

Dissertations:

A Summary of Requirements and Procedures Related to the CWRU Office of Graduate Studies (Version 2, Summer 2015; updated by Julie Exline)

This document is not all-inclusive. It covers typical information that most students will need to navigate the Office of Graduate Studies requirements and deadlines related to their dissertations at CWRU. The material here is based on the Graduate Studies handbook and website. The handbook is available online, and all students should be familiar with it. Follow URL from Graduate Studies website: <http://gradstudies.case.edu/>. See Graduate Studies Handbook for unusual situations (e.g., leaves of absence, long time to finish dissertation, missed deadlines).

If you have questions, check the Clinical Program Handbook, Graduate Studies Handbook, and Graduate Studies website first. If you can't find the answer, contact Brandon Bowman, Manager, Graduate Academic Affairs, brandon.bowman@case.edu, 368-4400. **Please try to get questions answered yourself before asking the administrative assistants, secretaries, or DCT.**

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- Get familiar with website: <http://gradstudies.case.edu/current/graduation/phd.html> .
 - Download the **Ph.D. Graduation Packet**, which contains a checklist and forms.
 - Doublecheck to see whether you have done a "Planned Program of Studies" for your Ph.D. This is an electronic form where you list all of your planned courses. (The Ph.D. version of this form should basically pick up where the program for your Master's left off.) Your advisor will need to sign off on this form electronically. Contact Brandon Bowman with questions.
 - You need to register for **at least 18 dissertation credits (701) with no breaks** (i.e., every fall and every spring; usually not summer) **after you advance to candidacy**. (Under new rules, this will usually be fall of 4th year.) You can take 1-9 credits of 701 per semester.
 - Once you start registering for 701, this starts the Graduate Studies **5-year "dissertation clock."**
 - Graduate Studies has rules about the composition of dissertation committees. See "Dissertation Advisory Committee" section in the Graduate Studies Handbook: <http://gradstudies.case.edu/> . There are rules about who can chair your dissertation. As of 6/2015, it reads: "The chair of the committee must be a Case Western Reserve University tenured or tenure-track faculty member in the student's program." Sometimes it's hard to know who to choose as an "outside member" (i.e., the 4th committee member). As of 6/2015, it reads: "The dissertation defense committee must consist of a minimum of four members of the university faculty, including at least one whose primary appointment is outside the student's program, department or school." Make sure that your fourth member has a faculty appointment here at CWRU but is outside Psychological Sciences.

- You need to be registered for at least 1 credit of 701 in the semester in which you submit the dissertation. A possible exception here is for summer defenses (those after that very early April deadline for spring). You won't want to sign up for 701 in the summer, because you would have to pay for it. (The department can't cover summer credits.) But you may be able to cover yourself by signing up for 701 in the fall if your defense is scheduled in the summer. Check with the administrative assistant or DCT to be sure.
- Graduate Studies doesn't have a form for the prospectus meeting, but the department does.
- **** At least 3 weeks before your dissertation defense, you must submit a form to schedule the defense: **** "Notification for Scheduling the Final Oral Exam for the Ph.D." (See Ph.D. Graduation Packet.)
- To approve your dissertation, **your committee needs to sign off on 2 copies of "Final Certification for the Ph.D. Degree."** (Form is in Ph.D. Graduation Packet.) Bring 2 copies of this form, plus the departmental form, to your defense.
- If you are finishing your dissertation in the semester when you intend to graduate, remember: You must submit your dissertation and all paperwork by the posted date (see calendar). **** In spring, the deadline is very early—e.g., first week of April for May graduation. **** In fall the deadline is closer to the end of classes (e.g., first week of Dec. for January graduation).
- All revisions must be approved by your committee before you submit your dissertation. Your advisor, then the Chair, sign the form. **Allow several weeks to revise, format, and submit.**
- Graduate Studies has a very specific format for the dissertation, and you'll need to upload the document into their system. <http://gradstudies.case.edu/current/etd/guidelines.html>
- There is also an **Electronic Data Transfer approval sheet** for you and your advisor to sign. (See Ph.D. Graduation Packet.)
- If you are finishing your dissertation in the summer after internship and want to graduate in the early summer (after the spring deadline but BEFORE the summer drop/add period ends), **submit a Waiver of Registration** (<http://gradstudies.case.edu/current/forms.html>) for the semester in which you plan to finish the dissertation. Submit this form **BEFORE the current semester ends**; if you don't get the waiver, you'll have to register for 1 credit of 701—which might mean paying on your own. **** The department doesn't cover summer tuition waivers and can usually not cover more than 18 credits of 701—especially if they extend past the end of internship. ****
- **If you do the Waiver of Registration** (usually for summer semester), **note the deadline** to submit your thesis and paperwork; it is likely to be **very early in the semester**, often within the first 2 weeks (during the **drop/add period**).