

recommendation by the program.

9.7. Doctoral Comprehensive Examinations

Each unit will determine the number of times a comprehensive examination may be taken by a student. The department or school must file with the Graduate School a statement specifying (a) the number of times the unit will allow its students to take a comprehensive examination, and (b) the maximum and/or minimum period of time the unit will allow between the first and final attempt to pass the comprehensive examination.

The Comprehensive Examination Committee will consist of no fewer than three members of the UM-St. Louis graduate faculty appointed by the Graduate Dean upon recommendation of the unit.

An oral examination may not substitute for the standard written portion.

9.8. Doctoral Advisors

Upon entering the program, each doctoral student shall have an assigned program advisor who is a member of the Graduate Faculty. As early as possible in a doctoral student's program, but no later than when the student achieves candidacy, the unit shall recommend, in consultation with the student, a doctoral dissertation advisor.

9.9. Application for Candidacy

Doctoral students may apply for candidacy after passing all required comprehensive and language examinations, written or oral, and successfully completing all course work.

9.10. Doctoral Dissertation Committee

The Doctoral Dissertation Committee shall consist of at least four members of the Graduate Faculty who can contribute their expertise to the dissertation study: the committee chair, and at least one other member from the unit. A recognized scholar from outside the university may serve as a member upon the recommendation of the unit and approval of the Graduate Dean. The Graduate Dean shall approve the committee membership and changes in the committee membership.

9.11 Doctoral Dissertation (Rev. 11/06)

All doctoral degrees require a dissertation as a final component of the program. The dissertation must be written on a subject approved by the candidate's doctoral dissertation committee, must embody the results of original and significant research and must be the candidate's own work

9.11.1. Dissertation Proposal (Rev. 11/04)

Before a student may conduct substantial research for the dissertation, the dissertation committee must approve a proposal after a formal defense. The student submits the approved proposal for review and approval by the dean of the Graduate School

An approved dissertation proposal in no way implies a contract between the university and the student. Depending on the outcome of the research, the dissertation may require substantially more work than anticipated when the proposal was approved. The termination of a line of research and the adoption of a substantially new dissertation project requires the preparation, formal defense, and acceptance by the Graduate School of a new dissertation proposal.

9.11.2. Preliminary Dissertation Approval

One copy of the dissertation, certified as complete and provisionally acceptable to the committee, shall be submitted to the Graduate Dean at least six weeks prior to commencement. The Dean of the Graduate School may seek advice and make suggestions to the committee about content and style before approving the dissertation.

9.11.3. Defense of Dissertation

Normally the approved Doctoral Dissertation Committee serves as the Oral Defense of Dissertation Committee. The Graduate Dean may appoint one additional qualified voting member to the Defense of Dissertation Committee from the Graduate Faculty within the University of Missouri System.

After deliberating on the oral defense of the dissertation, the Defense of Dissertation Committee votes on whether the defense was successful. The defense shall be deemed unsuccessful if there are two negative votes, even if outnumbered by positive votes. An abstention will be considered a negative vote. A student failing an oral defense shall have the opportunity for one additional defense before the same committee. The Defense of Dissertation Committee shall determine the timing and format of the subsequent defense.

Final examinations are open to the public. The decision of the Defense of Dissertation Committee is final. The report of the final examination is due to the Graduate School no later than two days after the examination.

9.11.4. Dissertation Abstracts

Two different abstracts are required. UMI requires an abstract of a maximum of 350 words and is published with the announcement of the dissertation defense. The abstract forming the second page of the dissertation should be no more than 600 words.

9.11.5. Dissertation Format

Original copies of the dissertation must be typed on good quality paper, and they must be legible and neat in order to be accepted by the Graduate School. Only high quality copies are acceptable with the following margins throughout: left margin, 1 1/2 inches; top, bottom, and right margins, 1 inch.

In matters of style and documentation, the custom of the discipline shall be followed.

9.11.6. Official Copies of Dissertation

The chairperson of the dissertation committee is responsible for verifying that all the changes suggested by the Graduate Dean and the dissertation committee have been incorporated in the final draft of the dissertation or have been discussed further with the Graduate Dean or the committee.

Students shall disseminate the dissertation according to current Graduate School procedures.

10. GRADUATE CERTIFICATES

10.1. Admission

Each graduate certificate program may determine eligibility standards beyond the minimum for admission to and enrollment in the Graduate School.

10.2. Credit Requirements

A minimum of 18 hours of graduate course work is required for a graduate certificate. At least 12 of these hours must consist of courses drawn from the list of core courses for the particular certificate program. At least 12 hours must be completed in residence at UM-St. Louis. At least nine hours must be at the 5000 level or above. No more than six hours may be independent study.

10.3. Filing the Program Plan

A graduate student enrolled in a certificate program is required to file a program plan with the Graduate School before completing the first two-thirds of the number of hours required in the program. Changes made in a certificate program plan after it has been filed shall be submitted to the Graduate School.

11. EDUCATIONAL SPECIALIST DEGREES

11.1. Educational Specialist Admission

The College of Education may determine any eligibility standards for admission to an educational specialist (Ed.S.) degree program that exceed minimums established for admission to the Graduate School.

11.2 Educational Specialist Enrollment

In order to access university resources, including advisement, data gathering, or examinations, students in the Ed.S. program must be enrolled for credit.

Full-time status for all graduate students is defined as at least nine credit hours of course work. Individual units may require higher enrollments.

11.3 Educational Specialist Credit Requirements

A minimum of 60 semester hours of graduate credit is required for all educational specialist degree programs. Individual programs may require a greater number of hours.

11.4 Educational Specialist Residence Requirement

Normally, at least one half of the courses in an educational specialist degree program must be completed in residence at UM-St. Louis.

11.5. Educational Specialist Time Limitation

All courses included in an educational specialist degree program, whether taken at UM-St. Louis or at another institution, shall have been completed within six years after enrollment in the first course.

When educational specialist students have earned a master's degree at any institution, appropriate credits may be applied toward meeting the requirement for the specialist degree, subject to unit approval. Such credits shall constitute less than half of the total credits required for the educational specialist degree. Credit for courses taken for a master's degree is exempt from the six-year time limitation.

11.6 Filing the Educational Specialist Degree Program

An educational specialist degree student enrolled shall file an approved program plan with the Graduate School before completing two-thirds of the credit hours required in the program. Students may petition the dean of the Graduate School to change the degree program after it has been filed.

11.7 Ed.S. Comprehensive Examination, Scholarly Paper, or Exit Project

Each program requiring a comprehensive examination for the specialist degree informs the Graduate School of (a) the number of times the unit will allow its students to take a comprehensive examination, and (b) the period of time that the unit will allow between the first and final attempt to pass the examination. Programs recommend Graduate Faculty members to serve on committees for capstone projects. The Graduate Dean shall review and may appoint the committee.

11.8 Educational Specialist Thesis

Units recommend Graduate Faculty members to serve on committees for capstone projects. The Graduate Dean shall review and may appoint the committee.

Educational Specialist degree students who write a thesis must submit to the dean of the Graduate School one copy of the thesis by the posted university deadline, normally six weeks before the end of the term in which graduation is sought. The chairperson of the thesis committee is responsible for verifying that the final draft of the thesis is acceptable to the Graduate Dean and the thesis committee.

Students shall disseminate the thesis according to current Graduate School procedures.