

Frequently Asked Questions: Writing Prospectus/Dissertation:



1. What are the deadlines for defending my prospectus/dissertation?

Prospectus deadline: If you are expecting to register for your dissertation in the next semester, you must defend your prospectus by the last day of class in the current semester.

Please see academic calendar for deadlines.

<http://sph.tulane.edu/academic-calendar>

2. After I complete my dissertation, what must I do to graduate?

- Successfully defend your dissertation by the deadline.
- Received approval and signed forms from your committee that your dissertation fulfills the requirements for a doctoral degree.
- Complete all revisions. You cannot graduate until all recommendations and revisions are completed.
- Submit the final dissertation text copy to the Dean's office in hard copy and in an electronic form along with the original of the signed Form Appendix 5 as well as a final front page (template Appendix 6) by the last day to submit dissertation.
- Place your dissertation in ProQuest after receiving approval from the Dean's office.

3. Can I defend my prospectus and register for my dissertation in the same semester?

No.

4. Do I need to submit a copy of my prospectus/dissertation along with the request for defense form?

Prospectus: No, an abstract of the prospectus needs to accompany the defense form.

Dissertation: Yes, a draft of the dissertation as well as an updated abstract must accompany the defense form.

5. If a member of my committee is out of town, is it acceptable to have that person participate via conference call?

Yes, with the approval of the chair of your committee. However, the majority of the committee members should be in attendance with not more than a third

of the committee included by teleconference. You must insure that the committee member has all materials used during the defense ahead of time.

6. If human subjects are part of the research for my dissertation, who should I contact?

For frequently asked questions regarding the application approval process, please go to www.irb.tulane.edu. If you are planning to publish your dissertation you will need IRB approval, even when using a secondary data set or laboratory collected specimens.

7. Is there a form to complete regarding the defense of my prospectus/dissertation?

Yes, there is Request for Defense forms regarding prospectus/dissertation in the Policies and Procedures for Doctoral Programs (listed below as Appendix 2 and 4). These forms should be completed and then submitted to the Dean's Office two weeks prior to the proposed prospectus and defense dates.

8. After the defense of my prospectus/dissertation, what is the next step?

Prospectus - the completed defense form (Appendix 3) along with a copy of the prospectus should be submitted to the Dean's Office within 2 weeks following the defense.

Dissertation – the completed defense form (Appendix 5) along with the final copy of your dissertation should be submitted to the Dean's Office within 2 weeks following the defense.

9. Does Tulane University (SPHTM) copyright the dissertation?

No, this is done by the student (for detailed information, please go to: <http://www.copyright.gov/help/faq/faq-general.html#mywork>).

10. Is there a particular company Tulane University (SPHTM) uses in binding dissertations?

Eckert Binding (504) 525-3549 does most of the Tulane University (SPHTM) binding. The cost ranges from \$35.00 - \$100.00 for each copy depending on the amount of pages. This cost is incurred by the student. Please be aware that very special paper is used.

11. Where are the dissertations stored?

All dissertations at Tulane University are electronically archived by ProQuest and are made available to the public.

A copy is also archived in Tulane University's uptown campus library. For additional information go to: (<http://specialcollections.tulane.edu/>) or contact Ann Case, Library Associate/Howard Tilton University Archive at (504) 314-7821.

12. When and how should I request an extension regarding the completion of my dissertation?

Degree requirements must be completed within seven years after the student first enrolls as a doctoral student. In very special circumstances, you may appeal in writing through your advisor and Departmental Chair to the SPHMTM Doctoral Committee. If the Doctoral Committee approves the extension, it is reviewed by the Executive Committee and the Dean. The request should detail how the student expects to complete the degree requirements within the requested extension time frame and the reasons why an extension is warranted. Progress on the dissertation must be sufficient to expect the dissertation can be completed and defended within one year. Extension of the time limit may result in a requirement of additional courses or work. A leave of absence does not constitute extension of the doctoral timetable.