Oakland University

GRADUATE COUNCIL

Policy **Effective Winter 2008**

Professional or Practice-Based Doctoral Programs

Minimum Requirements for a Terminal Doctoral Research Project

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Professional or practice-based doctoral programs culminate in the completion of a terminal doctoral research project. The terminal doctoral research project may be qualitative or quantitative in nature and can include (but is not limited to) randomized clinical trials, intervention studies, comparison studies, single subject methods, meta-analytic designs, integrative literature reviews, or other discipline specific projects demonstrating excellence. Professional or practice-based doctoral students must carefully check individual disciplines for specific graduate program terminal doctoral research project requirements.

This policy statement provides minimum requirements for submitting the archival copy of the terminal doctoral research project to Graduate Study and Lifelong Learning in partial fulfillment of the professional doctoral degree requirements.

As new professional or practice-based doctoral programs are instituted, this document may be appended to encompass requirements set forth by the standards of practice recognized by the faculty of those disciplines for terminal doctoral research projects.

Minimum Requirements

1. A professional or practice-based doctoral program requires submission of a terminal doctoral research project rather than a dissertation.

2. The student must form an advisory committee; specific graduate program publications reference the requirements for selection of advisory committee members.

3. The student must submit a terminal doctoral research project “proposal” to the advisory committee for approval.

4. A terminal doctoral research project that involves the participation of human or animal subjects requires approval from the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) prior to beginning subject recruitment.

5. The student may be required to present the doctoral research project in a public forum and/or defend the doctoral research project before the advisory committee; the student must refer to specific graduate program publications for requirements.

6. The advisory committee members are responsible for determining whether both the presentation and the written terminal doctoral research project meet the standards set forth by the specific graduate program.

7. The advisory committee members shall confirm successful completion of the terminal doctoral research project by signing the *Terminal Doctoral Research Project* title page (see Appendix A). This written approval indicates that the advisory committee is satisfied with the substance and format of the terminal doctoral research project.

8. The terminal doctoral research project must comply with the format style manual approved by the discipline for publication. Disciplines may require a doctoral research project to be written in a different format, such as a peer reviewed journal article.

9. The doctoral research project must be graded prior to submission to Graduate Study.

10. The final deadline to submit the doctoral research project to Graduate Study depends on the semester the student intends to graduate. This semester deadline appears in the *Important Date Calendar* as the *thesis/dissertation final submission deadline (published on the registrar website).* Compliance with the semester deadline is compulsory.

11. The student must submit the approved terminal doctoral research project to Graduate Study and Lifelong Learning (520 O'Dowd Hall).

    a) Duplication requirements are:

    - One(1) copy for Graduate Study and Lifelong Learning
    - Two(2) copies for the Kresge Library (archive and public circulation)
    - Departments have the right to request additional copies of the terminal doctoral research project (refer to the specific graduate program handbook for requirement)

    b) Bindery requirements are:

    - Graduate Study and Lifelong Learning is responsible for sending the terminal doctoral research project to a bindery company
    - The student is responsible for the bindery fee

    c) Margin requirements are:

    - Left: 1.5"
    - Right: 1"
    - Top: 1"
    - Bottom: 1"
      (Set margin at 1". Set footer at 1" to accommodate page number. Page numbers must appear in the text area not in the 1" margin area.)

    d) Paper requirements are:

    - 8 ½ x 11 inch
    - Watermarked
    - Bright white bond of 25% or higher cotton fiber content
    - No holes, staples, or other perforation marks are permitted on any of the pages

e) Print requirements are:

- The print must appear on one side of the paper only
- The print copy must be produced with a laser printer which produces clear, consistently dense, black print or professional quality photo reproduction

12. The terminal doctoral research project must include:

a) **a title page**, with an approval signature from each advisory committee member, as the first page. The approval indicates that the committee members are satisfied with the substance of the written doctoral research project, as well as the format of the manuscript.

- The student name listed on the *Terminal Doctoral Research Project* title page must be as it appears on the student's official academic record at the time of graduation.
- The year listed on the *Terminal Doctoral Research Project* title page is the year of degree conferral, <u>not</u> the year the doctoral research project is submitted and <u>not</u> the commencement year.

b) a terminal doctoral research project that includes results from the work of multiple authors must include an **acknowledgment page** to recognize the authors, as the second page.

c) a copy of the approval letter(s) from the Institutional Review Board for the Protection of Human Subjects (IRB) or Institutional Animal Care and Use Committee (IACUC), if applicable (Appendix)

d) model releases for all recognizable people in each photo (with signatures of all the adults who appear in the photo and the parents or legal guardians of all the children who appear in the photo) (Appendix).

TITLE OF DOCTORAL RESEARCH PROJECT

by

STUDENT'S ACADEMIC NAME

A doctoral research project submitted in partial fulfillment of the requirements for the degree of

DOCTOR OF SCIENCE IN PHYSICAL THERAPY

YEAR OF DEGREE CONFERRAL

Oakland University
Rochester, Michigan

APPROVED BY:

_____
[Name of adviser], Ph.D., Chair Date

_____
[Committee member], Ph.D. Date

_____
[Committee member], Ph.D. Date

TITLE OF DOCTORAL RESEARCH PROJECT

by

STUDENT'S ACADEMIC NAME

A doctoral research project submitted in partial fulfillment of the requirements for the degree of

DOCTOR OF NURSING PRACTICE

YEAR OF DEGREE CONFERRAL

Oakland University
Rochester, Michigan

APPROVED BY:

_____
[Name of adviser], Ph.D., Chair Date

_____
[Committee member], Ph.D. Date

_____
[Committee member], Ph.D. Date