

SECTION IV

Ph.D. Degree in Human Environment:

Design and Management

Ph.D. DEGREE IN HUMAN ENVIRONMENT: DESIGN & MANAGEMENT

The goals of the Doctor of Philosophy degree in Human Environment: Design and Management concur with the fundamental purposes of all institutions of higher learning: to seek, to teach, and to preserve knowledge. The program is designed to enable students to begin with an integrative and broad-based overview of research in design and management and continue with the identification and pursuit of course work in three of six comprehensive areas of emphasis, bringing work to closure in a specialized area through research and the writing of dissertation.

The three specialized areas of study are: apparel and textiles, interior design and facilities management, and merchandising management. Students choose to study one of these or they can study across two or three of the areas.

- The apparel and textiles specialization includes study in apparel design, historic and cultural studies, and human behavior and ecological relations.
- Interior design and facilities management specializations include facilities design and management, human shelter, and interior design preservation and conservation.
- Specializations in merchandising management include consumer behavior, international retailing, and human resource management.

The student's program is developed by choosing three emphasis areas to study from six possible choices, and designating one as the major emphasis area within the program. Different combinations of emphases are possible within each specialization, depending upon the professional orientation of the student.

The six emphasis areas within the Ph.D. program are:

- theory development
- human environment relations (human factors and environment & behavior)
- marketing or management
- design analysis
- history or culture
- global economies

Content from the three selected emphasis areas serves as the basis for the comprehensive examinations. Three areas of emphasis are selected to enable the student in developing an integrated understanding of Human Environment: Design and Management.

Supplemental course work may be taken in any of the remaining three emphasis areas both within the department or in subject areas offered by other university departments, programs, or centers. All selected courses must be approved for graduate credit and considered appropriate for the student's program of study by the guidance committee.

GENERAL ACADEMIC MATTERS

General Requirements

The general outline of the program, showing required courses and the distribution of credits is located in the following section. Requirements for the doctoral degree, including credits, examinations, residence, academic standards, time limit, research, the dissertation, and other regulations, conform to general policies of the university and the College of Human Ecology. The university residency requirement must be met (refer to the current edition of Academic Programs).

Transfer Credits from Other Accredited Institutions

A maximum of 15 semester credits may be transferred toward the Ph.D. degree. Approval of credits is given by the student's guidance committee and filed with the graduate records secretary in the department office.

Credit Loads

Graduate students may carry up to 16 credits of course work each semester (although it is not recommended during the first semester of enrollment). A student load above 16 credits requires approval by the dean of the college.

All students using university services (including faculty consultation) for graduate work must be registered in the semester in which these services are used. Minimum registration consists of one course or one credit of dissertation research.

In order to be considered full time for academic purposes, students must carry nine credits per semester. (Academic Programs, 2000-02, p. 28)

Graduate Instruction

Courses at the 400, 800 and 900 level (including independent study) are applicable for consideration as components of the graduate program. No more than half of the number of total credits in a program may be at the 400 level. The decision as to whether a student may take 400 level courses for graduate credit is at the discretion of the guidance committee.

Independent Study Contracts

Contracts must be completed, the planned course of study accepted for supervision by a faculty member, and the plan approved by the academic advisor and department chairperson before a student can pre-enroll or register for classes. (Academic Programs, 2000-02, pp. 62.

Evaluation

An approved program plan constitutes one form of evaluation of academic progress. A student will receive written notice from the associate dean of academic affairs if academic performance during the semester does not meet college or university standards. If additional department standards are not met, the department chairperson or major professor will notify the student in writing if performance endangers the student's status in the program.

Evaluation of the Faculty

Student confidential instructional rating reports (SIRS) are used in each graduate course to aid the faculty in its responsibility for the quality of graduate education. At the discretion of the instructor, supplementary means such as open-ended questions may also be used to evaluate the course. These reports must be made available to the department chairperson for review.

Schedule and Deadline Dates

Current, detailed calendar information for each semester is posted on the web at <http://www.msu.edu/academics/> under Enrollment and Registration information. The student should consult this site prior to the semester in which he/she expects to complete the degree. Deadline dates for oral examinations, submit dissertation drafts, and other requirements must be met on schedule in order to graduate.

**DOCTORATE IN HUMAN ENVIRONMENT:
 DESIGN AND MANAGEMENT REQUIREMENTS***

		Credits
HED 900	Decision Processes in Design and Management	3
HED 901	Research Problems in Human Environment & Design	3
Management		3
MGT 806	Management & Organizational Behavior	
	or	
HED 862	Merchandising Management: Human Resources	
	or	
FCE 850	Theories of Management and Decision Making in the Family	
	or	
MSC 905	Theory Development and Research Design in Marketing	3
Analysis and Design Theory		
HED 831	Analysis of Clothing Theory	
	or	
HED 850	Human Environment and Design Theory	
	or	
	substitute theory course	
Research		
	Statistics	8-12
	Research Methods	6-8
HED 999	Dissertation	24
Additional credits to support 3 of the 6 selected emphasis areas		14-18
Total Credits		64-74

*This program assumes prior completion of a **master's degree**. Thus, the listed requirements are in addition to master's degree requirements. The student's guidance committee may require the taking of additional course work, if it is necessary, for adequate completion of the educational program or dissertation research.

COURSE REQUIREMENTS AND PROGRAM PLANNING

- A temporary advisor is appointed to counsel the student during the first semester. The student must select a major professor before the completion of two semesters of study. The major professor usually guides the dissertation; however, in some instances, another member of the committee may be designated as the dissertation director.
- The program of study is planned by the doctoral student, the major professor, and the guidance committee.
- The student must file the program of study in the department office within the first year of study.

Forming a Guidance Committee

One of the key functions of the guidance committee is helping the student plan the program of study, including assisting with the integration of various emphasis areas that provide the conceptual elements for an ecological approach to study. After the program is planned, the guidance committee supervises the program, making modifications as needed until the degree is completed. The committee also supervises the student's examinations in consultation with the student. To facilitate program success, careful thought should be given to the composition of the committee.

The student is encouraged to become familiar with as many of the faculty as possible during the semesters preceding selection of the committee members. This can be accomplished by enrolling in courses, reading faculty research reports, and meeting both formally and informally with faculty.

When the student has selected a major professor, this person should be involved in deliberations regarding composition of the committee. The remainder of the members should be selected within the first two semesters of study or within two semesters beyond the master's degree, or its equivalent, by the time 12 hours have been completed. When committee membership has been determined, an Approval of Doctoral Guidance Committee form is submitted to the department chairperson for approval. If a change in the composition of the committee occurs, a formalized procedure is followed and should be done in consultation with the major professor.

The guidance committee must consist of at least four Michigan State University regular faculty, at least three of whom, including the major professor, possess an earned doctoral degree, preferably of the type the student is seeking (for example, Ph.D.) An exception may be granted by the dean of The Graduate School, allowing a non-tenure stream faculty member to serve on the committee as the chairperson or one of the other three required faculty. With the approval of the chairperson, an exception may be granted to allow an emeritus faculty member to serve as one of the four faculty members. An emeritus faculty member may also serve as the chairperson of a guidance committee. More than four persons may be members

of the committee. Persons who are not MSU regular faculty but who can contribute to the student's program may serve as members, providing that the number of such persons does not exceed the number of regular faculty on the committee.

The major professor serves as chair of the committee and must be from the department. At least one other committee member must also be from the department. Members should be selected to represent one or more of the subject matter areas of specialization and the three emphasis areas. One representative must be from outside of the department.

The student initiates and schedules a program planning meeting with the guidance committee, in conjunction with the major professor. The student should prepare a suggested outline of study in which all of the courses to be taken in meeting program requirements are listed. The outline provides a discussion piece for the committee program planning meeting and may be modified upon suggestion by the committee. The program plan must be agreed upon by all members, who sign a form indicating their approval.

Program Responsibility Guidelines

Major Professor's Responsibilities

- Ensure that new students have a copy of the Ph.D. Handbook.
- Help the student remain current with department, college and university policies, procedures and requirements pertaining to all aspects of the program.
- Provide support and information to the student regarding departmental, college, and university activities.
- Monitor a provisional student's progress in meeting requirements and notify the graduate secretary concerning the student's status at the conclusion of the provisional admission period.
- Advise the student in the selection of courses before the guidance committee has been formed.
- Review and approve all necessary graduate forms, including the annual Ph.D. Program Evaluation Form, which must be completed by the end of spring semester.
- Assist the student in the selection of guidance committee members and assume responsibility for clarifying their roles.
- Chair guidance committee meetings, held to plan the program, review the research proposal, and conduct the final oral examination in defense of the dissertation.
- Advise the student in preparing a draft of the program plan for discussion and approval by the guidance committee.

- Advise the student concerning program adjustments and assist in completing proper forms.
- Coordinate preparation of the comprehensive examination, administer it, coordinate scoring, and provide feedback to both the student and committee members concerning results.
- Provide guidance in developing the student's research proposal, in conducting the research, and in preparing the dissertation.
- Determine when the dissertation may be distributed to committee members for review, preceding the final oral examination (if the dissertation director is not the major professor, this responsibility is shared).

Guidance Committee Member's Responsibilities

- Advise the student in program planning, research proposal development, and other aspects of the program as needed.
- Review and approve all necessary graduate forms.
- Design questions in the specialization and emphasis areas for the comprehensive examination.
- Review and evaluate the dissertation draft, preceding the final oral examination, and provide recommendations for improving the quality of the final research report.

Graduate Secretary's Responsibilities

- Provide new students with the Ph.D. Handbook and other pertinent department, college, university and community information.
- Provide information to students regarding department, college, university and community activities.
- Help students remain current with department, college, and university policies, procedures and requirements pertaining to all aspects of the program.
- Monitor progress of students admitted on a provisional basis with the major professor, noting whether provisional requirements have been met within the provisional admission period.
- Initiate the annual Ph.D. Program Evaluation Form, which must be completed by the student and the major professors by the end of spring semester.

- Assist with duties related to the preparation of the comprehensive examination, its administration, and the processing of forms after its completion.

Graduate Student's Responsibilities

- Become familiar with policies and procedures related to securing the degree.
- Remain current with department, college and university policies, procedures and requirements pertaining to all aspects of the program.
- Assume responsibility for dates and deadlines for each step of the process, from choosing a major professor and establishing a committee, through procedures for the comprehensive examination, to completing the dissertation and oral examinations.
- Review course selection with the temporary advisor and/or major professor before forming a guidance committee.
- Keep the major professor and graduate secretary informed of progress toward meeting requirements for regular status, if admitted on a provisional basis.
- Select committee members in conjunction with the major professor.
- Schedule guidance committee meetings to plan the program, review the research proposal, and defend the dissertation at the final oral examination.
- Prepare a program plan, with advice from the major professor, for discussion and approval by the guidance committee.
- Obtain information during the program planning committee meeting concerning procedures for the comprehensive examination, its administration, scoring, and feedback.
- Work with the major professor to make program adjustments and complete proper forms.
- Report any changes in the program or committee structure on appropriate forms with signatures included.
- Prepare the dissertation research proposal and the dissertation with guidance from the major professor.

THE COMPREHENSIVE EXAMINATION

The comprehensive examination is a university-required component of doctoral study. The Human Environment: Design and Management examination is individualized and completed in written form. Dates for the examination are determined by the guidance committee and the student. The examination occurs over three days (eight hours a day) within a one-week period. Procedures for the examination are determined by the guidance committee at the program approval meeting. Students must be registered during the semester in which the exam is taken.

The student takes the examination after the following requirements are met:

- the student's program of study has been filed.
- the student's committee has approved the taking of the examination.
- the student has completed 80 percent of the course work included in the program (excluding dissertation credits).

The examination must be completed before the oral defense of the dissertation is scheduled.

The examination may be scheduled at any time mutually agreeable to the student, the major professor, and the other examiners. The questions focus on both the specialization and emphasis areas of study. Questions on research methods, theory, and statistics are also included.

Procedures for the Comprehensive Examination

- The student notifies his/her major professor of the desire to take the comprehensive examination; a computer supplied by the department is to be used. (Students requesting assistance in printing exam answers must use WordPerfect or Word.) The major professor notifies the graduate secretary of the dates when the comprehensive examination will be taken.
- The major professor requests questions from members of the guidance committee and compiles the examination.
- The graduate secretary arranges space for writing the examination on the desired dates.
- Confirmation is sent to the student and the major professor regarding the dates and room reservation.
- The major professor and student agree, in writing, to the order in which the examination areas are to be tested.
- The student brings three diskettes or one zip disk to the department office at least **1 week** prior to the first scheduled examination date.
- The major professor sends the questions to the graduate secretary **at least five** working days before the scheduled examination, with a statement of the order in which the examination questions are to be given to the student.
- The graduate secretary prepares separate, dated envelopes for each day the student is to be tested.
- The student must use a personal computer supplied by the department to write the examination. The hard drive will contain only the word processing program to be used in writing the responses. The student is advised to continuously save responses on both

the hard and floppy disk drives. Responses should be saved on both drives at the end of the writing period. The student should use the spell and grammar check portions of the word processing program to correct any errors. At the end of each day, the computer and diskette are returned to the departmental office.

- On the morning of the scheduled exam, the student is responsible for collecting the room key from the appropriate administrative office and the exam envelope, the computer and one formatted diskette in the department office (the diskette will be formatted by the graduate secretary).
- By 4:30 p.m. each day, the student must return the key to the appropriate office and the examination questions, along with the diskette containing the responses, to the department office.
- The graduate secretary prints all examination responses when they are deposited at the departmental office and sends copies for evaluation to each committee member.
- Committee members evaluate student's responses and make recommendations to the major professor. A preliminary evaluation is to be completed by committee members within 30 working days after receipt of the responses. After April 30, December 15 and during the summer semester, academic-year faculty have 30 working days after the start of the next semester to complete the review. This does not preclude earlier reviews if committee members agree to the more rapid response time.
- The major professor completes an evaluation form and returns it and the graded examination responses to the graduate secretary.
- The graduate secretary files the examination questions and responses. The responses are kept on file for three years.
- The student receives written notification of the results from the major professor.

NOTE: Students may review questions used in previous comprehensive examinations. They are on file with the graduate secretary.

Grading of the Comprehensive Examination

The examination is evaluated by the student's guidance committee. At least two committee members evaluate each question: 1) the member who developed the question, and 2) either the major professor or another committee member. Answers to examination questions are graded pass/fail. Students are allowed to retain a copy of their answers after grading is completed. The date that the student passes the examination is the date on which he/she passes the final component of the examination.

The student who fails any part of the examination on the initial attempt is required to take an oral examination. This step serves as a diagnostic evaluation to determine actions to be taken to enable the student to retake the examination. The student is informed of deficiencies

following the oral examination and has one chance to retake the examination, or that portion of the examination which was not passed. The examination must be retaken within one year after the notice of failure is received. If the student fails the second written examination, he/she will not be allowed to continue in the program.

The results of a student's performance on the comprehensive examination are recorded on a form completed by the guidance committee. Each member must sign his/her name and designate the emphasis, specialization or research area(s) that she/he graded. The form is forwarded to the department chairperson, and the associate dean of the college.

Time Limit

Students should consult the Doctoral Degree Program Progress Calendar and the current issue of Academic Programs to determine time limits.

PROCEDURES FOR DEVELOPMENT OF THE DISSERTATION

Research for the Dissertation

Original research is an important requirement of the Ph.D. in Human Environment: Design and Management. The nature and scope of the dissertation is defined by the department and the guidance committee according to the professional and scholarly research standards of the disciplines involved in the student's program. All students must register for, and successfully complete, a minimum of 24 credits of doctoral dissertation research (HED 999).

Plans for the dissertation should be made in consultation with, and approved by the guidance committee.

Required Dissertation Credits

The university requires that the student register for a minimum of 24 credits of HED 999, Dissertation Research, which may be taken throughout the time the research and writing of the dissertation are occurring. If the dissertation is completed before the required number of credits have been taken, the student must pay for the remaining credits. If the student has not completed the dissertation after taking 24 credits of HED 999, the student must register for 1 credit and pay a special fee. These credits cover the use of university facilities and the cost of faculty consultation while conducting dissertation research and writing. (See current edition of Academic Programs).

The Dissertation Proposal

The research proposal is prepared under the guidance of the major professor. The student communicates with the major professor to determine the appropriate proposal format. The student assumes responsibility for assuring that all research is reviewed and approved by the University Committee on Research Involving Human Subjects (UCRIHS) prior to beginning data collection. If the student is not certain that the project requires UCRIHS

review, assistance from the major professor and/or the chairperson of UCRIHS¹ (<http://www.msu.edu/~UCRIHS>) should be sought .

¹UCRIHS Office, 232 Administration Building, 355-2180.

The guidance committee reviews written drafts of the student's proposal. Final written approval will not be given until a draft is acceptable to all members of the committee. A copy of the approved proposal, signed by the student and committee members, must be given to the graduate secretary in the department office to be placed in the student's file.

After the dissertation proposal has been approved, work on the dissertation proceeds. Each member of the guidance committee should participate in the ongoing process, because each must approve the final draft of the dissertation. The major professor or dissertation director, however, supervises the collection and analysis of data, and the writing of the dissertation.

Ownership of Data

The university owns all research data collected by faculty, staff and students using university and any other funds provided or administered by the university. The university delegates to the Principle Investigator the authority and responsibility to control data, and guarantees to co-investigators a right to access to data.

Computer Time for Graduate Student Research

Graduate students should consult with their major professor to determine if data analysis should be conducted via microcomputer or the university mainframe computer. If the mainframe is to be used, applications from students (including individuals who have grant money for computer time) should be completed and directed to the department chairperson. Students are billed for services and/or supplies available at the Computer Center. These costs will not be covered by the department or college. These services are at the expense of the individual student or research grant, if available.

Writing and Formatting the Dissertation

The Graduate School issues a handbook, Formatting Guide: Master's Theses and Doctoral Dissertations, to students working on their dissertations. It outlines the requirements for preparing the dissertation manuscript. It is available on the Web (<http://www.msu.edu/user/gradschl/>) and a hard copy can be secured from The Graduate School office. For help with style and formatting questions, students should use either the Chicago Manual of Style or The Publication Manual of the American Psychological Association.

Final Oral Examination in Defense of the Dissertation

The final oral examination in defense of the dissertation is conducted and evaluated by the guidance committee and the department chairperson. An additional examiner, appointed at the discretion of the dean of the college, may also be involved. The examination occurs only

after the major professor indicates that the dissertation is acceptable for examination, and not later than the 4th Friday of the semester in which graduation is anticipated.

The dissertation and abstract submitted for review by the examining committee must be in completed form, with finished diagrams, tables, and bibliography. It must not, however, be bound. The oral examination should be scheduled between two and four weeks after the dissertation and abstract have been submitted. This allows time for the committee members to review the dissertation prior to the examination.

The student must be registered during the semester in which the final oral examination is taken. "The dissertation and the student's performance on the final oral examination must be approved by a positive vote by at least three-fourths of the voting examiners and with not more than one dissenting vote from among the Michigan State University regular faculty member of the guidance committee." (See pg. 28, Academic Programs 2000-02). Members of the student's committee who are on campus for that academic year must be present at the dissertation defense. No substitution is permitted at this stage without approval of the department Graduate Education Committee.

Dissertation Completion

After passing the oral examination and securing approval of the dissertation, the student must incorporate any recommended change(s) and corrections into the dissertation before presenting it to the major professor for final review and signature of the bookplate. If the student wants to graduate in the same semester, she/he must submit: 1) an unbound copy of the dissertation, 2) two copies of the abstract, 3) the signed bookplate, 4) the microfilming and binding contract, and other required forms to the Graduate School, not later than the 12th Friday of the semester. A bound copy must be filed with the Human Ecology Library as well.

The student is not required to enroll during the semester in which the doctoral degree is actually granted. This occurs if the student takes longer to make revisions to the final manuscript than the deadlines permit.

GUIDELINES FOR AUTHORSHIP OF STUDENT RESEARCH PAPERS

The following four categories are recognized criteria for authorship of scholarly publications:

- substantial participation in conception and design of the study, or in analysis and interpretation of data;
- substantial participation in the drafting of the manuscript or in the substantive editing of the manuscript;
- final approval of the version of the manuscript to be published;
- the ability to explain and defend the study in public or scholarly settings.

Draft, University “Default” Policy on Authorship

Only second authorship is acceptable for the thesis supervisor. Possible exceptions to this may be made in instances such as:

- the student declining to write a publication and the supervising faculty having a research publication responsibility;
- the supervising faculty synthesizing results from several individual student research studies;
- the supervising faculty and student agreeing in advance of the research to a different alternative.

In cases where exceptions are made, the student’s contribution to the research should be acknowledged. Second authorship for the student may be appropriate if the supervisor designates the primary variables, makes major interpretive contributions, or provides the data base. It may also be appropriate if the supervisor is substantially involved in the development of the design and measurement procedures, or substantially contributes to the writing of the published report.

Second authorship of faculty should not be expected and may not be appropriate if the supervisor only provides encouragement, physical facilities, financial support, review, or editorial contributions. In all instances, an evaluation of professional contribution should guide the authorship of scholarly publications. Agreement should be reviewed before the writing for publication is undertaken and at the time of the submission. If disagreements arise, they should be resolved by the judicial procedures specified in the HED Bylaws.

DOCTORAL DEGREE PROGRAM PROCESS

Action	When	Form
Temporary advisor is appointed by the department chairperson.	When student is admitted.	
The advisor notifies the graduate secretary whether provisional requirements have been met within the specified time limit; if not, the student is no longer eligible for regular status.	At conclusion of the specified provisional time limit.	
If provisional requirements are met, a <i>Change of Status Form</i> is prepared and filed by the graduate secretary; if requirements are not met, the student is withdrawn from graduate study.	At conclusion of the specified provisional time limit.	<i>Ph.D. Program Change of Status</i>
A major professor is selected; the student may retain the temporary advisor or ask another faculty member whose interests more closely parallel the student's. If a change is made, the <u>student notifies the graduate secretary</u> who files a <i>Change of Status Form</i> .	Before completion of two semesters of study.	<i>Ph.D. Program Change of Status</i>

Action	When	Form
Guidance committee selected by <u>student and major professor with approval of department chairperson</u> .	Before completion of three semesters.	<i>Approval of Doctoral Guidance Committee</i>
Program developed in consultation with <u>each committee member</u> .	After the guidance committee is formed.	<i>Report of the Guidance Committee</i>
<u>Student</u> meets with the <u>guidance committee</u> to <u>approve and sign</u> the program report form. Form is submitted by <u>major professor</u> to graduate secretary after the meeting.	At initial guidance committee meeting which must be held before three consecutive semesters of study or one calendar year.	<i>Thesis/Project Approval Form</i>
Comprehensive exam evaluation responsibilities determined by <u>guidance committee</u> .	At program approval meeting.	
Changes to original program plan submitted on <i>Report of the Guidance Committee</i> .		<i>Ph.D. Program Adjustment(s)</i>
<u>Student</u> submits <u>three diskettes</u> or one zip disk to the Graduate Secretary in 204 HE.	One week prior to the examination data.	
<u>Student</u> completes comprehensive examination.	Examination must be passed within five years of the student's first enrollment in program. If the committee accepts courses taken prior to admission to the doctoral program, the beginning of these five years is measured from the point of the earliest course in the program.	

Action	When	Form
<u>Major professor</u> files report on completion of grading of the examination and provides written notification of results to the student and committee members.	No later than 30 working days from completion of examination; when the comprehensive is taken during the summer, academic-year faculty have up to 30 working days after the start of fall semester to complete grading.	<i>Record of Comprehensive Examinations for Doctoral Degree and Educational Specialist Degree Candidates</i>
<u>Student</u> submits dissertation proposal to committee for approval.	Prior to beginning research.	<i>Approval Form for Dissertation Proposal</i>
<u>Major professor</u> files report of approval of dissertation proposal.	After proposal is accepted by the committee.	<i>Approval Form for Dissertation Proposal</i>
<u>Student</u> receives approval of the proposal by the University Committee on Research Involving Human Subjects (UCRIHS), if using human subjects in the research.	Prior to collecting data. Submit at least 6 weeks before desired data collection date.	<i>Application for Approval of a Project Involving Human Subjects</i>
<u>Student</u> obtains dissertation packet from the Graduate School, completes the enclosed forms and returns them to the Graduate School.	Before final dissertation defense.	<i>Dissertation packet</i>
<u>Student</u> submits application for graduation.	One week into the semester in which the student anticipates graduation. (<i>Application for summer graduation is done during Spring Semester</i>).	<i>Application for Graduation</i>

Action	When	Form
<p><u>Student</u> arranges oral defense meeting with committee members, secures a location, and submits the schedule of the defense of the dissertation to the <u>associate dean, the department chairperson, and committee members.</u></p>	<p>Three to four weeks before the dissertation defense. (Many faculty members are on academic-year appointments, so arrangements must be made prior to the faculty member's absence during the summer.)</p>	<p><i>Announcement of Ph.D. Oral Examination</i></p>
<p><u>Student</u> submits copies of dissertation and abstract to committee members, department chairperson, and associate dean.</p>	<p>Six weeks before the last day of classes and at least two weeks before the scheduled oral defense.</p>	<p><i>Dissertation</i></p>
<p><u>Student</u> defends dissertation.</p>	<p>Four weeks before the end of classes (if the student wants his/her name included in the semester's list of graduates).</p>	
<p><u>Major professor</u> files report on dissertation defense.</p>	<p>Following dissertation defense.</p>	<p><i>Record of Completion of Dissertation and Oral Examination Requirements for Doctoral Degree Candidates</i></p>
<p><u>Student</u> submits to the dean of the Graduate School:</p> <ul style="list-style-type: none"> • one unbound, typewritten, original copy of the dissertation; and • two copies of the abstract dissertation bookplate; <u>completed by the major professor</u> upon acceptance of dissertation. 	<p>See <i>Schedule of Courses, (Calendar)</i> and the <i>Graduate Studies Publication.</i></p>	<p>One original copy of dissertation and two copies of the abstract dissertation bookplate</p>

Action	When	Form
<u>Student</u> submits: <ul style="list-style-type: none">• one bound copy of the dissertation to HE library and• three copies of the abstract to Academic Affairs Office.	Before graduation clearance.	Bound copy of dissertation and three copies of dissertation abstract
<u>Student</u> submits: <ul style="list-style-type: none">• one bound copy of the dissertation to the major professor; it is the student's option to give each member of the committee a bound copy.	Before graduation clearance.	

IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE THAT EACH OF THESE STEPS IS COMPLETED!

Refer to: 1) *Graduate Student Rights and Responsibilities*, 2) *The Department of Human Environment and Design Bylaws*, and/or 3) *Schedule of Courses* for additional information.