



# PH.D. STUDENT HANDBOOK 2022-2024



## Welcome



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# Part I: Introduction to the Doctoral Program

## Mission

The mission of USF S



## Funding Support

Admitted students are eligible



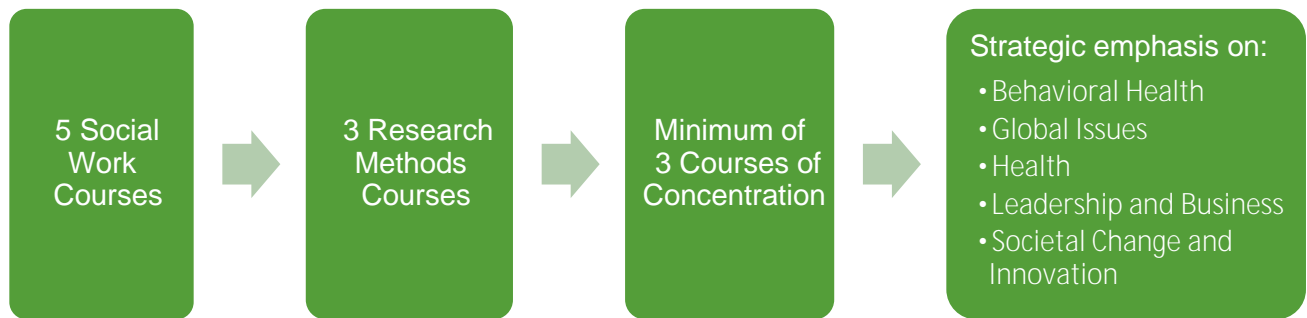
## Social Work Problem and Conflict Resolution and Academic Grievance

### **A: Problem and Conflict Resolution and Academic Grievance.**

The faculty of the School of Social Work is committed to creating and maintaining an environment that is conducive to learning. To sustain this scholarly environment, faculty, students, and staff are encouraged to conduct themselves in a professional manner when resolving general problems or conflicts that may occur in the course of classroom learning and professional interchange. It is the student's responsibility to be acquainted with all policies and regulations, and for completing program requirements.

The School of Social Work is committed to resolving issues at the earliest possible point. For academic grievances that are not resolved and include a reference to a violation of a specific

The Ph.D. in Social Work program requires a total of 42 credit hours post 30 credit hours of a masters. The curriculum includes, 5 course social work courses, (15 hours) and six courses (18 credit hours) offered outside the School of Social Work. These outside courses are at least three research/methodology/statistic courses and three courses in their area of strategic/focus emphasis offered in CBCS or other units in the University. It is anticipated that students will take additional hours in directed research or independent research courses, as well as and dissertation hours.



The curriculum is organized so that courses are provided in sequence. Typically, students will take nine credit hours (full-time) per semester, with the option of taking more or engaging in a directed/independent study if approved by the Ph.D. Chair. Students will be required to take 36 credit hours through course work, additional Directed Research credits, and at least two dissertation credit hours during the semester of their dissertation defense. It is expected students will surpass the minimum required credit hours to complete this Ph.D. program. This program will adhere to the rules set by the Office of Graduate Studies.

The curriculum may be modified to adjust to emerging issues. During the first semester of the Ph.D. program, students will take two courses in social work. Students will subsequently take at least one social work course in the following academic semesters. Courses may be replaced, or content may be modified to address best practices in doctoral education.

## Process

Entering students should be in contact with the Ph.D. Chair on or around the start of the Fall contract term (August 7<sup>th</sup>) to discuss course offerings for the first semester.

Students are to submit a copy of their syllabi to the Ph.D. administrative assistant by the end of the 2<sup>nd</sup> week of class.

Students will meet with the Ph.D. Chair mid-semester each semester to discuss their subsequent course plan.

Students are to scan course offerings to learn course availabilities each semester to discuss with Ph.D. Chair.







## Qualifying Exam

The qualifying exam is designed to have students integrate knowledge from previous courses, and to assist students in their thinking as they prepare to move to the dissertation proposal stage. This exam is projected to be an intensive process that will begin early in their 4<sup>th</sup> semester. Students should plan for working throughout the Spring Break period on this exam in their 4<sup>th</sup> semester of course work.

Students must pass the qualifying examinations at the end of coursework to move on to their proposal defense. Students must successfully pass the School of Social Work qualifying exam and their proposal defense to be admitted into Doctoral Candidacy.

## Dissertation 2 credit hours minimum

Students will take a minimum of two (2) dissertation credits hours at the time of their defense (SOW 7980 = 2 dissertation hours). The Graduate Office requires that students working on a dissertation must register for dissertation hours every semester, starting with the semester following admission to Doctoral Candidacy, up to and including the semester the dissertation is submitted to and approved by the USF Graduate Office

## Academic Advising

### Faculty Academic Advisor

Upon acceptance to the program, the Ph.D. Chair will serve as the initial Faculty Academic Advisor. The student and Ph.D. Chair will develop an initial program of study that will guide the student toward completion of all degree requirements. The Ph.D. Chair will advise on any specific subject matter deficiencies and assist in the choice of a Major Professor and area of research.

To ensure each student makes adequate academic progress in the Ph.D. program, regular student reviews will take place in the Ph.D. Committee which will include information provided by instructors and faculty with whom the student is assigned to for their RA. Doctoral candidates will then have their progress monitored by the Major Professor to ensure timely completion of the program.

### Major Professor

The role of the Major Professor is to serve as the





## Doctoral Dissertation Committee Composition

Once a Major Professor is selected, the student and Major Professor should begin to consider additional committee members for the Dissertation Committee. The Ph.D. Chair must approve the Committee makeup. The Doctoral Dissertation Committee will consist of at least four members who meet the following criteria:

- The Major Professor must be from the student's academic area; social work.
- Two (2) additional committee members must come from the academic area (i.e., discipline) of the student.
- At least one (1) external member must be from outside the School but may be within the academic discipline. This person may serve as the Defense Chair. The Doctoral Dissertation Defense Chair's role includes overseeing the proceedings as well as serving as the student's advocate, by ensuring fairness of the process.
- Be members of Graduate Faculty or Affiliate Graduate Faculty, as defined by USF.
- Have the background and expertise that contribute to the success of the student.
- Faculty holding joint or adjunct appointments in the degree-granting academic unit (i.e., Department or equivalent) cannot be external members on a student's Committee.

Prior to the start of every semester, students should meet with their Major Professor to discuss progress toward degree completion. The Major Professor is responsible for making any adjustments to the student's plan of study, if necessary. All substantive changes to the student's plan of study should be approved by the Ph.D. Chair.

### Doctoral Dissertation Committee:

The student is responsible for the submission of the final, signed form to the appropriate college personnel. The Doctoral Committee is responsible for guiding the student throughout the dissertation process, including the defense of the dissertation proposal. Specifically, the Doctoral Committee is charged with:

1. Approving the written dissertation proposal through a formal oral process.
2. Providing guidance and support during the dissertation process.
3. Evaluating and approving the dissertation through a formal dissertation defense process.

Changes to a Doctoral Dissertation Committee must be submitted on a Change of Committee form. The Doctoral Committee membership can be changed at any time at the student's discretion. Students are encouraged to discuss proposed changes with the Ph.D. Chair. Students must notify the Major Professor of any proposed changes and obtain agreement from the Major Professor and new proposed committee member(s). The student then informs the Chair of the Ph.D. Program and submits a Change of Committee Form, including original signatures from new Committee members. The Ph.D. Chair next forwards the Change of Committee form to the College. It is professional courtesy for the student to notify any member of the



Committee that is being removed from this service. Students should check with the College for instructions and forms.

Once a proposed Committee has been selected, a CBCS Thesis/Dissertation Committee Appointment form needs to be completed by the student and submitted to the Committee members for their signatures. (Faxed/scanned signatures are acceptable.) An approved Committee form must be on file in the College. This committee form must be current before graduation can be certified. There are a series of internal procedures that must be followed to officially appointment Committee members. Please see Part III for further information.

## Proposal Prospectus

All students are expected to prepare an independent research proposal prospectus that will be approved by the Doctoral Committee. This proposal defense occurs after all coursework is



Individuals who have made lesser contributions such as providing advice, analysis, subject material, or who may have supported the research in other ways, should be acknowledged.

Multiple authorship raises issues such as criteria for inclusion as an author, ability of each author to evaluate all aspects of a study, and sequence of listing of authors. Authors should discuss these issues openly before initiating a multi-author project and during the course of such work.

All authors should approve the final version of a manuscript and should take public responsibility for the work.

## Part III: Dissertation Information

### Overview

Students are strongly encouraged to review all policies and procedures posted on the Office of Graduate Studies and CBCS websites as they prepare for candidacy. To be admitted to doctoral candidacy, students must meet the following requirements at USF:

- Admission to a doctoral major.

- Appointment of a Doctoral Committee.

- Attainment of an overall and major Grade Point Average (GPA) of 3.00 at USF at the time of candidacy.



and submission of graduation forms are typically earlier than those of the University. Students should try to defend their dissertation at the beginning of the Spring term of their 4<sup>th</sup> year.

## Coursework

Students are to enroll in at least two (2) dissertation hours in the semester of their defense. Directed Research hours shall not exceed 50% of the dissertation hour requirement. No Directed Research hours will be converted to dissertation hours (i.e., a Directed Research course dropped, and a dissertation course added) prior to or during the approval window.





## Timeline for Dissertation Completion

It is expected that students will complete their dissertation and graduate in the Spring semester of their 4<sup>th</sup> year. This means that their dissertation must be defended and finalized at or near the beginning of March. (Exact dates vary from year to year. For the current year's deadline, go to: [https://www.cba.uconn.edu/graduate-studies/thesis-dissertation/](#)) Students are encouraged to create a timeline with their Major Professor that outlines the steps toward successful completion of the degree.

## Dissertation Final Submission Guidelines

Information on the requirements for submission of the finished and approved manuscript copies is available online at the Office of Graduate Studies Thesis and Dissertation website: [https://www.cba.uconn.edu/graduate-studies/thesis-dissertation/](#). Students who fail to submit the final copy of a dissertation



## Application for Ph.D. Degree

To graduate, a student must submit an application for the graduate degree to the Office of the Registrar. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term. For students must file the application whether they plan to participate in the commencement ceremony.

It is the responsibility of students

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approval from the College. For financial aid enrollment requirements, go to the Office of Financial Aid website:

## **Continuous Enrollment for All Graduate Students**

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as

. Courses that receive a "W" grade do not fulfill continuous enrollment requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. Students who have been admitted to d





## Grade Point Average (GPA)

The GPA is computed by dividing the total number of quality points by the total number of graded (A-F) hours completed. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. The GPA is truncated to two decimals (e.g., 3.48) and is not rounded up.

Credit hours for courses with grades of "I", "IU", "M", "MU", ' F



grade noted on the contract will be computed in the GPA, retroactive to the semester the course was taken if the contract is not fulfilled by the specified date. Students cannot be admitted to doctoral candidacy or certified for graduation with an "I" grade.

### **Academic Dishonesty Policy:**

The profession of social work is based on the integrity of those people working in it. Accordingly, it is assumed that students in the School of Social Work will live up to the highest levels of academic honesty. Graduate students are responsible for being aware of and complying with university regulations and policies and must conduct themselves accordingly. Plagiarism regulations can be found at:

Sanctions for academic dishonesty will depend on the seriousness of the offense and may include academic dismissal for any violations of academic dishonesty policies or regulations or possible revocation of the degree or graduate certificate following a thorough investigation.

Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. Procedures regarding academic dishonesty and academic dismissal may be found on the Office of Graduate Studies website.

### **USF Core Policies**

Policies about disability access, religious observances, academic grievances, academic misconduct, and several other topics are governed by a central set of policies, which apply to all classes at USF:

### **Student Resources**

The following is a list of student resources. Students are encouraged to review and add to this list.

**Office of Graduate Studies** Information regarding graduate study at USF as well as university policies and procedures can be found at the following website:

**Graduate Student Catalog** The USF Graduate Student Catalog provides information about policies and curriculum for graduate programs. It can be accessed at:

**Graduate and Professional Student Council (GPSC)** GPSC represents all graduate student interests pertaining to academic issues in regular meetings with the USF President, Provost, Dean of Graduate Studies, the Graduate Council, Student Government, and other University administrators. Advantages to joining the GPSC include:





- Staying abreast of current issues of importance to graduate students.
- Receiving announcements on deadlines, scholarships, courses, etc. from USF faculty.
- Receiving information on on-campus research positions and general job openings.
- Receiving announcements on current GPSC socials, seminars, and meetings.

To join the GPSC, go to:

**College of Behavioral and Community Science:**





# Appendix

## Example of Timelines for the College Request for Dissertation Defense

Defending a dissertation is just one of the many steps in completing the requirements for graduation. Some of which begin before the semester starts. Students are encouraged to read the following information carefully and plan ahead to avoid delays and stress at an already busy time in their academic career. The College can be contacted with any further questions.

### Semester Before Defense

Students are instructed to complete the following items during the semester before they intend to defend their dissertation:

**Review Supervisory Committee form:** The Supervisory Committee form currently on file should match all the Committee members for a student's planned defense.

**Request a**

