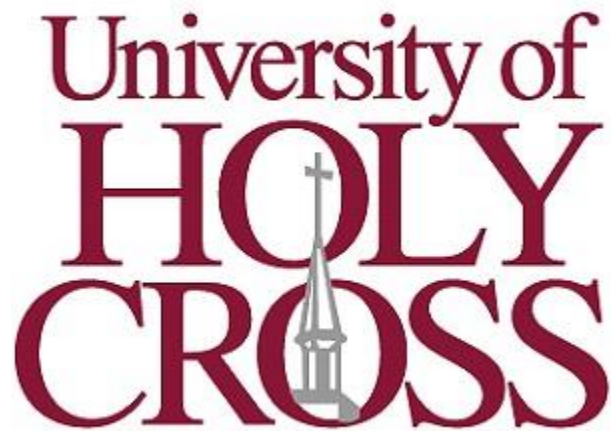


COUNSELING PhD PROGRAM HANDBOOK

2023-2024



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PhD PROGRAM DESCRIPTION

The PhD in Counselor Education and Supervision is designed to prepare graduates to work as counselor educators, supervisors, researchers, and practitioners in academic and clinical settings. The program provides graduates with the knowledge and skills necessary to carry out scholarly research, lead professional organizations, create new knowledge to better assist the community and their clients, and enhance knowledge and skills in chosen academic areas. Whether they counsel, administer, or teach, graduates of the doctoral program in counseling promote holistic development and the spirit of justice.

The PhD program in counselor education and supervision at the University of Holy Cross accepted its first doctoral students in fall semester 2013. The PhD program received initial accreditation from the Council on Accreditation of Counseling and Related Educational Programs (CACREP) on January 14, 2016. In the fall of 2020, an online option for the PhD program was added. The online option of the PhD program is exactly the same as the traditional program except courses are delivered in an online format. The online option was accredited by CACREP on August 21, 2020. On August 7, 2023 CACREP accreditation of the three master's degree programs and the PhD program, both in-person and online, was continued until October 31, 2031.

The program leading to the PhD degree consists of a minimum of 117 semester credits beyond the bachelor's degree, a clinical practicum, an internship, a general examination, and a dissertation. Individuals accepted into the PhD program must hold a CACREP-accredited master's degree or the equivalent. Doctoral students who are admitted without a CACREP-accredited counseling master's degree, but have an equivalent degree, must complete any missing master's-level courses that would be considered prerequisites as a part of their doctoral program of study.

PhD students must create an electronic portfolio. Specific items that students are required to place in their portfolios are listed later in this handbook. Instructions for placing items in their portfolios are provided to students in this handbook. The portfolio will be reviewed and approved after their dissertation proposal has been approved by their Dissertation Committee Chairs.

REQUIREMENTS BEYOND COURSES, EXAMINATIONS, THE PORTFOLIO, AND THE DISSERTATION

A PhD program involves a serious commitment of time and energy. Requirements for completion of the degree go far beyond completion of courses, examinations, and a dissertation. Throughout the doctoral program, PhD students are encouraged to become involved in the research projects of faculty members, assist in teaching courses, provide group and individual supervision to master's students when assigned, attend and present at professional conferences, and generally immerse themselves in professional activities at the University of Holy Cross. These activities are

designed to prepare PhD students to become faculty members in counseling graduate programs or leaders in the specializations of clinical mental health counseling, marriage and family counseling, or school counseling.

For each additional 300 hours of supervision or teaching that students log after completing their first 600 internship hours, students may, but do not have to, register for additional three-credit courses in COU 848: Doctoral Internship in Counseling. These additional optional internship courses may count as electives in students' doctoral programs of study. In some states, additional internship courses may be counted toward post master's supervised experience toward licensure.

PhD students are encouraged, but not required, to assist full-time professors in teaching master's or doctoral level counseling courses during the time they are completing their degrees. Students interested in assisting in teaching, the term before the course will be offered, must initiate a request with the faculty member teaching the undergraduate or master's course the student wants to help teach. PhD students also are required, after they have completed the doctoral course in supervision (COU 825), to supervise master's students. During the terms they are enrolled in doctoral practicum and internship courses, PhD students are required to supervise master's degree practicum and internship students. When they are not enrolled in doctoral practicum or internship courses, PhD students may supervise master's practicum and internship students if they attend weekly supervision of supervision sessions provided by program full-time or part-time faculty members. Students interested in supervising master's students should contact the coordinator of practicum and internship.

During the semesters or terms in which doctoral students are enrolled in practicum or internship, they will be supervised by faculty members in group supervision. During the semester or summer term they are enrolled in practicum and internship, PhD students also will receive one hour of individual supervision from a faculty member or a site supervisor in addition to group supervision.

SCOPE OF THIS HANDBOOK

This handbook for PhD students is designed to supplement the University of Holy Cross Catalog which may be accessed at <https://uhcno.smartcatalogiq.com/current/2022-2023/> and the University of Holy Cross Student Handbook, which may be accessed at <https://uhcno.edu/stulife>. As a result, many policies and procedures set forth in the catalog and student handbook are not repeated in this handbook, but are binding on PhD students. In the event a policy or procedure in this handbook is in conflict with the University of Holy Cross Catalog or the University of Holy Cross Student Handbook, the catalog or student handbook provisions will prevail. However, this handbook may add additional requirements that are not stated in the catalog and student handbook. The catalog specifically allows academic programs to set additional requirements.

MISSION STATEMENTS

University of Holy Cross Mission

The University of Holy Cross, a Catholic institution of higher learning, is an inclusive student- centered learning community focused on academic excellence and innovative teaching. Rooted in the traditions of the Marianites of Holy Cross, the University of Holy Cross is committed to educating the minds and hearts of its students through freedom of inquiry, the pursuit of truth, and compassionate care for all.

Department of Counseling and Behavioral Science Mission

The Counseling and Behavioral Sciences Department supports the mission of the University of Holy Cross. The department's faculty members strive to ensure that our students have a foundation in the general education offerings and through the content courses in behavioral sciences. Our individual mission is to impact social change within specific professional areas of practice as well as within American social systems. To accomplish this, the behavioral sciences faculty members provide highly relevant coursework to the students in our program. Graduates of the department are able to implement our mission by applying academic knowledge and expertise in a variety of institutional, agency, community, and educational settings.

Counselor Education and Supervision PhD Program Mission

The mission of the PhD program in Counselor Education and Supervision at the University of Holy Cross is to prepare professional counselors to provide leadership in the profession of counseling. Counseling leaders must be excellent counselors, supervisors, teachers, researchers, and scholars. The program is designed to enhance the counseling skills of doctoral students, prepare counselors for the roles of clinical and administrative supervisor, develop the teaching skills of students, teach students to conduct research, and prepare students to become counseling scholars. The program prepares doctoral students to become university faculty members in counselor education programs or leaders in the specializations of clinical mental health counseling, marriage and family counseling, and school counseling.

OBJECTIVES

PhD Degree Program Objectives

1. To deliver a PhD degree program in counselor education and supervision that meets the standards of the Council on Accreditation of Counseling and Related Educational Programs (CACREP).
2. To prepare PhD degree-level professionals to teach in counselor education graduate programs and to provide leadership in counseling in agencies, schools, and private practices and to become leaders in the counseling profession.

3. To continually assess the PhD degree program and make adjustments if necessary to ensure students are receiving a high quality educational experience.
4. To deliver a PhD degree program in counselor education and supervision that fits within the mission of the University of Holy Cross and reflects the core beliefs of educating the whole person of the Marianites of Holy Cross, a Catholic congregation of women.

PhD Degree Program Key Performance Indicators

1. Students will demonstrate knowledge and skills in counseling.
2. Students will demonstrate knowledge and skills in supervision.
3. Students will demonstrate knowledge and skills in teaching.
4. Students will demonstrate knowledge and skills in research and scholarship.
5. Students will demonstrate knowledge and skills in leadership and advocacy.

EXPECTED STUDENT LEARNING OUTCOMES AND PROGRAM OBJECTIVES

Upon successful completion of the PhD Program in Counselor Education and Supervision graduates will be able to

1. Practice professional counseling, consultation, teaching, and supervision skills within the scope of a multicultural and changing society;
2. Extend and contribute to theoretical and empirical knowledge in the field of counseling;
3. Demonstrate the ability to engage in critical thinking, decision making, and independent judgment;
4. Design, conduct, evaluate, and disseminate research in counseling and its related disciplines for its applicability to counseling theory and counseling practice;
5. Practice leadership skills in collaboration with members of the counseling profession;
6. Evaluate the impact of counseling theory and practice as it relates to assisting clients, students, supervisees, and other professionals in their growth and development;
7. Evaluate the impact of supervision theory and practice as it relates to promoting the professional development of counselors in training;
8. Demonstrate the advocacy role within the multicultural perspective for the uniqueness, dignity, and worth of the client and others; and

9. Accept individual responsibility and accountability for personal and professional growth.

GRADUATE COUNSELING FACULTY AND STAFF

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UNIVERSITY ORGANIZATIONAL STRUCTURE

The Counseling Graduate Program includes 10 full-time faculty members (Dr. Tommy Fonseca, Dr. Ouida Frazier-Smith, Dr. Michaela Hartline, Dr. Dottie Martin, Dr. Matt Morris, Dr. Ted Remley, Dr. Roy Salgado, Dr. Pat Thomas, Dr. Carolyn White, and Dr. Ryan White, who also serves as the Director of the Thomas E. Chambers Counseling and Training Center).

Administration of the Counseling Graduate Program is the responsibility of the Chair of the Department of Counseling and Behavioral Sciences, Dr. Carolyn White. Dr. White also serves as Dean of the College of Counseling, Education, and Business. Dr. Ted Remley is the Counseling PhD Program Coordinator and the Practicum and Internship Coordinator.

All faculty members in the Counseling Graduate Program are members of the Department of Counseling and Behavioral Sciences. The Counseling Graduate Program is a part of that department and all faculty members in the program report to the Department Chair, Dr. Carolyn White.

The Department of Counseling and Behavioral Sciences is located in the College of Counseling, Education, and Business and Dr. Carolyn White is the Dean. The college deans report to the Provost and Vice-President of Academic Affairs, Dr. Lisa Sullivan. The Provost and Vice-President of Academic Affairs reports to the President of the University of Holy Cross, Dr. Stanton McNeely III.

ACCREDITATION

Accreditation of universities and university programs is voluntary. Universities and programs choose to seek accreditation to demonstrate that their academic programs meet the highest standards that have been set by academics, professionals, and professional associations throughout the United States.

The University of Holy Cross master's degree programs in clinical mental health counseling, marriage, couple, and family counseling, and school counseling and the PhD program in counselor education and supervision are accredited by the American Counseling Association's Council on Accreditation for Counseling and Related Educational Programs (CACREP). Both the traditional and online options of the PhD degree program are accredited by CACREP.

In addition to the general prestige of graduating from a program recognized as having met national standards, there are some very concrete advantages of having graduated from a CACREP-accredited graduate program in counseling. These advantages include being able to take the National Counselor Examination (NCE) and apply for and become a National Certified Counselor (NCC) upon graduation from the University of Holy Cross master's degree programs without having to complete two years of post-graduation supervised experience (as is required for those who graduate from master's degree programs that are not CACREP accredited). Many job announcements now list preferences for candidates who have graduated from CACREP accredited graduate programs, who are NCCs, and who are licensed as professional counselors. Some states are now requiring that applicants for licensure as professional counselors have graduated from a CACREP-accredited master's degree program. CACREP-accredited master's and doctoral degree programs require that faculty members hold CACREP-accredited doctoral degrees in counselor education and supervision. These preferences and requirements can be realized by having graduated from a CACREP accredited program in counseling.

The school counseling master's degree program at the University of Holy Cross is accredited by the National Council for Accreditation of Teacher Education Standards, which is operated under the Council for Accreditation of Educator Preparation (CAEP) system. Some states offer special consideration to graduates of NCATE accredited programs when they apply for state licensure or certification as school counselors.

The University of Holy Cross is accredited by the regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). All state counseling licensure boards and school counselor certification agencies require that students hold graduate degrees from universities that are regionally accredited. In addition, most jobs require that graduate degrees be granted from accredited universities.

COUNSELOR LICENSURE AND CERTIFICATION

All doctoral students who are not already licensed as professional counselors should plan while they are earning their doctoral degrees to become licensed as professional counselors in Louisiana (See <https://www.lpcboard.org>) or in the jurisdiction in which they plan to live and work. In addition, all doctoral students should become National Certified Counselors (NCC) as soon as they are eligible (see www.nbcc.org for information on becoming certified while a student in a CACREP accredited doctoral program). Students who plan to work as school counselors should become certified as school counselors by the State Department of Education in Louisiana or become certified or licensed as school counselors by the state department of education in the jurisdiction in which they plan to live and work. It is each PhD student's responsibility to investigate state requirements for licensure as a counselor or for certification as a school counselor. See the websites of the American Counseling Association and Association of State Counseling Boards for state-by-state information on licensure. If requirements beyond the PhD degree program are required by a state for licensure or certification, it is the student's responsibility to include such requirements in the student's degree program. There are numerous other credentials offered by state agencies and national boards that may be important to the careers of professional counselors. Students should discuss other credentials that might be uniquely important to them with their faculty advisor or with other members of the faculty who are familiar with available credentials.

PERSONAL COUNSELING

Counseling graduate students are encouraged by the faculty to seek personal counseling services for themselves during the time they are enrolled in the PhD preparation program. In keeping with the philosophy of counseling that counseling services can be helpful to all persons, not just individuals who have emotional or mental disorders, but for individuals who are functioning effectively as well, graduate students are encouraged to learn about themselves by being a client in a counseling relationship. In addition to self-exploration, being a client provides counseling students with the opportunity to experience what they ask their clients to do, which helps counseling students empathize more fully with clients who seek counseling services.

Although counseling graduate students may engage in conversations with counseling faculty members regarding personal matters in the course of their studies, it is inappropriate for counseling faculty members to become a counselor for a counseling graduate student. Faculty members and counseling graduate students should maintain their roles as professor and student at all times and are not ethically allowed to engage in counseling relationships.

Counseling graduate students may seek counseling through private practitioners in the community. Students who seek counseling in the community may be eligible for third party reimbursement for counseling services if they have a personal health insurance plan that reimburses for such services. Students who seek private counseling services in the community are encouraged to utilize the services of Licensed Professional Counselors

(LPCs) or licensed counselors who have similar titles in other states.

PhD PROGRAM COURSE PREREQUISITES

Completion of core master's degree counseling courses are required of all PhD students. Core master's degree counseling courses that have not been completed prior to beginning the PhD program may be taken as a part of the PhD program. Each course is 3 credits unless otherwise indicated. The master's degree must have included 60 credits or doctoral students must take additional COU courses during their PhD program.

Core Master's Degree Counseling Courses (60 credits minimum)

COU 600	Human Growth and Development
COU 602	Social and Cultural Foundations
COU 605	Career and Lifestyle Development
COU 606	Theories of Counseling
COU 607	Theory and Practice of Group Counseling
COU 609	Professional Orientation and Ethics in Counseling
COU 610	Research Methodology and Program Evaluation
COU 615	Diagnosis and Treatment of Mental Disorders
COU 616	Techniques of Counseling
COU 618	Appraisal in Counseling
COU 631	Marriage, Couple, and Family Counseling
COU 699	Practicum in Counseling (minimum of 100 hours)
COU 701	Internship in Counseling I (minimum of 300 hours)
COU 703	Internship in Counseling III (minimum of 300 hours)
COU	18 additional graduate credits in counseling including 3 or more courses in a specialty such as clinical mental health counseling; marriage, couple, and family counseling; or school counseling.

PhD PROGRAM REQUIRED COURSES

Counseling Content Concentration (18 credits minimum)

COU 806	Advanced Counseling Theories
COU 810	Advanced Diagnosis and Treatment of Mental Disorders
COU 820	College Teaching
COU 825	Counselor Supervision
COU 839	Advanced Multicultural, Ethical, and Legal Issues in Counseling

AN ELECTIVE COURSE

Recommended electives include the following:

COU 815	Doctoral Seminar in Clinical Studies (Italy or Ireland institutes may be used for this course)
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OR

COU 816	Doctoral Seminar in Marriage and Family Counseling
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OR

COU 818 Specialization Elective
(topics will vary)

Master's graduate level courses may also be selected as electives if they were not completed earlier as part of the student's master's degree program.

Research Core (18 credits minimum)

COU 830 Introduction to Program Evaluation and Statistics

COU 833 Current Counseling Research

COU 834 Introduction to Qualitative Research Designs

COU 850 Research Seminar in Counseling

COU860 Advanced Program Evaluation

ONE OF THE FOLLOWING COURSES

COU 832 Advanced Statistical Methods in Research

OR

COU 837 Advanced Qualitative Research and Analysis

Doctoral Counseling Practicum and Internship (9 credits minimum)

COU 845 Doctoral Practicum in Counseling (minimum of 100 hours)

COU 848 Doctoral Internship in Counseling I (minimum of 300 hours)

COU 848 Doctoral Internship in Counseling II (minimum of 300 hours)

Dissertation (12 credits minimum)

COU Dissertation (12 credits)

May be COUN 851 (1 credit), 852 (3 credits), or 853 (6 credits)

Minimum Number of Credits in the PhD Program = 117

TRANSFER OF COURSES

Sixty hours of required Master's-level credits in counseling may be transferred to the Doctoral Program. In addition to the 60 hours of required Master's credits, 9 hours of doctoral credits or post-master's graduate courses from another institution may be transferred to the Doctoral Program. A minimum of 30 of the required 117 doctoral credits must be earned at the University of Holy Cross. Transfer courses must be verified by an official transcript from the institution where the courses were taken. Graduate credit is not awarded for portfolio-based experiential learning. Approval of all transfer credits must be obtained from the PhD Program Coordinator and Department Chair.

REQUIRED TASKS AND FORMS

Doctoral students are responsible for taking all the steps necessary to complete their PhD degrees. Important steps include placing documents in their portfolios, completing programs of study with their advisors, making changes to their programs of study when necessary, applying for practicum and internships, submitting their

dissertation committee appointment forms, submitting a summary of their experiences as a student, submitting their career plans, completing the general examination, requesting that their portfolios be evaluated, submitting their resumes or curriculum vitae, submitting their dissertation proposals and final dissertations to their Dissertation Committee Chairs, applying to graduate, submitting a manuscript written from their dissertation study to a refereed journal, submitting their completed dissertation to ProQuest, and attending commencement ceremonies. Students may utilize the checklist at the end of this handbook to assist them in completing all necessary steps.

DOCTORAL STUDENT AREA OF EXPERTISE

CACREP requires that doctoral students develop an area of professional counseling expertise. PhD students will determine their area of expertise through discussions with their advisor. Students will choose one of the following areas of expertise: counselor education and supervision; leadership in marriage and family counseling; leadership in clinical mental health counseling; or leadership in school counseling. Counselor education and supervision is appropriate for students who plan to become full-time faculty members teaching in counselor education graduate programs. Students who plan to become administrators in counseling (and most likely part-time counselor educators as well) will choose leadership in marriage, couple, and family counseling, leadership in clinical mental health counseling, or leadership in school counseling. The dissertation topic must be related to counseling.

ADVISORS AND EXAMINATIONS

Early Dissertation Work

Although PhD students' dissertation committees are not required to be formed until later in the PhD program, students are encouraged to begin thinking about their dissertations at the beginning of their doctoral studies. An appropriate plan is to choose a general area to explore as a possible dissertation topic the first semester in the program and then formulate a dissertation study plan the second semester in the program. The sooner in the second semester PhD students choose an area of counseling to study in their dissertation project, formulate a research question, and determine whether their dissertation will be quantitative or qualitative, the better chance students will have of completing the PhD degree in a timely manner and the higher quality the dissertation will be. Once dissertation decisions are made, students can orient much of their doctoral studies toward formulating, developing, and improving their dissertation project.

Students may informally consult with any faculty member regarding their dissertation work prior to choosing their advisor or a Dissertation Committee Chair. Even after students have chosen a Dissertation Committee Chair, they may continue to informally consult with other faculty members and may in the future request changes of committee chairs or committee members.

The dissertation of PhD students must be related to counseling. The faculty member students select to chair their dissertation committee must be knowledgeable within the area of counseling that students plan to study. Generally, doctoral students have a strong interest in an area of counseling which leads them to choose a particular faculty member who has expertise in that area of counseling as their Dissertation Committee Chair. On the other hand, students may want to complete their dissertation under the direction of a particular faculty member and will have to select a dissertation topic that fits that faculty member's areas of expertise. Either approach is acceptable as long as the dissertation topic is related to counseling (as determined by students and their Dissertation Committee Chair).

Once students have made preliminary decisions regarding their dissertation and have identified a faculty member who they probably will ask to chair the dissertation committee, they may begin to work informally with that faculty member. Both doctoral students and the faculty member will have the understanding that students may change their minds about who they will select to chair the dissertation up until the dissertation committee is formed, which occurs at the end of students' first semester in the doctoral program.

Students must take a minimum of 12 dissertation credits (COU 851, 852, or 853). However, doctoral students sometimes take more than 12 credits before they graduate. Students may register for COU 851, 852, or 853 credits at any point in their doctoral studies. They should reach an understanding with the faculty member who will be directing their dissertation work and should register for the number of dissertation credits that reflects the amount of dissertation work they plan to complete in a particular semester (for example, 1, 3, or 6 credits). Faculty members devote substantial time to working with students on their dissertation throughout the PhD program.

Initial Advising of PhD Students

All newly admitted doctoral students will be advised by the PhD Program Coordinator for their first semester of study (their first fall semester). Prior to students enrolling in their first semester, the PhD Program Coordinator will determine which required master's courses have been completed and whether any must be taken as a part of their PhD program. The PhD Program Coordinator also will determine whether credits completed after students earned their master's degree will transfer into the doctoral program. Transfer credits will be entered onto the program of study for PhD students.

Prior to the beginning of students' first semester in the PhD program, the PhD Program Coordinator will establish their program of study, which will include a listing of all required courses, accepted master's courses, any transfer courses completed after the master's degree was earned, an indication of which semesters the student will complete remaining courses, and a schedule for completing all other requirements for the PhD degree including the general examination, the dissertation proposal, the oral examination of the final dissertation (also referred to as the dissertation defense), and the requirement

that the degree be completed within 10 years of the beginning of the doctoral degree program of study after being admitted. The faculty member who completes the PhD program of study form in consultation with the student will transmit the completed form to the student by email attachment. Students will post the completed form in their portfolios. If changes are made to the program of study, a new program of study form must be completed and posted in the student's portfolio. If the semester and year for taking courses are changed, a new program of study form does not have to be filed.

The Student's Dissertation Committee Chair

By the end of their first semester after beginning doctoral studies, students must either select the faculty member who will serve as their Dissertation Committee Chair or they will be assigned their initial Dissertation Committee Chair. The Dissertation Committee Chair for students must be a full-time faculty member in the Department of Counseling and Behavioral Sciences or an Adjunct Faculty Member who has been approved by the Department Chair to chair dissertation committees who holds a doctoral degree or a full-time or part-time faculty member who holds a doctoral degree in counseling approved by the PhD Program Coordinator and Department Chair. Once the Dissertation Committee Chair has been selected or assigned, students should consult with their Dissertation Committee Chair before asking two additional faculty members to serve on their dissertation committees. Either the Dissertation Committee Chair or one of the two committee members must be designated as the committee methodologist. After the Dissertation Committee Chair and the two additional committee members have been determined, students must complete the Dissertation Committee Appointment Form (copy is included at the end of this handbook), send a copy to the PhD Program Coordinator, and post a copy in the student's portfolio.

The initial advisor (who is the PhD Program Coordinator) and Dissertation Committee Chair serve several important functions for doctoral students. Advisors should be consulted by students if they have any questions or problems related to their academic programs. While students' advisors answer questions related to program requirements, students are expected to read the University of Holy Cross Catalog, the University of Holy Cross Student Handbook, and this handbook.

At a minimum, students' advisors ensure that students have developed a reasonable plan for completing their degree programs and are progressing in a reasonable manner toward degree completion. Advisors should serve as mentors for students by assisting them in further developing their identity as a professional counselor and adopting professional approaches to their work and interactions with others. Advisors, as well as other faculty members, can also be very helpful in assisting students in finding employment as counselor educators or leaders in the counseling profession when they are near the completion of their degree programs.

In the event a PhD program student or his or her advisor believes it would be in the student's best interest for a different faculty member to serve as the student's Dissertation Committee Chair, the student or the Dissertation Committee Chair may

request that the PhD Program Coordinator reassign the student to a different Dissertation Committee Chair. Students and Dissertation Committee Chairs should discuss the request that a new Dissertation Committee Chair be named prior to submitting the request to the PhD Program Coordinator. Normally such requests for a change in Dissertation Committee Chairs will be granted unless there is no other qualified department faculty member willing or available to assume the chair responsibilities. A new Dissertation Committee Appointment Form must be completed and submitted by the student to the student's portfolio when committee chairs or members are changed.

The Dissertation Committee

PhD program students have a dissertation committee by the end of their first semester in the program. The committee includes the chair and two additional faculty members in the Department of Counseling and Behavioral Sciences (or a qualified University of Holy Cross full-time or part-time faculty member approved by the PhD Program Coordinator). At least two committee members must be full-time faculty members in the Counseling Department. Either the dissertation chair or one of the other committee members must be designated as the methodologist. The methodologist will have expertise in either qualitative or quantitative research and will advise the student and the Dissertation Committee Chair regarding the research study. The dissertation committee members grade the general examination and grade the final oral examination (also known as the dissertation defense). Once students have been assigned to their Dissertation Committee Chair, they should meet with their chair to determine who the other two members of their committee will be. Dissertation committees include the chair of the committee and two additional members. After PhD students and their chair have determined which two eligible faculty members should serve on the students' doctoral advising committee, students should obtain agreement to serve from the faculty members.

Students will post the completed Dissertation Committee Form in their portfolios and will send a copy by email attachment to the PhD Program Coordinator. If changes are made to the dissertation committee of students, a new Dissertation Committee Form must be completed and posted in the student's portfolio and a copy must be sent to the PhD Program Coordinator by email attachment.

SEQUENTIAL STEPS REQUIRED TO COMPLETE THE PhD DEGREE

To finish the PhD degree, students must complete each of the steps below in the order listed. Students may not skip a step.

Students will place required documents associated with each step in their portfolios.

The department chair will notify the university registrar when the dissertation has been approved so that awarding of the degree can be recorded on students' transcripts.

The dissertation Committee Chair of a student will notify the department chair by email when all requirements for the PhD degree have been completed. The department chair will then notify the university registrar that the student has been approved for graduation.

No steps may be skipped. Required steps to complete the PhD degree include the following and must be completed in the order listed:

1. Dissertation Concept Paper Approved
2. General Examination Passed
3. Dissertation Proposal Passed
4. Portfolio Approved
5. Dissertation Defense Passed
6. PhD Degree Requirements Completed

PORTFOLIO

PhD students must create a portfolio that will be reviewed by their Dissertation Committee Chairs after their dissertation proposal has been approved by their dissertation committee members. Instructions for accessing PhD student portfolios:

1. On the Google page (www.google.com), at the top right, sign in with your uhcno.edu email address. Your password for this is the same as your password for your uhcno.edu email address.
2. At the top right, next to images, click on the 9 dot square icon.
3. Select "Drive."
4. On the left, select "Shared with me."
5. Click on your name under "Shared with me."
6. You will see your portfolio. You can now upload documents to your portfolio.

Students will ensure their portfolios are complete no later than three months after their dissertation proposals have been approved.

Before requesting that their portfolios be reviewed by their Dissertation Committee Chair, students will complete and post the following three documents:

- 1-2 page summary of the student's experiences in the PhD program including new knowledge and skills that have been developed during the program
- 1-2 page statement of the student's career goals and plans for reaching those goals
- A curriculum vitae (CV) or resume suitable for use when seeking employment

Portfolios will be posted by students and will include copies of the following items (see checklist at the end of this handbook):

1. Approved program of study and degree completion plan

2. Approved dissertation committee form
3. Approved dissertation concept paper
4. Approved General Examination (chapter 2 of dissertation)
5. Course Sample COU 806
6. Course Sample COU 810
7. Course Sample COU 820
8. Course Sample COU 825
9. Course Sample COU 830
10. Course Sample COU 833
11. Course Sample COU 839
12. Course Sample COU 860
13. Approved dissertation proposal
14. Human Subjects Review Committee approval (copy of email from committee chair)
15. Approved final dissertation
16. Approved Resume or Curriculum Vitae
17. Approved Summary of Student Experiences
18. Approved Statement of Career Goals
19. Approval of the portfolio (copy of email from dissertation chair)
20. Manuscript Based on Dissertation Study
21. ProQuest receipt

Within three months after their dissertation proposals have been approved, students will ask that their Dissertation Committee Chair review their portfolios. At that point, the portfolio should include every item except the manuscript based on their dissertation study, the completed ProQuest application, and the approved final dissertation.

Dissertation Committee Chairs will review the portfolios of students. Students will pass or fail the portfolio review. If students fail to meet the required proficiency level on the rubric, then they will collaboratively design an improvement plan with their Dissertation Committee Chair and resubmit their portfolio for additional reviews until it has been approved by their Dissertation Committee Chair.

After a student has passed the portfolio, the Dissertation Committee Chair will send an email message with the results to the student and the student will post a copy of the message in his or her portfolio.

The dissertation defense of a student may not be scheduled until after the portfolio has been passed and recorded.

GENERAL EXAMINATION

Students must pass the general examination before they may defend their dissertation proposals. Students are eligible to take the general examination when they have completed almost all the courses in their PhD Program of Study. The student's Dissertation Committee Chair will determine whether the student is ready to take the general examination.

Concept Paper

After students have completed their first semester of coursework, they will meet with their Dissertation Committee Chair and formulate the research question and hypotheses (if a quantitative study) for their dissertation. Once the research question and hypotheses have been formulated to the satisfaction of the Dissertation Committee Chair, students will prepare a 3-5 page concept paper that outlines the proposed dissertation study or will use a draft of chapter 3 that they have prepared. The concept paper should include references in APA style and any instruments or interview protocols should be attached as appendices. The Dissertation Committee Chair will then call an informal meeting of the dissertation committee and students will provide the concept paper to their three committee members at least one week prior to the informal meeting. At the informal meeting, the three faculty members and students will discuss the concept paper and the dissertation idea and agree that the idea for the dissertation study is acceptable. If agreement is not reached at the informal meeting that the dissertation study idea is acceptable, students will prepare a revised concept paper and another meeting will be scheduled. Preparation of revised concept papers and informal meetings will continue until the concept paper and the dissertation idea are acceptable to the dissertation committee.

After a student's concept paper has been approved and all suggested edits have been incorporated, the student will post a copy of the approved concept paper in his or her portfolio.

The general examination of a student may not be scheduled until after the concept paper has been approved.

Content of the General Examination

After the concept paper has been approved, students will complete the general examination. The literature review that covers the proposed dissertation topic (chapter 2 of the dissertation) provides the foundation for the general examination. The general examination demonstrates that doctoral students are able to synthesize the counseling literature around the topic of their dissertation. After the Dissertation Committee Chair is satisfied with a student's chapter 2, the Dissertation Committee Chair will ask the other two committee members to read and grade the chapter 2 (which constitutes the general examination). A majority vote is required for a student to pass the examination. In the event a student does not pass, the student will rewrite chapter 2 and the process will be repeated until the student does pass the examination.

After a student has passed the general examination, the Dissertation Committee Chair will announce to faculty and doctoral students on the listserv that the student has passed the general examination. The student will post a copy of the general examination in his or her portfolio.

The proposal defense of a student may not be scheduled until after the general examination has been passed and recorded.

PROBLEMS WITH SCHEDULING MEETINGS WITH FACULTY MEMBERS

Faculty members have a multitude of responsibilities including teaching courses, conducting their own research, consulting outside the university, performing community service, maintaining private counseling practices, and serving on university committees. As a result their schedules are very full. Meetings with faculty advisors (including the PhD Program Coordinator and Dissertation Committee Chair and members) should be scheduled well in advance. Students may make appointments with faculty members by contacting them by email or by texting them if faculty members have provided their cell numbers. Students may place a note in the faculty member's mailbox outside the faculty member's office. In the event a faculty member is not responsive to reasonable requests from students for meetings, students should consult the PhD Program Coordinator to determine whether a new Dissertation Committee Chair or member should be selected and appointed. Any complaints about faculty members failing to perform their duties should be filed with the Chair of the Department of Counseling and Behavioral Sciences.

SUGGESTED ORDER OF TAKING DOCTORAL COURSES

Doctoral students should take any master's level courses they are missing very early in their PhD program.

It is important that students complete at least one statistics course (COU 830) and the introductory qualitative research course (COU 834) as soon in their doctoral programs as the courses are offered. Delaying taking these courses can substantially delay the graduation of PhD students because they must have completed these courses in order to take the second level research course (either COU 832 or COU 837) and begin focused work on their dissertations.

When students are prepared to spend a semester writing the first draft of their dissertation proposals (which includes the first three chapters), they should enroll in COU 850: Research Seminar in Counseling. After completing COU 850, students should plan to take from 2 to 3 additional terms to get their dissertation proposals completed and approved, obtain permission to conduct the student from the Human Subjects Committee, collect and analyze their data, complete the last two chapters of the dissertation, defend

the dissertation, complete their portfolio requirements, submit a manuscript from their dissertation to a refereed journal, and submit a copy of their approved dissertation to ProQuest.

Most doctoral students complete their practicum and internship at job sites where they currently are employed. As a result, they can complete those three courses (COU 845 & COU 848) at any time during their doctoral degree program.

Students must complete a minimum of 12 credits of Dissertation (COU 851 – 1 credit; COU 852 – 2 credits; or COU 853 – 6 credits). They may take dissertation courses at any time during their degree programs. If they enroll in Dissertation hours early in their degree programs, students should work closely with their dissertation committee chair on the literature review for their dissertations.

GENERAL SEQUENCE OF COURSE OFFERINGS

Beginning Spring semester 2024, all courses will be offered online either synchronous or asynchronous. Synchronous courses will include weekly Zoom meetings and asynchronous courses will not include weekly Zoom meeting but will be totally online. Students who enroll in courses that include Zoom meetings will be accommodated and will be able to complete the courses without attending the Zoom meetings.

Course Number	Course Title	Fall	Spring	Summer
	Master's Level Courses			
COU 600	Human Growth and Development	x	x	
COU 601N	Introduction to Techniques in Professional Counseling	x	x	x
COU 602	Social and Cultural Foundations	x		x
COU 605	Career and Lifestyle Development		x	x
COU 606	Theories of Counseling	x	x	
COU 607	Theory and Practice of Group Counseling	x	x	
COU 609	Professional Orientation/Ethics	x	x	
COU 610	Research Methodology and Program Evaluation	x	x	
COU 615N	Diagnosis and Treatment of Mental Disorders	x	x	
COU	Techniques in Counseling	x	x	x

616	(residency in spring for online students)			
COU 618	Appraisal in Counseling	x	x	
COU 623N	Foundations and Contextual Dimensions of School Counseling			x
COU 624	Contextual Dimensions of School Counseling	x		
COU 625N	Crisis Intervention		x	
COU 631	Marriage and Family Counseling		x	
COU 635	Chemical Dependency from a Systems Perspective		x	
COU 641	Clinical Mental Health Counseling			x
COU 645	Counseling Military Personnel and their Families			x
COU 650	Sexual Trauma	x		
COU 661	Counseling Couples		x	
COU 662	Counseling Families	x		
COU 663	Advanced Studies in Systems Theory	x		
COU 699	Practicum in Counseling	x	x	x
COU 710	Internship in Counseling (3 credits each; total of 6 credits required)	x	x	x
	PhD Level Courses			
COU 806	Advanced Counseling Theories	x		x
COU 810	Advanced Diagnosis and Treatment of Mental Disorders	x	x	
COU 815	Doctoral Seminar in Clinical Studies (International institutes may be used for this course)	x	x	x
COU 816	Doctoral Seminar in Marriage and Family Counseling	x		
COU 818	Specialization Elective: Advanced Group Counseling		x	
COU 818	Specialization Elective (topics will vary when offered)			
COU 820	College Teaching	x	x	

COU 825	Counselor Supervision	x	x	
COU 830	Introduction to Program Evaluation and Statistics	x	x	
COU 833	Current Counseling Research	x		x
COU 832	Advanced Statistical Methods in Research	x	x	
COU 834	Introduction to Qualitative Research	x	x	
COU 837	Advanced Qualitative Research	x	x	
COU 839	Advanced Multicultural, Ethical, and Legal Issues in Counseling		x	x
COU 845	Doctoral Practicum in Counseling	x	x	x
COU 846	Doctoral Internship in Counselor Education and Supervision (3 credits each; total of 6 credits required)	x	x	x
COU 850	Research Seminar in Counseling	x	x	
COU 851	Dissertation (1 credit)	x	x	x
COU 852	Dissertation (3 credits) (Residency in fall for first year PhD students)	x	x	x
COU 853	Dissertation (6 credits)	x	x	x
COU 860	Advanced Program Evaluation		x	x

NAVIGATION OF DIGITAL DELIVERY OF COURSES

The University of Holy Cross offers both synchronous and asynchronous online courses. The delivery of instruction/instructional material, as well as assignment submissions will be through our Learning Management System, Canvas. It is important to note there are not significant difference between online and traditional classes.

The most significant difference is the increased flexibility. Unlike traditional in-person classes, there is no regularly-scheduled, in person meetings. Rather than adjusting your life to attend a three hour lecture each week, you are required to participate in weekly discussion post/groups convenient with your schedule.

The added responsibility is one of the challenging factors for students. Online courses require significant amounts of reading and writing.

In addition to CANVAS, students will also have access to a personal zoom account. This account can be utilized for faculty meetings, synchronous classes,

orientation and other workshops the university offers. Please be aware, students access zoom by using the same credentials for school email access.

Students will be shared digital copies of the Program Handbook and Practicum and Internship Manuals on their individual Google Drive Account.

Distant learners will be have access to the digital database. Please feel free to visit the database by visiting <https://uhcno.libguides.com/c.php?g=1127860>

REGISTRATION FOR COURSES

Doctoral students will develop a written plan for completing their degree, (which includes a schedule for registering for courses throughout the degree program), and submit it to the PhD Program Coordinator. This plan can be modified as needed, but any substantive changes should be reviewed and approved by the PhD Program Coordinator or the student's Dissertation Committee Chair once that appointment has been made. Any plan modifications must be approved by both the Dissertation Committee Chair and the PhD Program Coordinator. Students may register for courses each term using the plan that has been approved. Once the degree completion plan has been developed and given to students, they will post the completed Dissertation Committee Form in their portfolios.

Full-time University of Holy Cross professors have the authority to determine whether a student will be admitted to filled classes they are teaching. Students should contact the professor directly if they wish to enroll in a filled class. In the event an adjunct professor is teaching a filled counseling class, request for admission to that class should be directed to the Chair of the Department of Counseling and Behavioral Sciences, Dr. Carolyn White, at cwhite@uhcno.edu.

Generally full-time PhD students register for 9 credits each fall and spring semester and 6 credits each summer term. Since most doctoral students work full-time, most beginning students register for two academic and one clinical or dissertation course each fall and spring semester. Some students choose to register for 6 credits each fall and spring semester. Students may register for more than the typical number of credits only with the permission of their Dissertation Committee Chair or the PhD Program Coordinator. Once students are admitted to the PhD program, they must register for one or more credits each fall and spring semester and each summer term until they graduate.

DOCTORAL PRACTICUM AND INTERNSHIP REQUIREMENTS

Details and forms regarding doctoral practicum and internship requirements may be found in the Counseling PhD Practicum and Internship Manual.

PhD students must complete a 100-hour (3 credits) clinical doctoral practicum (COU 845). The clinical doctoral practicum focuses on additional supervised clinical

counseling experience beyond the supervised clinical counseling experience completed in a doctoral student's master's degree program.

PhD students must also complete a 600-hour (6 credits) doctoral internship (COU 848). The goal of internship is to give doctoral students the opportunity to demonstrate that they are able to apply skills they have learned in their counseling master's degree program and their courses in the doctoral program. If doctoral students have had limited clinical counseling experiences prior to beginning their doctoral work, they may be required to complete some internship hours in a counseling setting to gain more counseling experience. As a part of their internship, doctoral students will provide supervision to master's practicum or internship students.

LIABILITY INSURANCE

Documentation of proof of professional liability insurance is required for all students conducting counseling or supervision. This insurance can be obtained through the American Counseling Association (ACA) or other associations or companies.

TIME LIMIT FOR DEGREE COMPLETION

All requirements for a doctoral degree must be completed within 10 calendar years from the date of beginning the initial course following admission to the doctoral program.

CONTINUOUS ENROLLMENT REQUIREMENT

Once admitted to the doctoral program in counseling, students must register for at least one credit each term (fall, spring, and summer) until they graduate. Doctoral student candidates who fail to register each term without requesting and receiving a leave of absence may be dismissed from the doctoral program.

PhD students who find it necessary to be excused from registration for a semester or more after being admitted must send a written request for a formal leave of absence to the Department Chair. A leave of absence should not exceed one year and generally may not be repeated. During a leave of absence, PhD students must maintain contact with his or her major professor.

The granting of a leave of absence does not change the PhD students' responsibility for meeting the time schedule for the completion of degree requirements. PhD students must be enrolled in at least one credit the semester in which they graduate.

COMPLETING THE DISSERTATION

There are a number of steps related to completing dissertations. This section outlines the process students will use in completing their dissertations.

The Research Seminar Course and the Dissertation Proposal

Students should enroll in COU 850 (Research Seminar in Counseling) when they are prepared to write the document that will serve as the proposal for their dissertation (chapters 1, 2, & 3), usually the second semester of their second year of the PhD program. Students should plan to spend 2-3 terms (at least two semesters or summer terms) working on their dissertations after completing COUN 850 and completing their successful proposal defense before defending their dissertations. Prior to enrolling in COU 850, the student must have completed the following: (1) have formulated an acceptable research question or questions and hypotheses (if a quantitative study); (2) have completed a thorough reading of the relevant professional literature; and (3) have developed a research plan that is reasonable and achievable within the period of time the student anticipates completing his or her study. Students should have had their concept paper approved prior to enrolling in COU 850.

Students must follow the specifications for dissertation proposals and dissertations included in the PhD Dissertation Style Manual for the Counselor Education and Supervision Program. The dissertation proposal and the final dissertation must utilize American Psychological Association (APA) style, but must pay attention to exceptions to APA style that are included in the PhD Dissertation Style Manual for the Counselor Education and Supervision Program.

The proposal for the dissertation in the Counseling Graduate Program is the first three chapters of the dissertation. The information regarding the proposed study is written in future tense and the literature review chapter is written in past tense (to conform to APA style). For the final dissertation, after the dissertation study has been completed, the future tense used in chapters one through three explaining how the study will be conducted will be changed to past tense after the study has been completed.

During the term students are enrolled in COU 850 (Research Seminar in Counseling), they will complete the first draft of the first three chapters of their dissertation. Students will complete this task according to the schedule developed by the faculty member who is teaching COU 850. The faculty member teaching COU 850 will defer to the specifications and expectations of the student's Dissertation Committee Chair. Students and their Dissertation Committee Chair must plan to meet on a regular basis during the semester in which the student is enrolled in COU 850. In addition, Dissertation Committee Chairs must be willing to provide students with regular feedback on their writing as they complete sections of the three chapters of the dissertation. The faculty member who teaches COU 850 will provide initial feedback to students on their chapter drafts. After the course instructor has provided the initial chapter feedback, the

student's dissertation chair will work with the student until the student has completed the first three chapters that are acceptable to the dissertation chair. Students should follow the directives of their Dissertation Committee Chair in the event there are conflicts in the feedback of the faculty member who teaches COU 850 and their chair.

In the event students complete COU 850 without completing the first draft of the first three chapters of their dissertations, they will be awarded an unsatisfactory grade. If an unsatisfactory grade is earned in the course, students must enroll again (and pay additional tuition) the next time the course is offered. The course is offered twice a year in the fall and spring semesters.

Human Subjects Review Committee

Before students may begin to collect data for their dissertation study, they must submit an application to conduct the study to the University of Holy Cross Human Subjects Review Committee (also referred to as the Institutional Review Board or IRB) and receive permission to proceed. Forms for applying for permission from the Human Subjects Review Committee to conduct a study are found on the university web page (www.uhcno.edu).

Students usually complete and submit their Human Subjects Review Committee approval request to the committee chair after their dissertation proposal has been formally approved by their committee because the dissertation project plan may change after the proposal meeting. If a student wishes to seek approval prior to successfully defending his or her dissertation proposal, the student must obtain approval from his or her Dissertation Committee Chair and from the chair of the Human Subjects Review Committee.

Students will post in their portfolios the completed and approved Human Subjects Review Committee notification.

The Dissertation Proposal Meeting

Once the Dissertation Committee Chair is satisfied with the student's draft of the first three chapters, the chair will schedule the dissertation proposal meeting. The chair will ensure the other two dissertation committee members are available for the meeting and will secure a time and place for the meeting to be held. Dissertation proposal meetings for doctoral students in the online option will be held utilizing Zoom or a similar tool that allows synchronous meetings in which students can show slides as they present and all present at the meeting can see and hear each other. The Dissertation Committee Chair will send an email message inviting department full-time faculty members, all current counseling doctoral students, the university president, the university provost, and a representative from the university library to the proposal meeting. The format for the email message is found at the end of this handbook.

The chair of the student's dissertation committee will provide the committee members, through an e-mail with an attachment, a complete draft of the dissertation

proposal a minimum of one week prior to the scheduled dissertation proposal meeting. If all committee members inform the Dissertation Committee Chair that they are willing to review the document and hold the proposal meeting sooner than one week, the student will provide the complete draft by the date agreed upon by the committee members. A complete draft of the dissertation proposal will follow the specifications for the proposal that are included in the PhD Dissertation Style Manual for the Counselor Education and Supervision Program.

All counseling doctoral students will be invited to dissertation proposal meetings including those conducted by Zoom. Those who have not yet defended their dissertation proposals are encouraged to attend so that they can appropriately prepare for their own proposal defense when that time arrives. The dissertation proposal defense is a formal academic event and should not include any social or ceremonial activities. Family members or friends of students should not be invited to attend the dissertation proposal defense.

At the proposal meeting, the Dissertation Committee Chair will introduce the student, the other committee members, and guests. The student will be asked to briefly summarize his or her proposed study and then will answer any questions posed by dissertation committee members. The dissertation proposal defense will be oral. Students are expected to prepare PowerPoint or Prezi slides for their presentations. The dissertation committee members will confer at the end of the proposal defense in a closed meeting regarding the dissertation proposal and will determine by majority vote whether the student may proceed with the study and, if so, which modifications, if any, the student must make in his or her proposal plan or document.

In the event the dissertation proposal is not accepted by majority vote, the student will work with the Dissertation Committee Chair in preparing another proposal document and another dissertation proposal meeting will be scheduled once the Dissertation Committee Chair is satisfied with the revised proposal. After the committee has completed its deliberations, the results will be announced verbally to the student and any guests who are in attendance.

After the dissertation proposal of a student has been approved, the Dissertation Committee Chair will announce to faculty and doctoral students on the listserv that the student has passed the dissertation proposal examination. The student will post in his or her portfolio the completed and approved dissertation proposal document after suggested edits have been completed.

A student's portfolio must be approved before a student may defend his or her dissertation.

Completion of the Dissertation Research Study

Once doctoral students have passed the general examination, have obtained approval from the Human Subjects Review Committee, and their dissertation committee

has approved their dissertation proposals, they may collect the data for their dissertation research study. Students should work closely with their Dissertation Committee Chair and their Methodologist throughout the time they are collecting and analyzing their data and writing their final two dissertation chapter drafts.

The Dissertation Approval and Oral Defense

The last day of classes for each semester and summer term is the last day students may hold their dissertation oral defenses. No exceptions will be made for these dissertation oral defense deadlines.

To meet the oral defense deadline, generally students must present their final dissertation document (not a draft, but the completed dissertation) to their chairs no later than three weeks prior to the defense deadline date so that chairs can complete their final edits and send the final edited document to the other committee members for them to read and vote prior to the oral defense.

A completed dissertation will include all required sections with blank pages reserved for acknowledgments (which will be inserted after the dissertation has been approved) and a dedication (if the student wishes to dedicate his or her dissertation). A complete draft of the dissertation will follow the specifications for the dissertation that are included in the PhD Dissertation Style Manual for the Counselor Education and Supervision Program. Once a PhD student's Dissertation Committee Chair is satisfied with the student's dissertation, the other two dissertation committee members will be asked to review the dissertation document. After reviewing the final dissertation document, the committee members will have a formal vote and at least two must vote that the dissertation is approved.

In the event a dissertation is not approved by a majority vote of the committee, the dissertation defense process will be declared to be either failed or continued by majority vote of the committee. When a dissertation approval is continued, a failure is not reported, but instead the approval process is continued until a later date when a new or revised document has been prepared by the student and reviewed by the committee. In the event a dissertation is failed, the dissertation committee may vote to dismiss the doctoral student from the program, or may agree to review another draft of the dissertation no earlier than three months after the first failure.

As soon as possible after the dissertation has been approved, the oral dissertation defense will be scheduled. The oral defense is required, but the dissertation will have been approved before the oral defense takes place. The chair will ensure the other two dissertation committee members are available for the defense and will secure a time and place for the defense to be held. Oral dissertation defense meetings for doctoral students in the online option will be held utilizing Zoom or a similar tool that allows synchronous meetings in which students can show slides as they present and all present at the meeting can see and hear each other. The Dissertation Committee Chair will send an email message inviting department full-time faculty members, all current counseling doctoral

students, the university president, the university provost, and a university library representative to the dissertation defense. The format for the email message is found at the end of this handbook. Family members or friends of students may also be invited by students to attend the dissertation defense.

At the dissertation defense, the Dissertation Committee Chair will introduce the student, the other committee members, and guests. The dissertation defense will be very similar to presentations made at refereed conferences. Students will explain their studies, provide methodology details, and give the results of their studies. Students are expected to dress professionally and to include PowerPoint or Prezi slides. At the conclusion of an acceptable oral defense, the Dissertation Committee Chair will announce that the committee has approved the dissertation and the student has completed all the requirements for the PhD degree. Although it is customary to address the PhD candidate as “Dr.” at the end of the defense, PhD students must not use the title or must not indicate they have earned a PhD either orally or in writing until after the degree has been awarded officially by the university. The university typically awards degrees and enters completed degrees on transcripts three times a year (in May, August, and December).

After the dissertation of a student has been approved, the Dissertation Committee Chair will announce to faculty and doctoral students on the listserv that the student has passed the dissertation defense. The student will post in his or her portfolio the completed and approved dissertation document after suggested edits have been completed. The Department Chair will notify the university registrar so that the fact that dissertation defense has been passed can be posted on the student’s transcript.

In the event a student’s dissertation has not been approved by the deadline date for dissertation defenses each term (the last day of classes), the student will be required to register for an additional semester or summer term and will graduate the next semester or summer term once the dissertation has been approved.

Students will follow all University of Holy Cross procedures for applying for graduation. All PhD graduates are strongly encouraged to attend all commencement ceremonies (including the Graduate Salute, Baccalaureate, and Graduation in May of each year (after they have completed their dissertation defenses). Those completing degrees in August and December of each year should plan to attend commencement ceremonies the next May.

FINAL STEPS REQUIRED PRIOR TO GRADUATION APPROVAL

After students have successfully defended their dissertations, there are more required tasks they must complete before they will be approved for graduation.

Completion of the Portfolio

After successfully defending their dissertation proposals, students must add three

documents to their portfolios and request that their chair review and grade the portfolio. The three additional items include the following:

- 1-2 page summary of the student's experiences in the PhD program including new knowledge and skills that have been developed during the program
- 1-2 page statement of the student's career goals and plans for reaching those goals
- A curriculum vitae (CV) or resume suitable for use when seeking employment

After the dissertation has been approved by the PhD Dissertation Committee Chair, these additional items must be added to students' portfolios:

- Manuscript Based on Dissertation Study
- Completed ProQuest application
- Approved dissertation

In the event the portfolio had not been completed earlier or graded, that task must be completed prior to students being approved for graduation.

Submission of Manuscript to a Refereed Journal

Students must submit a manuscript written from their dissertation study results to a refereed journal chosen prior to being awarded the degree. Usually, the student's Dissertation Committee Chair is listed as second author on the manuscript. Depending on the contributions of other dissertation committee members, the methodologist or the third committee member may be listed as coauthors. Students must send a copy of the receipt of their manuscript from the journal editor to their Dissertation Committee Chair and to Dr. Ted Remley at tremley@uhcno.edu to verify the manuscript has been submitted and must post a copy in their portfolios.

Submission of Dissertation to ProQuest

After the dissertation has been approved, the student will add the acknowledgments and dedication (if a dedication is desired) to the dissertation. The Dissertation Committee Chair will edit and approve the final dissertation document and this edited version will be placed by students in their portfolios and submitted to ProQuest for publication. Instructions for submitting the dissertation to ProQuest for publication are as follows:

1. First convert your final dissertation document to a PDF file and save it.
2. Visit the ProQuest website at <https://www.etsadmin.com/uhcno>.
3. Create an account. Click on "Sign up and get started today."
4. After you have created an account, then follow the "Submission Steps" located on the left side of the screen.
5. Under the tab, titled "Instructions" please make sure you have the items on hand which are required. The items you must have on hand include the following:
 - a. **A PDF copy of your dissertation/thesis.** This must be a single file. If your manuscript is in Word, you can submit it in Word and ProQuest will convert it into a PDF.

- b. **Abstract.** Copy your abstract from your dissertation document into a separate file and have it ready to upload.
 - c. **Optional Supplementary files (images, data, etc.)** that are an integral part of the dissertation/thesis, but not part of the full text. You will not have any of these.
 - d. **Advisor and other Committee Members' Names**
 - e. **Subject Categories** - 1 - 3 that best describe your dissertation/thesis' subject area. There is not a Counseling category, so under "Social Sciences," choose "Social Research 0344." If your dissertation is related to other areas listed, you can choose up to two more categories and enter them as well.
6. Then click on "Continue."
 7. Under the tab, titled "PQ Publishing Options," select "Traditional Publishing." At the bottom of the page, select "Yes" to the statement, "I want major search engines (i.e. Google, Yahoo) to discover my word through ProQuest." Click on "Select and Continue."
 8. Under the tab, titled "ProQuest Agreement," Click on "Accept."
 9. Under the tab, titled "Contact Information," complete the required information (Contact Information, Current Address, & Permanent Mailing Address). Then click on "Save & Continue."
 10. Under the tab, titled "Dissertation/Thesis Details," complete the required information specific to your dissertation (Language/Title/Abstract/Year Completed/ Degree Date/ Degree Awarded/ Department/ Primary Subject – Select Counseling Psychology – 0603/ Keywords/ Committee Members). Then click on "Save & Continue."
 11. Under the tab, titled "PDF," upload your final dissertation document as a PDF File. ProQuest will convert the file if you upload it as a Word document, although it is recommended that you submit it as a PDF file to avoid formatting issues. At the bottom of the page, select "No" in response to the question, "Do you have any copyright permission documents to submit?" Under the tab titled "Supplemental Files (optional)," do not enter anything and at the bottom click on "Save & Continue."
 12. Under the tab titled "Notes to Administrator (optional)," do not enter anything and at the bottom click on "Save & Continue."
 13. Under the tab titled "Register U.S. Copyright," under item 1, select "No." Under item 2, select "No, do not file for copyright – I am requesting that ProQuest not file for copyright on my behalf." There is no need to register a copyright of your dissertation because it does not include any original material that is valuable. The copyright page you have in your document is sufficient to protect your work.
 14. Under the tab, titled "Order Copies," you are required by the University of Holy Cross to send a hardcover copy to the Library of the university, which will cost you \$25. You will see a "1" in the first category. If you wish to order additional hardcover or softcover copies for yourself, you may do so on this page. At the bottom, click on "Calculate subtotal." Then click on "Continue with order."
 15. Under the tab titled "Pay for your order: Review submission summary," there will be a submission summary for you to review before submitting your payment. If

- changes are needed, you can change the information at this time by selecting “Change.” Once everything is correct, click on “Continue.”
16. Under the tab, “Pay for your order: Review order summary,” review the order summary, and once you have confirmed the total amount due is correct, click on “Confirm billing information.”
 17. Under the tab, “Pay for your order: Confirm billing information,” enter the required information to charge your credit card. Then click on “Enter credit card.”
 18. After payment has been submitted, you will receive an email with the receipt. Your dissertation will be submitted to the university for review.
 19. Once you have received an email from ProQuest showing confirmation of the submission of your dissertation, forward a copy of that email message to Dr. Ted Remley at tremley@uhcno.edu .
 20. Take a deep breath because you’re now done with this task.

Students will post the acknowledgement of receipt they receive from ProQuest in their portfolios and will send a copy by email attachment to their Dissertation Committee Chair at to Dr. Remley at tremley@uhcno.edu.

Completion of Final Steps

After a student has completed the final steps listed above, the Dissertation Committee Chair will send an email message to the student indicating that all steps required for graduation have been completed to the student with a copy of the message to the PhD Program Coordinator. The Department Chair will notify the university registrar that the student has completed all steps required for graduation.

GRADE APPEALS

In the event a student believes that a final grade for a course is unfair, the procedure for appealing a grade that is set forth in the University of Holy Cross Graduate Catalog must be followed. Only final grades in courses may be appealed.

DISMISSALS

The university catalog sets forth the grades and grade point averages required for graduate students.

Doctoral students who do not meet the requirement for continuous enrollment and do not have a leave of absence approved previously will be dismissed from the degree program.

Doctoral students who fail the general examination or the defense of the dissertation as described above will be dismissed from the degree program.

A maximum of ten (10) years from the first semester attended is allowed in order to complete the requirements for the doctoral program in Counselor Education and Supervision. If the time limit is exceeded, the graduate student must apply for readmission to the doctoral program and must document in writing the reason(s) for the need of an extension. Readmission is an extension and does not qualify the applicant to begin anew the 10-year degree completion requirement.

All of the dismissals listed above are administrative in nature and there is no appeal for students who have been dismissed for the reasons listed above. Students will be notified by the PhD Program Coordinator that they have been dismissed from the program and the Dean of the College and Registrar will be notified of such dismissals.

In addition to terminating students for academic failure, students may be dismissed for ethical violations or personal unsuitability for the profession. The following protocol is followed as a part of ongoing student screening when faculty identify behaviors that indicate possible incompatibility with the counseling profession:

1. Faculty initiated private verbal discussions, including a collaborative dialogue between the faculty member(s) and the student, identifying problematic behaviors and addressing specific suggestions for remediation;
2. If problematic behaviors continue, documentation of specific concerns collected by faculty, including documentation of any discussions with student. This documentation continues throughout the process;
3. Meeting of graduate faculty to discuss concerns regarding the student. The meeting includes graduate faculty and the Provost of the university. Faculty collaboratively address alternatives and future courses of action;
4. Meeting with the student to discuss continued concerns and options. Specific goals for remediation are addressed, including time lines and consequences of noncompliance. The student receives written feedback detailing problem areas, including clear guidelines for retention; and
5. If retention goals are not met within specified time lines, and problematic behaviors inconsistent with the goals of the Graduate Counseling program persist, the student is dismissed from the program for nonacademic reasons.

APPEALS

Subject to the review of the Graduate Counseling Faculty, students may be dismissed from the program for factors other than Grade Point Average (GPA) without a probationary period. The student's status is then determined by the Graduate Counseling Faculty. The student may appeal decisions of the Graduate Counseling Faculty by submitting a written appeal to the Provost of the university. If the decision to dismiss is

upheld, the student may then appeal to the Director of Student Life and follow the University Appeal Procedure.

INTERNATIONAL COUNSELING INSTITUTES

Students in the Counseling Graduate Program at the University of Holy Cross have the rare opportunity to study abroad during their degree programs and earn academic credits that count toward their degrees. The institutes offered by the Counseling Graduate Program at the University of Holy Cross in partnership with the National Board of Certified Counselors (NBCC) include rich multicultural experiences in foreign countries. Institutes are led by University of Holy Cross counseling faculty. The cost of these institutes can be computed in students' expenses toward receiving student loans.

In the past, institutes in partnership with NBCC have been offered in the countries of Italy (in Tuscany near Florence); Ireland (in Dublin); France (in Le Mans); Bhutan (between China and India); Argentina (in Buenos Aires); and Malawi (in Africa). Currently, the University of Holy Cross is offering counselor institutes each year in Italy (two separate institutes in March and May) and in Ireland (in August). For full details, see the following website: <https://uhcno.edu/academics/ways-to-learn/intl-programs.php>. Institutes often fill up very quickly when they are announced, so interested students must apply and pay deposits early in order to participate.

PROFESSIONAL ASSOCIATIONS

Memberships in the Association for Graduate Students in Counseling (AGSC), the American Counseling Association (ACA), and the Louisiana Counseling Association (LCA) are required for doctoral counseling students. Students should budget for this along with their other expenses. Students are expected to attend workshops and seminars whenever possible to enhance and complement their doctoral studies. Membership in other professional organizations is also strongly encouraged.

ENDORSEMENTS

Students seeking endorsements from program faculty related to jobs, credentials, or other professional activities will receive endorsements that reflect the expertise they gained in their PhD programs.

**Program of Study
Counseling PhD
University of Holy Cross**

Name:

Semester and Year Student Began PhD Program:

Counseling Program Coordinator: Dr. Ted Remley

Faculty Member Completing this Form: Dr. Ted Remley

All courses listed are 3 semester credits unless otherwise specified.

Core Master's Degree Counseling Courses (60 credits minimum)

(Courses that have been completed are indicated with the course number and title, and the university where the course was completed.)

(type in initials of other universities where you completed courses listed below = name of university, example: SELU = Southeastern Louisiana University)

Required UHC Course (15 courses = 45 semester hours)	# and Title of Course Completed (if not at UHC). Type the title of the course exactly as it appears on your transcript.	University Where Completed	Term Completed	Grade
COU 600: Human Growth and Development				
COU 601: Introduction to Techniques of Professional Counseling (this is the first of two required courses in counseling techniques)				
COU 602: Social and Cultural Foundations (often titled Multicultural Counseling at other universities)				
COU 605: Career and Lifestyle Development				
COU 606: Theories of Counseling				
COU 607: Theory and Practice of Group Counseling				
COU 609: Professional				

Orientation and Ethics in Counseling				
COU 610: Research Methodology and Program Evaluation				
COU 615: Diagnosis and Treatment of Mental Disorders				
COU 616: Techniques of Counseling (this is a second course in counseling techniques and sometimes is titled pre-practicum at other universities. If you completed another course in which you were taught any type of counseling skills such as play therapy, counseling a special population, etc., list that course here)				
COU 618: Appraisal in Counseling				
COU 631: Marriage, Couple, and Family Counseling				
COU 699: Practicum in Counseling (minimum of 100 hours)				
COU 701: Internship in Counseling I (minimum of 300 hours)				
COU 702: Internship in Counseling II (minimum of 300 hours)				

5 courses (15 additional graduate credits) in counseling including 3 or more courses in a counseling specialty. List only 5 more courses even if you completed more than 5. Choose the 5 courses most related to counseling.

# and Title of Course Completed as shown of your transcript	University Where Completed	Term Completed	Grade

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If you took courses in another master's or doctoral degree program that are not listed above, list those courses below. For courses to transfer from another degree program into your PhD degree program at the University of Holy Cross, approval must be provided by the Dean, Department Chair, or Coordinator of the PhD Degree Program.

# and Title of Course Completed as shown of your transcript	University Where Completed	Term Completed	Grade

Total Credits from Master's Degree Program =
 Total Credits from post-Master's Courses or Transfer Courses =

PhD PROGRAM REQUIRED COURSES

Type a note next to courses below that have were completed prior to beginning the PhD degree program that are listed above. In the note, indicate the course number and title, and the university where the course was completed. All other courses must be completed as part of the PhD program.

Courses Remaining from Master's 60-Credit Program Requirement

None (or list courses)

Counseling Content Concentration and (18 credits minimum)

- COU 806 Advanced Counseling Theories
- COU 810 Advanced Diagnosis and Treatment of Mental Disorders
- COU 820 College Teaching
- COU 825 Counselor Supervision
- COU 839 Advanced Multicultural, Ethical, and Legal Issues in Counseling

ONE OF THE FOLLOWING COURSES:

- COU 815 Doctoral Seminar in Clinical Studies
 (International institutes may be used for this course)

OR

- COU 816 Doctoral Seminar in Marriage and Family Counseling

OR

- COU 818 Specialization Elective

(topics will vary each semester)

Research Core (18 credits minimum)

COU 830 Introduction to Program Evaluation and Statistics

COU 833 Current Counseling Research

COU 834 Introduction to Qualitative Research Designs

COU 850 Research Seminar in Counseling

COU 860 Advanced Program Evaluation

ONE OF THE FOLLOWING COURSES

COU 832 Advanced Statistical Methods in Research

OR

COU 837 Advanced Qualitative Research Design and Analysis

Doctoral Counseling Practicum and Internship (9 credits minimum)

COU 845 Doctoral Practicum in Counseling (minimum of 100 hours)

COU 846 Doctoral Internship in Counseling I (minimum of 300 hours)

COU 847 Doctoral Internship in Counseling II (minimum of 300 hours)

Dissertation (12 credits minimum)

COU Dissertation (12 credits)

May be COUN 851 (1 credit), 852 (3 credits), or 853 (6 credits)

Minimum Number of Credits in the PhD Program = 117

xx	Total Credits from Master's Degree Program
x	Total Credits from post-Master's Courses
+xx	Total Credits to be Completed in PhD Degree Program
117	Total PhD Degree Program Credits

Degree Completion Plan

List course numbers and titles of the courses you have already completed in the PhD degree program, courses you currently are taking, and the courses you plan to take. List term and year for each term below. For example: if your first term taking courses in the PhD degree program is Spring Semester of 2022, beside "First Year, First Term, type Spring Semester, 2022; followed by Summer Term 2022, Fall Semester 2022; Spring Semester 2023, etc.

To avoid delaying your graduation date, be sure to take these two courses as early in your program as you can:

COU 830 Introduction to Program Evaluation and Statistics

COU 834 Introduction to Qualitative Research Designs

Next, take one of these two courses:

ONE OF THE FOLLOWING COURSES

COU 832 Advanced Statistical Methods in Research

OR

COU 837 Advanced Qualitative Research Design and Analysis

After completing COU 832 or COU 837, and when you are ready to write the first draft of the first three chapters of your dissertation (your proposal), take this course:

COU 850 Research Seminar in Counseling

First Year, First Term

First Year, Second Term

First Year, Third Term

Second Year, First Term

Second Year, Second Term

Second Year, Third Term

Third Year, First Term

Third Year, Second Term

Third Year, Third Term

Add additional years and terms if necessary

While you are completing the courses listed above, complete the following tasks:

- Meet full-time faculty members and learn their areas of specialization and research interests. Ask a full-time faculty member to chair your dissertation committee by the end of your second term in the program.
- Complete the dissertation committee appointment form, send a copy to the PhD Program Coordinator Dr. Ted Remley at tremley@uhcno.edu, and post it in your portfolio.
- After your dissertation chair is finalized, discuss possible methodologist (if chair does not also serve as methodologist) and third committee member with chair, and ask agreed upon faculty members to serve on dissertation committee. Develop with your dissertation chair dissertation your tentative topic and discuss your research design with your chair and methodologist.
- In all courses, choose topics for papers and projects that are related to possible dissertation topics.
- When your dissertation committee determine you are ready, write your dissertation concept paper and ask your chair to convene your committee to discuss and approve it.
- When your dissertation committee chair agrees you are ready, write the first draft of chapters 1-3 of your dissertation while taking COU 850: Research Seminar in Counseling.
- After you have completed Chapter 2 of your dissertation to your committee chair's satisfaction, complete your General Examination.
- Defend your dissertation proposal when your dissertation committee chair agrees you are ready to defend it.
- After your proposal has been approved by your dissertation committee, obtain IRB approval to conduct your dissertation study and begin collecting data.
- If your career goal is to secure a full-time position as a counselor educator in a university, begin applying for open positions one full year in advance of when you anticipate you will complete your PhD degree.
- Analyze your data after you have collected it and write chapter 4.
- File your application to graduate and pay the fee according to the deadline listed in the university calendar for doing that.

- Defend your dissertation when your dissertation committee chair agrees you are ready to defend it.
- No matter which month you complete your degree (May, August, or December), attend the Graduate Salute, Baccalaureate Ceremony, and Commencement Ceremony the following May.

Name of Faculty Member Approving Form: Theodore P. Remley, Jr.

Date Approved by Faculty Member:

Portfolio Checklist

	Submitted
Applications/Forms	
Program of Study & Degree Completion Plan	
Dissertation Committee Application	
Course Artifacts	
Course Artifact COU 806	
Course Artifact COU 810	
Course Artifact COU 820	
Course Artifact COU 825	
Course Artifact COU 830	
Course Artifact COU 833	
Course Artifact COU 839	
Course Artifact COU 860	
Dissertation Documents	
Concept Paper	
General Exam	
Dissertation Proposal	
IRB Approval	
Final Dissertation	
Manuscript	
ProQuest Receipt	
Student Experience	
Curriculum Vitae	
Summary of Student Experience	

Statement of Career Goals	
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**University of Holy Cross
Counseling PhD Program**

Dissertation Committee Appointment Form

Name of Student:

I have met with my Dissertation Committee Chair and we have agreed that my committee will include the three faculty members listed below. I have asked the three faculty members to serve on my dissertation committee and they have agreed.

The dissertation chair may also serve as the methodologist. If the chair does not serve as the methodologist, one of the other committee members must have expertise in either qualitative or quantitative methods (depending on the dissertation study method chosen).

Name of Dissertation Committee Chair:

Name of second committee member:

Name of third committee member:

Which committee member will serve as the methodologist?

Post this form in your portfolio and send a copy to the PhD Program Coordinator.

Students may change committee chairs or committee members by discussing their interest in making changes with the chair and existing committee members and by securing agreement from new committee members to serve.

In the event the committee chair or committee members are changed, students must submit this form again to the PhD Program Coordinator and post an updated version in their portfolios.

Date:

Verification

I verify that I am the person who completed this form and I am posting the completed form in my portfolio and sending a copy by email attachment to the PhD Program Coordinator, Dr. Ted Remley, at tremley@uhcno.edu.

Checklist: Steps & Responsibilities for PhD Degree Completion

Each step toward completing the PhD degree in Counselor Education and Supervision is listed below. Doctoral students, faculty members who chair dissertation committees, and the PhD Program Coordinator can use this checklist to ensure all steps and responsibilities are completed. The steps listed generally are sequential. Detailed information about the steps are provided in the PhD Program Handbook.

#	Step	Person Responsible	Notes
1.	Think about possible dissertation topics and in courses, choose topics for papers and projects that are related to possible dissertation topics.	Student	Students should begin thinking about dissertation topics prior to beginning classes and the process should continue until a dissertation topic and been selected and agreed upon by the student's PhD committee chair.
2.	Meet full-time faculty members and learn their areas of specialization and research interests.	Student	During their first semester in the program, students should request appointments with faculty members who are potential Dissertation Committee Chairs
3.	Post a document in your portfolio for each doctoral courses you complete.	Student	A document from each of the following courses must be posted in your portfolio: COU 806, 810, 820, 825, 833, & 839.
4.	Ask a full-time faculty member to chair your dissertation committee.	Student	By the end of the first semester in the PhD program, students must obtain agreement from a full-time faculty member to chair their dissertation committee or a chair will be assigned.
5.	Ask two additional faculty members to serve on your dissertation committee.	Student	After consulting with the Dissertation Committee Chair, students must ask two additional faculty members to serve on their dissertation committee. Either the committee chair or one of the additional members must be identified as the methodologist.
6.	Complete the dissertation committee appointment form found in the handbook, post it in your portfolio, and send a copy to the PhD Program Coordinator.	Student	
7.	Complete a dissertation	Student	Students work with their committee chair

	concept paper.		to complete the concept paper. If a student has already completed a draft of Chapter 3, that document may serve as the concept paper.
8.	Schedule a concept paper meeting with your PhD dissertation committee.	PhD Dissertation Committee Chair	After the chair has approved the concept paper, the chair sends a copy of the concept paper to the other two committee members and schedules a meeting to discuss and approve the paper. Generally the concept paper is completed during the spring or summer of the first year. After the concept paper has been approved, the PhD Dissertation Committee Chair announces on the doctoral student listserv that the student's concept paper has been approved.
9.	After completing final edits, post the approved concept paper in your portfolio.	Student	
10.	Enroll in COU 850: Research Seminar in Counseling during the spring semester of your second year.	Student	In this course, students complete the first drafts of the first three chapters of their dissertation.
11.	Prepare the general examination paper.	Student	The literature review that covers the proposed dissertation topic is the substance of the general examination. The general examination will form the foundation for chapter 2 of the dissertation. Usually the general exam is completed while enrolled in COU 850.
12.	Approval of the general examination paper.	PhD Dissertation Committee Chair	After the chair has approved the general examination paper, the chair sends a copy of the paper to the other two committee members and asks them to vote pass or fail within one week. Faculty members are not required to edit the paper, but if they do, they are asked to provide the student and Dissertation Committee Chair with copies of their edits. After the general examination has been passed, the PhD Dissertation Committee Chair announces on the doctoral student listserv that the general examination has been passed.
13.	After completing final edits,	Student	

	the post the approved general examination in your portfolio.		
14.	The college registrar is notified so that the fact that the general examination has been passed can be posted on the student's transcript.	Department Chair	
15.	First three chapters of the dissertation are completed including appendices and references and the Dissertation Proposal Defense is scheduled.	PhD Dissertation Committee Chair	After the chair has approved the dissertation proposal document, the chair sends a copy of the proposal to the other two committee members and schedules the proposal defense. The defense is announced by the chair on the doctoral student listserv and faculty and students are invited to attend. Usually the dissertation proposal defense is held during the spring semester of the second year.
16.	After the paper has been approved, the PhD Dissertation Committee Chair announces on the doctoral student listserv that the dissertation proposal defense has been passed.	PhD Dissertation Committee Chair	
17.	After completing final edits, post the approved dissertation proposal in your portfolio.	Student	
18.	An application to complete the study is submitted to the university Human Subjects Review Committee, also known as the Institutional Review Board (IRB).	Student	
19.	After approval has been obtained from the Human Subjects Review Committee, data is collected and analyzed.	Student	
20.	After receiving approval from the Human Subjects Review Committee, post the approved document in your portfolio.	Student	
21.	Application to graduate is submitted.	Student	According to the date published by the college, the student submits an application to the registrar to graduate the term before graduation is anticipated.

22.	Write final two papers for your PhD portfolio, create your resume or CV, and post them in the portfolio and ensure all other portfolio documents have been posted. Ask the PhD Dissertation Committee Chair to grade the portfolio.	Student	Post the following three documents: <ul style="list-style-type: none"> • 1-2 page summary of the student's experiences in the PhD program including new knowledge and skills that have been developed during the program • 1-2 page statement of the student's career goals and plans for reaching those goals • A curriculum vitae (CV) or resume suitable for use when seeking employment
23.	After receiving a request from the student, the PhD Dissertation Committee Chair reviews the portfolio determined whether the student has earned a pass or fail.	PhD Dissertation Committee Chair	When the portfolio has been passed, the chair notifies by email message the student and the PhD Program Coordinator.
24.	Post a copy of the email message that the portfolio has been approved in your portfolio.	Student	
25.	Chapters 1-3 are revised to reflect that the study has now been completed.	Student	Most future tense is changed to past tense.
26.	Chapters 4 and 5 are completed.	Student	
27.	The Dissertation Oral Defense is scheduled.	PhD Dissertation Committee Chair	After the chair has approved the dissertation document, the chair sends a copy of the dissertation to the other two committee members and requests that they grade it pass or fail. If two or more of the three members (or the majority) vote pass, the chair schedules the dissertation defense. The oral defense is announced on the doctoral student listserv and faculty and students are invited to attend.
28.	After the dissertation has been approved and the oral defense has been held, the PhD	PhD Dissertation Committee	

	Dissertation Committee Chair announces on the doctoral student listserve that the dissertation oral defense has been passed.	Chair	
29.	Registrar is notified that student has completed the dissertation.	Department Chair	
30.	Write a manuscript to from your dissertation study to be submitted to a refereed journal for publication consideration.	Student	
31.	Post in your portfolio a copy of the notification that your manuscript was received by a refereed professional journal and send a copy by email attachment to your Dissertation Committee Chair.	Student	
32.	Submit the dissertation to ProQuest.	Student	Follow the directions provided in this handbook.
33.	Post in your portfolio a copy of the notification that the dissertation has been received from ProQuest and send a copy by email attachment to your Dissertation Committee Chair.	Student	Student will not be approved to graduate until all steps in this chart are completed.
34.	After ascertaining that student has submitted a manuscript to a professional journal and has submitted the dissertation to ProQuest, the PhD Dissertation Committee Chair notifies the PhD program coordinator and Department Chair by email that these steps have been completed and the Department Chair notifies the registrar that the student has completed all requirements for the PhD degree.	PhD Dissertation Committee Chair	
35.	Registrar is notified that student has completed all requirements for the PhD degree.	Department Chair	

36.	Attend the Graduate Salute the Fall or Spring after completing the PhD degree.	Student	
37.	Attend all Baccalaureate and Graduation ceremonies in May of each year (after you have completed your dissertation defense). Those completing degrees in August and December of each year should plan to attend commencement ceremonies the next May.	Student	