Doctoral Dissertation Procedure

The responsibility for a well-organized presentation of personal research rests entirely upon the candidate and is in no sense a part of the instructional responsibility of faculty members. These guidelines have been prepared to assist you to successfully complete your doctoral program; questions about any of the procedures should be addressed to the St. John's College of Liberal Arts and Sciences Graduate Dean's Office.

Enrollment
Continuous enrollment is mandatory from the date of matriculation until the degree is awarded.

Doctor of Arts students in the Departments of English and History who have completed all degree requirements except the Research Essay must register for the appropriate doctoral research essay course (975) until the Essay is completed and the degree is awarded.

Doctor of Philosophy students in Biological Sciences and Clinical Psychology and Doctor of Psychology students in School Psychology may register in the doctoral research course (950) while completing their degree requirements. Once these students have completed their other degree requirements, they must register in this course until their degrees have been conferred.

As per the Graduate Bulletin, graduate students enrolling for only doctoral research (950 and 975) and psychology students enrolling in an internship must complete appropriate certification regarding full-time status each semester.

The student should be aware that it is his/her sole responsibility to ensure that all of the forms are completed and returned to the St. John's College of Liberal Arts and Sciences Graduate Dean's Office. Also, note that no research with human subjects may be conducted until all appropriate Institutional Review Board (IRB) approvals have been received. IRB forms and procedures may be found on the St. John's University web site at http://www.stjohns.edu/about/administrative-offices/provost/grants-and-sponsored-research/human-participants-animal-use-and-safety-issues-research.

Style and Format of Dissertation
In writing the dissertation, the candidate must follow a standard style approved by the department using the latest edition of the appropriate manual. The following are currently in use by the respective departments:

- English: Modern Language Association Handbook
- History: A Manual for Writers – Kate Turabian
- Psychology: Style Manual of American Psychological Association
Form 1: Approval for Doctoral Dissertation Research
   a) Student prepares a research proposal under departmental guidance. Students in the Doctor of Arts programs in English and Modern World History should consult their respective directors for specific guidelines.
   b) Student, in consultation with department Chair, arranges for a mentor and a committee consisting of two full-time department faculty. This committee is submitted to the Dean for approval and may be expanded at the discretion of the Dean. After the committee has approved the proposal, the Chair signs Form 1.
   c) Student submits Form 1, with a copy of the research proposal attached, to the St. John’s College of Liberal Arts and Sciences Graduate Dean’s Office, St. John Hall, Room 145.

Form 2: Readers’ Copies Receipt
This should be done at least four months prior to the expected date of graduation; specific deadline dates are published in the Graduate Bulletin and regularly posted outside the Graduate Dean’s office. Although revisions may be required, these copies must be submitted to mentors and readers as if they were final copies, not draft copies.

Form 3: Professors’ Report to the Dean on Reader’s Copy
After each reader has completed his or her evaluation of the dissertation, he or she is to report severally and in writing to the Graduate Dean on Form 3, which is supplied to the reader with the copy of the dissertation.

Form 4: Formal Notice of Final Oral Doctoral Defense
   a) When the Dean has reviewed the reader’s evaluation forms, he will notify the mentor as to whether or not the final oral defense may be scheduled. No defense may be held without Dean’s approval.
   b) The mentor and committee propose a date for the final oral defense to the Dean using Form 4. With the Dean’s approval, this date becomes official. N.B.: The mentor must indication on Form 4 that the student has submitted a separate manuscript prepared for publication review, based on the dissertation research; no defense will be scheduled unless this submission is made.
   c) An additional notice of defense or an invitation will also be sent to faculty and guests. This should be done at the departmental level. Deadline dates for each semester are printed in the Graduate Bulletin and regularly posted outside the Graduate Dean’s Office.

Form 5: Ballot – Final Oral Doctoral Defense
At the final oral defense, the presiding officer will ascertain that all members of the committee are present and then distribute Form 5, on which the committee members will vote and write comments, suggestions, and recommendations. The presiding officer will verbally inform the candidate of the voting results, i.e.:

1) Approved as presented
2) Approved with revisions
3) Failed

Form 6: Report of Oral Doctoral Defense to the Dean
   a) The presiding officer of the oral defense committee must notify the Dean of the results of the voting and recommendations of the committee using Form 6.
   b) A candidate who passes the final oral defense “approved with revisions” must comply with all of the recommendations made by the oral defense committee.
Form 7: Submission of Final Copy of Doctoral Dissertation

a) The mentor and any examiner requesting revisions must certify that all suggested revisions have been made by signing Form 7.

b) After securing final approval from the mentor, the candidate must submit a final copy for review to the Dean on or before the date specified in the Academic Calendar. Upon Dean’s approval, the candidate should then submit two original copies on bond paper along with $100 check made out to St. John’s University to the Dean’s office (for microfilming). If the candidate wishes to have extra copies bound, they must be submitted at this time (there will be a charge of $10 per copy).

c) The final copy should be typed on high quality 20 lb. acid-free, non-erasable bond paper with a minimum of 25 percent rag or cotton content. The paper must have a good opacity (print on one page should not easily show through the page in front of it) and should be watermarked. The dissertation should have a minimum left hand margin of one and one-half inches and a minimum one inch margin on the remaining three sides.

d) If charts have to be printed landscape, the page should be oriented so that the title of the chart is on the left, closest to the binding.

e) See “Order and Content.”

f) Approval of the final copy should not be presumed until it has been read and accepted by the Dean.

Note: If the student is using material which is under copyright, written permission must be granted from the author(s) prior to duplication. Without this permission, the student will be unable to include copyrighted material in the two final copies they submit to the Library for binding. They may, however, use the material in their personal bound copies.

Form 8: Receipt of Final Copies of Doctoral Dissertation

The following must accompany the dissertation (see attached samples):

a) Title Page: The originals must bear the original signatures of the mentor and the candidate. The date used is that of the oral defense, unless there are revisions.

b) Abstract: An abstract of the dissertation of not more than 350 words, typed and double-spaced, must also include the title of the dissertation and the name of the candidate.

c) Vita

d) Contract for ProQuest

e) Copyright: The copyright is optional. If the candidate wishes to own the copyright, an extra, unnumbered page must be included immediately behind the title page which bears the copyright notice as follows:

©Copyright by John Arthur Brown 20___
All rights reserved

Note: Copyright should reflect the graduation year. Primary responsibility for the preparation of the text of the dissertation rests solely with the candidate. Because the dissertation is a contribution to existing knowledge, it should reflect clarity of thought and excellence of exposition. In order to preclude delays in processing, it is incumbent on the candidate to make certain the final copy is free from error in grammar and format.
The checklist below will help you to record your progress:

<table>
<thead>
<tr>
<th>Form</th>
<th>Title</th>
<th>Date Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approval for Doctoral Dissertation Research</td>
<td></td>
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<tr>
<td>2</td>
<td>Readers’ Copies Receipt</td>
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<td>3</td>
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<td>5</td>
<td>Ballot – Final Oral Doctoral Defense</td>
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<td>6</td>
<td>Report of Oral Doctoral Defense to the Dean</td>
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<td>7*</td>
<td>Submission of Final Copy of Doctoral Dissertation</td>
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**Dissertation Fees**

1. Microfilming: $100
2. Binding Fee (per copy): $10
3. Copyright Fee**: $65

*Must be signed by the mentor and any examiner who requested revisions.

**Must be paid by certified check or money order payable to ProQuest.

**Order and Content**

1. Preliminaries
   a. Title Page: Both the original and the copies must bear the signature of the mentor and the candidate (see sample). This page is not numbered.
   b. Abstract: An abstract of the thesis of not more than 350 words, typed and double-spaced, must also include the title of the thesis (in all capitals) and the name of the candidate. This page is not numbered.
   c. Preface/Acknowledgments (start lower-case Roman numbering iii, iv, v, etc.)
   d. Table of Contents
   e. List of Tables
   f. List of Illustrations
2. Text
   a. Introduction
   b. Main Body
3. References
4. Appendices
5. Vita: This page is not numbered (see sample).
[DISSERTATION TITLE (IN ALL CAPITALS)]

A dissertation submitted in partial fulfillment of the requirements for the degree of

[DEGREE TITLE]

to the faculty of the department of

[DEPARTMENT]

at

St. John's University

New York

by

[CANDIDATE NAME]

Date Submitted:___________________          Date Approved:___________________

_________________________________           __________________________________

(Student's Signature)            (Mentor's Signature)
Please remember that regardless of degree date, doctoral dissertation abstracts submitted to ProQuest must not exceed 350 words.
VITA

Name: Jane Doe

Date of Birth: January 1, 1950

Elementary School: St. Patrick's Huntington, New York

Date Graduated: June, 1962

High School: Our Lady of Mercy Academy Syosset, New York

Date Graduated: June, 1996

Baccalaureate Degree: Bachelor of Science St. John's University Jamaica, New York

Date Graduated: June, 1970

Other Degrees: Master of Science St. John's University Jamaica, New York

Date Graduated: June, 1973

N.B. The Ph.D./D.A. degree is not included in the Vita.