is upheld; or
- b. The department head or his or her designee(s) will reevaluate the student's achievement of the instructional objectives of the course and assign a grade accordingly.

Written notice of the committee's decision and the reasons for the decision normally will be sent to the student and the faculty member(s) or instructor(s) within thirty (30) calendar days of appointment of the committee. The appeal committee's decision is the final decision of the University. Written summaries of the hearing and decision, together with a rationale for that decision, shall be provided to the student and the faculty member who assigned the grade and shall be retained in the department office for a period of one (1) year.

Manuscript for Publication

You must submit the SOE form -35 form to show evidence that you have submitted a manuscript to a **refereed journal** at some point during your doctoral program. You must submit a copy of the manuscript and a copy of the editorial guidelines of the journal. This manuscript is not necessarily developed from your dissertation, but can be any topic on which you choose to write. You will be writing a number of papers for your courses, and it is possible one of them might be appropriate to submit. We do encourage you to attempt to publish the results of your dissertation research.

Application for Graduation

The application form for graduation (GS Form 25) can be found at <http://graduateschool.colostate.edu> is due in the CSU Graduate School by the end of the sixth week of the graduation term for fall or spring semester and by the first week of the eight-week summer session for those graduating that term. Your signature and those of your adviser and the Coordinator of Graduate Programs are required. If you defend after the Graduate School's published deadline for any given semester, you may need to register for Continuous Registration (CR) the semester you will actually graduate. See the Graduate Programs Office for additional information.

Final Changes to the Program of Study

You list additions or deletions to the original GS Form 6, "Program of Study," on your GS Form 25, "Application for Graduation." This form must be signed by your adviser and the Coordinator of Graduate Programs. Courses with grades will not be removed from the GS Form 6.

Graduation

You are requested to attend the graduation ceremony where you will be hooded by your adviser. Ceremonies are held at the end of the Fall (December) and Spring (May) terms. The

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official hooding of doctoral candidates is performed at the Graduate School ceremony, not at the College ceremony. **You cannot participate in graduation unless you have successfully defended your dissertation** (according to College of Applied Human Sciences Policy).

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CHAPTER TWO PRELIMINARY EXAMS

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There are three parts to the Preliminary Exams: (a) the research prospectus, (b) the specialization exam, and (c) the oral follow-up. Both the research prospectus and the specialization exam are in take home written formats and are to be taken after all research and content courses have been completed respectively.

Research prospectus

The research prospectus allows you to select, explain, and apply research design and data analysis information from your research method courses to a potential study. You will work independently over a 5 week period to complete the prospectus. Evaluations will be done by your advisor (and co-advisor if applicable) and the methodologist on your committee as recorded on your GS Form 6. Information sessions are conducted each semester and can be attended either in person or by two-way conference calling. A Guide for the Research Prospectus can be found at: <http://soe.cahs.colostate.edu>

Content exam

The content preliminary exam is a written response to three or four content related questions depending on your specialization. **Educational Leadership** students have a prescribed format with their first two questions being standard and their third question written collaboratively between student and advisor. **Community College Leadership (CCL)** students have four questions developed by the CCL faculty and administered in the summer at the end of the second year. Students in the other programs have their first two questions written by their committee members and their third question written collaboratively between you and your advisor. You will work independently over a five week period to complete the content preliminary exam. Evaluations for **Educational Leadership** students are done by a blind review committee. Students in the other programs have their evaluations done by some members of their committee.

Oral follow-up

The oral follow-up is a meeting with you and your entire committee to discuss the outcome and written evaluations of both your research prospectus and content preliminary exam. GS form 16 is signed at this meeting and returned to the Graduate Programs Office. If both exams have been evaluated positively, this meeting may also serve as your dissertation proposal defense. SOE form 32a is signed for your proposal and returned to the Graduate Programs Office. If one or both of your preliminary exams are evaluated with conditional comments, your committee will make the recommended additional requirements. A second oral follow-up meeting may be necessary. Students have two attempts to pass the preliminary exams before being recommended for dismissal from the SOE and CSU graduate school.

CHAPTER THREE THE DISSERTATION

The Doctor of Philosophy degree is a research degree. An important portion of your Ph.D. program will be your research. Of all the steps in the extensive and time-consuming process of earning your Ph.D., the dissertation is often the most difficult and challenging. A considerable portion of your course of study will be spent learning how to conduct research and write a dissertation. The dissertation is a formal written document in which you present the results of sustained research or investigation of an important intellectual problem. Your dissertation must represent independent intellectual achievement and must make a meaningful contribution to the knowledge, accumulated wisdom, or culture of your field. Through it you will demonstrate breadth of scholarship, depth of research, and ability to investigate problems independently and efficiently.

Your dissertation should reveal ability to analyze, interpret, and synthesize information. It should demonstrate your knowledge of the literature, including prior scholarship on which your dissertation is built. It must describe the methods and procedures you used, present your results in a sequential and logical manner, and display your ability to discuss fully and coherently the meaning of your results. Your dissertation research should provide hands-on, directed experience in the primary research methods of your discipline. Finally, your dissertation research should prepare you for the type of research and scholarship that will be expected once you receive your Ph.D. degree. Thus, although it may not seem possible at the time you are conducting your dissertation, your dissertation should be the beginning of your scholarly work, not its culmination.

Your adviser and your methodologist will work closely with you on your research and as you write your dissertation. Some students get discouraged or feel overwhelmed by the prospect of writing the dissertation. Remember your adviser and your committee are very interested in helping you successfully complete your dissertation. Everyone who has earned a Ph.D. has successfully gone through a similar experience and will be supportive of your efforts. In the end, however, you must finish your dissertation on your own initiative, talents, and timetable.

Adviser Responsibilities

In most cases, the adviser initially assigned to you and who helped guide you through your program of study, your written preliminary examination, and your prospectus will also serve as your dissertation adviser. In some instances, however, your research focus may evolve in a completely different direction than you originally expected as you progress through your program of study. This evolutionary process may ultimately place you in the position of having an adviser who has little interest or knowledge in the area of focus you wish to pursue for your dissertation. In this instance, you may want to select a different adviser. Be sure to take particular care in selecting this individual so that she or he will be the most help for you as you plan, implement, and write your

dissertation. This person will be the most important member of your committee as you enter this final stage of your doctoral experience. Thus, it is imperative that this person have research interest that parallel your own, a personality compatible with yours, and a relationship with you that involves mutual respect.

When considering someone as a possible dissertation adviser, check to see that this person will be accessible to you. Some faculty members are very busy and may have trouble finding the necessary amount of time you will need. Check with other students about this person's accessibility to see if this matches your expected needs. Be sure this faculty member will be available to you through your whole dissertation project. You should ask about faculty availability in the summer and planned sabbaticals and retirements. Look for an adviser with a reputation for reading, critiquing, and returning written material conscientiously and promptly. Check with other students to see what their experiences have been.

Choose a rigorous methodologist. This person will help you write your proposal and conduct your study. This person should take your work very seriously and encourage you during your research and writing. He or she will know your research nearly as well as you and will help you understand how to defend your work. Here are the basic responsibilities your adviser accepts:

1. It is the adviser's responsibility to ensure that his/her final graduate committee has at least one designated member (e.g. identified by the School) who is an expert in the methodology/methods to be used. The SOE Graduate Programs Committee (GPC) shall develop a system to identify faculty members' areas of designated research expertise.
2. It is the adviser's responsibility to ensure that his/her student's final committee has at least one member who is a content expert in the area of the dissertation.
3. The adviser is ultimately responsible for assuring that the research is theoretically based and sound methodologically.
4. The adviser should make it clear to the student which committee member is the first point of contact for initial advising and feedback in the development of each section of the proposal and final dissertation. A content expert will probably take the lead for the literature review and a methods expert will probably take the lead on the methods and results chapters. If the adviser is both a content and methods expert, the adviser may take the lead on all chapters.
5. Students are encouraged to change committee members as is appropriate. If a student asks the adviser or other committee member to step down, the Coordinator of Graduate Programs should approve

- changes to ensure replacement(s) provide needed expertise. (Faculty members may also choose to step down).
6. The adviser is responsible for making certain that the Human Subjects approval for the research is submitted after the methods are approved by the committee. In special cases where there is urgency to obtain Human Subjects committee approval and begin data collection, a draft methods chapter and HRC 100 form may be tentatively approved by the student's committee before the formal proposal meeting and defense. The student needs to be aware that some changes in the methods and HRC 100 may have to be made later when the committee considers the full proposal for approval.
 7. It is expected that the adviser shall be available to students on a regular basis and shall respond in a timely manner.
 8. The adviser and methodologist must ensure that the student has relevant research competence that is specific to the methods proposed in her/his research prior to the conduct of the dissertation. This may require additional coursework or study related to the planned methods or content. Pilot work is always desirable preparation for a quality dissertation, and may be essential.
 9. The dissertation adviser has the responsibility to set and enforce timelines for students to turn in materials (i.e., proposal and final dissertation materials). Faculty must be given at least one week to read the proposal and final dissertation drafts prior to the scheduled examination date.
 10. Although the adviser must be sensitive to semester deadlines and the student's personal timelines, such timelines are secondary to thoroughness and quality when scheduling proposal and final dissertation defenses. Furthermore, sufficient time should be allowed after the final defense to make necessary changes and corrections in order to meet Graduate School deadlines.
 11. The adviser is responsible for assuring that the final documents (both proposal and final dissertation) are of appropriate length, scope, and quality of writing before it goes to committee. Both the proposal and the final dissertation should be written in proper SOE modified APA style, with tables and figures consistent with APA/SOE guidelines and the CSU Thesis manual (which is available on the Graduate School web site). <http://www.colostate.edu/Depts/Grad/thesis.htm>
 12. The adviser should ensure that all committee members have read the final drafts of the proposal and dissertation, and agree that the document is ready before the defense is conducted.

13. The adviser must ensure a minimum of two hours is available at proposal and final defenses to allow all committee members to present their full critiques of the student's research.
14. The adviser will chair the proposal and final defense meetings. Before the meeting she/he will discuss expectations with the student who will be asked to prepare a brief presentation at the beginning of the meeting.

Research topic and dissertation proposal

We suggest you think about the topic of your research and discuss it with your adviser as early in your program as possible. You place yourself at a serious disadvantage if you wait until you are ready to begin your research before you decide on a topic. Ideally you will have an idea of what the subject of your research will be when you are admitted to the Ph.D. program. Or it may be that a facet of your course work will awaken your interest in a particular subject in which to conduct research. One advantage to thinking, at least broadly, about a research topic early in your program is that it may have some effect on how you structure your coursework. You may also be able to accumulate and read pertinent information as you progress through your coursework. This will give you a head start on the review of literature, which you will do before you begin your research.

It is very important that any decision regarding a topic be discussed thoroughly with your adviser. One of the most important contributions your adviser will make is to help you select a manageable topic and to discourage you from undertaking a project that is too broad in scope for you to complete in a reasonable and timely fashion.

We suggest that you read Completing Dissertations in the Behavioral Sciences and Education by Thomas J. Long, John J. Convey, and Adele R. Chwalek. This book is an excellent, easy-to-read, fairly short (less than 180 pages of text) guide in which you will find excellent information, guidance, and encouragement regarding the research and dissertation process.

You will seek official approval for your research topic by submitting a dissertation proposal to your committee after you have been advanced to candidacy (passed the preliminary exam). The proposal usually consists of what will become the first three chapters of your dissertation.

Proposals for the dissertation research should conform to the required SOE format (Publication Manual of the American Psychological Association). [Fifth ed.].

You should also follow the instructions in “Colorado State University Thesis Manual” found on the Graduate School website <http://www.graduateschool.colostate.edu>. In addition please refer to SOE form-32b for an outline of typical sections in SOE proposal.

Provide a copy of your proposal to each of your committee members no later than one week prior to the meeting where they will consider your proposal for approval. SOE form-32b provides guidelines for submitting proposals.

Upon approval, three copies of the SOE form-32a, “Committee Approval of Dissertation Proposal,” should be signed by your graduate committee. You and your adviser each should retain a copy of the completed form, and one copy must be submitted to the Graduate Programs Office.

You must maintain continuous registration after completion of the preliminary exams. During your research you must be enrolled for appropriate VE 799V or HE 799V credit when utilizing your adviser’s time or University facilities. Because a minimum of 12 hours of dissertation research credit is required, we suggest that you divide these credits among the several semesters you will need to conduct your research and write your dissertation.

Approval to conduct human research

Under the guidelines established by the U.S. Department of Health and Human Services, and to protect the University’s privilege to do research, approval by the Human Subjects Research Committee is required for projects involving research in which human beings are the participants regardless of the source of funding. All forms and procedures are available off the web at <http://www.research.colostate.edu/regulatory/>. Your adviser or your methodologist is listed as the principal investigator (PI) since the PI must be a faculty member.

The administrator for the Human Subjects Research Committee is Janell Meldrum. All inquiries, correspondence and submissions should be directed to her. Check the Human Subjects Research Committee (HSRC) website, <http://www> to help you determine what level of initial review your research will require. There are three levels to consider: exempt, expedited, and full review. Should your research require full review you need to submit thirteen copies of your materials to the HSRC office by noon on the second Thursday of each month. The committee meetings are held on the third Thursday of each month from 12-3pm. You need to allow seven to ten business days after the date of the meeting for a response. Also, budget time on your timeline for making adjustments to your proposal, and resubmission at another Human Subjects Research Committee meeting.

July 12, 2006