



College of Public Health

# Manual of the Ph.D. Program in Communication Sciences and Disorders<sup>1</sup>

**Prepared by:**

Jodi Reich, Ph.D., Ph.D. Program Director

**Reviewed by CSD graduate faculty:**

Rebecca Alper, Ph.D.

Edwin Maas, Ph.D.

Nadine Martin, Ph.D.

James Reilly, Ph.D.

Gerry Stefanatos, Ph.D.

---

<sup>1</sup> Revised May 12, 2018

## Table of Contents

<b>Statement of Philosophy</b>	2
Programs of Study	3
<b>Admissions: How and When to Apply</b>	3
Minimum Requirements to be Considered for Admission:	4
Prerequisites to Graduate Study in CSD	5
Duration of the Program	6
Standards of Retention	6
Standards of Graduation	6
Residency	6
Leaves of Absence and Extensions of Time	7
<b>The Process of Doctoral Study</b>	8
Formation of the Student's Advisory Committee	8
Determination of the Course of Study	8
Formation of the Doctoral Advisory Committee	8
Formation of the Doctoral Examination Committee	9
Achieving Doctoral Candidacy	9
Required Evaluations/Examinations and Timeline for Completion	10
Year 1 Evaluation	10
Year 2 Evaluation	10
Preliminary Examination	10
Format of the Dissertation	10
Dissertation Defense	11
<b>Course Requirements for the Ph.D. in CSD</b>	11
Proseminar	11
Mentored Teaching Experiences	12
Ph.D. Coursework	12
Core / Required Courses	12
Preliminary Examination Preparation (1 credit)	13
<b>Administration of the Doctoral Program</b>	14
<b>Conflict Resolution</b>	14
Changing Faculty Mentors / Laboratories	15
<b>Funding</b>	15
<b>Appendix A: Doctoral Program Course Requirements</b>	16

## Statement of Philosophy

The Ph.D. Program in Communication Sciences and Disorders (CSD) is designed to

prepare students for careers in basic science and/or clinical-translational research. It is the program's objective to purvey a knowledge base that is sufficiently broad to contextualize each sub-discipline within CSD, yet sufficiently deep within a student's specialization area for them to contribute meaningfully to its scientific knowledge base. The Ph.D. program's primary objective is to prepare junior scientists to undertake successful careers in speech-language-hearing research. This success is predicated upon a strong foundation of theoretical models, empirical methods, an appreciation for the philosophy of science, competence within one's chosen specialty, and knowledge of the broader domain in which we work. It is our goal to train scholars who will make a strong impact in the field of speech, language, and hearing sciences.

### **Programs of Study**

The Department of Communication Sciences and Disorders offers a program of study leading to the degree of Doctor of Philosophy. Prospective applicants are encouraged to contact faculty members within the department to explore areas of study. Programs of study are tailored to expertise of the individual faculty. The Ph.D. in CSD at Temple University is a research degree. Applicants who are interested in CSD but are not clinically licensed at the MA/MS level may be considered.

### **Admissions: How and When to Apply**

Students apply through SOPHAS (<https://sophas.liaisoncas.com>). Prior to submitting a formal application, students must first seek out a potential research mentor. If the fit between the applicant and mentor is deemed strong and the mentor is in a position to accept doctoral students, the faculty mentor will advocate on behalf of the applicant throughout departmental admissions deliberations.

### Minimum Requirements to be Considered for Admission:

- Bachelor's degree or equivalent from an accredited institution of higher learning. No student may pursue two doctoral degrees simultaneously (e.g., Speech and Biology).
- GPA of 3.5 (on a 4.0 scale) in previous graduate work (if applicable) and 3.25 in undergraduate work. Candidates not meeting these requirements may request special review of credentials by the Department.
- Graduate Record Examination (GRE) scores exceeding the average range or scaled equivalent. Scores must be no more than five years old.
- Three letters of recommendation. We suggest that these letters be provided by persons capable of evaluating the applicant's academic and research potential (i.e., avoid generic character references). One of these letters must be from such persons as previous professor, graduate advisor, undergraduate advisor, or director of master's thesis.
- Transcripts -- two copies of an official transcript from every institution of higher learning the applicant has attended, including Temple.
- Foreign Students: TOEFL minimum scores of 79 iBT or 550 PBT.
- Writing sample. The applicant should submit one writing sample that is expository in nature (e.g., a class paper, a chapter of a senior or MA thesis, or a paper written for publication).
- A certificate of admission to the Graduate School is valid for a maximum of one year from the first day of the semester in which the student was expected to enroll. A student who withdraws or whose program is terminated by the Graduate School must file a new application for admission, unless an appeal is registered within thirty days of the date of the termination letter.
- Application fee (non-refundable).

In addition to the above minimal set of application materials the applicant may also elect to:

- Submit a Master's thesis, published materials or other written examples of scholarly work.
- Have additional letters of recommendation sent, especially ones that discuss his or her research capability and capacity to work independently and responsibly.
- Meet for interviews with Graduate faculty members of the Department.

Applicants are typically considered for fall admission but under exceptional circumstances may also be considered for off-cycle matriculation (e.g., summer). The application deadline for fall is January 15 of the preceding calendar year. All application materials (e.g., GREs, letters of recommendation) must be received by this date for full consideration.

Applicants first identify a potential mentor who will work together with the student to develop an application. Applicants who apply 'cold' or who do not match with any relevant expertise are typically denied admission. When the admission packet is complete, the primary mentor will act as an advocate during the review of the application by all eligible graduate faculty members in the department. The advocate reviews the application, checks the applicant's references and credentials, and then prepares a statement outlining the student's strengths and weaknesses. This summary statement is circulated to all graduate faculty members of the Department. A decision on the applicant's admission will be made by a vote of the Graduate Faculty in CSD.

### **Prerequisites to Graduate Study in CSD**

It is the expectation that incoming students will have a strong background of formal coursework in their respective specialty. Many incoming students will hold the MA/MS in speech-language pathology. Standards of the American Speech and Hearing Association (ASHA) ensure that students with this degree have taken a wide range of prerequisite coursework. For students who come to CSD without a clinical MA/MS, the potential mentor will first evaluate transcripts in conjunction with the department chair. The candidate may be asked to complete any critical prerequisite coursework prior to matriculating in the doctoral program.

## Duration of the Program

The Ph.D. is designed to be a full-time program consisting of 45 credits completed over four years with a maximum of seven years consistent with University policy. The actual duration of the program may vary depending on the student's prior background, as determined by the student's committee and Ph.D. program director. In some cases, graduate credit from outside programs may be counted toward the Ph.D.

## Standards of Retention

A student is expected to maintain satisfactory progress toward a degree. A student's graduate record begins with the first course credited to a degree and includes all subsequent courses, whether or not such work is necessary for the degree.

Upon matriculation, a CSD Ph.D. student may receive no more than:

- 1) Two grades below B minus.
- 2) One failing grade (F)

Registrations may be repeated in the same graduate course if the subject matter varies and is clearly documented in the Graduate Bulletin.

A graduate student who fails a required course may repeat it once, but the F grade will be counted in calculating the student's GPA.

## Standards of Graduation

Graduation is contingent upon attaining the following benchmarks:

- Complete all required examinations (e.g., preliminary exams) in conjunction with the dissertation committee.
- Exceed a 3.0 cumulative grade point average.
- No course grades of I (Incomplete) on the academic record at Temple.

## Residency

The student must complete a minimum of nine graduate credits in each of two consecutive semesters, excluding summers.

## Leaves of Absence and Extensions of Time

Students must be enrolled continuously during the period of graduate study. A leave of up to one year may be requested. An extension of the normal time allowed for completion of the degree may also be requested. Both the program and the Graduate School must approve these requests. Students on leave must pay an annual records maintenance fee.

The time period for completing a graduate degree program begins with the semester for which the student is admitted. It is expected that most students entering with Master's degrees will complete all requirements within 4 years from the date of admission. A student will not be permitted to continue doctoral study beyond seven years without the permission of the Department.

No course taken more than three years before the beginning of the student's admission semester may be counted toward the degree without approval. Graduate courses in which students are enrolled at the time they apply for admission may be counted toward the degree.

## **The Process of Doctoral Study**

### **Formation of the Student's Advisory Committee**

Soon after the student has been admitted, the faculty mentor and the student will together select the student's Advisory Committee. The Advisory Committee consists of at least two members of the full-time graduate faculty and the department's current Ph.D. director. In certain cases, one of the two faculty members may be selected from outside the Department. The Committee will meet soon after the student matriculates (e.g. September) to establish a tentative program of study.

### **Determination of the Course of Study**

The course of study is determined by negotiation and agreement between the student and his or her Advisory Committee. The student and the Advisory Committee meet on a regular basis (once per semester) to modify the program of study as needed. The guiding principle in determining the program of study is the previously stated philosophy of doctoral education and the requirements of study.

### **Formation of the Doctoral Advisory Committee**

By the close of year 2, the applicant will have established a doctoral advisory committee, at which time the original student advisory committee will be dissolved. The primary function of the doctoral advisory committee will be to shepherd the student through the doctoral dissertation. The primary faculty mentor is expected to chair the doctoral advisory committee. The committee will be composed of 2 additional faculty members, at least 1 from inside the Department. A committee may be expanded to include other Temple faculty and/or qualified experts from outside Temple University, provided that a majority of the members of the advisory committee are Temple University Graduate Faculty. Qualified experts from outside Temple University must be approved by the Ph.D. program director. Students should make sure that they are in compliance with the regulations of the Graduate School.

## Formation of the Doctoral Examination Committee

The formation of the Doctoral Examination Committee is as stated by the Graduate School Regulations.

A Dissertation Examining Committee is responsible for evaluating the quality of the dissertation and conducting the oral defense. A Dissertation Examining Committee must include the chair and all members of the Doctoral Advisory Committee and at least one outside examiner not previously involved with the dissertation writing or the Doctoral Advisory Committee.

The chair of the Dissertation Examining Committee must be a member of the Graduate Faculty but may not be the chair of the candidate's Doctoral Advisory Committee. This person, responsible for coordinating the defense, must be identified when the defense is posted with the Graduate School. If the dean of the school/college and the graduate council have a written policy that calls for the chair of the Dissertation Examining Committee to be elected only when the defense is convened, the person named in the posting to the Graduate School remains responsible for filing all official forms with the school/college and Graduate School.

The outside examiner may not be a faculty member in the candidate's degree program. The examiner must be doctorally prepared and, if s/he is from outside Temple University, must be approved by the Graduate School at least two weeks prior to the oral defense.

If the outside examiner or any other proposed member of the Dissertation Examining Committee is not a member of the Graduate Faculty, the chair of the Doctoral Advisory Committee must request approval by submitting the Nomination for Service on Doctoral Committee Form and a current curriculum vitae to the Graduate School at least four weeks in advance of the scheduled defense. Approval must be received prior to posting the oral defense.

## Achieving Doctoral Candidacy

When the Ph.D. Committee determines that the student has (1) successfully completed the preliminary examination, (2) completed the residency requirement, (3) successfully completed the program of study and (4) chosen a topic for the dissertation, the student has achieved candidacy. At this stage, the student is considered a doctoral candidate.

## Required Evaluations/Examinations and Timeline for Completion

### Year 1 Evaluation

Doctoral students will present a first year project at a public forum of faculty and students at the beginning of the second year. Doctoral students will also submit a CV and the annual report of their progress by May 1 of the first year. The graduate faculty will evaluate the documents and quality of the first year presentation. Doctoral students will then receive feedback (including a possible remediation plan) on their annual performance.

### Year 2 Evaluation

Doctoral students will submit a CV and the annual report of their progress by May 1 of the second year. By this time, students are expected to have produced at least one publishable manuscript. The evaluation will consider publication and grant productivity in conjunction with all graduate faculty. Students who are supported by college or university fellowships are expected to also submit a doctoral dissertation training grant (e.g., NRSA, NSF) in conjunction with their faculty mentor no later than the end of Year 3.

### Preliminary Examination

The preliminary examination will be undertaken once the student has completed all other requirements for advancement to Candidacy, but no later than the end of the third year of study. This examination will consist of a data-driven dissertation proposal (i.e., prospectus) along with a comprehensive literature review. Students are expected to have produced at least two publishable manuscripts by preliminary exam time, as determined by the student's committee. The prospectus will serve as the primary literature review and methods for the dissertation. If the student successfully defends the preliminary examination, he/she has ascended to doctoral candidacy.

### Format of the Dissertation

The Ph.D. dissertation should represent a substantial contribution to the knowledge of the field based on original research. It should demonstrate to the satisfaction of the dissertation committee that the student is prepared to engage in meaningful research in a specialized area of the discipline. The regulations of the Graduate School (see Appendix B for a *partial list*), with regard to format and deadlines, must be followed. Students are expected to complete the work they have proposed in the earlier prospectus unless

otherwise agreed upon by the Department Ph.D. advisor, mentor, and Department Chair.

The recommended format for the dissertation involves a hypothesis driven introduction (expanded from the prospectus), two publishable articles formatted as chapters, and a general discussion section cohesively summarizing the results and theoretical implications. Formatted dissertations in CSD are rarely under 70 pages in length. The dissertation committee is tasked with assessing the quality and acceptability of the doctoral thesis. Revisions after the initial defense are commonly expected. In rare instances, students submit dissertations that are not passing quality. If the committee deems a dissertation unacceptable, the student may appeal to the Ph.D. program director and Department Chair.

### **Dissertation Defense**

The dissertation defense is undertaken in both public and private forums. A public defense moderated by the chair of the committee will be announced and given by the candidate. The doctoral committee will administer a private defense. Successful defense of the dissertation most often involves revisions to the dissertation document itself. When the committee has agreed that the candidate has passed the dissertation, he/she must also seek approval from the Graduate Office. Assuming favorable action, the latter body then presents the student's record and dissertation to the Graduate Board, which, if it approves, recommends the award of the degree by the Board of Trustees of Temple University.

## **Course Requirements for the Ph.D. in CSD**

### **Proseminar**

During the first three years of study, Ph.D. students are expected to attend the CSD Proseminar, a public forum where MA students present case studies and faculty present new research. Proseminar will meet at least twice in the Fall and Spring semesters.

## Mentored Teaching Experiences

All Ph.D. students will engage in mentored teaching experiences and complete a teaching practicum. Such experiences can be in clinical (supervision) and/or academic areas. Mentored teaching may include taking responsibility for teaching a whole course, clinical block, providing a series of guest lectures/guest supervision in a course, teaching all or part of mini-seminars offered by the department. A formal mentor-student teacher relationship will be established for each teaching experience to ensure that the student gets the required guidance and feedback. Faculty will follow established guidelines for rating the Ph.D. students' mentored teaching experience(s) and for discussing the process, ratings and recommendations with the student. These evaluations will make use of both the peer evaluation and student evaluation processes.

## Ph.D. Coursework

CSD Ph.D. students are required to complete 45 credits of academic coursework, including a series of core (required) courses, electives, and methods courses. Only courses with course numbers 5000 or higher will be accepted towards program requirements. Coursework organized by content area is as follows. A detailed course roster appears in Appendix A.

### Core / Required Courses

- Doctoral seminars administered within CSD (6 credits)
- Psycholinguistics (3 credits)
- Philosophy of Science (3 credits)
- Biostatistics (3 credits)
- Additional statistics (6 credits)
- Current and Emerging Issues in Public Health and Health Professions (0 credits)
- Research methods
- Grantwriting
- Elective courses (15 credits)
- Preliminary examination preparation (1 credit)
- Preliminary dissertation research (2 credits)
- Dissertation research (2 credits)
- Dissertation examination preparation (1 credit)

### Electives (15 credits)

Students are required to complete 15 credits of elective courses. Prior approval of any elective course must be acquired from the student's primary faculty mentor and the CSD Ph.D. program director.

### **Doctoral Seminars** (6 Credits)

The department will offer a yearly doctoral seminar as a topics course. Students are expected to complete two such seminars. When doctoral classes sizes are very small, focused topics courses may be arranged as approved by the advisor and Ph.D. program director.

### **Statistics and Research Methods** (9 credits)

All doctoral students are required to complete basic statistics (e.g., ANOVA, linear regression) covered in Biostatistics (**EPBI 5002**). Students are further required to complete 6 additional credits of statistics and research methods. Temple University offers statistics courses across numerous departments (e.g., Biostatistics, Psychology). Each of the faculty mentors engages unique research, each with its own requisite statistical skillset. A sequence of relevant statistical coursework will be established in conjunction with the primary mentor and the CSD Ph.D. program director.

### **Philosophy of Science** (3 credits)

Goals of the CSD doctoral program include instilling an appreciation for the scientific method and a broader knowledge of the history of cognitive science. To this end, students will benefit from completing a graduate course in the Philosophy of Science.

### **Pre-Dissertation Research** (2 credits)

### **Preliminary Examination Preparation** (1 credit)

Students are expected to complete this course prior to completing the prospectus.

### **Dissertation Research** (1 Credit)

The student must complete a dissertation to the satisfaction of the Dissertation Committee.

## **Administration of the Doctoral Program**

The graduate faculty in conjunction with the Ph.D. program director within the Department of Communication Sciences and Disorders establishes and maintains standards and requirements; establishes policies, procedures, and regulations; and decides on the admissions of students to the program.

The student's Advisory Committee is responsible for determining, in conjunction with the student, his or her course of study, the sequencing of courses, examinations, residency, and the scheduling of examinations. The Chair of the Advisory Committee is responsible for calling meetings of the Advisory Committee, for individual advisement of the student, for implementation of Graduate School and Departmental regulations and procedures, and for reporting on these events to the graduate faculty committee.

The Dissertation Committee is responsible for assisting the student in the development of a topic for the student's dissertation; for reviewing and passing final judgment on the student's prospectus; for advising the student on background, methodology, and design of the dissertation study; and for reviewing and advising the student on the dissertation while it is being prepared. The Chair of the Dissertation Committee has a particularly important role in the Ph.D. student's doctoral education. He or she works closely with the student as the primary mentor during the preparation of the prospectus, for readings leading to the design, execution, and interpretation of the dissertation research, for the execution of the project, and for the preparation of the dissertation. The Chair of the Dissertation Committee is also responsible for reporting to the departmental graduate faculty committee when the student has completed a satisfactory prospectus, periodically during the conduct of the dissertation study, and upon satisfactory completion of the Final Examination (Dissertation Defense). The Graduate Committee of the faculty oversees the doctoral program and the progress of each doctoral student.

The Chair of the Department is responsible for reporting to the Dean of the College of Public Health and the Dean of the Graduate School the names of those students who have successfully completed all requirements for the doctoral degree.

## **Conflict Resolution**

Doctoral study is a lengthy and stressful endeavor. When conflicts arise, it is critical that

students are treated fairly and have access to support. The first point of contact for any challenging issue is the student's primary faculty mentor. In the event that the student is in conflict with the primary mentor, he/she should establish a dialogue with the department's Ph.D. program director. In the event that the student is in conflict with both the program director and primary mentor, he/she should approach the department chair for arbitration. CSD has an anonymous faculty-student committee where any student is welcome to raise concerns about mistreatment. This is another potential resource in some cases.

### **Changing Faculty Mentors / Laboratories**

When the working relationship between a student and mentor becomes untenable, it is sometimes necessary to shift advising responsibilities to another primary faculty member. This is an option not to be considered lightly. Formal attempts at mediating differences must be undertaken in conjunction with the department chair and department Ph.D. program director before any such possibility will be considered. The student should document and present evidence for their case to switch faculty mentors. Once the student has proposed a particular design for the prospectus, switching mentors becomes more difficult but in some extreme cases ultimately necessary.

### **Funding**

Funding is limited and there is no guarantee of funding. At different times, different types and sources of funding may be available, and the Department and Ph.D. program director strive to provide available funding in a fair and equitable manner among all students. There is no guarantee that students will receive the same type of funding during their program, nor is there an assumption of progress or advancement through different types of funding. Students are expected to work towards obtaining their own funding through doctoral training grants and fellowships (e.g., NIH NRSA, NSF predoctoral awards). Details on the Collective Bargaining Unit can be found at ... (TUGSA).

## **Appendix A: Doctoral Program Course Requirements**

### **PROGRAM REQUIREMENTS**

#### **General Program Requirements:**

*Number of Credits Required for the Degree: 45*

*Required Courses:*

#### **Core Courses (12 credits)**

**CSCD 5411** Psycholinguistics 3

**CSCD 5730** Topics in Speech, Language and Hearing (2 terms) 6

**HRPR 5001** Current and Emerging Issues in Public Health and Health Professions 0

**PHIL 5216** Philosophy of Science 3

#### **Research and Statistics Courses (9 credits)<sup>1</sup>**

<b>EPBI 5002</b>	Biostatistics	3	
<b>EPBI 5201</b>	Epidemiological Research Methods I	3	
<b>EPBI 8012</b>	Multivariate Biostatistics	3	
<b>EPBI 8212</b>	Grantsmanship in Health Research	3	
<b>HRPR 5999</b>	Research Experience in Health Professions	0	

### **Electives (15)**

Select five courses from the following:<sup>2</sup>

<b>CSCD 5521</b>	Foundations in Child Language Disorders
<b>CSCD 8726</b>	Management of Child Language Disorders
<b>CSCD 8727</b>	Written Language Development and Disorders
<b>EPBI 8201</b>	Structural Equation Modeling
<b>EPBI 8204</b>	Multilevel Modeling in Int Res
<b>EPBI 8208</b>	Data Management and Analysis
<b>PSY 8005</b>	Affective Neuroscience
<b>PSY 8513</b>	Cognitive Development

### **Non-Didactic Courses**

<b>CSCD 9994</b>	Preliminary Examination Preparation
<b>CSCD 9998</b>	Pre-Dissertation Research <sup>3</sup>
<b>CSCD 9999</b>	Dissertation Research <sup>4</sup>

- 1 or otherwise approved by mentor, doctoral program director, and department chair
- 2 Alternate elective courses must be approved by the Ph.D. Program Director.
- 3 Students enrolled in **CSCD 9998** must take 2 credits each term until the dissertation proposal is approved and filed with the Graduate School.
- 4 Students enrolled in **CSCD 9999** must take a minimum of 3 credits after approval of the proposal and be enrolled for at least 3 credits each term until the dissertation is defended and filed with the Graduate School.

## **Appendix B: A Partial List of Graduate School Regulations**

(retrieved from <http://www.temple.edu/grad/policies/gradpolicies.htm#GCSS24>  
6/21/2016)

### **02.23**

#### **ADMISSION REQUIREMENTS**

To be considered for admission, an applicant must meet the Temple University minimum standards for scholarship and all criteria established by the school/college and degree program. Admission to graduate programs is competitive; admissions authority rests with the Graduate School and the dean of the school/college. An application is reviewed only when the application fee is paid in U.S. dollars and all official transcripts, standardized test scores, and other application materials required for the degree program are received on or before the deadline.

#### **02.23.11 Minimum Requirements for Admission**

##### **02.23.11.01**

A baccalaureate degree or its equivalent, as recognized by Temple University, from an accredited post-secondary institution is required.

##### **02.23.11.02.02**

Admission of students is initially subject to standards set by the Graduate School and to any higher standards set by individual programs. The minimum admissions standard for all graduate students is ordinarily an undergraduate grade point average of "B" or 3.0 on a 4.0 scale, or the functional equivalent for students who have attended universities outside of the United States.

##### **02.23.11.03**

The Graduate School considers exceptions to the admissions requirement if the student meets one of these criteria:

Achievement of a 3.25 cumulative grade point average in at least 9 credits of graduate work at an accredited university in the United States or equivalent academic performance in a university outside the United States.

Scores above the 65th percentile on the verbal and quantitative portions of the Graduate Record Examination (or other standardized test, such as the Graduate Management Admission Test).

Attainment of a 3.5 grade point average during her/his final two years of undergraduate work.

##### **02.23.12**

#### **Examination Requirements for Admission**

A school/college and program may require an examination such as the Graduate Record Examination (GRE®), the Graduate Management Admission Test (GMAT®), or the Miller Analogies Test (MAT™). Such examinations must have been taken within the past five years or appear on the official Temple University record of a student who has been previously enrolled.

##### **02.23.13**

#### **International Students**

If an applicant attended any institution that does not routinely issue complete academic records in English, s/he must submit official copies of native language records and literal translations prepared by an appropriate university or government official. Alternately, the applicant may submit the academic documents to a credential evaluation organization approved by Temple University and request that the evaluation be sent directly to the intended program at Temple University. At the same time, an unofficial copy of the academic records on which the outside evaluation is based should be sent to the intended program at Temple University.

#### **02.23.13.01**

An applicant who does not hold a baccalaureate degree from an institution in which the sole language of instruction is English is required to present official scores from one of the following tests of English to meet these minimum English language requirements:

Test of English as a Foreign Language (TOEFL®). The minimum score required is 79 on the internet-based (iBT) or 550 on the paper-based (PBT) version for all programs, with the exception of the Master of Music (MM) in performance, for which a TOEFL score of 71 iBT or 525 PBT is acceptable.

International English Language Testing System (IELTS™). The minimum score required on the academic version of the test is 6.5.

PTE Academic™. The minimum score required is 53.

#### **02.23.14**

##### **School and College Admissions Criteria**

The faculties of each program establish additional admissions requirements that are approved by the graduate council or other governance body of the school/college. Additional requirements beyond the Temple University minimum requirements typically include the following:

- standardized tests
- grades and/or completion of specific coursework
- evidence of writing ability
- professional experience
- statement of goals and expressed specific interests in research or other creative activities
- portfolios
- auditions
- letters of recommendation

Because admissions requirements for graduate programs vary widely, an applicant must contact the school/college and program for current information. It is the responsibility of the applicant to submit all required credentials and other evidence of qualifications by the deadline set by the school/college and program.

#### **02.23.15 Applications**

##### **02.23.15.01**

Application deadlines vary by program as shown in the Graduate Bulletin. To be considered for any form of graduate student financial support, an applicant should apply in advance of posted deadlines. To be considered for Temple University fellowships, an applicant must apply by December 15 for admission the following Fall term. Only a student who has been admitted may be considered for Assistantships, Fellowships, Scholarships, and Student Financial Aid (loans or work-study).

#### **02.23.15.02**

Prospective students may apply to more than one degree program, but must submit a complete application to each. A student accepted into a graduate program may matriculate in only one program, except in the case of officially designated dual degree programs.

#### **02.23.15.03**

Applicants to dual degree programs must be admitted to both degree programs and complete all requirements for both degrees. Admission to one program does not guarantee admission to the other.

#### **02.23.15.04**

All students must apply for graduation and pay the associated fees by the deadline listed in the Temple University Academic Calendar and/or in the version of the Graduate School Calendar adapted for graduate students. This is the only means by which a diploma is produced and an awarded degree transcribed. The graduation application is accessed through TUportal by selecting Self-Service Banner (SSB), then Student » >Student Records » > Apply to Graduate.

#### **02.23.16 Change of Degree Program**

##### **02.23.16.01**

A matriculated student in a doctoral program may, with the approval of the advisor and the dean of the school/college, request a transfer to a master's degree program in the same department and field without reapplying. The department or program must review the student's record and make the final decision about accepting the student into the master's degree program.

##### **02.23.16.02**

A matriculated student in a master's program must apply for admission to the doctoral program, even in the same department and field. (This is not applicable if the student was admitted into the Ph.D. program at the time of admission into the master's program.) The procedures for applying are governed by the dean of the school/college and graduate council or other governance body.

#### **02.24 GRADUATE CREDITS AND STANDARDS OF SCHOLARSHIP**

##### **02.24.10**

##### **Registration**

Students must be appropriately registered for courses. Those who are not on the published grade list for a course may not receive a grade or credit for that course. Students are advised to utilize Self-Service Banner (SSB), accessible through the TUportal, to confirm billing and registration status, particularly when adding a course, dropping a class, or otherwise revising their roster. All students are responsible for ensuring that their registration is accurate. Note that any student who is registered for a course but does not attend will be billed for the course and will receive a final grade of "F" from the instructor.

##### **02.24.11 Grades**

##### **02.24.11.01**

Courses graded A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F are used to calculate the graduate grade point average (GPA). No grade below a "C-" can be used to fulfill any graduate requirement.

An "R" (Registered) grade indicates registration for the preliminary/comprehensive exam or a thesis, dissertation, or final project that is still in progress—and its use is restricted to this purpose. Therefore, the only courses that can receive an "R" grade are:

9993 — Master's Comprehensive Examination

9994 — Doctoral Preliminary/Candidacy Examination

9995 — Thesis/Project or Master of Fine Arts Credits

9996 — Master's Thesis Credits

9998 — Dissertation Proposal/Candidacy

9999 — Dissertation Credits

Courses numbered 9993 through 9999 cannot be graded "I" (Incomplete). These ongoing examinations and research projects require registration every term until their completion. Only the number of required s.h. for the completion of each of the aforementioned courses in the published program of study for each graduate degree offered by a department and found on the Graduate Bulletin webpage can and must be changed from an "R" grade to an assigned final grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, or P. All other "R" grades in excess of the required published s.h. for a program of study found on the Graduate Bulletin webpage remain on the transcript for all terms as "R." The GPA does not include courses designated "R." In addition, "R"-graded courses in excess of the amount required for degree completion are not included in the number of hours completed nor the number of hours passed.

The "R" grade is not—and cannot be used as—a substitute for an "I" grade. The "I" grade is appropriate for a one-term didactic course that will be completed within a year or assigned the contracted default grade.

"P" indicates Pass. Individual schools may authorize the use of Pass/Fail only for practica, seminars, and other courses for which traditional grading is inappropriate and only when all students are graded on a P/F basis. No grade points are assigned to either the "P" or "F" grade. In a course with the P/F grading option, "P" is equivalent to A, A-, B+, B, B-, C+, C, or C-, and "F" is equivalent to D+, D, D-, or F.

No grade points are assigned to either the "CR" (Credit) or "NC" (No Credit) grade. "CR" is equivalent to A, A-, B+, B, B-, C+, C, or C-, while "NC" is equivalent to D+, D, D-, or F.

#### 02.24.11.02

A student who receives more than two grades below "B-" or more than one grade of "F" is dismissed for failure to maintain satisfactory grades.

02.24.11.03 A minimum cumulative GPA of 3.0 is required in order to graduate.

#### 02.24.11.04

A doctoral student must take at least 2 s.h. of Dissertation Research (9999) after having been

advanced to candidacy. Because these courses reflect continuing work on a single project, the student receives a grade (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, or Pass/Fail, depending on the departmental grading system) for only the final term after having fulfilled this requirement, which entails filing the final approved dissertation with the Graduate School.

#### **02.24.11.05**

To remain in Academic Good Standing at Temple University, a non-matriculated or matriculated graduate student must achieve a term GPA of at least 3.0 for each term and maintain a cumulative GPA of at least 3.0 for all work completed at Temple University. The policy on Academic Good Standing operates in conjunction with Graduate School Policy 02.24.11.02 concerning substandard grades.

#### **02.24.12**

##### **Incompletes**

An instructor may assign an Incomplete ("I") to a student who does not complete all coursework. The "I" may be changed to a letter grade if the student completes the coursework within one calendar year.

#### **02.24.12.01**

The student must file a contract with the faculty member of record stating what outstanding work remains to be completed. The faculty member must sign the contract and retain it in the student's permanent departmental file. All work must be completed, graded, and the change of grade filed with the Office of the University Registrar within one calendar year of the assignment of the Incomplete.

#### **02.24.12.02.01**

##### **Change to Incomplete Policy**

Effective Fall 2003, the President instituted a policy change regarding Incompletes (see Policy 02.10.13: Incomplete Coursework Policy) for graduate and undergraduate students. As part of the Incomplete contract, the faculty member must assign a default grade that will apply if work is not completed per the contract or within one year of the assignment of the Incomplete grade.

#### **02.24.12.03**

A student who receives a Permanent Incomplete and wishes to receive credit for that course is required to re-register, pay tuition, and retake that course to receive a grade.

#### **02.24.13**

##### **Credits for Coursework in a Degree Program**

No course may be used to satisfy a credit hour requirement for more than one degree, except where course requirements for one degree (master's degree) are required for a more advanced degree (e.g., Ph.D.) or have been designated as eligible to satisfy the requirements of an officially designated dual degree program.

#### **02.24.14**

##### **Repeating a Course for Additional Credit**

**A student may repeat an Independent Study or other course for additional credit if the course content varies each term as designated in the Graduate Bulletin.**

**02.24.15**

**Repeating a Course for Credit**

**A student may, with the permission of the advisor and graduate program director, retake a course once in order to improve the grade. The higher grade is used to calculate the graduate GPA. The s.h. for the course are counted only once toward graduation requirements.**

**02.24.16**

**Graduate Credit for Undergraduate Courses**

**A graduate student may take an undergraduate upper division course for graduate credit only with the advanced written permission of the student's advisor and the dean of the school/college, prior to the first day of classes. Permission is granted only if the graduate student is required to complete more advanced work than that required of undergraduates, and the Request to Take an Undergraduate Course for Graduate Credit Form specifies the nature and extent of the additional work (e.g., a research paper or project). To receive graduate credit, the student must pay graduate tuition and fees.**

**02.24.17**

**Enrollment in Undergraduate Courses Not for Graduate Credit**

**A student admitted to a graduate program may enroll in an undergraduate course to elevate her/his level of preparation to the standard expected of an entering graduate student, but such courses cannot be used to satisfy a graduate degree requirement.**

**02.24.18 Prerequisites**

**02.24.18.01**

**A prerequisite is preparatory work that must be completed prior to undertaking specified coursework in the degree program. Credits earned completing prerequisites do not count toward the total number of s.h. required for the degree.**

**02.24.18.02**

**Grades earned in prerequisite courses, if graduate level, are included in the graduate GPA and, irrespective of level, in the determination of standards of scholarship.**

**02.24.19**

**Credit for Coursework Taken as a Non-Matriculated Student**

**A matriculated student may be allowed credit for up to 9 s.h. of graduate coursework, graded "B" or higher, taken before matriculation. These credits may be accepted in addition to the Advanced Standing Credit allowed if approved by the dean and the graduate council or other governance body of the school/college.**

**02.24.20**

**Advanced Standing Credit (defined as credit for coursework taken prior to matriculation and outside of Temple University)**

**02.24.20.01**

**Graduate coursework taken at an accredited institution prior to matriculation, and graded "B" or higher, may be accepted toward a Temple University master's degree. (Refer to Graduate School Policy 02.24.21.02 for limitations.)**

**02.24.20.02**

**Graduate coursework taken at an accredited institution prior to matriculation and graded "B" or higher as part of a master's degree program may be accepted for Advanced Standing Credit toward a doctoral degree. For doctoral programs that do not require the student to complete a master's degree at Temple University, the number of Advanced Standing Credits that may be accepted by a doctoral program cannot exceed the number of graduate s.h. required for the master's degree in the same or a closely related discipline at Temple University. Individual programs may have more restrictive limits on the number of graduate s.h. eligible to be considered for Advanced Standing Credit. The deans of the school/college and the graduate council or other governance body determine the courses to be deemed eligible.**

**02.24.20.03**

**For a student to receive Advanced Standing Credit, the graduate program director must make a recommendation to the dean of the school/college to accept the student's credits from a master's degree or other graduate work taken prior to matriculation in the degree program, whether the previous work was taken at Temple University or at another institution. The dean of the school/college has final authority over accepting the recommendation to grant Advanced Standing Credit in individual cases as long as the number and type of credits accepted do not exceed those allowed by the Graduate School.**

**02.24.21**

**Transfer Credit (defined as credit for coursework taken following matriculation and outside of Temple University)**

**02.24.21.01**

**The dean of the school/college and the graduate council or other governance body may accept a limited number of Transfer Credits. The coursework must be graduate level, taken at an accredited institution, and graded "B" or higher. (Refer to Graduate School Policy 02.24.21.02 for limitations.)**

**02.24.21.02**

**The combined number of Transfer Credits and Advanced Standing Credits (see Graduate School Policies 02.24.20.01 and 02.24.21.01) that may be accepted by a master's program cannot exceed 20% of the s.h. required for the degree (e.g., in a 30-s.h. master's degree, a maximum of 6 s.h. of credit is allowed).**

**02.24.21.03**

**A doctoral program may accept as many Transfer Credits as have been approved by the dean of the school/college up to the limit established by the Graduate School.**

**02.24.21.04**

The Graduate School may be petitioned for an exception if the request is supported by the student's program and school/college.

**02.24.22**  
**Auditing**

A student may audit a course with the written permission of the instructor at the time of registration. For this purpose, a Special Approval Form must be signed by the instructor and submitted along with a Registration/Schedule Revision Form. The student must register for the course and pay the regular per-credit fee.

**02.24.22.01**

The registration for any course may not be changed from audit to credit or vice versa after the second week of classes during the Fall or Spring term or after the first three days of classes during the Summer sessions.

**02.24.22.02** Audited courses do not meet prerequisite or graduation requirements.

**02.24.23** Withdrawal

**02.24.23.01**

A student may "drop" a class during the first two weeks of the Fall or Spring term or Summer sessions and during customized drop/add/withdrawal dates set by Temple University, in which case:

The course is removed from the transcript.

The student is not financially responsible for the dropped course(s).

A student who wishes to discontinue a course after the drop period has ended may "withdraw" from a class during weeks three through nine of the Fall or Spring term; during weeks three and four of Summer sessions; and during customized drop/add/withdrawal dates set by Temple University. When a student withdraws:

The course is recorded on the transcript with the notation of "W."

The student is financially responsible for the course(s) from which s/he has withdrawn.

**02.24.23.02**

A student who must withdraw due to circumstances beyond her/his control may petition for an "excused withdrawal" or "withdrawal with approved excuse." The extenuating circumstances that inhibit continued enrollment at Temple University are limited to:

Serious medical conditions

Serious family emergencies

Military deployment

The student's death

Other catastrophic circumstances

An excused withdrawal is generally only approved for all courses in a term. In exceptional cases, an excused withdrawal can be approved for a single course when the need to withdraw is directly attributed to requirements related to that course. To request an excused withdrawal, a Petition for Withdrawal with Approved Excuse must be filed within one year from the end date of the term for which the student seeks the excused withdrawal. If the excused withdrawal is granted:

The course is recorded on the transcript with the notation of "WE."

The student may be financially responsible for courses from which s/he has withdrawn with an approved excuse.

A student who is granted an excused withdrawal for medical reasons will not be permitted to return to the university until s/he presents a statement from a medical provider showing that s/he is medically ready to return to the rigors of academic work.

## **02.25**

### **CURRENCY AND TIME LIMITS**

Courses taken prior to matriculation may be counted toward a degree only if they meet the program's criteria for currency. Generally, courses taken within the past five years are considered current. In some schools and colleges, coursework taken in a master's degree more than five years prior to matriculation may be considered eligible for Advanced Standing Credit.

#### **02.25.11**

##### **Continuous Enrollment/Registration**

To remain in Academic Good Standing, a graduate student must maintain continuous enrollment (i.e., 1 or more s.h. each Fall and Spring; also in the Summer for those students graduating in Summer) from the term of matriculation through the term of graduation. The only exception for continuous enrollment/registration is for a student on a Leave of Absence.

##### **02.25.11.01**

A graduate student who is not continuously enrolled for two consecutive terms — whether as a result of not returning from an approved Leave of Absence term or because a Leave of Absence was never requested — is considered inactive, must apply for readmission, and must be accepted to the graduate program in order to continue. Readmitted graduate students do not retain their original Bulletin year and must follow the most current requirements for the graduate degree program.

#### **02.25.12 Full-Time Status**

##### **02.25.12.01**

To be designated full-time, a graduate student (including all recipients of Graduate School Fellowships) must be enrolled for 9 or more s.h. of coursework until all coursework is completed.

##### **02.25.12.02**

To be designated full-time, a graduate student who holds an Assistantship that requires at least 20 hours of service per week must be enrolled in 6 s.h. until all coursework is completed.

##### **02.25.12.03**

To be designated full-time, a graduate student who has completed required coursework for the degree must be enrolled in at least 1 s.h. of one of the following:

**9284 — Music Doctoral Performance**

**9994 — Preliminary Examination**

**9998 — Dissertation Proposal**

**9999 — Dissertation Research**

**OR any other terminal or culminating experience or project required beyond coursework to complete the degree, including Music Master Performance (9184), Master's or MFA Project (9995), and Master's Thesis (9996).**

**02.25.13 Conditions of Full-Time Status**

**02.25.13.01**

**No limit is set on the number of terms a student may be classified as full-time, although the expected time-to-degree is an important consideration. See the Graduate Bulletin for each program's allotted length.**

**02.25.13.03**

**A graduate student who has completed coursework and is enrolled in at least 1 s.h. of:**

**9184 — Music Master Performance**

**9284 — Music Doctoral Performance**

**9994 — Preliminary Examination**

**9995 — Master's or MFA Project**

**9996 — Master's Thesis**

**9998 — Dissertation Proposal**

**9999 — Dissertation Research**

**will automatically be classified as full-time. Contact the Graduate School about full-time status concerns only when exceptional circumstances warrant.**

**02.25.14 Leave of Absence**

**02.25.14.01**

**The dean of the school/college, on the recommendation of the advisor, may grant a matriculated student a Leave of Absence upon presentation of a completed Leave of Absence Request Form.**

**02.25.14.02.02**

**While on a Leave of Absence, a student retains admitted student status and remains eligible for the following privileges:**

**Retention of the university requirements in place for her/his academic program at the time of her/his first term at Temple and the requirements in place for her/his degree or degree concentration at the time of declaration.**

**Temple email access.**

Priority and self-registration for the approved term of return.  
Library access and borrowing privileges.

02.25.14.02.03

A student granted a Leave of Absence is not considered a registered student. As a non-enrolled student, s/he is not eligible for:

Academic advising related to progress toward completion of the degree while on a Leave of Absence.

Financial aid disbursements during the terms while on a Leave of Absence. Students on a Leave of Absence are reported to lenders and loan service agencies as "not enrolled" and need to contact lenders for information on possible repayment requirements.

Enrollment verification, given her/his status as "not enrolled," which could affect eligibility for health insurance, etc., while on a Leave of Absence.

Use of Student Health Services or any other university services not listed in Graduate School Policy 02.25.14.02.02 above while on a Leave of Absence.

Campus Housing while on a Leave of Absence.

02.25.14.03

A Leave of Absence does not extend the time limit for completing a graduate degree. A student may not be granted more than four terms of leave except for a serious condition.

02.25.15            Time Limits for a Degree

02.25.15.01

The time limit begins with the term of matriculation and ends with the term in which the degree is earned.

02.25.15.02

The time limits for a master's degree are three to six years. See the program descriptions in the Graduate Bulletin.

02.25.15.03

The time limit for a doctoral degree is seven years.

02.25.15.04

An extension of time may be requested by master's and doctoral candidates. To ensure currency, a student who requests an extension of time beyond that allowed for a graduate degree may be required to retake coursework and/or examinations.

02.26    MASTER'S EXAMINATION AND THESIS

02.26.11            Master's Examinations

02.26.11.01

A student may take the master's comprehensive examination, in whole or in part, no more than twice.

02.26.11.02        A student who fails all or part of the comprehensive examination twice is dismissed.

02.26.12            Master's Thesis

02.26.12.01

For current requirements, see the specific degree program in the Graduate Bulletin.

#### **02.26.12.02**

A thesis must be completed in a format approved by the Graduate School and the school/college. Approved formats are listed in the Dissertation and Thesis Handbook.

#### **02.27**

#### **DOCTORAL EXAMINATIONS/CULMINATING EXPERIENCES**

Doctoral Examinations/Culminating Experiences require a minimum of 6 s.h., with at least 2 s.h. of the 6 s.h. required to be in course number 9999. The remaining 4 s.h. can be a combination of the following course numbers: 9994, 9998, and/or 9999. Departments may require additional s.h. to fulfill Doctoral Examinations/Culminating Experiences since 6 s.h. constitute the minimum requirement. Doctoral students must maintain continuous enrollment from matriculation to graduation.

#### **02.27.11 Preliminary Examinations**

##### **02.27.11.01**

A doctoral student who has completed all coursework for the degree, but has not passed the preliminary examination, must register each Fall and Spring term for 1 s.h. of course number 9994, "Preliminary Examination Preparation." The student must be registered for 9994 in the term in which the examination is taken, including the Summer session. A student who is required to retake the preliminary examination in whole or in part must re-register for 1 s.h. of 9994 in the term in which the examination is retaken.

##### **02.27.11.02**

A student may take the doctoral preliminary examination, in whole or in part, no more than twice.

**02.27.11.03** A student who fails all or part of the preliminary examination twice is dismissed.

##### **02.27.11.04**

Three or more members of the Graduate Faculty must approve the content of the doctoral preliminary examination. It must be graded fairly and in a manner that prohibits any one faculty member from determining whether a student passes or fails.

#### **02.27.12 Preliminary Examination Time Limits**

##### **02.27.12.01**

To ensure currency, a doctoral student who has not successfully defended the dissertation within five years of passing the preliminary examination may be required to retake and pass that examination to remain in Academic Good Standing.

##### **02.27.12.02**

When the five-year limit is reached, the student is to be notified by the school/college/program if s/he must retake and pass the preliminary examination within one term.

##### **02.27.12.03**

Failure to retake and pass the preliminary examination within one term results in dismissal by the school/college/program.

### **02.27.13**

#### **Elevation to Candidacy**

**A doctoral student is elevated to candidacy upon completion of all coursework and examination requirements (including foreign language or other proficiency examinations) for the degree after filing an approved dissertation proposal along with the Dissertation Proposal Transmittal for Elevation to Candidacy Form to the Graduate School.**

### **02.28 DOCTORAL DISSERTATION**

#### **02.28.11 Doctoral Advisory Committee/Sponsoring Committee**

##### **02.28.11.01**

**Asponsoring committee must include at least three members of the Temple University Graduate Faculty, two of whom, including the chair, must be members of the candidate's degree program or approved to serve in that capacity with the advanced written approval of the Graduate School.**

##### **02.28.11.02**

**A committee may be expanded to include other Temple University faculty and/or qualified experts from outside Temple University, provided that a majority of the members of the Doctoral Advisory Committee are members of the Temple University Graduate Faculty.**

##### **02.28.11.03**

**If the proposed additional member is not a member of the Graduate Faculty, the chair of the Doctoral Advisory Committee must request approval by submitting the Nomination for Service on Doctoral Committee Form and a current curriculum vitae to the Graduate School. Approval of the member must be received prior to the approved proposal being filed with the Graduate School.**

##### **02.28.11.04**

**If a change is made in the composition of the Doctoral Advisory Committee, the change must be approved by the chair of the initial committee and the dean of the school/college. The change must be noted on the Request for Change in Dissertation Committee Form and filed with the Graduate School prior to posting the final defense.**

##### **02.28.11.05**

**The dean of the school/college and the graduate council or other governance body define who is responsible for approving the composition of Doctoral Advisory Committees in their respective school/college.**

##### **02.28.11.06**

**The chair and each member of the Doctoral Advisory Committee work with the student to provide guidance to develop a proposal in which the student demonstrates broad knowledge of the field, current methods of investigation, and the ability to conduct the proposed research on a realistic**

timeline.

**02.28.11.07**

**Emeritus faculty may serve on a dissertation sponsoring or examination committee provided the emeritus faculty member retains Graduate Faculty status by continuing to satisfy college/department criteria and responsibilities established for Graduate Faculty status.**

**02.28.11.08**

**Emeritus faculty may chair dissertations if:(a) the emeritus faculty member was the chair of an approved dissertation proposal submitted to the Graduate School prior to retirement; and (b) the emeritus faculty member continues to satisfy college/department criteria and responsibilities established for Graduate Faculty to chair dissertations.**

**02.28.12**

**Dissertation Proposal**

**02.28.12.01**

**A student who has passed preliminary examinations but has not filed an approved dissertation proposal with the Graduate School by the last day to Drop/Add in the term must register each Fall and Spring for course number 9998, "Pre-Dissertation Research."**

**02.28.12.02**

**When all members of the Doctoral Advisory Committee have signed the proposal, the proposal represents an agreement between the student and the committee that the theoretical and methodological approaches being taken are considered acceptable if the work is conducted appropriately and within the timeline proposed. The Doctoral Advisory Committee may not unilaterally require significant theoretical or methodological changes. The committee and the student may jointly agree on such changes but are advised to put the changes in writing.**

**02.28.12.03**

**Within 30 days of all members of the Doctoral Advisory Committee signing the proposal, it must be filed with the student's department and with the Graduate School. The proposal must include an official Dissertation Proposal Transmittal Form that bears the signatures of the Doctoral Advisory Committee members and the date approved.**

**02.28.13**

**Dissertation Research**

**02.28.13.01**

**A doctoral candidate must register each Fall and Spring term, and in the term in which the oral**

examination is held, for course number 9999, "Dissertation Research."

#### **02.28.13.02**

If the oral examination is held in the Summer session, the student must register for 9999 in the Summer session but will not be required to register in the Fall if the 30-day deadline for making final revisions extends into the Fall.

#### **02.28.13.03**

A doctoral student must complete a minimum of 2 s.h. of course number 9999, "Dissertation Research," after elevation to candidacy.

#### **02.28.14**

##### **Defense of Doctoral Dissertation**

#### **02.28.14.01**

To be defensible, a doctoral dissertation must:

- meet the standards for original research or other creative work in the field.
  - uphold the ethics and standards governing research or creative work in the discipline.
  - demonstrate mastery of the research methodology and subject matter.
  - demonstrate an understanding of the contribution of the body of knowledge to the discipline or disciplines involved.
  - meet the standard of writing and presentation expected in any academic or scholarly publication or production, including grammar, spelling, formatting, and general readability.
- #### **02.28.14.02**

A candidate whose dissertation fulfills the standards of scholarship and the commitments made in the proposal, and any modifications made to it as specified above, is entitled to an oral defense of the dissertation.

#### **02.28.15**

##### **Dissertation Examining Committee**

#### **02.28.15.01**

A Dissertation Examining Committee is responsible for evaluating the quality of the dissertation and conducting the oral defense.

#### **02.28.15.02**

A Dissertation Examining Committee must include the chair and all members of the Doctoral Advisory Committee and at least one outside examiner not previously involved with the dissertation writing or the Doctoral Advisory Committee.

#### **02.28.15.03**

The chair of the Dissertation Examining Committee must be a member of the Graduate Faculty but may not be the chair of the candidate's Doctoral Advisory Committee. This person, responsible for coordinating the defense, must be identified when the defense is posted with the Graduate School. If the dean of the school/college and the graduate council have a written policy that calls for the chair of the Dissertation Examining Committee to be elected only when the defense is convened, the person named in the posting to the Graduate School remains responsible for filing all official forms with the school/college and Graduate School.

#### **02.28.15.04**

The outside examiner may not be a faculty member in the candidate's degree program. The examiner must be doctorally prepared and, if s/he is from outside Temple University, must be approved by the Graduate School at least two weeks prior to the oral defense.

#### **02.28.15.05**

If the outside examiner or any other proposed member of the Dissertation Examining Committee is not a member of the Graduate Faculty, the chair of the Doctoral Advisory Committee must request approval by submitting the Nomination for Service on Doctoral Committee Form and a current curriculum vitae to the Graduate School at least four weeks in advance of the scheduled defense. Approval must be received prior to posting the oral defense.

#### **02.28.16**

##### **Oral Defense/Final Examination**

#### **02.28.16.01**

To be eligible to post the Oral Defense/Final Examination, the candidate must have:

an approved Dissertation Examining Committee.  
distributed a complete copy of the final dissertation to all members of the Dissertation Examining Committee.  
identified the chair or the person responsible for the Dissertation Examining Committee in accordance with the policies of the school/college.

#### **02.28.16.02**

The candidate must submit the official, signed Announcement of Dissertation Defense Form to the Graduate School 10 or more working days before the scheduled defense. A defense cannot be held without written confirmation of approval and receipt of the defense paperwork from the Graduate School.

#### **02.28.16.03**

The announcement of the oral defense must be posted publicly. Any member of the Graduate

**Faculty has the right to request a copy of the dissertation from the dean of the school/college in advance of the defense and may participate in the defense.**

**02.28.16.04**

**If a person other than a member of the Dissertation Examining Committee or Graduate Faculty wishes to be present at the oral defense as a guest, the chair of the Dissertation Examining Committee is responsible for determining the appropriateness of the request and for making the final decision.**

**02.28.16.05**

**All members of the Dissertation Examining Committee must be physically present for the defense, except in the case of an emergency. The Graduate School may, in serious circumstances, give prior written approval for no more than one member to be absent. The candidate and chair of the Doctoral Advisory Committee must, however, both be present for a valid defense.**

**02.28.16.06**

**A member of the Dissertation Examining Committee whose absence has been approved by the Graduate School must still participate in the defense through some means (e.g., telephone, video-conference, written comments, and/or questions to be asked by another member), except in the case of a sudden, serious emergency.**

**02.28.16.07**

**The Dissertation Examining Committee evaluates both the dissertation and a candidate's performance in the oral examination to determine whether or not the candidate passes. Only officially recognized members of a Dissertation Examining Committee have the authority to determine whether or not the candidate passes the final defense.**

**02.28.17**

**Revisions Following the Oral Defense**

**02.28.17.01**

**Doctoral candidates who pass the oral defense may be required to make revisions to the dissertation as a condition of completing the degree. The chair of the Doctoral Advisory Committee is typically responsible to review and approve revisions, although any member of the Dissertation Examining Committee may require the candidate to submit a final draft for approval. The final revised dissertation must be submitted to the Graduate School within 30 calendar days of the oral defense or the defense is nullified and another oral defense must be scheduled.**

**02.28.17.02**

**If a Dissertation Examining Committee requires substantial revisions that cannot be made within 30 calendar days, the committee must suspend the defense until a majority agrees that the**

dissertation is sufficiently revised to be defensible. A candidate must repost the oral defense with the Graduate School. The chair of the Doctoral Advisory Committee is responsible for notifying the Graduate School that a defense was suspended.

**02.28.18**

#### **Dissertation Format**

A dissertation must be completed in a format approved by the Graduate School and the school/college. Approved formats are listed in the Dissertation and Thesis Handbook.

**02.28.19**

#### **Authorship and Prior Publication**

A doctoral dissertation may have only one author. A candidate's previously published work may be included in the dissertation if the work meets the following criteria:

The research was conducted by the candidate while a doctoral student at Temple University.

It has not been used to meet the requirements for another degree.

It is not co-authored, unless the role of the candidate was clearly defined in the co-authored work.

It is logically connected with and integrated into the dissertation.

By its inclusion, it does not violate any existing copyright or contractual agreement.

Co-authored works that do not meet the criteria above may be included as appendices if they include the names of all authors and the contribution of the candidate is stated.

**02.28.20**

#### **Filing Dissertations**

The Dissertation and Thesis Handbook details requirements for filing the final dissertation with the Graduate School.

**02.28.21**

#### **Final Authority Over Doctoral Dissertation**

The Graduate School and the Graduate Board have the authority to review and approve all doctoral dissertations prior to awarding the degree.

### **02.29 ACADEMIC APPEALS TO THE GRADUATE BOARD**

**02.29.11.01**

Title IX of the Educational Amendments Act requires that each college or university establish due procedures for the resolution of grievances. A student should consult her/his school/college for information about filing grievances.

**02.29.11.02**

A graduate student must follow all school/college and departmental policies and procedures

**governing grade appeals and appeals for all other academic matters. The Graduate Board and Graduate School have authority over reinstatement after academic or administrative dismissal. A student must file a Petition with the Graduate School to initiate an appeal to either body for reinstatement.**

#### **02.29.12**

##### **Petitions for Reinstatement After Academic Dismissal**

**A graduate student may file a Petition with the Graduate Board Student Appeals Committee following dismissal:**

#### **02.29.12.01**

**If the student has failed the comprehensive or preliminary examinations, in whole or in part, twice.**

#### **02.29.12.02**

**If the student has failed to maintain satisfactory grades in accordance with Standards of Scholarship in the university, school/college, and/or program.**

#### **02.29.12.03**

**If the student has failed to make academic progress as defined by the school/college and program.**

#### **02.29.13**

##### **Petitions for Reinstatement After Administrative Dismissal**

**A student who has been administratively dismissed (i.e., has exceeded the time limit or failed to maintain continuous enrollment and is therefore ineligible to register, or who has withdrawn) may file a Petition with the Graduate School for reinstatement. A representative for the Graduate School may respond to these petitions administratively or refer them to the Graduate Board Student Appeals Committee.**

#### **02.29.14**

##### **Appeals of Graduate Board Decisions**

**A student can appeal decisions by the Graduate Board Student Appeals Committee only on procedural grounds. The appeal should be directed to the Provost.**

#### **02.29.15**

##### **Readmission**

**A student who has withdrawn, been dismissed for failure to maintain continuous enrollment for more than one term, or has exceeded the time limit and is therefore ineligible to register, may be required to file a new Application for Admission. If accepted, the student is considered newly matriculated at the time of admission and will be required to complete all current program requirements.**

#### **02.30**

##### **EXIT REQUIREMENTS (Restatement of Graduate School Policy 02.23.15.04 on Applying for**

## **Graduation)**

**All students must apply for graduation and pay the associated fees by the deadline listed in the Temple University Academic Calendar and/or in the version of the Graduate School Calendar adapted for graduate students. This is the only means by which a diploma is produced and an awarded degree transcribed. The graduation application is accessed through TUportal by selecting Self-Service Banner (SSB), then Student » >Student Records »> Apply to Graduate.**