GUIDELINES FOR DOCTORAL STUDENT PARTICIPATION IN GRADUATION CEREMONY AND PROGRESS TO DEGREE AWARD
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Expectations for Completion of Doctoral Degree FAQ's

Participation in the ceremony and award of the degree are two very different processes; however, they have similar yet different requirements and deadlines. Please read the below information carefully. If you have questions, please contact the Office of Graduate Services at 301.687.7053 or email gradservices@frostburg.edu.

What is required to participate in the University commencement ceremony?
Commencement is a ceremony that is held in honor of the completion and/or in anticipation of fulfilling all academic requirements of a degree at FSU. Colleges and programs may also have separate ceremonies for their graduating students. Participation in the University commencement ceremony requires: (a) application for graduation (online in PAWS) and (b) approval from the Office of Graduate Services, your Chair, and the Program Coordinator. These approvals are dependent upon the completion of all course requirements, obtaining degree candidacy, and completing an oral defense which will result in the completion of “Progress to Graduation (Form D)”.

In order to participate in the ceremony you must have held a dissertation oral defense prior to the date of graduation and obtained “Progress to Graduation Form D”. (see deadlines below). (Form B must be submitted to OGS, see below for details).

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<tr>
<th></th>
<th>Spring 2015</th>
<th>Summer 2015</th>
<th>Fall 2015</th>
<th>Spring 2016</th>
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</thead>
<tbody>
<tr>
<td>commencement booklet</td>
<td></td>
<td>ceremony</td>
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</tr>
<tr>
<td>Without name in</td>
<td>5/18/2015</td>
<td>No summer</td>
<td>12/15/2015</td>
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<tr>
<td>commencement booklet</td>
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<td>ceremony</td>
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Please note that due to printing timelines, dates to ensure your name is included in the commencement booklet are early.

Please note that you must have also ordered your commencement regalia in order to participate in the ceremony. Information on this process will be forthcoming.

What is required for graduation or receiving my degree?
Graduation refers to the term used when the University awards the degree and diploma upon completion of all academic requirements including finalization of the dissertation. Your name appearing in the commencement program and/or participation in the commencement ceremony does not denote graduation from the University. You must complete all requirements of the degree and have all forms signed and filed prior to the last day of the semester including completion and submission of the final dissertation manuscript in order for your degree to be awarded. (See checklist and deadlines). If you have completed the final dissertation defense but have not received the signatures, your degree cannot be awarded until the library has provided the final signature of approval. Upon submission of the library approval form to the OGS (the last step in this process), your degree will be awarded and posted on your transcript.

What steps do I need to take in order to participate in the graduation ceremony and obtain my degree award?
The following checklist outlines the process that Doctoral students must take in order to meet the requirements for completion of the dissertation, participation in the graduation ceremony, and be approved for degree award. Please also refer to the deadlines and forms following the checklist below.
Checklist for Doctoral Student
Completion of Dissertation, Approval for Participation in Graduation Ceremony and Approval of Degree Award

1) Prior to application for graduation a student must complete the following steps and have documentation in their file within the Graduate Office (OGS).
   a. Form A – Intent to Serve on Committee: This form is required prior to scheduling the dissertation proposal defense.
   b. Form B- Certification of Completion of Dissertation Proposal: This form should be submitted to OGS after the dissertation proposal has been successfully defended.
   c. IRB approval document: This document will be provided to the student from the IRB. A copy should be forwarded to the OGS.
   d. Degree Candidacy Form: This form is submitted after you have completed all coursework and successfully passed comprehensive exams. The student is responsible for initiating this form with the Program Coordinator.

2) Submit an application for Graduation at the start of the term in which you expect to graduate. If you do not graduate in that term, you must notify the Office of Graduate Services (OGS) to move your application to graduate to the following term (this can be done via email to gradservices@frostburg.edu). You should apply for graduation online in your PAWS account. Go to Student Center and under Academics go to the drop down box and choose Apply for Graduation. Please make sure you consult with your Chair on the timelines required for participation in the ceremony and degree award. The OGS can also answer any questions you may have about this process.

3) Check your transcript in PAWs for:
   a. Completion of all required courses with a 3.0 cumulative GPA and no grades below the level of “C”, no outstanding “I” grades and all pass/fail courses graded as passed with the exception of the courses you are currently registered in.

4) Submit “Application for Oral Defense and Request for Public Announcement (Form C)” to Office of Graduate Services (OGS) (3 weeks prior to your planned defense). Please submit this to dissertations@frostburg.edu. The Application for Oral Defense and Request for Public Announcement (Form C) can be found at http://www.frostburg.edu/grad/forms-center/. Your committee chair and committee should also receive an electronic form of the final manuscript no later than 3 weeks before your oral defense.

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<td>ceremony</td>
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</tbody>
</table>

Please note that due to printing timelines, dates to ensure your name is included in the commencement booklet are early.
You should work with your Chair to coordinate the date, time, and place for the oral defense. The oral defense date should be agreed upon by your Chair and committee prior to submission of the Application for Oral Defense and Request for Public Announcement (Form C) to the OGS.

Upon receipt of Form C OGS will perform an audit of your file and transcripts to check for completion of academic course requirements, other required forms, and will forward the “Application for Oral Defense (Form C)” and approval form “Progress to Graduation (Form D)” to the Program Coordinator (PC) to initiate the required approvals and the required advertisement for the oral defense for the campus community. The PC will approve the dissertation oral defense request and make an announcement to the campus community via email at least two weeks prior to the dissertation oral defense date. It is the responsibility of the student and Chairperson to secure the location and required equipment for the oral defense. If the oral defense is not approved for any reason, both the student and Chair will be notified by the PC.

5) Order your cap and gown for graduation. (The details of this are still currently being determined and more information will be forthcoming on this process. You will be notified to initiate this step by the OGS.)

6) After successful completion of the final oral defense – You should request your Committee Chair and Program Coordinator sign the “Progress to Graduation (Form D)” (this is an internal form and should be in the possession of the Dissertation Chair at the time of oral defense). This form should be turned into the Office of Graduate Services immediately to indicate your ability to walk in the graduation ceremony. (See above deadlines for ceremony participation).

Please note that in order to participate in the graduation ceremony, the student must complete an oral defense and get the signature of the Program Coordinator and Dissertation Chair on the “Progress to Graduation Form D”.

7) Submission of “Dissertation Signature Page: After successful completion of the oral defense and all changes are made to your Committee’s satisfaction, your Committee will be required to sign the “Dissertation Signature Page”. This page indicates that you have passed your oral defense with no further action required and allows you to move to the final approval step, the library format approval step. It is recommended that you get the committee to sign at least two copies. One that will be sent to the OGS for your file, the other to be placed in your manuscript that you have bound for yourself.

8) Make an appointment to meet with the Library for format review and check: Annamarie Klose: acklose@frostburg.edu or call 301-687-4252 to make the appointment. At the time of your appointment, you will be required to submit to the Ort Library an application for “Format Check and Clearance (Form E)” along with a pdf version of your manuscript (on flash drive) and proof of your payment for the $20.00 binding fee (see below). Please remember to get your “Format Check and Clearance Form (E)” signed by your Program Coordinator.

You will be required to submit one bound copy of your manuscript and pay a $20.00 binding fee at the University billing office and attach the proof of payment to your Format Check and Clearance Form E. Please note that you can order more than one bound copy for your personal use and you should consider copies you may want to give as gifts. You should take your Format Check and Clearance Form E and proof of binding payment with you to your appointment
with the librarian. This appointment will allow the librarian to walk you through the ProQuest account set up and assist you in uploading your document.

a. Payment for ProQuest upload fees will be required also at the time of the librarian meeting. See below.

ProQuest electronic submission fee ($0.00 for submission only which is not universally searchable or $95 if you are making your allow your dissertation to be published and openly available through ProQuest). Copyright registration is available through ProQuest for $55 but this is optional. You will make your choice of ProQuest submission at the time of your appointment with the librarian and should be prepared to pay by credit card for your selection. Once you meet with the librarian and you make all necessary changes, the librarian will sign off on the Format Check and Clearance Form E and forward it to the Office of Graduate Services and your degree will be posted.

Note: Please refer to the attached deadlines for completion of degree and progress to graduation. Deadlines must be adhered to in order to progress to degree award and participation in the ceremony within the semester of application for Graduation. Please understand that the deadlines are set to allow for ample time for all reviews, approvals, and signatures that will be required. It is the responsibility of the student to obtain all approvals and signatures within the deadline requirements.
# Deadlines for Dissertation Completion, Approval to Participate in Graduation Ceremony, and Degree Award Approval

## Deadline Dates for Participation in Graduation Ceremony Only

Dates are posted as absolute last day. It is recommended that students follow a more aggressive schedule.

<table>
<thead>
<tr>
<th>Deadline Date</th>
<th>Milestone</th>
<th>Spring 15</th>
<th>Summer 15</th>
<th>Fall 15</th>
<th>Spring 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement Ceremony</td>
<td></td>
<td>5/21/2015</td>
<td>No summer ceremony-December walking date</td>
<td>12/19/2015</td>
<td>5/21/2016</td>
</tr>
<tr>
<td>Application for Graduation Due (applications can be submitted after this date; however, it is recommended they be submitted no later than 6 weeks prior to the commencement ceremony.)</td>
<td></td>
<td>2/1/2015</td>
<td>6/30/2015</td>
<td>9/30/2015</td>
<td>2/1/2016</td>
</tr>
<tr>
<td>Absolute Last Day to Hold Final Oral Defense to allow for participation in the graduation ceremony. Committee Chair must sign Progress to Graduate Form B to approve participation. This form must be submitted to the OGS no later than this date. See Note* regarding commencement booklet.</td>
<td>One week prior to the ceremony. (Ceremony Regalia will be required)</td>
<td>5/18/2015</td>
<td>No summer ceremony (December walking date)</td>
<td>12/15/2015</td>
<td>5/18/2016</td>
</tr>
<tr>
<td>Absolute last day to file &quot;Application for Oral Defense (Form C)&quot; with Office of Graduate Services (OGS): Your chair and committee should also receive an electronic version of the final draft manuscript no later than 3 weeks prior to defense) Approval process will occur within the week of submission and the advertisement of defense will be posted no later than two weeks prior to your scheduled defense date.</td>
<td>No later than three weeks prior to oral defense</td>
<td>4/27/2015</td>
<td>6/12/2015</td>
<td>11/23/2015</td>
<td>4/25/2016</td>
</tr>
<tr>
<td>Note: In order to assure you name is printed in the commencement booklet you must have Form D &quot;Progress to Graduation&quot; signed and submitted to the OGS by this date.</td>
<td>Approximately 4 weeks prior to ceremony</td>
<td>4/27/2015</td>
<td>NA</td>
<td>11/23/2015</td>
<td>4/25/2016</td>
</tr>
<tr>
<td>Term Ends - Grades Due : Final Grades (EDLP 912 must be submitted with Pass ) Last Day of Finals</td>
<td></td>
<td>5/20/2015</td>
<td>8/13/2015</td>
<td>12/18/2015</td>
<td>5/18/2016</td>
</tr>
<tr>
<td>Receiving the Degree Award – Final oral defense and Progress to Graduation Form D must be completed and received in OGS by the last day of class within the semester. The degree will be awarded when the Library Approval Form E is received in OGS. See note below.</td>
<td></td>
<td>5/20/2015</td>
<td>8/13/2015</td>
<td>12/18/2015</td>
<td>5/18/2016</td>
</tr>
</tbody>
</table>

Students must defend the dissertation successfully and get the signature of the Chair on the Progress to Graduation Form D by the last day of classes within the semester. However, degree awards will not be posted to your transcript until the Library Approval Form E is received in the Office of Graduate Services (with final original signatures) indicating you have completed the final library review, paid all fees for manuscript binding and submission to ProQuest, and provided all copies both electronic and hard copy to the library. Degree award timelines are dependent upon your date of submission for library review and the turnaround time from the library based on availability of resources. Students who do not successfully complete the oral defense and gain the signature of the Chair on the Progress to Graduation Form D by the last day of class in the semester, will not have the ability to get their degree awarded within the semester and will be required to register for additional credits of dissertation for subsequent semesters. Students who successfully defended and received the signature on the Progress to Graduation Form D prior to the ceremony will be approved to walk.
Intent to Serve on a Dissertation Committee
(Form A)

This document must be complete and a copy returned to the Program Coordinator with at least one chair and two committee member signatures along with initialed approval by the program coordinator before a proposal defense can be scheduled.

Candidate Name: ___________________________________ Specialization: ______________________
Candidate Signature: _________________________________________________________________

Committee Chair:
- I certify my intent to serve as the chair of the dissertation committee of the candidate named above.

Committee Chair: _________________________________________ Date:  _____________________
Signature: __________________________________________________________________________

Proposed Area of Investigation: ________________________________________________

Committee Membership:
- I certify my intent to serve as a member of the dissertation/thesis committee of the candidate named above.

Member #1 Signature _________________________________________________________________
Committee Member Name and Degree _____________________________________________
Address __________________________ Email- ________________________________
Email: __________________________ Telephone: (____) ___________________________

Member #2 Signature _________________________________________________________________
Committee member name and degree _____________________________________________
Address __________________________
Email- __________________________ Telephone: (____) ___________________________

Member #3 Signature _________________________________________________________________
Committee member name and degree _____________________________________________
Address __________________________
Email __________________________ Telephone: (____) ___________________________

Please use a second form is more than 4 committee members. This form must be initialed and approved by the:
Program Coordinator: ____________ Date: ___________ REV 01/20/15

6
Certificate of Proposal Completion (Form B)

Date: __________________________________________

To:  Coordinator: EdD Doctoral Program

From: ___________________________________________  Chair

The undersigned members of the student’s Doctoral Examination Committee hereby certify that the dissertation proposal written by

_______________________________________________________  _______________________________
Student’s Name (Last, First, M.I.)        Student ID

with the title of _______________________________________________________________________

has been defended and approved.

PROPOSAL APPROVAL SIGNATURES
Please type and sign

<table>
<thead>
<tr>
<th>Dissertation Committee Chairperson:</th>
<th>Signature &amp; Title:</th>
<th>Email address &amp; Date of Signature</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dissertation Committee Member:</th>
<th>Signature &amp; Title:</th>
<th>Email address &amp; Date of Signature</th>
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<tr>
<th>Dissertation Committee Member:</th>
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<th>Dissertation Committee Member:</th>
<th>Signature &amp; Title:</th>
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</tr>
</thead>
</table>

Must have 2 committee members and 1 chair signature. Committee members and chair must be the same as the most recent approved Intent to Serve form filled with the Coordinator.

Date of Proposal Defense: __________________________________________

Month / Day / Year

REV01-20-15
To: Student

From: Beth Scarloss, IRB Chair

Date: Friday, November 14, 2014

Subject: Notice of Protocol Review

We have received your human research protocol application and reviewed it. Thank you for submitting this proposal in compliance with FSU and USM policy.

Title: Study Title Here

Number Assigned: H2015-012

Received on: 10/22/2014

The Institutional Review Board has determined that the research you describe in your application qualifies as research that is exempt from the Code of Federal Regulations (45 CFR 46) under §46.101(b). As long as you follow the protocol described in your submission, no further action on your part is necessary at this time. You will be reminded annually to submit a statement confirming that this research a) is ongoing or b) has been terminated.

If you make substantial changes to this project or begin another research project involving human participants, the IRB will be required to review that project as well.

We greatly appreciate your cooperation with the IRB. If you have any questions or concerns, please feel free to contact us at IRB@Frostburg.edu.

Reviewer Comments:

Non
Doctoral Student Application for Oral Defense of Dissertation &
Request for Public Announcement (Form C)

Please note: This form must be submitted to the Office of Graduate Services no later than 3 weeks prior to the
scheduled defense date. Email scanned dissertation form to dissertation@frostburg.edu or send form to Graduate
Services, 101 Braddock Rd., Frostburg, MD 21532

Date Submitted Application: __________________________________________________________

Name: ___________________________________________ Student ID# __________________________

Address: ____________________________________________________________

Phone: ________________________ FSU email: _______________________________________

Expected Graduation Date:  Fall  20____  Spring 20____  Summer 20____

I am requesting approval for Oral defense of my dissertation:

Title of Dissertation
______________________________________________

Date of Oral Defense: ____________________________________________________________

Time of Oral Defense: ____________________________________________________________

Location of Oral Defense: _________________________________________________________

Program: ____________________________________________________________

Chairperson: ________________________ Phone ________________________

Chairperson email: _____________________________________________________________

Chairperson Approval Signature: (original signature required)
___________________________________________ Date ___________________________

Internal Office Use Only:

Progress to Graduation Form (D) received by OGS

Progress to Graduation Form (D) Sent to Program Coordinator

Announcement to Campus Community of Oral Defense – Attach copy of email

Progress to Graduation Form Received from PC/Chair after final defense

REV01-20-15
Doctoral Student Progress to Graduation (Form D)

Internal Use Only

Following the student's online application for graduation, the Office of Graduate Services will audit the student's file and send a copy of the file with a copy of the Application for Oral Defense (Form C) and the Progress to Graduation (Form D) to the Program Coordinator (PC). The Program Coordinator will verify the information with the Committee Chair and will notify the campus community of the oral defense date. Progress to Graduation Form (D) will be signed by the PC and forwarded to the Committee Chair to then be completed immediately following the oral defense. This form does not approve the award of the degree and does not provide final approval to participate in the ceremony. Upon completion of the oral defense this form must be completed by the Committee chair and returned to the OGS for approval to participate in the graduation ceremony.

Student:

Graduate Office Audit Checklist:
- Student has an approved study plan on file
- Student has successfully completed all core and specialization courses required for degree award within the six year time limit or (within an approved time of extension)
- Student has successfully completed (with a grade of “Pass”) or is currently enrolled in EDLP 911/EDLP 912 (12 credits required) or student is enrolled in 1-3 graduate credits of EDLP 913 if the dissertation oral defense was not completed with final approvals when enrolled in EDLP 912.
- Paperwork (Candidacy form) reporting admission to doctoral candidacy and IRB approval has been submitted to Graduate Services

Notes:

Program Coordinator:
- Student has scheduled the dissertation defense and the advertisement for dissertation for oral defense has been initiated to the campus community.
  - I approve further action toward graduation clearance for this student including participation in the ceremony
  - I do not approve further action toward graduation clearance for this student.

Program Coordinator Signature: ____________________________ DATE __________________

Please forward to Committee Chair after completion and copy of OGS

Chair Section: To be completed at the time of Oral Defense

☐ The candidate has completed the dissertation oral defense and is approved to participate in the commencement ceremony: Dissertation Defense Date: __________________________

☐ The candidate has not completed the dissertation defense and therefore, I do not approve further action toward graduation clearance for this student.

Committee Chair: ____________________________ Date: ____________________________

Committee Chair Signature: ____________________________

Graduate Office Use:
Form Sent to PC __________ Form Returned to OGS __________ Approved for progress __________ REV01-20-15
MIDDLE SCHOOL PRINCIPAL’S PROBLEM SOLVING
FROM A CONGNITIVE PERSPECTIVE

By
Glenn E. Thompson

The undersigned, appointed by the Dean of the College of Education, have examined and approved this dissertation submitted in partial fulfillment of requirements for the degree of Doctor of Education.

_________________________  _________________________  _____________
Rusty R. Hinge, Ph.D., Chair  Date
Assistant Professor of Education

_________________________
U. Need Tu, Ph.D.
Assistant Professor of Education

_________________________
Almo S. Done, Ed.D.
Assistant Professor of Education

_________________________
Almo S. Done, Ed.D.
Assistant Professor of Education
Application for Dissertation Format Review (Form E)

Student Name:_________________________________________ID#________________________________

Date Submitted for Approval:___________________________________________________________

My dissertation was defended successfully on _____________________. The format of this draft has been approved by my Committee Chairperson. I am now asking for final approval of the format from the Library. (Please contact acklose@frostburg.edu and make an appointment to begin this review process. Take with you this form, a pdf copy of your manuscript on a flash drive, and proof of payment for one bound copy of the manuscript (see instruction in the guideline).

Areas reviewed by Chairperson:

1. Accuracy of content, research methods, and findings
2. Adherence to professional standards and English Rules
3. Appropriate reference style used in text
4. Accuracy and completeness of references and citations
5. Correct table names
6. Correct figure names
7. Correct reference style in bibliography
8. Correct headers and chapter titles

Areas to be reviewed by Library:

1. Correct ordering of the preliminary pages
2. Appropriate margin spacing in text
3. Correct positioning of page numbers
4. Correct page numbering Table of Contents
5. Correct font style and size
6. Correct line spacing in text

Chairperson Signature:__________________________________________________________Date__________________

Chairperson Phone number:____________________________email______________________________

Library Approval: This student’s dissertation manuscript has been approved and has been uploaded into ProQuest and have paid for and provided one copy of the manuscript for binding.

Reviewer Signature:__________________________________________________________

Print Name________________________________________Date:________________________