

# **Texas A&M University-Texarkana**



## **Dissertation Manual**

Revised

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## Introduction

The Doctorate of Education in Education Leadership (Ed.D.) is a doctorate of professional practice focusing on educational systems including K-12 and higher education. Dissertations address problems of professional practice and legislation impacting students within these systems. The dissertation process ensures candidates have the skills and knowledge to apply and conduct research in a manner that will support future endeavors as experts within educational systems. The Texas A&M University-Texarkana (A&M-Texarkana) Dissertation Manual is designed to assist doctoral candidates in meeting the dissertation requirements established by the Office of Graduate Studies and Research.

All candidates must obtain a copy of the APA Style Manual, 7th ed. If any areas in the A P A S tyle Manual differ from the guidelines in the A&M-Texarkana Dissertation Manual, the rules in this (TAMUT) manual take precedence. Questions regarding the format of the dissertation may be directed to the Office of Graduate Studies and Research, (903)-223-3015. Questions should be addressed by the office before preparing the final draft.

The minimum specifications delineated in this guide are required for acceptance by the Office of Graduate Studies and Research. Submissions lacking these specifications will not be accepted. Do not wait until the dissertation has been completed to determine compliance with these standards and requirements. Do not use previous dissertations as style and format models because they may not reflect current standards and/or requirements.

### Academic Integrity and Avoiding Plagiarism

A&M-Texarkana catalog states, “reverence, relentless curiosity, and a willingness to participate are essential qualities” of a scholar. Especially at the doctoral level, the highest order of integrity towards the work and ideas of others is a cornerstone of ethical scholarship.

Therefore, “academic honesty is expected of all students enrolled at Texas A&M University-Texarkana. Cheating on exams, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitutes academic dishonest and may be grounds for a grade of ‘F’ in the course and/or disciplinary actions without the option of dropping or withdrawing” (Catalog, Academic Information).

### Sequence of Events

The following sequence of events is provided as a guide to assist in successful completion of the dissertation. It is highly recommended the dissertation process be completed within five years from the outset of the research; however, candidates have up to 10 years from starting cohort coursework to complete degree.

Five hours consulting service of a statistical consultant for each student. Additional consultant time may be retained by the student upon personal contract/agreement between the student and consultant.

Professional word processing or editorial services is highly encouraged and may be required by the dissertation chair.

## Sequence of Events



- 1. Research Tools and Questions.** Cohort, cognate and research tools coursework prepare doctoral candidates for the dissertation process. Through cohort and cognate coursework, students develop

research topics and questions to be refined throughout the dissertation process. The research tools courses provide students foundational knowledge for conducting qualitative, quantitative or mixed methods research. As candidates develop their proposal and prepare to analyze data, students will need to deepen their knowledge of research methodology and analysis with the support of the chair and committee.

2. **Selection of Dissertation Chair.** Determine a research topic for the dissertation. Although it is the responsibility of the student to select a research topic, it is both advisable and recommended that the student refine and hone his/her topic through consultation with the chair. While students are encouraged to seek out a dissertation chair, the chair must be approved by the dean of the academic college in which the student is enrolled.
3. **Register for EDLD 693 with Dissertation Chair.** The committee chair serves as the initial point of contact for the candidate regarding events provided in this sequence and will likely be the candidate's EDLD 693 instructor until the dissertation is complete. Registration for a minimum of twelve semester credit hours of dissertation research (EDLD 693) is required. Once the student first enrolls in EDLD 693, continuous enrollment (1-3 SCH) is required until the dissertation is successfully defended and a minimum of 12 SCH for EDLD 693 has been posted to the transcript. Consult with chair on number of hours to enroll in each semester as the number of hours affects the chair's workload. No more than 12 semester credit hours of EDLD 693 may be applied to the 60 SCH degree.

Traditional letter grades are not provided in EDLD 693. Candidates who have been active in the course during the semester (i.e., submitted a new or revised document to their chair) receive a grade of "S" (Satisfactory). Candidates who have not been active during the semester receive a grade of "U" (Unsatisfactory). A student who receives two consecutive "U" grades is subject to dismissal from the program by a faculty committee.

4. **Selection of a Dissertation Committee.** A minimum of three faculty members serve on each dissertation committee. The members include the following: a chair is a full-time, terminal degree prepared faculty member approved to chair Education Leadership dissertations and two faculty members from the candidate's program or related discipline. NOTE: In some cases, the candidate may petition the committee chair and college dean for the third committee member to be a full-time faculty from another institution or a practitioner in the field with a terminal degree.

Committee composition should provide the candidate with the greatest success in developing a proposal and conducting the necessary research to fulfill the requirements of the University. In cases where the candidate requests that a committee member from an outside institution be used, formal approval must be sought (prior to contact with the faculty member) using forms found in Appendix A. In such cases, the candidate must demonstrate clearly how this outside member will make the dissertation a better product.

Other members of the committee should be appointed, with input from the candidate and chair, at or near completion of the dissertation proposal (Chapters 1-3).

5. **Oral Defense of Proposal.** Chair schedules oral defense of proposal when Chapters 1-3 are complete. Chair submits to the Office of Graduate Studies the notification of dissertation proposal defense to committee 14 days before proposal defense. The dissertation proposal defense assures the candidate's research plan is complete and holds academic merit. The entire process takes about two hours. At the proposal defense the candidate will present the study in 20 minutes. The candidate should

prepare presentation in consultation with the chair. Doctoral students and faculty are invited to the proposal defense. After presenting the study, the committee will ask the candidate questions regarding the proposal. The candidate and guests are asked to leave after the oral defense. The candidate should wait in close proximity as directed by the chair while the committee deliberates. The committee will approve or not approve the proposal based on rubric. After the committee reaches a decision, the candidate is asked to rejoin the committee and next steps are discussed. The candidate will revise the proposal using recommendations from the dissertation committee chair (which will include all feedback provide by committee members). The proposal defense is an important part of the dissertation process. It is expected that committee members rigorously question the candidate. As such, this is not an appropriate setting for family members.

- 6. IRB and Protection of Human Subjects.** All dissertation candidates must submit University Institutional Review Board (IRB) approval prior to data collection, whether or not proposed research involves the use of human subjects. This ensures all candidates are familiar with the IRB process. Federal law and university policy require research projects involving human subjects be designed to protect the rights of the subjects. Instructions and forms for submission of research protocols are posted on the University website. Failure to comply with all rules, regulations and requirements regarding human subject research may result in delaying the process, removal from the course or in severe cases, removal from the University.

**Animal Research:** Texas A&M University-Texarkana does not currently have policies and procedures in place to support animal research. No animal research may be conducted at this time.

- 7. Collect and Analyze Data.** Collect and analyze data and complete Chapters 4 & 5. Submit a final electronic draft of the dissertation to the dissertation committee chairperson.
- 8. Submission of Dissertation to Committee.** After the dissertation committee chairperson agrees the dissertation is complete, the final oral defense is scheduled and electronic copies distributed to each member of the dissertation committee. The chair provides the final draft of the dissertation to all committee members at least 14 days before the defense.

The candidate works with the committee chair to establish the time and place of the defense, and files the Notice of Dissertation Defense form (see appendix) with the Office of Graduate Studies and Research at least 14 days prior to the dissertation defense.

- 9. Final Defense of Dissertation.** Defend final dissertation in compliance with the timetable for the appropriate semester. NOTE: The dissertation proposal and final dissertation defense may not occur within the same semester.

The dissertation defense demonstrates the candidate's scholarly ability to conduct independent research in a manner appropriate to a doctoral degree.

At the time of the dissertation defense, the committee determines if the student has satisfactorily defended the dissertation. The committee will discuss revisions necessary for the dissertation to meet the committee's satisfaction. If the committee determines revisions are required, the candidate will make the necessary revisions and resubmit the revised dissertation to the chair for review.

Once accepted, the candidate provides the chair with the *Approval of Dissertation and Dissertation Defense* forms (see Appendix). The chair solicits the signatures of all committee members, and

submits the completed forms to the Office of Graduate Studies and Research. The form indicates completion and approval of the graduate dissertation.

The dissertation defense is an open meeting for anyone who wishes to attend. Faculty and other graduate students are encouraged to attend. Announcements about the date, time, and location of the defense will be posted at the university. The student is encouraged to invite members of the academic community and other interested parties.

### **Format of Oral Dissertation Defense Examination**

Attendees should arrive early since no one is allowed to enter the room after the defense is called to order.

The general format for the dissertation defense meeting includes:

The chairperson calls the oral dissertation defense to order and introduces the candidate. The student introduces the dissertation committee members. The defense is expected to last approximately 50 minutes.

The student presents a 30-40 minute summary of the research emphasizing the methods, analysis, findings, and conclusions using visual aids to highlight important points.

The chairperson invites the committee members (examiners) to begin questioning the candidate. Questions rotate among examiners, including the chairperson, each asking one major question until the examiners have no more questions. The chairperson then requests persons from the audience to ask questions. Finally, the examiners are provided an opportunity to ask follow up questions, if necessary.

The candidate and all visitors are asked to leave the room while the committee deliberates candidate performance.

Three outcomes are considered:

*Unconditional Pass* - The committee accepts the dissertation with few, if any, significant changes. However, various editorial changes may be expected prior to submitting the final electronic version to the Graduate Studies Office.

*Conditional Pass* – The committee finds one or more major deficiencies that require revision beyond mere editorial changes. The student submits revisions prior to obtaining the signatures of committee members.

*Fail*- The dissertation has major deficiencies. Another defense will be scheduled only after the chairperson and all committee members agree the deficiencies have been corrected.

The chairperson invites the student to return to the meeting, announces the decision of the committee, and solicits appropriate signatures.

**10. Publication of Dissertation.** Upon successful completion of the oral dissertation defense, the candidate makes all suggested revisions and submits the final electronic copy of the dissertation to committee chair. Be aware – the revisions process can take time and should not be rushed. A final electronic version of the dissertation is submitted to the office of the Graduate Coordinator to submit to Dean of the College and Provost. The final version must be submitted in compliance with the timetable for the appropriate semester.



After final approval from Dean and Provost is obtained, the candidate may wish to have hard copies of the dissertation bound at additional expense.

**Copyright Agreement.** In the preparation of a dissertation, the author must consider copyright laws to provide protection for work created by others. Guidelines for fair use of copyrighted printed material, computer programs, and off-air television recordings are available by the department. In addition the candidate must submit a copyright agreement to the Graduate Coordinator prior to receiving bound copies of the dissertation. This allows the University to share your work for educational purposes. See attachment for Copyright Agreement attached to this procedure.

**Bound Copies:** The University will pay printing costs for one bound copy of graduate's dissertation or to be retained in the library. Students may purchase additional copies at the per copy price of \$50 per copy; price may be increased with dissertation or thesis over 200 pages. To purchase student copies, go to the following link and purchase only the # of copies student would like to keep:

[https://secure.touchnet.com/C20339\\_ustores/web/index.jsp](https://secure.touchnet.com/C20339_ustores/web/index.jsp)

After binding is paid, it's time to make copies of your dissertation or thesis! Make the number of copies you purchased at the above link plus one copy for display in the library. All copies of dissertation for binding must be printed by graduate on high-quality, acid-free (neutral pH) bond paper (8.5 x 11 inch paper). Cotton content of the paper is at the sole discretion of the graduate. Check packaging or check with manufacturer to ensure paper is acid-free. It is recommended that pages be single-sided, double-sided copies may be printed for dissertations or thesis over 200 pages. Be sure that left margin of dissertation be 1.5 inches for binding.

Dissertation copies need to remain in bond paper boxes for transport to bindery. A colored sheet of paper can be used to separate copies. Keep in mind, once copies are provided Graduate Coordinator for processing ***all typos and errors are the responsibility of the candidate***. The University will not resubmit copies for binding due to errors. Shipments for binding occur twice a year based on the following schedule:

Graduation	Copies due to Graduate Coordinator	Expected Delivery of Bound Copies
May	May 15th	September 15th
December	December 15th	April 15th

**Online Publication:** In addition to bound copies, graduates submit their final dissertation to Proquest allowing dissertation be searchable online. Before submitting the final dissertation online, please remove

the signature page and acknowledgements page to protect faculty signatures and online privacy those listed in your acknowledgements. Before posting dissertation online, Proquest provides the option to purchase the copyright on your dissertation/thesis; decision to do so is solely at the discretion of the candidate.

Below are the steps for online publication:

- Go to: <https://www.etdadmin.com/main/home>
- Click the **Log in** dropdown and select **Student**
- Click **Create new student account**
- Click the **Jump to** dropdown, select **United States**, and click **Go**
- Scroll down to, and click on, **Texas A&M University-Texarkana**
- Enter requested information and click **Create**

Once your account has been created, you will receive a confirmation email. Upon confirming your account, you will be able to submit your dissertation. If you have any difficulty, please contact Linda Scott, [lscott@tamut.edu](mailto:lscott@tamut.edu), or Julia Allen, [jallen@tamut.edu](mailto:jallen@tamut.edu).

## Dissertation Format

The student must write in English and adhere to the instructions outlined in this guide and any other requirements the department may specify.

**Writing and Grammar:** Doctoral Candidates are expected to write in a manner that represents doctoral level work. There are many tools to help candidates improve their writing. The APA Style website and Purdue Writing Lab both provide excellent information and tutorials for academic writing. These websites also provide definitive answers to common areas of confusion (e.g. comma usage - Oxford series), gender pronouns and singular “they” in academic writing).

**Corrections and Markings:** No highlighting, notes, tracking markings, or comments should remain in the final electronic version the student presents at the oral dissertation defense and submits to the Graduate Studies Office.

**Pagination:** The dissertation must be paginated. For the front matter (pages preceding the first page of the text), the candidate places lower case Roman numerals (e.g., i, ii, iii, iv, at the bottom center one inch from the bottom of the page. The manuscript title page counts as page i, although the number does not appear on the page.

The official approval page (*Approval of Dissertation and Dissertation Defense* form) counts as page ii, however, the number does not appear on the page. Copyright page is numbered iii. The abstract is numbered page iv, and the number appears on the page. Please note: The official approval page will not appear in the electronic version submitted to Proquest. It must be scanned and placed. Two bound copies of dissertation for the university (Library and Office of Graduate Studies and Research) must include original signature pages.

The pages in the body of the dissertation, including text, references, and appendices are numbered in Arabic numerals starting with page two (page one should remain blank)

Arabic page numbers should be placed in the upper right corner of each page.

**Style Guides:** All doctoral candidates in Education Leadership must APA, 7<sup>th</sup> style guide for guidance beyond that addressed in this manual.

**Tables, Figures and Oversized Materials:** The student may add electronic versions of questionnaires, business forms, data-processing forms, and other similar materials to the dissertation document. Oversized documents should be reduced to fit the required margins.

If electronic versions of documents are not available, the student may scan, paginate, and place them appropriately in the dissertation document.

Tables and figures necessary for the reader to understand text should be placed within the text. Longer tables and figures should be placed in the Appendices.

**Typeface and Spacing:** Dissertation text should be written in 12 point font. Do not use script or ornamental fonts. Margins on the binding edge (left edge) must be 1.5 inches; all other margins must be one inch.

## Chapter Format

The student will determine whether a quantitative or qualitative approach will be used. This decision should be made in concert with the chair and be based on the nature and purpose of the study as well as the best approach to understanding the research questions.

Texas A&M University-Texarkana uses a **five chapter** dissertation process, regardless of the methodology.

For the **Dissertation Proposal**, the student is to fully complete the *first three chapters* of the dissertation. However, Chapter 2 in a qualitative research design may be completed after the collection of data if approved by the chair. Therefore, students completing a qualitative design dissertation should work with their chair on the appropriate language to provide in this section for the dissertation proposal.

The following serve as general outlines for quantitative and qualitative dissertations and may be amended by the committee chair, as appropriate. Keep in mind that writing a dissertation is a reiterative process. Writing each chapter will usually require going back and revising previous chapters. More details regarding each chapter are provided in courses supporting chapter development.

### Suggested Format for Quantitative Dissertation

#### Chapter 1: Statement and Support of the Problem

- I. Chapter Introduction (no heading)
- II. Background and Context of the Problem
- III. Purpose and Significance of the Study
- IV. Theoretical Framework(s)
- V. Research and Null Hypotheses
- VI. Overview of Methodology
- VII. Definition of Terms (including a clear description of the interacting variables (e.g., dependent and independent))
- VIII. Assumptions, Limitations and Delimitations of the Study
- IX. Summary and Order of Presentation

#### Chapter 2: Review of Related Literature

- I. Chapter Introduction (no heading)
- II. Statement of the Problem
- III. Topic Subheadings (the major component)
- IV. Summary and Conclusions

### Chapter 3: Methodology

- I. Chapter Introduction (no heading)
- II. Research Design
- III. Population/Sample/Participants
- IV. Internal Review Board Approval (if applicable)
- V. Instrumentation/Sources of data
- VI. Description/Implementation of the Study
- VII. Summary

### Chapter 4: Research Results

- I. Chapter Introduction (no heading)
- II. Data Collection, Preparation, and Analysis
- III. Data Analysis and Results (by Hypothesis)
- IV. Summary

### Chapter 5: Conclusions, Discussion, and Recommendations

- I. Chapter Introduction (no heading)
- II. Brief Summary of Study and Findings
- III. Conclusions
- IV. Discussion
- V. Recommendations for Future Research and Practice

## **Suggested Format for Qualitative Dissertation**

### Chapter 1: Statement and Support of the Problem

- I. Chapter Introduction (no heading)
- II. Background and Context of the Problem
- III. Theoretical Framework
- IV. Purpose and Significance of the Study
- V. Research Questions

- VI. Overview of Methodology
- VII. Definition of Terms (including a clear description of the interacting variables (e.g., dependent and independent))
- VIII. Assumptions, Limitations, and Delimitations of the Study
- IX. Summary

Chapter 2: Review of Related Literature (may be completed after rather than before data collection, if approved by chair)

Chapter 3: Research Methods

- I. Chapter Introduction (no subheading)
- II. The Qualitative Tradition/Paradigm
- III. Qualitative Methods
- IV. The Researcher's Role
- V. Data Sources
- VI. Data Collection
- VII. Data Analysis
- VIII. Verification
- IX. Ethical Considerations
- X. Plan for Narrative OR Pilot Study Results

Chapter 4: Research Findings

Chapter 5: Conclusions, Discussion, and Recommendations

- I. Chapter Introduction (no heading)
- II. Summary
- III. Conclusions
- IV. Discussion
- V. Recommendations for Future Research and Practice

NOTE: The dissertation must meet acceptable standards of quality in both content and form as determined by the dissertation committee and Chair before being approved by the committee. All changes required by the committee must be made prior to submitting the final copy. Students are encouraged to review the

timeline of events associated with the dissertation process for deadlines of completed AND submitted work.

## Arrangement of Dissertation Content

Components of the dissertation must be placed in the following order:

- Title Page (see Appendix for sample)
- Approval Page\* (*Approval of Dissertation and Dissertation Defense* form): Appropriate signatures are written on the lines provided in blue, permanent ink. (see Appendix for sample).
- Copyright page\* (see Appendix for example).
- Abstract: The abstract is double-spaced and limited to 300 words or less.
- Acknowledgments\* (optional) One page double-spaced.
- Table of Contents
  - The title page, approval page, copyright page, abstract, and acknowledgments are not listed on the Table of Contents page.
  - All chapter headings, center headings, and freestanding side headings are included on the Table of Contents page.
  - All chapter headings are typed in all capital letters.
  - Other headings are typed as they appear in the body of the dissertation.
  - If a heading is longer than one line, the second line is indented two spaces and single-spaced.
  - The headings on the Table of Contents page appear exactly as they do in the text (i.e., the same capitalizations and exactly the same wording).
- List of Tables – is included in Table of Contents
- Lists of Figures – is included in Table of Contents
- Chapters 1-5
- References
- Appendices (placed in order as they are referenced in the text)

**\*Not included in Dissertation Proposal. Only final dissertation.**



## Dissertation Timeline for Graduation

The timeline below supports a defense of the dissertation and conferring of the doctor of education degree. Proposal defenses may occur in fall, spring and summer; no proposal defenses are allowed in August. Final defenses and graduation occur in fall and spring semesters only. Please note **candidates may not defend their dissertation proposals and the final dissertation in the same semester.**

Failure to meet deadlines will result in a delay of graduation. Failure to meet any of the other internal deadlines *may* result in delay of graduation.

**NOTE:** The student (not the dissertation committee chair or another committee member) is responsible for taking the lead in adhering to the timeline for graduation.

<b>Dissertation Proposal Defense</b>
<p>Prior to graduating semester, complete the following:</p> <ol style="list-style-type: none"> <li>1. Enroll in EDLD 693 under chair's section.</li> <li>2. Submit final copy of dissertation proposal (Chapters 1-3) to committee chair.</li> <li>3. Upon chair approval chair will establish date for oral defense of proposal with committee.</li> <li>4. Committee chair will distribute electronic copies dissertation proposal to committee for review no later than 14 days prior to proposal defense date.</li> <li>5. Present oral defense of dissertation proposal before full committee.</li> <li>6. With chair approval, submit IRB after proposal has been approved by committee.</li> <li>7. Complete any required revisions of proposal for chair's approval.</li> <li>8. Begin data collection after you receive IRB approval.</li> <li>9. Complete Chapters 4 &amp; 5.</li> <li>10. At end of semester, final grade submitted for EDLD 693.</li> </ol>
<b>Final Dissertation Defense</b>
<p>Graduating semester (May or December) complete the following:</p> <ol style="list-style-type: none"> <li>1. Enroll in EDLD 693 under chair's section.</li> <li>2. Apply for graduation at beginning of semester and follow graduation timelines. See university academic calendar.</li> <li>3. Submit <b>final copy</b> of dissertation (Chapters 1-5) to committee chair for review.</li> <li>4. Upon approval, chair will establish date for final defense with committee. For May graduation, final defense must be <b>no later than March 31<sup>st</sup></b>. For December graduation, final defense must be <b>no later than October 31<sup>st</sup></b>.</li> <li>5. Distribute electronic copies of chair-approved dissertation proposal (Chapters 1-5) to other committee members no later than 14 days before dissertation defense.</li> <li>6. Present defense of dissertation before full committee <b>no later than Mar. 31<sup>st</sup> or Oct. 31<sup>st</sup></b>.</li> <li>7. Complete all required revisions for final dissertation. Upon chair's approval, final dissertation is submitted for review and signatures of Dean of College of Arts, Sciences and Education and Dean of Graduate Studies. Dean's may request further revisions be made by student.</li> <li>8. Upon dean review and signatures, chair approves student to begin binding process and upload dissertation to Proquest.</li> <li>9. Chair submit final grade for EDLD 693.</li> <li>10. Student graduates!</li> </ol>

### Dissertation Checklist

The following checklist is provided to help you complete your dissertation on time. Because there are many variables that may impact the timing of completion, it is strongly suggested that you modify this checklist as needed and plan accordingly. It is also recommended that you start as early as possible as some of these tasks have associated deadlines with them.

<b>Activity/Task</b>	<b>√ when completed</b>
Candidate selects topic and conducts a preliminary review of the literature.	
Candidate selects dissertation Chair.	
Candidate gets approval from Chair for topic and research questions.	
Candidate, with guidance and support from the Chair, completes proposal (in an approved format).	
Candidate and Chair identify and secure two additional committee members.	
Candidate and Chair identify oral proposal defense date. Chair routes notice of oral defense and submits proposal to committee 14 days before proposal defense.	
Upon successful proposal defense, suggested modifications by the committee and IRB approval, candidate collects data/conducts research study.	
Once Chair agrees that dissertation is complete, Chair and Candidate (working with committee members) schedule the final defense.	
Chair distributes electronic copies of dissertation to all committee members at least 14 days prior to defense.	
Chair completes and routes the "Notice of Oral Defense" form and emails notification to Office of Graduate Studies and Doctoral Program Coordinator.	
Candidate defends dissertation.	
Candidate makes all suggested edits, changes and revisions to dissertation and submits the final copy to chair.	
Once approved by chair, the Chair secures all necessary signatures on the "Approval of Dissertation" form.	
Candidate completes and submits the "Copyrighting" form to the Office of Graduate Studies and Research	
Once all necessary signatures have been secured, candidate submits and purchases copies of dissertations to be bound.	
Candidate submits dissertation to ProQuest for publication.	
Candidate attends graduation!	

## **Appendix A: Forms for Proposal Defense**

Notice of Oral Dissertation Proposal Defense

Dissertation Committee Selection Form

Request for Approval of Dissertation Committee Member Outside of University

Outside Committee Member Voluntary Service Agreement

TEXAS A&M UNIVERSITY-TEXARKANA GRADUATE STUDIES

**Notice of Oral Dissertation Proposal Defense**

The Oral Dissertation Proposal Defense of

\_\_\_\_\_ is scheduled as indicated below.  
**(Student's Name)**

Date and time: \_\_\_\_\_

Location: \_\_\_\_\_

COMMITTEE MEMBERS: \_\_\_\_\_

COMMITTEE CHAIR: \_\_\_\_\_

DEGREE AND PROGRAM: EdD in Education Leadership \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

**APPROVALS:**

Dissertation Committee Chairperson \_\_\_\_\_  
Date

Dean of Graduate Studies \_\_\_\_\_  
Date

This form is submitted to the Office of Graduate Studies and Research at least 14 days prior to the oral defense during the fall and spring semesters.

Upon approval by the Office of Graduate Studies and Research, copies are sent to the student, committee members, and the dean of the college. A copy is posted in the department office.

Please refer to the current timetable located on the Office of Graduate Studies and Research Web site for the deadline for the semester.

## TEXAS A&amp;M UNIVERSITY-TEXARKANA GRADUATE STUDIES

**Dissertation Committee Selection Form**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Email: \_\_\_\_\_ CWID: \_\_\_\_\_

Degree/Major: \_\_\_\_\_

If any committee member is **not** A&M-Texarkana Graduate Faculty, please complete the REQUEST FOR APPROVAL OF DISSERTATION COMMITTEE MEMBER OUTSIDE OF UNIVERSITY.

Listed below are the faculty members who will comprise my dissertation committee (for both proposal and final).

Major Advisor: \_\_\_\_\_  
 (print name) (signature) (date)

Contact Information: \_\_\_\_\_  
 (Email) (Phone #)

Member 2: \_\_\_\_\_  
 (print name) (signature) (date)

Contact Information: \_\_\_\_\_  
 (Email) (Phone #)

Member 3: \_\_\_\_\_  
 (print name) (signature) (date)

Contact Information: \_\_\_\_\_  
 (Email) (Phone #)

**Approved by:**

Chair or Dean of  
 College: \_\_\_\_\_  
 (print name) (signature) (date)

Dean of Graduate  
 Studies: \_\_\_\_\_  
 (print name) (signature) (date)

## TEXAS A&amp;M UNIVERSITY-TEXARKANA GRADUATE STUDIES

**Request for Approval of Dissertation Committee Member Outside of University**

**Directions:** Please complete this form, attach the Committee Member's Curriculum Vita and obtain the required signatures. Please return this form to your Dissertation Chair ***no later than thirty (30) days prior*** to your meeting. Graduate Studies will send a decision to your TAMUT e-mail address.

Student Name: \_\_\_\_\_ CWID#: \_\_\_\_\_

Program of Study: \_\_\_\_\_

TAMUT E-mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Outside Committee Member Name: \_\_\_\_\_

Highest Degree: \_\_\_\_\_ Granting Institution: \_\_\_\_\_

Semester hours beyond highest degree: \_\_\_\_\_

**Please attach the Committee Member's Curriculum Vita and the signed Volunteer agreement on page 2.**

Reasons for making this request/Specific areas of expertise:

\_\_\_\_\_

Graduate Advisor Recommendation

\_\_\_\_\_ Recommended  
 \_\_\_\_\_ Not Recommended

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Doctoral Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Temporary Appointment** to the Graduate Faculty is requested for this individual by the CASE:

Yes  No

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Graduate School**

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TEXAS A&amp;M UNIVERSITY-TEXARKANA GRADUATE STUDIES

**Outside Dissertation Committee Membership  
Voluntary Service Agreement**

I, \_\_\_\_\_, agree to serve on the dissertation committee for \_\_\_, a candidate for the doctor of education (Ed.D.) degree in education leadership, effective [insert Month/Year] through completion of the dissertation or until the student is no longer a candidate for the degree.

I understand that my service is voluntary and that I will receive no remuneration or reimbursement of any expenses related to this service.

Signed:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Appendix B: Forms for Final Defense**

Notice of Oral Dissertation Final Defense

Dissertation Checklist

Copyright Agreement



## TEXAS A&amp;M UNIVERSITY-TEXARKANA GRADUATE STUDIES

**Notice of Oral Dissertation Defense**

The Oral Dissertation Defense of

\_\_\_\_\_ is scheduled as indicated below.  
**(Student's Name)**

Date and time: \_\_\_\_\_

Location: \_\_\_\_\_

COMMITTEE MEMBERS: \_\_\_\_\_

COMMITTEE CHAIR: \_\_\_\_\_

DEGREE AND PROGRAM: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

**APPROVALS:**

Dissertation Committee Chairperson \_\_\_\_\_ Date

Dean of Graduate Studies \_\_\_\_\_ Date

This form is submitted to the Office of Graduate Studies and Research at least 14 days prior to the oral defense during the fall and spring semesters.

Upon approval by the Office of Graduate Studies and Research, copies are sent to the student, committee members, and the dean of the college. A copy is posted in the department office.

Please refer to the current timetable located on the Office of Graduate Studies and Research Web site for the deadline for the semester.

**Dissertation Check List**

Student name: \_\_\_\_\_ Student Id: \_\_\_\_\_

\_\_\_\_\_ Title Page

\_\_\_\_\_ Table of Contents

\_\_\_\_\_ Abstract

\_\_\_\_\_ Signatures, in blue permanent ink

\_\_\_\_\_ Tables/Figures

\_\_\_\_\_ Charts/Graphs/Photos

\_\_\_\_\_ Font

\_\_\_\_\_ Spacing

\_\_\_\_\_ Page Numbers

\_\_\_\_\_ Margins

\_\_\_\_\_ Specific instructions not included above

\_\_\_\_\_ Deadline for submission met

\_\_\_\_\_ Reviewed after above changes/corrections completed

\_\_\_\_\_ Accepted when above changes/corrections completed

Date Reviewed: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

**Copyrighting Agreement**

This agreement is made between

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[hereinafter called the author] and A&M-Texarkana for the following described work:

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The author agrees to grant the right to A&M-Texarkana to duplicate and distribute the above-described work, either as a hard copy or an electronic document. It is understood that the work will be distributed at cost with no profit due the university or royalty due the author.

The university recognizes the author as holder of the copyright and agrees to make the requester aware of the copyright privileges of the author, both at the time of the request and with a written notice at the time of distribution. The author retains the right to cancel this agreement upon written notice to the Office of Graduate Studies and Research.

Date of Signed Agreement: \_\_\_\_\_

Author's Name (Print): \_\_\_\_\_

Author's Signature: \_\_\_\_\_

Texas A&M University-Texarkana

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix C: Sample Dissertation Pages**

Dissertation Title Page

Approval of Dissertation Page

Copyright Page

**Title Page for Dissertation**

DISSERTATION TITLE

By

Jane Doe

DISSERTATION

Presented to the Faculty of the

Education Leadership Program

College of Arts, Sciences and Education

Texas A&M University-Texarkana

In Fulfillment of the Requirements

For the Degree of Doctor of Education

[Insert anticipated graduation month and year]

**Approval of Dissertation**

DISSERTATION TITLE

By

Student Name

RECOMMENDED:

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Dissertation Committee Chairperson

ACCEPTED:

\_\_\_\_\_  
Dean of College of Arts, Sciences and Education

\_\_\_\_\_  
Provost and Vice President for Academic Affairs and  
Dean of Graduate Studies

\_\_\_\_\_  
Date

**Copyright Page**

Copyright © 2019

(Insert student full name)