Creighton University
Interdisciplinary Doctoral Program in Leadership
Dissertation Committee Guide Book

AMDG

Dear Committee Member

Thank you for offering to share your time and expertise as a member of a Doctoral Dissertation Committee. This guidebook has been prepared to assist you in understanding dissertation requirements and the responsibilities of committee chairs and committee members.

If you have questions or concerns during your service as a committee member, the student’s faculty advisor will serve as your contact person.
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The purpose of the Dissertation in Practice (or DIP) is to explore a significant and complex real-world problem based within a student’s professional practice setting and to design an evidence-based solution incorporating leadership theories, reflective practice, and an interdisciplinary focus to contribute to the greater good of the professional practice field.

Students are expected to use the principles of applied research in the development of an evidence-based policy or plan with consideration given to how the policy or plan will be constructed and/or implemented.

The Dissertation in Practice Proposal

The purpose of the proposal is to demonstrate selection of a worthwhile research topic and a manageable plan of research and analysis.

During the proposal meeting, the student submits a written research proposal using the Dissertation in Practice proposal template, presents the research plan orally, and responds to questions from committee members. The proposal meeting is conducted virtually or in person. At the conclusion of the meeting, committee members determine whether the student is allowed to begin the research and the student is informed of the decision. The student may not collect data or apply to IRB until approval is obtained.

The Dissertation in Practice Defense

The Dissertation in Practice Defense is an opportunity for students to present their original research and demonstrate to the academic community that they have met the outcomes required of doctoral degree conferral.

During the defense, the Program Director or Designee introduces the student and committee members, invites the audience to ask questions at the conclusion of the presentation, and closes the session so the committee can privately question the student. The committee asks the student questions, then confers privately to determine the outcome. When a decision has been reached, the student is invited to join the committee to hear the outcome and discuss any additional edits to the dissertation.
Dissertation Committee Responsibilities

The dissertation committee guides the student in developing a dissertation in practice study, grants final approval of the student’s research proposal, oversees the student’s research, approves the written doctoral dissertation in practice, approves advancement to a public dissertation in practice defense, and approves the final dissertation for uploading and publication. The dissertation committee consists of two members. The committee chair is the primary contact for the student and the final authority in decisions of the committee.

Dissertation Chair Requirements

- Creighton Faculty or Affiliated Faculty
- Terminal Degree
- Expertise in the student’s projected area of research or in a related area (e.g., research methodology).
- CITI Certification at Creighton (All students and faculty members at Creighton must be certified by the Creighton Institutional Review Board (IRB) in order to conduct research. CITI (IRB) certification requires the successful completion of the CITI online courses.)
- Please refer to the CITI Manual located in the Doctoral Leadership Program Faculty Training in BlueLine for instructions.
- Registration in IRBnet is required at www.IRB.net

Dissertation Chair Responsibilities Prior to Proposal

- Confer with student about topic and methodology
- Remind student’s to refer to the DIP proposal template in the Ed.D. Student Resource Center in BlueLine
- Review student’s proposal and provide feedback
- Review student’s draft of the proposal
- Direct student to appropriate services for writing, APA style, and content
- Direct student to TurnItIn software to ensure proper citation and attribution of scholarly sources
- Distribute completed proposal to committee member(s) for feedback
- Collect feedback from committee
- Discuss feedback from committee with student
- When committee agrees that the student is ready to propose, determine a proposal date convenient for student and committee members
- Contact the Ed.D. Program Manager with proposal date (Ed.D. Program Manager will check to make sure the student has achieved candidacy and will send proposal rubrics and dissertation proposal approval form to committee members)
Dissertation Chair Responsibilities at Proposal Meeting

- Initiate the start of the proposal
- Refer committee members to proposal rubrics for grading
- Meet privately and facilitate questions, discussions, and feedback from committee members with the student
- Inform the student of a successful or unsuccessful proposal (pass, no pass, or pass with edits)

Dissertation Chair Responsibilities after Proposal Meeting

- Notify the Program Director of successful proposal
- Collect rubrics from committee members and send rubrics to the Ed.D. Program Manager
- Complete the Proposal Approval form and ensure student signs form and delivers form to the Ed.D. Program Manager
- Upon a successful proposal, chair will confirm with the Ed.D. Program Manager that student is CITI Certified.
  a. If student is CITI Certified, direct them to the CITI Manual in the Ed.D. Student Resource Center in BlueLine to begin the IRB approval process for the dissertation.
  b. If the student is not CITI Certified, direct student to the CITI Manual in the Ed.D. Student Resource Center in BlueLine to complete the CITI Certification. Once the student receives CITI Certification, they can begin the IRB approval process for their dissertation.

- If the proposal is successful, discuss the IRB process with student and have the student initiate the IRB approval process. Refer students to the CITI Manual in the Ed.D. Student Resource Center in BlueLine.
- Once the student has completed the IRB proposal process, the committee chair will receive an email to review and sign the IRB form (Committee chairs must be registered with IRB at www.irb.net; see pg. 6 “Dissertation Chair Requirements”)
- Work with Ed.D. Program Manager and the student to ensure IRB approval is granted

Unsuccessful Proposal

- The chair will continue to work with student and other committee members until the proposal is approved
- Inform the student of the committee’s comments. The committee will work with the student until the student achieves proposal approval.
Dissertation Chair Responsibilities after IRB Approval

- Remind student to refer to the dissertation manual (BlueLine Ed.D. Student Resource Center) to review dissertation guidelines
- Remind student to use the Dissertation in Practice template
- Students should be directed to utilize the tools available to them in the Ed.D. Student Resource Center in BlueLine. At this time students should use Online Writing Center, smarthinking, and TurnItIn.
- Respond to student questions or needs for assistance
- Review drafts of student work
- Send drafts of student work to other committee member for review and feedback
- Facilitate and relay feedback from other committee member to the student
- Remind student to apply for graduation in the NEST (Ed.D. Program Manager will assist with deadline dates):
  - February 15 – May conferral
  - March 15 – Walking in May for August conferral
  - June 15 – August conferral
  - October 15 – December conferral
- Remind student that all committee members need to review completed dissertation no later than one month prior to defense date. Students must defend their dissertation four to six weeks prior to degree conferral date.
- Send completed dissertation to committee for final approval prior to defense
- When committee has approved the defense, make sure each committee member signs the approval form available at:
  [https://www.blueq-surveys.creighton.edu/se.ashx?s=46BEE7F7CC2D0B8](https://www.blueq-surveys.creighton.edu/se.ashx?s=46BEE7F7CC2D0B8)
- Work with the Program Manager to schedule defense date once committee agrees (4-6 weeks prior to graduation)

Dissertation Chair Responsibilities for Defense Meeting

- Direct student to work with the Ed.D. Program Manager to schedule defense date once committee agrees that student is ready to defend
- Remind student to fill out “Application for Oral Defense” form found in Dissertation Manual (Ed.D. Student Resource Center in BlueLine) Remind student to bring “Dissertation Approved By” forms (refer to dissertation manual) to the defense for their committee members to sign. These forms will be included in their final dissertation.
- Inform Ed.D. Program which committee members will be on-campus for defense or remotely attending
- Remind student of requirement to be on campus for the defense
• Remind student to make arrangements with Ed.D. office to film a “60 Second Dissertation”:
  http://www.creighton.edu/gradschool/edd/eddnews/graduatesand60seconddissertations/index.php
• Lead private discussion about defense with committee members
• Score defense according to rubrics. (The Ed.D. Program Manager will have the dissertation rubrics ready for defense. The Ed.D. Program Manager will send the rubrics to the committee members attending remotely by email)
• Inform student if the defense was successful or unsuccessful
• Notify the Program Director of the outcome. If successful, submit all rubric forms from committee members to the Ed.D. Program Manager. If dissertation is unsuccessful, refer to the Program Director for guidance. Keep all rubrics, “approved by” form (signature page) and approval forms until student has met the requirements
• Complete the “Final Report on Candidate for Graduate Degree” and submit to the Ed.D. Program Manager (This form will be sent to Chair prior to Defense)
• Work with student to complete dissertation edits
• Student will send completed dissertation to Program Manager to check formatting
• Program Manager will insert “Approved by” form (signature page) into the completed dissertation and send the dissertation to student to electronically submit their dissertation.
• Refer students to the Dissertation Manual (Ed.D. Student Resource Center in BlueLine) for instructions on how to electronically submit their dissertation to….?
• Remind student to close the IRB research file.

Non-Chair Committee Member (1)

• May be a Creighton faculty member or someone from outside of Creighton
• Must hold a terminal degree
• Should have expertise in research topic and/or methodology

Dissertation Non-Chair Responsibilities Prior to Proposal Meeting

• Receive student’s proposal drafts from committee chair
• Review and provide feedback on proposal
• Send feedback and suggestions to committee chair
• Work with Chair to come to a consensus with the proposal
• Collaborate with student and Chair to determine a suitable proposal meeting date
• Review proposal rubrics provided by Ed.D. Program Manager
Dissertation Non-Chair Responsibilities at Proposal

- Attend the proposal meeting
- Inform the Chair, student, and Ed.D. Program Manager if attending in person or remotely
- Confer with Chair following proposal (chair will inform student of decision)
- Share feedback with student
- Promptly complete proposal rubrics and submit to Ed.D. Program Manager

Dissertation Non-Chair Responsibilities after Proposal

- If proposal was unsuccessful, continue to work with student until proposal is approved

Dissertation Non-Chair Responsibilities after IRB Approval

- Respond to student questions or needs for assistance
- Review and provide feedback on chapter drafts
- Collaborate with chair as required

Dissertation Non-Chair Responsibilities for Defense

- Work with the Chair to schedule defense date
- Inform the Chair and Ed.D. Program Manager if attending defense remotely or on-campus
- Review dissertation rubric prior to defense (the Ed.D. Program Manager will provide rubric or send rubric by email to the committee members attending remotely
- Attend the defense either in person or remotely (The student is required to be on campus for the defense)
- Privately discuss the defense with chair until agreement on outcome is reached (the chair will inform student if the defense was successful or unsuccessful)
- Provide feedback to student on needed revisions or changes to the dissertation
- Sign the “Dissertation Approval” form (students will bring “Dissertation Approved By” forms for their committee members to sign. These forms will be included in their dissertation
- Promptly complete and submit rubric form to the Chair or Ed.D. Program Manager: Sign the “Final Report on Candidate for Graduate Degree” and submit to the Chair or Ed.D. Program Manager
- Work with student to complete edits
Dissertation Committee Stipends

Dissertation Committee members will be paid a stipend after a successful defense. The Chair of the committee will receive $1,000 total at the time the dissertation is electronically submitted. The non-chair committee members will receive $500 total at the time the dissertation is electronically submitted. All stipends are awarded in a single payment to the appropriate committee member.

Resources Available to Students

The following dissertation resources are available to students in the Student Resource Center

- Student Dissertation Manual
- Dissertation in Practice Proposal Template
- Dissertation in Practice Template
- Recorded Webinars on APA style
- Smart-Thinking (free service available to help them with proofing and APA style)
- TurnItIn (plagiarism check)
- Ed.D. Graduate Student Assistant (dissertation@creighton.edu)

Additional Writing Assistance Available for Students:

- The Creighton Online Writing Center - The process for making appointments is detailed on the following website:
  http://succeed.creighton.edu/node/209

http://succeed.creighton.edu/node/209Editing
# Dissertation Checklist for Committee Chair

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Committee Member 1 (Chair)</th>
<th>Notes</th>
<th>Complete</th>
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</thead>
<tbody>
<tr>
<td><strong>Prior to Proposal</strong></td>
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<tr>
<td>Student has received candidacy</td>
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<tr>
<td>Received student’s proposal</td>
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<tr>
<td>Distribute proposal to committee members</td>
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<tr>
<td>Received Committee Members feedback</td>
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<tr>
<td>Discussed feedback with student</td>
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<tr>
<td>Set proposal date</td>
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<tr>
<td>Inform Ed.D. Program Manager of proposal</td>
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<tr>
<td>Received rubrics and approval form from Ed.D. Program Manager</td>
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<tr>
<td><strong>During Proposal</strong></td>
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<tr>
<td>Confirm all members have rubrics for grading</td>
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<tr>
<td>Facilitate discussion and feedback with committee members and student</td>
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<tr>
<td>Inform students of results (Pass, No Pass, or Pass with edits)</td>
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<tr>
<td><strong>After Proposal</strong></td>
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<tr>
<td>Committee Members have completed rubrics</td>
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<tr>
<td>Rubrics sent to Ed.D. Program Manager</td>
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<tr>
<td>Complete Proposal Approval form, send to student for signature</td>
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<td></td>
</tr>
<tr>
<td>Requirements</td>
<td>Committee Member 1</td>
<td>Notes</td>
<td>Complete</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
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<tr>
<td>Proposal Approval form sent to Ed.D. Program Manager</td>
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<tr>
<td>Confirm student is CITI Certified</td>
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<tr>
<td>Direct student to CITI Manual for IRB proposal</td>
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<tr>
<td>Confirm student receives IRB approval</td>
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<tr>
<td>After IRB Approval</td>
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<tr>
<td>Refer student to Dissertation Manual and Template</td>
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<tr>
<td>Facilitate and guide student to defense</td>
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<tr>
<td>Remind student to apply for Graduation in NEST</td>
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<tr>
<td>Scheduled Defense with Ed.D. Program Manager 6 weeks prior graduation</td>
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<tr>
<td>Defense</td>
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<tr>
<td>Determine which committee members will be attending on-campus or remotely</td>
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<tr>
<td>Remind student to complete the “Application for Oral Examination” form</td>
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<tr>
<td>Inform student of “60 Second Dissertations” refer to website for examples</td>
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<tr>
<td>Introduce or arrange for student and committee members’ introduction at defense</td>
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<tr>
<td>Grade defense by rubrics</td>
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<td></td>
</tr>
<tr>
<td>Requirements</td>
<td>Committee Member 1</td>
<td>Notes</td>
<td>Complete</td>
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<tr>
<td>Provide feedback of defense and communicate any edits</td>
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<tr>
<td>Submit rubric forms to Ed.D. Program Manager</td>
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<tr>
<td>Complete “Final Report on Candidate for Graduate Degree” and submit to Ed.D. Program Manager</td>
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<tr>
<td>Sign dissertation approval forms for student</td>
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<tr>
<td>Refer student to Dissertation Manual for submitting dissertation electronically 1 week prior to graduation</td>
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</table>
Appendix A: Dissertation Process

Dissertation Process
After Proposal

All Committee members to send in rubrics to Program Manager electronically.

Committee chair notifies program manager of the outcome of the proposal.

Successful Proposal

Committee Chair submits the Proposal Approval form to the Program Manager electronically.

Committee Chair directs student to the CITI/IRB Manual to start the IRB Process for approval.

Preparing for Defense

All members of the committee must read the completed dissertation and agree the student is ready for defense.

Upon committee agreement, all committee members must submit their agreement via a survey located in the Dissertation Committee Guide Book.

Committee Formation

Student works with faculty advisor to form the committee.

Faculty Advisor notifies Program Manager of committee members.

Committee Approval

Program Manager will verify that the Chair has CITI Certification and is within the guidelines set by the Ed.D. Office

If Chair is not approved, faculty advisor and student will work to find another one. If approved Chair will be given instructions to register in IRBNet and Copy of Handbook

Scheduling Proposals

The student and chair will work together to schedule the proposal. The chair must notify Program Manager of scheduled proposal.

Program Manager will verify student has candidacy. Program Manager will send proposal rubrics and approval form to the committee.
After Proposal
All Committee members to send in rubrics to Program Manager electronically
Committee Chair notifies Program Manager of the outcome of the proposal.

Successful Proposal
Committee Chair submits the Proposal Approval form to the Program Manager electronically.
Committee Chair directs student to the CIT/IRS Manual to start the IRS Process for approval

Preparing for Defense
All members of the committee must read the completed dissertation and agree the student is ready for defense.
Upon committee agreement, all committee members must submit their agreement via a survey located in the Dissertation Committee Guide Book.

Applying for Defense
Students will need to fill out the "Application for Oral Defense". This form is found in the Ed.D. Student Resource Center Intranet.
Student will work with Committee to determine a defense date. The Program Manager must approve of the date.

Applying for Graduation
A student must defend at least 4 weeks prior to the University conferred date. Please call the Program Manager with questions.
Application Deadline Dates:
February 15 - May Graduation
March 15 - Walking in May for Aug. Graduation
June 15 - August Graduation
October 15 - December Graduation

Defense
Students must defend their dissertation on campus.
Committee chairs should be on campus for the defense. We can conference call committee members if they cannot be here.
**Day of Defense**

Committee members and student should arrive on campus at least one hour prior to defense.

- Required materials for students:
  1. PowerPoint Presentation for oral defense
  2. Signature pages
  3. Prepared to tape 60-second video
  4. Exit Survey is done both online and in person

**Day of Defense**

The Program Manager will supply the committee members with the rubrics and approval forms for dissertation.

Committee members will jury after the defense and will inform the student if they passed. Student will complete exit survey.

**Unsuccessful Defense**

The committee members will keep the rubrics, signature pages and approval forms until the student meets the criteria for passing.

Committee members will communicate to the student what is required in order to pass.
# Appendix B: Proposal Rubric

## Proposal Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Criteria for Expected Level of Performance</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
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</table>

### Written Report and Proposal Criteria

<table>
<thead>
<tr>
<th>Section One: Overview of Problem</th>
<th>Section Two: Literature Review</th>
<th>Section Three: Project Methodology</th>
<th>Presentation</th>
<th>Grammar/Spelling</th>
<th>APA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose, aim, significance, role of leader, limitations/delimitations/bias statements are present with little relationship to study</td>
<td>Literature review sparse and disconnected</td>
<td>Data collection, participants, planned procedures, timeline, data analysis plan, leadership role, and/or ethical considerations not identified</td>
<td>Limited ability to clearly state simple concepts</td>
<td>Numerous errors in grammar and/or spelling usage</td>
<td>No evidence of formal APA expectations. Minimal citations and references.</td>
</tr>
<tr>
<td>Purpose, aim, significance, role of leader, limitations/ delimitations/bias statements have some relationship to research study</td>
<td>Some literature relates to the study</td>
<td>Data collection, participants, planned procedures, timeline, data analysis plan, leadership role, and/or ethical considerations identified but not supported</td>
<td>Occasional statements with clear meaning</td>
<td>Routinely makes grammar and/or spelling errors</td>
<td>Uses APA writing style but inconsistently. References and citations present but unrelated to DIP</td>
</tr>
<tr>
<td>Purpose, aim, significance, role of leader, limitations/ delimitations/bias statements are identifiable with a relationship to the study</td>
<td>Most literature is related to the study</td>
<td>Data collection, participants, planned procedures, timeline, data analysis plan, leadership role, and ethical considerations described and some rationale given for each element</td>
<td>Frequently states concepts in a clear manner understandable to most audiences</td>
<td>Rarely makes grammar and/or spelling errors</td>
<td>Uses APA writing style but has some minor errors. References, citations present but may need some revision</td>
</tr>
<tr>
<td>Purpose, aim, significance, role of leader, limitations/ delimitations/bias statements are clearly defined and bring study into sharp focus</td>
<td>Literature review is well developed and relates to the research study</td>
<td>Data collection, participants, planned procedures, timeline, data analysis plan, leadership role, and ethical considerations fully described and rationale for each element fully supported</td>
<td>Consistently speaks in a clear and concise manner understandable to audiences</td>
<td>No grammar or spelling errors noted</td>
<td>Uses APA writing style without any error in usage. References and citations complete</td>
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*Continued on Next Page*
### Total Score (Maximum of 24)

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### Average Score (divide by 6) *Both committee members must score the proposal at 3.0 or higher* to allow for a passing grade. Committee members may require a conditional pass even with scores of 3.0 or higher.

### Comments/Required Changes

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- [ ] Pass (3.0 or higher, no changes)
- [ ] Conditional Pass (3.0 or higher, with required changes)
- [ ] Revise and Resubmit (less than 3.0, with required changes)

### Print Name of Committee Member or Chair

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### Signature and Date

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Final Proposal Grading

GRADUATE STUDENT DISSERTATION PROPOSAL APPROVAL FORM
INTERDISCIPLINARY DOCTOR OF EDUCATION PROGRAM IN LEADERSHIP

Student name (degrees) ____________________________________________

Degree program: _________________________________________________

Year admitted: __________________________

Major Advisor: ___________________________________________________

Date of selection________________________

Names of Supervisory Committee Members:

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

Date of selection: ________________

Proposed Dissertation Topic:

Approvals:

Student: ___________________________ Date: ________________________
Appendix C: Committee Approval to Schedule Defense

https://www.blueq-surveys.creighton.edu/se.ashx?s=46BEEE7F7CC2D0B8
Appendix D: Student Application for Oral Defense

INSTRUCTIONS
Submit this completed form to the Graduate School office at least three weeks before the final oral examination; or if the exam is waived, three weeks before the final dissertation is due in the Graduate School office. All information must be typed.

STUDENT AND PROGRAM INFORMATION

Full Name____________________________________________________________ CU
Net ID __________________________
Mailing Address________________________________________________________
Degree□ Ph.D. □ Ed.D.
Major_____________________________________________________________________
Dissertation Title
________________________________________________________________________
________________________________________________________________________

APPROVAL BY COMMITTEE CHAIR AND PROGRAM DIRECTOR

Final Oral Examination: ______________________________________________________

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
</table>

Signature, Committee Chair

Date

Signature, Program Director

Date

GRADUATE SCHOOL ACTION

Approved by Dean of Graduate School:

Signature

Date
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Criteria for Expected Level of Performance</th>
<th>Points</th>
</tr>
</thead>
<tbody>
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<tr>
<td><strong>Written Report and Presentation Criteria</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section One: Introduction and Overview of Problem</td>
<td>Purpose, aim, significance, role of leader, limitations/delimitations/bias statements are present with little relationship to study</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Purpose, aim, significance, role of leader, limitations/delimitations/bias statements have some relationship to research study</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Purpose, aim, significance, role of leader, limitations/delimitations/bias statements are identifiable with a relationship to the study</td>
<td>3</td>
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<tr>
<td></td>
<td>Purpose, aim, significance, role of leader, limitations/delimitations/bias statements are well defined and bring study into sharp focus</td>
<td>4</td>
</tr>
<tr>
<td>Section Two: Literature Review</td>
<td>Literature review sparse and disconnected</td>
<td>1</td>
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<tr>
<td></td>
<td>Some literature relates to the study</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Most literature is related to the study</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Literature review is well developed and relates to the research study</td>
<td>4</td>
</tr>
<tr>
<td>Section Three: Methodology</td>
<td>Data collection, participants, planned procedures, timeline, data analysis plan, leadership role, and/or ethical considerations not identified</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Data collection, participants, planned procedures, timeline, data analysis plan, leadership role, and/or ethical considerations identified but not supported.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Data collection, participants, planned procedures, timeline, data analysis plan, leadership role, and ethical considerations described and some rationale given for each element</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Data collection, participants, planned procedures, timeline, data analysis plan, leadership role, and ethical considerations fully described &amp; rationale for each fully supported</td>
<td>4</td>
</tr>
<tr>
<td>Section Four: Findings</td>
<td>Results of data analysis (qual or quant) are not presented clearly and are incorrectly interpreted. Discussion of findings minimal. Ethical problems may be present.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Results of data analysis are presented but may have important errors in interpretation. Discussion of findings is minimal, unclear, or insufficient to the task at hand.</td>
<td>2</td>
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<tr>
<td></td>
<td>Data analysis is presented relatively well &amp; interpreted correctly, some minor problems may be evident. Discussion of findings is present, but may be unclear in places.</td>
<td>3</td>
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<tr>
<td></td>
<td>Data analysis is presented well &amp; interpreted correctly. Very minor interpretation problems may be present. Discussion of findings is extensive &amp; logical.</td>
<td>4</td>
</tr>
<tr>
<td>Section Five: Conclusion and Recommendations</td>
<td>Section is unclear, incomplete, and may not be derived from the findings. Recommendations may not be present or may be incomplete. Reflective element not presented.</td>
<td>Section is complete, but may not present recommendation s that do not logically emerge from the findings. Reflective element may be present, but may be insufficient.</td>
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</tr>
<tr>
<td>Presentation</td>
<td>Limited ability to clearly state simple concepts</td>
<td>Occasional statements with clear meaning. Many arguments or concepts are unclear</td>
</tr>
<tr>
<td>Grammar</td>
<td>Numerous errors in grammar and/or spelling usage</td>
<td>Routinely makes grammar and/or spelling errors</td>
</tr>
<tr>
<td>APA</td>
<td>No evidence of formal APA expectations. Minimal references and citations</td>
<td>Uses APA writing style but does so inconsistently. References and citations present but unrelated to DIP</td>
</tr>
</tbody>
</table>

**Total Score (Maximum of 32)**

<table>
<thead>
<tr>
<th>Average Score (divide by 8)</th>
<th>Both committee members must score the dissertation at 3.5 or higher to allow for a passing grade. Committee members may require a conditional pass even with scores of 3.5 or higher.</th>
</tr>
</thead>
</table>

**Comments/Required Changes**
Pass (3.5 or higher, no changes)
Conditional Pass (3.5 or higher, with required changes)
Revise and Resubmit (less than 3.5, with required changes)

☐ Chair
☐ Committee Member

Print Name of Committee Member or Chair________________________________________

Signature and Date_____________________________________________________________
CREIGHTON UNIVERSITY GRADUATE SCHOOL

FINAL REPORT ON CANDIDATE FOR GRADUATE DEGREE

Name of Candidate _____________________________________________________

(Last)  (First)  (Middle)  (Degree)

To the Dean of the Graduate School and the members of the Board of Graduate Studies:

The Department of ___________________________________________, in which this
candidate has completed his/her degree requirement, reports upon the oral and written
examination as follows:

Passed ________________________ Failed ____________________________

________________________  ____________________________

________________________  ____________________________

The Committee, therefore, recommends that the degree (be, be not) ______________ conferred
on the above named candidate.

Date ___________________________

_______________________________________
Chair of the Committee

To the President and Board of Directors:

The Board of Graduate Studies recommends that the degree of

____________________________ _______________________ be conferred on the
above named candidate.

Date ______________________

(Dean of the Graduate School, and Chair of
The Board of Graduate Studies)