

**Course Title: Dissertation Hours**

**Course  
Prefix:  
EDUL**

**Course  
No.:  
8006**

**Section  
No.: 5**

**Department of**

Educational  
Leadership and  
Counseling

**College of**

Education

**Instructor Name:**

*Dr. Lucian Yates, III*

**Office Location:**

*DELCO- 109*

**Office Phone:**

**Fax:**

**Email Address:**

*lyates@pvamu.edu*

**U.S. Postal Service Address:**

Prairie View A&M University  
P.O. 519  
Box  
Mail MS 2400  
Stop  
Prairie View, TX 77446

**Office  
Hours:**

Spring Semester 2013  
MWF---10-12; 1-5

**Virtual Office  
Hours:**

**Course  
Location:**

*Hybrid-Moodle*  
TBD

**Class Meeting Days &  
Times:**

TBA

**Catalog  
Description:**

EDUL 8003 – This course is designed to provide the candidate with guidance in the successful development and completion of either a quantitative or qualitative research dissertation from a theoretical and practical perspective. Candidates are required to develop a dissertation that contributes to the body of knowledge in their chosen program concentration, with emphasis on successfully defending the dissertation and research design in a dissertation

| proposal meeting.

**Prerequisites:** Admission to Candidacy

**Co-requisites:** All candidates are required to have email accounts and internet access for this course. Candidates that do not have internet access will NOT be allowed to participate in this course

**Required Text:** **Publication Manual of the American Psychological Association – Current Edition**

Author: American Psychological Association  
Publisher: American Psychological Association  
Copyright: 2010  
ISBN-10: 1-4338-0561-8

**The Dissertation Journey: A Practical and Comprehensive Guide to Planning, Writing and Defending Your Dissertation**

Author: Roberts, Carol M.  
Publisher: Corwin Press  
Copyright: 2004  
ISBN-10: 0761938877

**Recommended Text:** **A Manual for Writers of Research Papers, Theses, and Dissertations, Seventh Edition: Chicago Style for Researchers and Students**

Author: Turabian, K. L., Booth, W.C., Colomb, G.C., Williams, J.M.  
Publisher: University of Chicago Press  
Copyright: 2007  
ISBN -10: 0226823377

**Surviving Your Dissertation: A Comprehensive Guide to Content and Process**

Author: Rudestam, Kjell Erik  
Publisher: Sage Publications  
Copyright: 2001  
ISBN:

**Access to Learning Resources:**

PVAMU Library:  
phone: (936) 261-1500;  
web: <http://www.tamu.edu/pvamu/library/>  
University Bookstore:

phone: (936) 261-1990;  
web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

### **Moodle**

### **Course Outcomes/Objectives**

The purpose of this course is to examine and assist doctoral candidates in the completion of a qualitative or quantitative dissertation. It is the final journey in your pursuit of a Ph.D. and represents the culmination of your program of study. Your Dissertation Chair and your committee members will offer support, guidance and direction through this process to ensure you successfully conclude this journey.

To this end, the goals and objectives of this course are as follows:

- To provide candidates with the ability to conduct an extensive literature review regarding the chosen topic of research;
- To engage in credible scholarly research
- To assist candidates in the development of a quality problem statement;
- To enable candidates to write a formal proposal identifying the research method and the design to be incorporated;
- To describe the research design used;
- To demonstrate the ability to communicate the results of the research in a scholarly format; and,
- Present research and conclusions at professional workshops and conferences.

### **Course Requirements:**

- Dissertation Committee: Your committee must be approved by the Department Head of Educational Leadership and Counseling
- Committee Chair Approval: Your committee chair must sign all documents associated with the completion of your dissertation.
- CITI Training: Before submitting your proposal to the IRB, you must complete your CITI training. The web-site for this training is:
- IRB Approval: You must secure IRB approval prior to beginning research on

human subjects.

- Dissertation Preparation: The core competencies required to complete your doctoral dissertation were embedded in the ancillary courses required by the Whitlowe R. Green College of Education. Therefore, it is critical that you develop a methodical approach to conceptualizing and writing your dissertation. Develop a plan of action and stick with the plan!!
- Committee Chair Meetings: While this course does not require regularly scheduled weekly meetings with a professor, it is advisable to meet with your Committee Chair a minimum of once per month.

Note: If you have difficulty obtaining any of the needed resources/learning tools, please e-mail me as soon as possible so that I may assist you.

### **Initial Steps of the Dissertation Process**

Please ensure that you follow the guidelines listed below to ensure a smooth transition process during the completion of your dissertation.

- 1) Comprehensive Examination
  - Receive formal, written notification that you have successfully completed your comprehensive examination
  - Complete and Submit Admission to Candidacy Form
- 2) Selection of Dissertation Committee
  - Identify your Dissertation Chairperson – This person is from your department with specialization in your desired topic of research
  - Discuss potential committee members with your dissertation chair
  - Approach faculty members to determine if they are available to serve on your committee
  - Formally request and submit the Dissertation Committee form for signatures
  - Work only with your dissertation committee chair until your chair determines when the proposal is ready to be viewed by other committee members

**Dissertation Guidelines and Checklist:** (Adjustments to Occur as Needed)

**WHITLOWE R. GREEN COLLEGE OF EDUCATION**

**Dissertation Guidelines and Checklist**

Name: \_\_\_\_\_ Semester: \_\_\_\_\_ Date: \_\_\_\_\_

**Phase One**

<b>Item Description</b>	<b>Completed</b>	<b>Notes/Date/Follow-Up</b>
Submit Doctoral Candidacy Status Form	<input type="checkbox"/>	
Complete and submit Admission to Candidacy Form	<input type="checkbox"/>	
Dissertation Hours Registration	<input type="checkbox"/>	

**Phase Two**

<b>Item Description</b>	<b>Completed</b>	<b>Notes/Date/Follow-Up</b>
Identify Faculty Dissertation Committee Chair	<input type="checkbox"/>	
Complete and submit Assignment of Dissertation Chair Form to Doctoral Program Coordinator	<input type="checkbox"/>	
Complete and Submit Doctoral Program of Study Form to Dissertation Chair		
Identify Doctoral Advisory Committee Members	<input type="checkbox"/>	
Submit and Complete Assignment of Dissertation Advisory Committee Members Form	<input type="checkbox"/>	
Create a written Concept/Proposal/Prospectus Outline with Committee Chair	<input type="checkbox"/>	

**Phase Three**

<b>Item Description</b>	<b>Completed</b>	<b>Notes/Date/Follow-Up</b>
Establish a Work Plan	<input type="checkbox"/>	
Identify Research Questions	<input type="checkbox"/>	

Develop a Methodology or Methodological Framework for Research	<input type="checkbox"/>	
Survey Literature Applicable to the Research in Your Field	<input type="checkbox"/>	
Verify academic integrity by submitting Chapters	<input type="checkbox"/>	

One and Two and Three through <b>TURNITIN</b> (Moodle)		
Submit first draft of Chapters One, Two and Three to Dissertation Chair	<input type="checkbox"/>	
Make changes/corrections recommended by Dissertation Chair	<input type="checkbox"/>	
Re-submit revised Chapters One, Two and Three to Dissertation Chair	<input type="checkbox"/>	
Submit revisions of Chapters One, Two and Three to committee members upon approval or recommendation by Dissertation Chair	<input type="checkbox"/>	
Make changes/corrections received from Committee Members as appropriate	<input type="checkbox"/>	

#### Phase Four

Item Description	Completed	Notes/Date/Follow-Up
Verify academic integrity by submitting Chapters Four and Five through <b>TURNITIN</b>	<input type="checkbox"/>	
Submit first draft of Chapters Four and Five (Include TURNITIN report) to Committee Chair	<input type="checkbox"/>	
Make changes/corrections as recommended by Committee Chair	<input type="checkbox"/>	
Re-submit revised Chapters Four, and Five to Dissertation Chair (Include <b>TURNITIN</b> report).	<input type="checkbox"/>	
Submit corrected chapters four and five to committee members upon approval or recommendation by Committee Chair	<input type="checkbox"/>	
Apply for graduation (Summer and Fall) <b><i>March 23</i></b>	<input type="checkbox"/>	
Schedule Dissertation Proposal Defense in concert with Committee members and Doctoral Coordinator (Must be two weeks prior to scheduled defense).	<input type="checkbox"/>	
Submit Application for Dissertation Proposal Defense Form to Dissertation Chair	<input type="checkbox"/>	
Submit application to IRB ( <b><i>15<sup>th</sup> day of the month for approval and review the following month.</i></b> )	<input type="checkbox"/>	
Submit Dissertation Proposal Approval Form for approval by Dissertation Chair	<input type="checkbox"/>	
Schedule Dissertation Defense in concert with Dissertation Chair and committee members	<input type="checkbox"/>	
Submit Application for Defense of Dissertation three weeks prior to scheduled defense	<input type="checkbox"/>	

Obtain Signatures and Submit Approval of Dissertation Defense	<input type="checkbox"/>	
Make changes/corrections, if required, and submit for APA review and formatting	<input type="checkbox"/>	

### Phase Five

Item Description	Completed	Notes/Date/Follow-Up
Final review of dissertation by committee chair and committee members	<input type="checkbox"/>	
Make corrections if required	<input type="checkbox"/>	
Obtain original signatures (seven sets) for dissertation	<input type="checkbox"/>	
Submit dissertation for binding as per Graduate School Requirements	<input type="checkbox"/>	
Submit one bound dissertations to each of the following: Graduate School; Dissertation Chair; Committee Member; <b><u>Library three weeks prior to graduation</u></b>	<input type="checkbox"/>	
Order regalia	<input type="checkbox"/>	
Complete the Survey of Earned Doctorates Survey	<input type="checkbox"/>	
<b>Commencement</b>		

### Course Requirements & Evaluation Methods

This course must be taken each semester until the entire process listed above is completed.

### Course Procedures

#### Submission of Assignments:

Dissertation chapters ***must*** be submitted via Moodle, under the course section “Dissertation Submission”. All submissions must be submitted through the **TURNITIN portal**.

#### Formatting Documents:

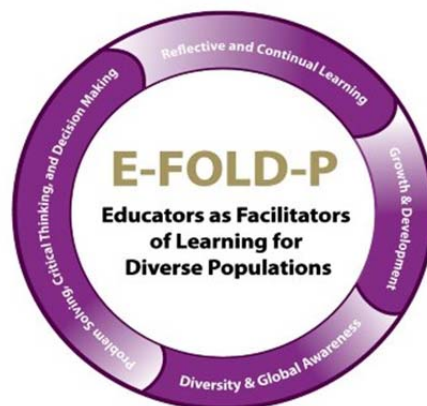
Microsoft Word is the standard word processing tool used at PVAMU. All documents must be formatted using APA guidelines.

## **Legal and Other Resources:**

The Survey Research Center – Princeton University (Links to survey research centers)  
[The Writing lab – Purdue University \(Assistance in becoming a better writer\)](#)

### **E-FOLD-P (Conceptual Framework) (Educator As Facilitator For Diverse Populations)**

- To prepare beginning administrators as problem solvers, critical thinkers, and decision-makers.
- To prepare beginning administrators as facilitators of teacher and student growth and development through understanding of leadership dimensions.
- To provide beginning administrators with an awareness of human diversity and the importance of effective community and parental involvement.
- To prepare beginning administrators to be reflective and continual learners with knowledge and value of self-appraisal techniques and goal setting for a strong personal commitment.

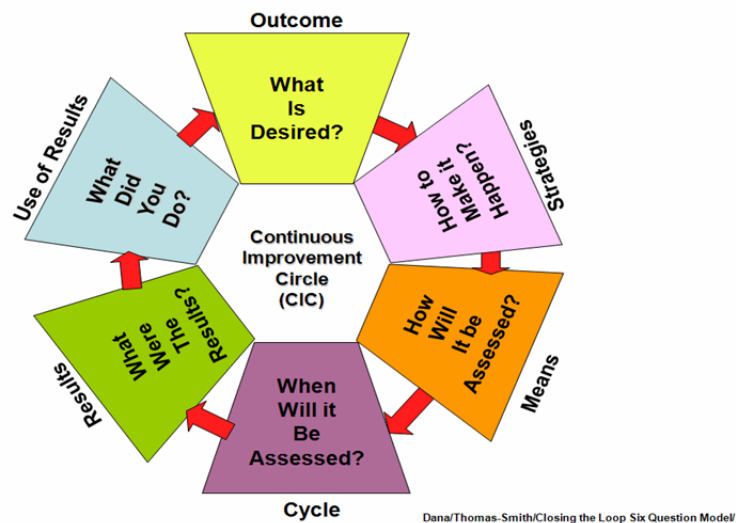




## Closing the Loop

The Whitlowe R. Green College of Education is the leader of assessment, alignment and accountability. We totally embrace the concept demonstrated in the University's SACS Reaffirmation – Closing the Loop. All educators should utilize this model when ascertaining what their candidates know, knowledge as to whether or not candidates are capable of facilitating academic understanding through transference and definitively proving that candidates possess the outcomes expressed by the course.

**Quality Without Compromise**  
**Closing the Loop**  
**The Six Question Model at Prairie View A&M University**



## **University Rules and Procedures**

### **Disability Statement (See Student Handbook):**

Candidates with disabilities, including learning disabilities, who wish to request accommodations in class, should register with the Services for Candidates with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

### **Academic Misconduct (See Student Handbook):**

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Candidates who engage in academic misconduct are subject to university disciplinary procedures.

### **Forms of Academic Dishonesty:**

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

### **Nonacademic Misconduct (See Student Handbook)**

The university respects the rights of instructors to teach and candidates to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other candidates to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Candidates under nonacademic procedures.

### **Student Academic Appeals Process**

Authority and responsibility for assigning grades to candidates rests with the faculty. However, in those instances where candidates believe that miscommunication, errors,

or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

## **NOTICE OF EQUAL OPPORTUNITY**

Prairie View A&M University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Name: Renee R. Williams  
Title: Equal Opportunity Compliance Officer/Title IX Coordinator  
Office: PVAMU Office of Student Affairs & Institutional Relations

## Texas Administrative Code

### TITLE 19

### EDUCATION

### PART 7

### STATE BOARD FOR EDUCATOR CERTIFICATION

### CHAPTER 247

### EDUCATORS' CODE OF ETHICS

### RULE §247.2

### Code of Ethics and Standard Practices for Texas Educators

a) **Statement of Purpose.** The Texas educator shall comply with standard practices and ethical conduct toward candidates, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

b) **Enforceable Standards.**

**(1) Professional Ethical Conduct, Practices and Performance.**

(A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

(B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

(C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

(E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from candidates, parents of candidates, or other persons or organizations in recognition or appreciation of service.

(F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

(G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

(H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, or parents of candidates.

(J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

(K) Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

(L) Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

(M) Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when candidates are present.

**(2) Ethical Conduct toward Professional Colleagues.**

(A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

(C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal or personnel.

(D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

(E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

(F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

(G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

**(3) Ethical Conduct toward Candidates.**

(A) Standard 3.1. The educator shall not reveal confidential information concerning candidates unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

(C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

(D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

(E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

(F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a minor.

(G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

(H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

(I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) The nature, purpose, timing, and amount of the communication;
- (ii) The subject matter of the communication;
- (iii) Whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) Whether the communication was sexually explicit; and

(vi) Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.



**Prairie View A&M University  
Whitlowe R. Green College of Education  
Department of Education Leadership and Counseling**

Please read, sign and date this form. Thank you in advance for your cooperation.

I have received a copy of the syllabus for this course and I understand that I am responsible for knowing and following the information contained herein.

I further understand that I am responsible for providing my TEA ID number and signing the TEA Acknowledgement of Ethics as a part of state mandated statute.

\_\_\_\_\_  
Please print your name legibly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Doctoral Status Form

**Please Check as Appropriate:**

- Revision to Committee**
- Notification of Passing Comprehensive Examination**

*Please submit copies of this form to the: Dissertation Chair; Doctoral Program Office; Educational Leadership Office*

Upon successful passage of the comprehensive exams, the form must be submitted prior to enrolling in dissertation hours.

**The Dissertation Committee Must Contain the Following:**

- ✓ Chair (Full Graduate Faculty Member)
- ✓ Minimum of four additional committee members (All must be Graduate Faculty Members)
- ✓ One Committee Member must come from outside the college
- ✓ Majority of committee members must be Full or Associate Graduate Faculty Members

**This form must be re-submitted for approval when any changes are made to the committee members.**

---

### CANDIDATE INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Degree Program/Track: \_\_\_\_\_

Date Candidacy Examination Passed: (MM-DD-YYYY): \_\_\_\_\_

---

**The following individuals agree to serve on this dissertation committee.**

*(Please indicate if a member is also a co-chair)*

Committee	Co-Chair?	Typed Name	Initials	Department/School	Graduate Faculty Standing			
					Full	Associate	GF Scholar	
Required	Chair					<input type="checkbox"/>	<input type="checkbox"/>	
	Chair Email: _____							
	Member	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional	Outside Member	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By checking this box, I acknowledge that this student's program of study is accurately updated on the degree audit. (A copy of the degree audit must be attached to this form).

My signing this form acknowledges that the above members of the committee have been informed that they should not have any personal or business arrangements with the student that may pose a conflict of interest.

Department Chair or Coordinator : \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_



## WHITLOWE R. GREEN COLLEGE OF EDUCATION

### Assignment of Dissertation Committee Chair

**Please Check as Appropriate:**

- Assignment of Dissertation Committee Chair**
- Revision to Committee**

*Please submit copies of this form to the: Dissertation Chair; Doctoral Program Office; Educational Leadership Office*

Upon successful passage of the comprehensive exams, the form must be submitted prior to enrolling in dissertation hours.

**The Dissertation Committee Must Contain the Following:**

- ✓ Chair (Full Graduate Faculty Member)
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- ✓ One Committee Member must come from outside the college
- ✓ Majority of committee members must be Full or Associate Graduate Faculty Members

**This form must be re-submitted for approval when any changes are made to the committee members.**

---

#### CANDIDATE INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Degree Program/Track: \_\_\_\_\_

Date Candidacy Examination Passed: (MM-DD-YYYY): \_\_\_\_\_

**The following individuals agree to serve on this dissertation committee.**

*(Please indicate if a member is also a co-chair)*

Committee	Co-Chair?	Typed Name	Initials	Department/School	Graduate Faculty Standing			
					Full	Associate	GF Scholar	
Required	Chair					<input type="checkbox"/>	<input type="checkbox"/>	
	Chair Email:							
	Member	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional	Outside Member	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By checking this box, I acknowledge that this student's program of study is accurately updated on the degree audit. (A copy of the degree audit must be attached to this form).

My signing this form acknowledges that the above members of the committee have been informed that they should not have any personal or business arrangements with the student that may pose a conflict of interest.

Coordinator or Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Graduate College: \_\_\_\_\_ Date: \_\_\_\_\_



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## WHITLOWE R. GREEN COLLEGE OF EDUCATION

### **Assignment of Doctoral/Advisory Committee**

Name of Candidate: \_\_\_\_\_

Candidate's ID#: \_\_\_\_\_

Candidate's Address: \_\_\_\_\_

Candidate's E-Mail: \_\_\_\_\_

This document certifies that the following faculty members have agreed to serve as members of the above-named candidate's dissertation/advisory committee.

\_\_\_\_\_  
(Chair – Print Name)

\_\_\_\_\_  
(Chair – Signature)

\_\_\_\_\_  
(Member – Print Name)

\_\_\_\_\_  
(Member – Signature)

\_\_\_\_\_  
(Member – Print Name)

\_\_\_\_\_  
(Member – Signature)

\_\_\_\_\_  
(Member – Print Name)

\_\_\_\_\_  
(Member – Signature)

\_\_\_\_\_  
(Member – Print Name)

\_\_\_\_\_  
(Member – Signature)

### **APPROVAL**

\_\_\_\_\_  
Coordinator, Ph.D. Program in Educational Leadership

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Educational Leadership

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Whitlowe R. Green College of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Graduate School

\_\_\_\_\_  
Date



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## WHITLOWE R. GREEN COLLEGE OF EDUCATION APPROVAL OF PROPOSAL/CONCEPT PAPER BY CHAIR

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\_\_\_\_\_  
Candidate's Name (Please print)

\_\_\_\_\_  
Date

I have reviewed the Proposal/Concept Outline paper and agree to serve as the Chair of the Committee.

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
Date

**PROCEDURE:**

1. Student submits the Registration for Dissertation Enrollment form to the Dissertation Office at least three (3) weeks prior to the beginning of a quarter (1/1, 4/1, 7/1, 10/1).
2. Student submits an approved concept paper to the prospective Chair with this form.

If the Chair suggests that the concept paper be revised, this should be communicated directly to the student. Signature by faculty on this form must be withheld until the necessary modifications are completed.

3. When the concept paper is approved, the Chair returns this form to the Dissertation Officer (fax, electronic form or hard-copy is acceptable).



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## WHITLOWE R. GREEN COLLEGE OF EDUCATION

### DISSERTATION PROPOSAL DEFENSE APPLICATION

Candidate's Name: \_\_\_\_\_

Candidate's ID#: \_\_\_\_\_

Candidate's E-Mail: \_\_\_\_\_

Proposed Date of Proposal Defense (mm/dd/yy): \_\_\_\_\_

Anticipated Date of Graduation (Month & Year): \_\_\_\_\_

Major Subject: Educational Leadership Concentration: \_\_\_\_\_

Dissertation Title:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please be advised that the dissertation committee of the above named candidate has reviewed the candidate's dissertation and has agreed that the candidate is ready to defend the dissertation. This serves as a formal request to conduct the dissertation defense on the date listed above.

#### **Signed by:**

\_\_\_\_\_  
Chair: Dissertation Committee

\_\_\_\_\_  
Date

#### **APPROVAL**

\_\_\_\_\_  
Head, Department of Educational Leadership

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Whitlowe R. Green College of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Graduate School

\_\_\_\_\_  
Date

Candidate has submitted:

- Copy of Dissertation Proposal
- Signed Proposal Title Page



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## WHITLOWE R. GREEN COLLEGE OF EDUCATION ACCEPTANCE OF DISSERTATION PROPOSAL

Name of Committee Member: \_\_\_\_\_  
*(Please Print)*

Please indicate one:

\_\_\_\_\_ Chair

\_\_\_\_\_ Committee

\_\_\_\_\_ External Reader

I have reviewed the proposal of \_\_\_\_\_  
*Candidate Name*  
entitled \_\_\_\_\_

and found the proposal draft to be (check one):

\_\_\_\_\_ Acceptable as is

\_\_\_\_\_ Acceptable with the following minor revisions: (see attached)

\_\_\_\_\_ Unacceptable; in need of major revisions

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Committee Member's Signature

\_\_\_\_\_  
Date

**PROCEDURE:**

4. Enclose copy of this form with dissertation proposal when submitting to your committee members.
5. If directed to do so by committee members, incorporate any recommended revisions and resubmit proposal for approval.
6. When all committee members have approved the proposal, the Dissertation Chair submits all forms to the Dissertation Office.
7. Remember to allow 3 weeks for review by each committee member.





# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## WHITLOWE R. GREEN COLLEGE OF EDUCATION

### DISSERTATION DEFENSE APPLICATION

Candidate's Name: \_\_\_\_\_

Candidate's ID#: \_\_\_\_\_

Candidate's E-Mail: \_\_\_\_\_

Proposed Date of Defense (mm/dd/yy): \_\_\_\_\_

Anticipated Date of Graduation (Month & Year): \_\_\_\_\_

Major Subject: Educational Leadership Concentration: \_\_\_\_\_

Dissertation Title:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please be advised that the dissertation committee of the above named candidate has reviewed the candidate's dissertation and has agreed that the candidate is ready to defend the dissertation. This serves as a formal request to conduct the dissertation defense on the date listed above.

**Signed by:**

\_\_\_\_\_  
Chair: Dissertation Committee

\_\_\_\_\_  
Date

### APPROVAL

\_\_\_\_\_  
Head, Department of Educational Leadership

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Whitlowe R. Green College of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Graduate School

\_\_\_\_\_  
Date

Candidate has submitted:

Copy of Dissertation Abstract



# PRAIRIE VIEW A&M UNIVERSITY

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## WHITLOWE R. GREEN COLLEGE OF EDUCATION

### **Approval of the Dissertation Defense**

Candidate's Name: \_\_\_\_\_

Candidate's ID: \_\_\_\_\_

Candidate's E-Mail: \_\_\_\_\_

Date of Defense (mm/dd/yy): \_\_\_\_\_

Anticipated Date of Graduation (Month & Year): \_\_\_\_\_

Major Subject: Educational Leadership

Dissertation Title: \_\_\_\_\_  
\_\_\_\_\_

The undersigned duly appointed committee has read and examined the dissertation and certifies it is adequate in scope and quality as a dissertation for the doctoral degree. We approve the content of the dissertation to be submitted to the Graduate School for processing and acceptance.

### **Committee Approval Signatures**

\_\_\_\_\_  
Chair:

\_\_\_\_\_  
Member:

\_\_\_\_\_  
Member:

\_\_\_\_\_  
Member:

\_\_\_\_\_  
Member:

### **Administrative Approval Signatures**

\_\_\_\_\_  
Chair, Educational Leadership  
Date

Date

\_\_\_\_\_  
Dean, College of Education

\_\_\_\_\_  
Dean, Graduate School

Candidate has submitted:

- Copy of Dissertation (preferably in PDF format)
- Signed Dissertation Title Page



# PRAIRIE VIEW A&M UNIVERSITY

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## WHITLOWE R. GREEN COLLEGE OF EDUCATION ACCEPTANCE OF DISSERTATION *FINAL DRAFT*

Name of Committee Member: \_\_\_\_\_

*(Please Print)*

Please indicate one:

\_\_\_\_\_ Dissertation Coordinator

\_\_\_\_\_ Advisor

\_\_\_\_\_ External Reader

I have reviewed the final draft of \_\_\_\_\_

*Candidate Name*

entitled \_\_\_\_\_

and found the final draft to be (check one):

\_\_\_\_\_ Acceptable as is

\_\_\_\_\_ Acceptable with the following minor revisions: (see attached)

\_\_\_\_\_ Unacceptable; in need of major revisions

Comments:

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\_\_\_\_\_  
Committee Member's Signature

\_\_\_\_\_  
Date

**PROCEDURE:**

8. Enclose copy of this form with dissertation final draft when submitting to your committee members.
9. If directed to do so by committee members, incorporate any recommended revisions and resubmit final draft for approval.
10. When all committee members have approved the final draft, the Dissertation Coordinator submits all forms to the Dissertation Office.
11. Remember to allow 2 weeks for review by each committee member.