

**Doctoral Advisory Committee Meeting**  
**Minutes**  
**November 20, 2006**

**Present:** Muehsam, Conroy, Edmonson, Mullings, Watts  
**Guest:** Ann Holder, Director of Newton Gresham Library

**I. Approve Minutes**

The minutes from the October 30, 2006 meeting were approved.

**II. Thesis/Dissertation Program Guidelines and Timelines**

Ms. Ann Holder, Director of Newton Gresham Library, led a discussion regarding the Library's timelines for receiving and processing thesis/dissertations. The Committee agreed that the University timelines need to be changed to accommodate the Library's needs. The Committee developed the following timelines for consideration by the Graduate Council.

No later than 10 weeks before graduation – The student should submit a draft version of the thesis or dissertation to the Library for review of style and formatting.

No later than 6 weeks before graduation - The student should complete their public defense.

No later than 4 ½ weeks before graduation – Last day to obtain signatures from the thesis/dissertation committee on the title page and abstract of the thesis/dissertation and send a signed Report of the Outcome of the Thesis/Dissertation Defense to the appropriate academic dean. Obtain the signature of the committee chair on the Route Sheet.

No later than 4 weeks before graduation – The student should submit thesis or dissertation with route sheet signed by chair and dean to Library. This deadline must be met for the student to graduate at the end of the current semester.

No later than 3 weeks before graduation – The student should submit all final copies to the Library for binding, and the route sheet should be submitted to the Dean of Graduate Studies. If this timeline is not met, the student's name and thesis/dissertation information may not be included in the commencement program.

If the above timelines are approved by the Graduate Council, the deadlines for Spring 2007 graduate will be as follows.

- March 2, 2006      Submit draft thesis/dissertation to Library for format and style review.

- March 30, 2006 Last day to complete a public defense of the thesis/dissertation. Obtain signatures from the thesis/dissertation committee on the title page and abstract of the thesis/dissertation and send a signed Report of the Outcome of the Thesis/Dissertation Defense to the academic dean. Obtain the signature of the committee chair on the Route Sheet.
- April 10, 2006 Last day to submit complete, defended and signed thesis/dissertation to the appropriate academic dean's office.
- April 13, 2006 Last day to submit final thesis/dissertation (defended and signed) and Route Sheet to the Director of the Library.
- April 20, 2006 Last day to make all final copies of thesis/dissertation and submit to the NGL for binding. Last day to submit Route Sheet to Dean of Graduate Studies.

The timelines for each semester will be available on the Graduate Studies website. The Office of Graduate Studies will publish the timelines for the two upcoming semesters.

It should be noted that the student is responsible for submitting a route sheet containing no grammar or punctuation errors. It is also the responsibility of the committee to check for any errors.

### **III. Miscellaneous**

Dr. Muehsam shared with the Committee the new guidelines approved by the Graduate Council for graduate student travel funding.

- Maximum of two (2) trips per academic year – maximum of \$1500
- In-state travel – maximum of \$500
- Out-of-state travel – maximum of \$1000
- Should both trips be either in-state or out-of-state, only one trip will be funded at over \$500.

Further student travel guidelines will be discussed at future Graduate Council meetings to include carpooling, double-occupancy hotel, rental cars, etc.

The first agenda item at the next meeting will be Graduate Research Exchange