

GTU DOCTORAL PROGRAM

Protocol: Fall 2016

“Quick Guide” for Steps and Procedures¹

Program Requirements

- Two years of full-time course work (normally 3 three-unit courses plus 3 units of “Preparation for Comprehensive Exams” each semester), including
 - Seminar on Interdisciplinarity (IDS 6000)
 - Departmental Seminar
- Research Readiness Review (two papers)
- Two research languages
- Comprehensive Exam Proposal
- Four Comprehensive Exams (plus an oral exam):
 1. Primary concentration
 2. Secondary concentration
 3. University discipline outside of theology/religious studies (or tertiary concentration for ThD students)
 4. Dissertation Preparation (background, history, methods)
- Dissertation Proposal
- Dissertation Defense

Research Readiness Review

(Note: students who began the program prior to Fall 2016 should use the hardcopy RRR form for two papers and review these with the advisor. The advisor then submits a brief report to the Academic Programs Coordinator indicating that the student has completed the review. The following steps are for students who began in Fall 2016 or later.)

- Students submit a paper through the appropriate RRR assignment link on Taskstream for evaluation by the course instructor; students should select the instructor of the course as the faculty “evaluator” from the dropdown menu.
- Evaluators (instructors) should make comments on the submitted papers and complete the RRR evaluation form and return both the paper with comments and the form to the student by clicking on the appropriate links on the Taskstream site.
- (Note: if a student wishes to use a paper from a required departmental seminar – which has its own assignment link on Taskstream – for an RRR paper, the student will need to submit the paper twice, first through the department seminar link, and then through the RRR link; each of these is evaluated with different forms.)
- After a student has received feedback on two RRR papers, the student submits both papers and both RRR forms to the “Advisor Certification” assignment link on Taskstream and chooses their advisor as the “evaluator” in this step.
- Advisor reviews the papers and evaluation forms and meets with the student to discuss the results.

¹ The **Doctoral Program Handbook** is the official source for navigating the doctoral program; this “Quick Guide” is meant only to provide a convenient reference for faculty advisors and should not replace the handbook as the definitive source for policies and procedures.

- Results:
 - Successful: the advisor completes the “certification” form on Taskstream and “releases” this to the student, who submits the certification form and both RRR evaluation forms to the Associate Dean of Students and Academic Programs Coordinator via email.
 - Not Successful: in the case where the review is unfavorable, the advisor should report whether the student should have another review, be placed on academic probation, or be terminated from the program.

Comprehensive Exam Proposal

Students should meet with their advisors early in the program to discuss particular areas of interest and strategize about coursework to prepare for comps in relation to the student’s primary and secondary areas of concentration and preliminary directions for the dissertation.

- Initial Mapping
 - Student outlines areas of focus for the primary and secondary concentrations, prepares a preliminary bibliography for these, and chooses the format for each of the four exams (following the parameters outlined in the *Doctoral Program Handbook*).
 - The student and exam coordinator (which might still be but is not necessarily the student’s initial advisor in the program) meet to refine the proposal, identify other committee members, and discern where additional feedback for particular areas is needed (such as, for example, additions to the bibliographies from one or more of the committee members).
- Finalizing the Proposal
 - The student prepares the penultimate version of the proposal and solicits formal agreements from the other committee members to serve on the committee as well as feedback on the proposal.
 - The student meets with the coordinator to discuss any additional feedback from the committee and review the penultimate draft of the proposal.
- Student obtains the following signatures on the proposal form:
 - Academic Programs Coordinator, verifying research language certification
 - GTU Dean, approving composition of the committee
 - Committee Members, approving proposal
 - Department Chair, approving the committee and the proposal
- Student returns the completed form and 2 copies of the approved proposal to the Academic Programs Coordinator.
- **For students entering Fall 2016 and later:**
The completed proposal is uploaded to the appropriate assignment link on Taskstream and the coordinator should be indicated as the “evaluator.” The coordinator completes the evaluation form for the proposal and returns it to the student.

Oral Comprehensive Exam

Students should arrange for exam logistics with the Academic Programs Coordinator and keep the Coordinator apprised on progress.

- The student has one year in which to complete the written exams and oral comprehensive exam from the date on which the proposal is approved.
- If one or more of the exams is a timed (open- or closed-book) exercise, the coordinator of the committee will prepare questions for these in consultation with the other committee members.
- It is the student's responsibility to distribute copies of the written exams to the committee members in a timely fashion prior to the oral examination.
- Results from the oral examination are indicated on the appropriate form and submitted to the Academic Programs Coordinator.
- ***For students entering Fall 2016 and later:***
The entire set of written exams is uploaded to the appropriate assignment link on Taskstream and the coordinator should be indicated as the "evaluator." The coordinator completes the evaluation form for the comprehensive exam on Taskstream and releases it to the student.

Dissertation Proposal

The fourth comprehensive exam provides an initial sketch of the dissertation topic and suggested refinements are provided during the oral comprehensive exam.

- Drafting the Proposal
 - The student meets with the advisor or the dissertation coordinator to discuss a preliminary draft of the proposal.
 - The student identifies other committee members (according to the parameters in the *Doctoral Program Handbook*) in consultation with the coordinator and seeks additional input for the proposal from the members.
- Finalizing the Proposal
 - The student prepares the final version of the proposal (formatted according to the parameters in the *Doctoral Program Handbook*) and meets with the coordinator and the other members of the committee to review, revise (if necessary), and receive approval for the proposal. ***Please note:*** it is important that the student meet in person (via telephone or video conferencing if necessary) with the whole committee as a group to discuss the proposal at this stage.
 - The student obtains signatures on the appropriate form from: 1) the GTU Dean (approving the committee); 2) members of the committee; 3) the chair of the student's department.
 - Student submits the completed form no later than noon on the Monday ten days prior to the next meeting of the Doctoral Council.
 - The student and committee coordinator attend the Doctoral Council meeting and revise the proposal if necessary.
- ***For students entering Fall 2016 and later:***
The completed dissertation proposal, approved by the Doctoral Council, is uploaded to the appropriate assignment link on Taskstream and the coordinator should be indicated as the "evaluator"; the coordinator completes the evaluation form for the proposal and releases it to the student.

Dissertation Defense

- The student distributes a complete draft of the dissertation to the committee members at least four weeks before the defense date.
- The student meets with the dissertation committee for the oral defense and the results are indicated on the appropriate form and submitted to the Academic Programs Coordinator.
- The final version of the dissertation should be submitted to the library by the deadline noted on the academic calendar.
- ***For students entering Fall 2016 and later:***
The completed and defended dissertation is uploaded to the appropriate assignment link on Taskstream and the coordinator should be indicated as the “evaluator”; the coordinator completes the evaluation form and releases it to the student.