



Dakota Wesleyan University

GRADUATE  
STUDIES  
HANDBOOK

MASTER OF ARTS  
IN EDUCATION

2010 – 2012

## TABLE OF CONTENTS

Rationale and Purpose for Program .....	2
Definitions Used in this Handbook.....	3
Application and Admittance Protocol and Procedures .....	4
Deadlines for Application.....	5
Acceptance Criteria.....	5
Procedures, Responsibilities, and Deadlines .....	7
Calendar of Landmark Dates .....	9
Deadlines Post-Acceptance.....	9
Thesis Expectations .....	12
Thesis Format.....	14
Rigorous Proposal Expectations .....	15
Medical Requirements .....	16
Financial Aid.....	17
Services Resources.....	18
Expectations for Departments Offering Graduate Programs .....	19
Forms .....	20
Graduate Application Form .....	21
Thesis/Nonthesis Committee Composition and Declaration Form .....	23
Thesis Proposal Form .....	24
Nonthesis Option B Rigorous Proposal Form .....	25
Human Subjects Form .....	26
Consent to Participate Form.....	28
Description of Study .....	30
Videotape/Photograph Consent Form.....	32
Degree Application .....	33
Commencement Application .....	34
Thesis Defense Form .....	35
Nonthesis Option B Defense Form .....	36
Nonthesis Option A Comprehensive Examination Form .....	37
Thesis Binding Request Form.....	38

# **Rationale and Purpose for Program**

Dakota Wesleyan University  
Graduate Studies Division

**DWU Mission Statement** - Dakota Wesleyan University aspires to excellence in the liberal arts and professional programs, preparing students for meaningful careers and lifelong intellectual adventure. The University affirms its relationship with the United Methodist Church and fosters diversity in an inclusive atmosphere. DWU encourages dialogue between mind and soul, simultaneously building relationships, developing whole person, and promoting service to God and humanity.

**Graduate Program Mission Statement:**

The mission of DWU Graduate Studies is to provide high-quality graduate programs in a liberal arts environment by emphasizing the values of Learning, Leadership, Faith and Service. We strive to promote excellence in teaching, learning, scholarship, and research. The Graduate Studies Division provides guidance for development of programs in order to ensure rigorous academic preparation and leadership opportunities for professional development.

**Accreditation:** The DWU Master of Arts is accredited by the Higher Learning Commission/North Central Accreditation Association and is affirmed by the South Dakota Department of Education.

# Definitions Used in this Handbook

## **Graduate Studies Division**

The Graduate Studies Division is the administrative entity within Dakota Wesleyan University that administers all graduate programs within the university. The Graduate Studies Division is part of the Office of the Provost and is led by the Director of Graduate Studies.

## **Graduate Studies Committee**

The Graduate Studies Committee will provide institutional oversight for all graduate programs offered at Dakota Wesleyan University. The Committee will have one faculty member from each college, one College Dean, and the Director of the Graduate Studies.

## **Graduate Program**

The Graduate Program, as referenced in this Handbook, is the specific, department-level graduate program in which the student is enrolled. The university can have unique graduate programs in more than one department, or multidisciplinary programs involving multiple departments.

## **Program Committee**

Program Committees are the faculty committees that provide oversight and direction for individual graduate programs. Program committees are at the academic department level. Each graduate program has its own program committee. The Program Committee approves (or disapproves) applications to the program.

## **Thesis Committee**

The Thesis Committee is the student's own program committee consisting of a minimum of four members, but no more than five. Three of the committee members must have an earned doctorate or appropriate terminal degree. The thesis committee provides oversight and direction for the student's path through the program; supervises the development of the student's thesis, approves drafts at designated stages, and conducts the thesis defense. The student's academic advisor for the program normally serves as the chair of the Thesis Committee. However the student may select another faculty member to serve in this role after consulting with the Director of Graduate Studies.

## **Nonthesis Committee**

The Nonthesis Committee is the student's own program committee consisting of a minimum of four members, but no more than five. Three of the committee members must have an earned doctorate or appropriate terminal degree. The nonthesis committee provides oversight and direction for the student's path through the program; supervises the development of the student's nonthesis option. The nonthesis committee conducts, prepares, administers, and evaluates the comprehensive examination. The student's academic advisor for the program normally serves as the chair of the Nonthesis Committee. However the student may select another faculty member to serve in this role after consulting with the Director of Graduate Studies.

# Application and Admittance Protocol and Procedures



DWU Graduate Program • 605-995-2665 • grmcurr@dwu.edu

## Graduate Degree Application

Thank you for your interest in Dakota Wesleyan University's graduate studies program. If you have any questions about this application, please call 605-995-2662 or e-mail [mastahl@dwu.edu](mailto:mastahl@dwu.edu). We look forward to receiving your completed application for admission.

### **Materials required for completed application to DWU graduate degree program:**

1. **Completed Application Form** – Apply online or through contact with the Admissions Office. Upon acceptance to university, other pertinent materials will be sent to you.
2. **Graduate Application Fee** – The application fee is \$50. The fee is nonrefundable.
3. **Statement of Purpose and Philosophy** – Compose an essay that addresses the following questions: Why are you pursuing this degree? How does this match your career goals? What attracted you to this particular program?
4. **Official Transcripts** – Full acceptance requires receipt of official transcripts. Send one copy of all undergraduate and graduate work transcripts to the DWU Coordinator of Graduate Admissions.
5. **Resume** – Submit a current resume
6. **References** – Three letters of recommendation.
7. **Program Acceptance** - Your application will be forwarded to the Graduate Studies Committee and Program Committee. Review of your file will then begin for acceptance into the Graduate Program.

*All programs require an elementary statistics course, with a minimum grade of 2.7 or B-, prior to completing 9 hours of graduate coursework.*

*The Secondary Certification and Degree program requires the applicant to pass the state certification content specific Praxis II test before full acceptance can be granted.*

*All students born after 1956 must provide documentation of two MMR vaccines and, if the student is carrying six or more credit hours, proof of major medical insurance.*

*Certain programs may require additional admittance criteria (GRE, GMAT, or appropriate test scores). See Program for additional admittance requirements.*

Mail your application, application fee, transcripts, resume, references, and statement of purpose and philosophy to:

Coordinator of Graduate Admissions  
Dakota Wesleyan University  
1200 W. University Ave.  
Mitchell, SD 57301

## **Deadlines for Application**

Applications will be taken at any time; however, consideration will be given on a first-come, first-served basis. There are three terms for the Graduate Program; fall, spring, and summer. Preference will be given to applications received by:

- August 1<sup>st</sup>                      Fall admittance
- December 1<sup>st</sup>                Spring admittance
- April 1<sup>st</sup>                        Summer admittance (May term included)

## **Acceptance Criteria**

Graduate Students will be classified in three distinct groups:

1. Candidates (full admission);
2. Provisional Candidates (with plan for full admission); and
3. Special Students (maximum of six graduate hours).

Candidate status will be evaluated by Graduate Studies Committee and Program Committee using the following criteria:

1. Attainment of baccalaureate or equivalent degree;
2. Previous scholarship (based upon transcripts, 2.7 minimum GPA);
3. Completion of graduate application packet;
4. Review and acceptance by Graduate Studies Committee and Program Committee; and
5. Completion of elementary statistics course with minimum grade of 2.7 or B-.

Provisional admission status:

1. Attainment of baccalaureate or equivalent degree;
2. Previous scholarship (reviewed by Committee);
3. Completion and review of graduate application packet; and
4. Students can remain on provisional status for one term. They may not continue in the graduate program until all plan requirements have been met. Students may re-apply at a later date.

Special Student Status: (Non-degree seeking)

1. Attainment of baccalaureate or equivalent degree or approval by the Graduate Studies Committee;
2. Permission of the Director of Graduate Studies;
3. A special student may complete only a maximum of six graduate hours in a Dakota Wesleyan University Masters Program. Prior to the conclusion of the six hour maximum, a student must apply for full admission to take additional course work.
4. A special student will only be allowed enrollment in graduate courses with space available. Priority will be given to students with full acceptance and provisional status.

Denial of Admission:

1. Denial will be based upon failure to meet one or more of the above criteria for candidate or provisional admission. Students may re-apply after waiting one year.
2. Students may appeal the Graduate Studies Committee and Program Committee's decision within 10 business days of decision. Appeal should be made in writing to the Vice President of Academic Affairs.

**Final acceptance will arrive in two stages:**

1. Acceptance will be granted upon Graduate Studies Committee and Program Committee recommendation; and
2. Final acceptance will be granted upon confirmation from the Business Office of full payment or financial arrangement of full payment.

No applicant shall be denied admission based upon sex, age, race, color, creed, national origin or handicap. The University reserves the right to deny admission or continued enrollment to any student posing unreasonable risk of harm to the health, safety, welfare, or property of the University, members of the University community, or him/herself.

## **Procedures, Responsibilities, and Deadlines**

### **Graduate Program Procedures:**

1. A graduate program candidate shall maintain a minimum cumulative graduate grade point average of 3.0 reviewed at the end of each term. If at the end of a term a student's grade point average drops below a 3.0, the student will be put on probation for one semester (enrollment not to exceed six (6) credits). If at the end of the probationary term, the GPA concerns have not been corrected, the student will be denied further enrollment. At this point, the student may appeal to the Director of Graduate Studies. The Graduate Studies Committee will then review the status of the candidate and determine further action. Students who are denied further enrollment will be required to re-apply in order to continue in the Dakota Wesleyan University Masters Program.
2. Graduate students may take a full-time load of 9 credit hours per semester. They may take up to 12 credit hours with approval of their advisor and up to 15 credit hours with approval of the Vice President of Academic Affairs and Dean. Total credit hours include undergraduate and graduate.
3. Through due process, a candidate may be denied continued enrollment because of:
  - a. Academic performance that does not meet required standards;
  - b. Conduct in violation of the Dakota Wesleyan University Academic Integrity Policy (see University Catalog);
  - c. Conduct in violation of ethical or professional standards of the graduate program or the University; or
  - d. Other as determined by Director and Graduate Studies Committee.
4. Enrollment does not constitute full admission or candidacy. Only students who have obtained full admission and have completed all program requirements will be granted a degree.
5. Candidates will apply for degree during the term prior to completion of all courses. When making application for degree, these items must be submitted to the Director by the date listed on the Academic Calendar on the website.
  - a. Unofficial transcript of all graduate courses completed
  - b. Application for degree
  - c. Form affirming date of oral defense of thesis, and/or other program requirements.
6. Degree candidates are expected to take part in commencement exercises or submit a written request to graduate in absentia. The request should accompany the graduation application and must be approved by the Vice President for Academic Affairs.
7. Candidates may drop or add courses as per institution procedure (see official catalog). Students must be enrolled in at least one credit to remain active. A leave of absence may be granted for up to one year upon agreement with the Director of Graduate Studies.
8. Deadlines set forth in the "Calendar of Landmark Dates" must be followed by all students.
9. Grievances shall be submitted in writing to the Vice President for Academic Affairs. Formal grievance procedures have been established by the University. These procedures can be found in the University catalog.
10. Incomplete grades require a written justification submitted to the Registrar by the course instructor. This submission includes the reason for incomplete and date for completion of course. (See University catalog.)
11. A minimum of 30 hours must be completed at Dakota Wesleyan University.

12. The Program Committee will review and approve all proposed transfer credit. Appeal of committee decisions regarding transfer credit may be taken to Graduate Studies Committee. Criteria for transfer credit evaluation:
  - a. Completed within last seven years;
  - b. Course grade of B- or higher; and
  - c. Meets course and program objectives.
13. Students must complete all requirements of the graduate degree within four (4) years from completion of first graduate course at DWU. Upon recommendation of Advisor, the Graduate Studies Committee may grant special permission for extension, however candidates may be requested to validate previous coursework or re-enroll in expired coursework. Appeal of the Graduate Studies Committee decisions may be taken to the Vice President of Academic Affairs.

## Calendar of Landmark Dates

### Admission Schedules and Requirements:

The following requirements and deadlines meet the *minimum* requirement for admission consideration as mandated by Dakota Wesleyan University's Graduate Studies Division. Program requirements may vary, so contact the Director of Graduate Studies to confirm that your application packet is complete. As these are minimum requirements, admission to the program is contingent upon *both* Program and Graduate Studies Committee approval. Completion of the packet does not constitute a guarantee of admission.

### Application Materials:

The following information must be included in the application packet:

- 1) Complete Application Form
- 2) A Personal Check or Money Order for \$50.00 payable to DWU Business Office
- 3) Statement of Purpose and Philosophy addressing the following questions: Why are you pursuing this degree? How does this match your career goals? What attracted you to this particular program?
- 4) Official Transcripts
- 5) Resume.
- 6) Three letters of recommendation

*All programs require an elementary statistics course, with a minimum grade of 2.7 or B-, prior to completing 9 hours of graduate coursework.*

*The Secondary Certification and Degree program requires the applicant to pass the state certification content specific Praxis II test before full acceptance can be granted.*

*All students born after 1956 must provide documentation of two MMR vaccines and, if the student is carrying six or more credit hours, proof of major medical insurance.*

*Certain programs may require additional admittance criteria (GRE, GMAT, or appropriate test scores). See Program for additional admittance requirements.*

### Application Deadlines:

For full consideration, the above listed materials should be submitted to the Admissions Office by the dates listed below:

August 1 <sup>st</sup>	Fall admittance
December 1 <sup>st</sup>	Spring admittance
April 1 <sup>st</sup>	Summer admittance (May term included)

### Deadlines Post-Acceptance:

Student Responsibilities:

1. Upon completion of **9 graduate credit hours** the student shall:
  - Select his/her Thesis/Nonthesis Committee and submit the "Thesis/Nonthesis Committee Composition and Declaration Form" to the chair of the appropriate department no later than one month after he or she completes said hours; this form must be submitted for all thesis/nonthesis options;
  - The student may select his/her Thesis/Nonthesis Committee prior to completion of 9 graduate credit hours if desired; however, the Thesis/Nonthesis Committee must be identified no later than one month after completion of 9 graduate hours.

2. Upon completion of **18 graduate credit hours** the student shall:
  - Submit the Thesis Proposal Form (5 copies) to his/her committee chair (thesis only);
  - Submit all necessary Institutional Review Board (IRB) forms and materials. This will include the “Human Subjects Form” and any other necessary data (thesis only);
  - Review and confirm the list of no fewer than 75 scholarly readings, in preparation for a comprehensive examination (exam option only);
  - Determine a deadline for completion of thesis/nonthesis in conjunction with the Thesis/Nonthesis Committee chair.
3. Upon completion of **24 graduate credit hours** the student shall:
  - Meet with the Thesis Committee (thesis option) for an update on thesis progress; the meeting required after completion of the first three thesis chapters may substitute for this meeting, if the first three chapters are completed prior to completion of 24 graduate credit hours;
  - Meet with the Nonthesis Committee (nonthesis option) for an update on the rigorous proposal or to provide input and feedback for comprehensive exam;
  - Complete and submit to the Director of Graduate Studies the Degree Application form.
4. **Upon completion of the first three chapters** (in the thesis option) *and before data collection*:
  - Provide five copies of the first three chapters to the Thesis Committee chair for distribution to members of the committee;
  - Meet with the Thesis Committee for approval or revisions, as determined by the committee; this is considered an essential step in thesis quality control.
5. **No less than 45 days** before the anticipated graduation date:
  - Submit his/her thesis to the Thesis/Nonthesis Committee (if required by the student’s chosen track of study); the thesis/nonthesis defense must be scheduled with the committee within two weeks of the thesis/nonthesis submission;
  - The student completes his or her comprehensive examination (if required by the student’s chosen track of study).
6. **No less than one week** prior to the anticipated graduation date:
  - Send 2 copies of his/her completed and approved thesis to the Academic Affairs Office for binding along with form and appropriate fee.

Program Committee Chair’s Responsibilities:

1. No later than **one month after the graduate student has completed his/her nine hours of course work**, ensure that graduate student selects his/her committee and that the committee members agree to serve;
2. Ensure that the composition of the student’s committee conforms as follows: the committee must consist of a minimum of four members, but no more than five, three of which must have earned doctorates or an appropriate terminal degree.
3. No less than one week after receiving from the student the “Committee Composition and Declaration Form,” the Program Committee chairperson shall process that form and send it to the Director of Graduate Studies.

Advisor’s Responsibilities:

1. Upon advisee’s **(thesis track) completion of 18 graduate credit hours**, submit, within one week, the Human Subjects Form (HSF) to the Institutional Review Board (IRB);
2. Establish an individualized schedule for advisees;
3. Monitor the progress of advisees toward graduation;
4. Serve as the Thesis/Nonthesis Committee Chair unless the student wishes that someone else serve in this role.

Thesis/Nonthesis Committee Chair's Responsibilities:

1. Upon his/her advisee's (**thesis track**) **completion of 18 graduate credit hours** and the approval of the thesis proposal by the advisee's Thesis Committee, submit, within one week, a copy of the student's thesis proposal to the Graduate Studies Committee;
2. Coordinate all activities of the student's Thesis/Nonthesis Committee and chair meetings of the committee;
3. Keep the Thesis/Nonthesis Committee informed regarding the student's progress;
4. Have Thesis Committee review individual chapters of the student's thesis as they are written; approve the chapters or require revisions;
5. Upon completion and approval of the student's thesis defense, project presentation, or comprehensive examination, submit the appropriate signed form to the Director of Graduate Studies.

Thesis/Nonthesis Committee's Responsibilities (thesis/nonthesis option):

1. Review the student's thesis/nonthesis proposal and either approve, require revisions, or reject;
2. Review individual chapters or events of the thesis/nonthesis as they are written;
3. Meet with the student after completion of the first three chapters of the thesis/nonthesis and before the student collects data, to approve the student for data collection or require appropriate revisions prior to data collection;
4. Upon completion, review the thesis/nonthesis and conduct the student's thesis/nonthesis defense; approve or require additional work, as appropriate.

Nonthesis Committee's Responsibilities (comprehensive exam option):

1. In coordination with the Nonthesis Committee chair/advisor, each member will review the student's curriculum and write appropriate comprehensive exam questions which represent a reasonable interrogation of the coursework and readings covered in the program;
2. Allow the student one examination session with no less than four questions to be administered by a designated committee member, in an academic setting, during normal university hours, in a room suitable for test-taking and with access to any technologies that the student may need for the successful completion of the exam;
3. When the exam has been completed, each committee member will evaluate the student responses to his/her chosen question(s);
4. Meet as a committee (without the student) to discuss the student's performance and determine whether s/he passed or failed. If the student failed, determine the appropriate follow-up action.

Director of Graduate Studies Responsibility:

1. Provide the appropriate form to the student to file the thesis/nonthesis with the U.S. Copyright Office. (Note that the thesis/nonthesis is protected by copyright as soon as it is saved to disk or printed. Filing with the Copyright Office only provides additional protections to the author in the event of infringements.)

# Thesis Expectations

## Steps to completing research:

1. Communicate with the Thesis Committee chair to talk through potential thesis ideas. The chair normally is the student's graduate program advisor.
2. Upon reaching an agreement on a topic with the Thesis Committee chair, the student will begin the research process as defined below:
  - a. Selecting a Focus - Identify a topic.
  - b. Clarifying Theories – Identifying the values, beliefs and theoretical perspectives research holds relating to the focus. This review of research should be accomplished before confirming a topic. A document outlining and making a case for the topic should be received and reviewed by the advisor before any further work continues. The document must follow the department standards. This document will be incorporated into the thesis; however **it will be separately presented to your advisor**. Once the topic and the review have been accepted by the advisor, it will be recorded in the student's permanent file and work may begin on the next stages.
  - c. Identifying Research Questions – Identify a set of meaningful research questions to guide the inquiry. These questions should be divided this way:
    - i. The general questions this research will attempt to answer are.....
    - ii. Related specific questions may be...Again, these questions shall be submitted to your advisor for approval.
  - d. Data Collection and Methodology – A method shall be constructed that is valid and reliable. A useful starting thought process would be “triangulation” whereby multiple independent sources are used to gather data. The student will provide the items below to the advisor before beginning to collect data.
    - i. Description of sample
    - ii. Researcher's Role – Included will be rationale for objectivity and proposal for gaining consent of participants, if appropriate
    - iii. Methods of data collection described in detail – Instruments utilized
    - iv. Data management – how it will be recorded and stored
    - v. Data Analysis – how it will be connected to questions
    - vi. Timeline for completion
  - e. Reporting Results - Conclusions supported by empirical review, data collection and methodology.
  - f. Summary, Conclusions and Discussion.
  - g. Thesis Defense Deadlines- see Calendar of Landmark Dates

## Summary of Thesis Milestones:

1. By the completion of 9 graduate credit hours, select a Thesis Committee.
2. Meet with the Thesis Committee chair to discuss thesis topic possibilities and select a topic.
3. Upon completion of 18 graduate credit hours, submit the Thesis Proposal Form (5 copies) to the Thesis Committee chair for distribution to members of the committee; meet with the committee for review and approval or revisions, if appropriate, as directed by the committee.
4. Once the thesis proposal has been approved by the Thesis Committee, submit the Human Subjects Form to the DWU Institutional Review Board for review and approval. IRB approval must be received before data can be collected.

5. Upon completion of the first three thesis chapters, submit five copies of the chapters to the Thesis Committee chair for distribution to the committee. Meet with the Thesis Committee to discuss the study and receive approval to collect data or identify revisions that must be made before the committee will grant approval, as appropriate. The student cannot proceed with data collection until the first three chapters have been approved by the Thesis Committee.
6. If the first three chapters have not been completed and approved by the completion of 24 graduate credit hours, meet with the Thesis Committee to discuss progress;
7. No less than 45 days prior to the anticipated graduation date, submit the completed thesis to the Thesis Committee chair (5 copies) for distribution to the committee. Schedule a date for the thesis defense with the committee, to be conducted within two weeks after submission of the completed thesis. Submit the Thesis Defense Form to the Thesis Committee chair for collection of signatures following a successful defense;
8. Upon approval of the thesis and defense by the Thesis Committee, and no less than one week prior to the anticipated graduation date, send two copies of the completed and approved thesis along with payment for binding and completed binding form to the Academic Affairs Office.

# Thesis Format

The thesis will include the following elements and conform to department requirements:

Title Page	ii
Copyright Page	iii
Abstract	iv
Signature Page	v
Table of Contents	vi

## Chapter 1: Introduction

Brief overview, background to the study

Purpose of the Study

Research question(s)

Limitations of the Study

Definitions

## Chapter 2: Review of Literature

## Chapter 3: Methodology

## Chapter 4: Findings and Analysis

## Chapter 5: Discussion of the findings, conclusions, and recommendations

## References

## **Rigorous Proposal Expectations**

### **Steps to completing project:**

1. Communicate with the Nonthesis Committee chair to talk through potential rigorous proposal ideas. The chair normally is the student's graduate program advisor.
2. Upon reaching an agreement on a topic with the Nonthesis Committee chair, the student will begin the process as defined below:
  - a. Selecting a Focus - Identify a topic.
  - b. Clarifying Theories – As applicable, identify the beliefs and theoretical perspectives relating to the project or give a historical overview of the issues which relate to the project.
  - c. Identifying The Importance and Relevance of the Rigorous Proposal – Identify the value of the project to the educational process. Who will this potentially help? Who is the audience?
  - d. Methodology – How is the project constructed? What steps will be taken to insure its usefulness?
  - e. Reporting Results – How will the final outcome be presented to the committee and to the broader academic community?
  - f. Summary, Conclusions and Discussion. – Personal reflection on the project including learnings, ideas on why the outcome was/was not as expected, and other factors which may have affected this particular project.
  - g. Nonthesis Defense – Describe the project verbally so others can understand within an open forum.
  - h. Nonthesis Defense Deadlines- see Calendar of Landmark Dates
  - i. Binding - Unless otherwise stated, all of the above materials will be approved by the nonthesis committee. When applicable, two copies will be submitted to the library for binding, see the binding request form found in the Graduate Studies Handbook.

### **Summary of Nonthesis Milestones:**

1. By the completion of 9 graduate credit hours, select a Nonthesis Committee;
2. Meet with the Nonthesis Committee chair to discuss nonthesis topic possibilities and select a topic;
3. Upon completion of 18 graduate credit hours, submit the Nonthesis Proposal Form (5 copies) to the Nonthesis Committee chair for distribution to members of the committee; meet with the committee for review and approval or revisions, if appropriate, as directed by the committee;
4. Once the proposal has been approved by the Nonthesis Committee, when applicable, submit the Human Subjects Form to the DWU Institutional Review Board for review and approval. IRB approval must be received before data can be collected;
5. No less than 45 days prior to the anticipated graduation date, submit the completed Rigorous Proposal to the Nonthesis Committee chair (5 copies) for distribution to the committee. Schedule a date for the Proposal's defense, to be conducted within two weeks after submission of the completed Rigorous Proposal. Submit the Nonthesis Defense Form to the Nonthesis Committee chair for collection of signatures following a successful defense;
6. When applicable, upon approval of the nonthesis and defense by the Nonthesis Committee, and no less than one week prior to the anticipated graduation date, send two copies of the completed and approved Rigorous Proposal along with payment for binding and completed binding form to the Academic Affairs Office.

# Medical Requirements

RE: Immunization records and proof of insurance

Dear Graduate Student,

The following is an explanation of the medical admission requirements that all incoming graduate students must provide.

- 1) **All graduate** students born after 1956 must provide documentation of two MMR vaccines (**M**easles, **M**umps and **R**ubella). If you do not have documentation of two MMR vaccines, you will need to schedule an appointment with your medical provider to update your immunization record. If you have questions about your immunizations, please contact the campus nurse.
- 2) Dakota Wesleyan University requires all graduate students carrying 6 or more credit hours to carry private major medical insurance. Please submit a copy of the front and back of your insurance card, along with your immunization record, to the campus nurse. If you do not provide proof of your own private insurance policy under parent(s), spouse, employment, South Dakota Medicaid or other private means, you will be billed for the major medical insurance made available by Dakota Wesleyan University through Student Assurance Services, underwritten by Columbian Life Insurance Company. You may visit [www.sas-mn.com](http://www.sas-mn.com) and follow the link to view a brochure explaining the policy. Please print the insurance waiver or enrollment form and submit it to the campus nurse. Failure to provide documentation will result in automatic billing of the Student Assurance premium.

For more information you may call Donna Gerlach, RN at (605)995-2950 or email your questions to [dogerlac@dwu.edu](mailto:dogerlac@dwu.edu). All required enrollment documentation can be mailed to Campus Health, 1200 West University Ave., Box 906, Mitchell, SD 57301.

Sincerely,

**Donna Gerlach, RN**  
Campus Nurse

# Financial Aid

RE: Financial Aid

Dear Masters Applicant,

Congratulations on your decision to further your education! This letter is to provide you with some basic information regarding available financial aid for graduate students. The following list of information is intended as a guide for obtaining funding for the cost of your graduate education.

- You must file a Free Application for Federal Student Aid (FAFSA) in order to participate in the federal student loan programs. If you need assistance in filing a FAFSA, contact the Financial Aid Office.
- You may qualify for deferment of current federal loans while you are participating in the Masters of Arts program. If you need assistance in obtaining a deferment, please contact me.
- You are not eligible for federal grant funds (Pell Grant, SEOG, etc.) as a graduate student. However, there may be special federal grants for educators available that you may apply for individually.
- You may borrow under the Federal Stafford Loan program for the cost of the graduate program in addition to other allowable expenses (transportation, books, and computer) related to your education. Your loan periods and disbursement of funds will correspond to the sessions outlined for the Masters in Education program.

If you have specific questions regarding graduate program financial aid, please contact me in the Financial Aid Office at 1-800-333-8506 ext. 2656 or in Mitchell 995-2656 or e-mail your questions to [krokief@dwu.edu](mailto:krokief@dwu.edu).

Again, congratulations on your decision to pursue a graduate degree!

Sincerely,

**Kristy O’Kief**  
Manager of Student Financial Aid

## **Services/ Resources**

### Campus Email

Candidates will have access to DWU campus email. Students, upon provisional acceptance, should contact institutional computing at 995-2629 and establish an account. Students will also have access to all computers on campus after establishing an account.

### Identification

Candidates should check with student services for availability of college I.D. ID must be in possession to check out materials in McGovern Library.

### Library

Candidates have complete access to McGovern Library and all resources. Instructors and Director have selected periodicals and other resources as pertinent to courses of study. Library hours and full list of resources are posted on the DWU website. Library staff is available for assistance.

### Bookstore

When possible, instructors will communicate with cohort regarding required texts and make them available in the campus bookstore. Master's candidates WILL NOT have capability to charge purchases from the bookstore to their account.

## Expectations for Departments Offering Graduate Programs

Departments must require a minimum of 36 total course hours. Furthermore, they must ensure that students complete the thesis/nonthesis according to the guidelines established in this document.

### **The respective programs shall:**

- Establish protocol for thesis and nonthesis requirements;
- Establish additional graduate requirements as appropriate in conjunction with the Graduate Studies Committee;
- Prepare a biannual review of each graduate program and submit to Graduate Studies Committee;
- Maintain appropriate student records;
- Hire faculty with earned doctorates with approval of the Director;
- Maintain the standards established by the Graduate Studies Committee;
- Follow all policies and procedures as listed in the university catalog and meeting all deadlines as required in the graduate handbook.

### **Thesis Option**

#### **This option requires:**

- no fewer than 36 hours of graduate level coursework, according to departmental requirements;
- a written document that constitutes a significant body of scholarship that contributes to the discipline;
- a literature review appropriate to the material, scope, and direction of the thesis;
- an appropriate, clear, and proven methodology for the examination of phenomena, behaviors, historical happenings, meta theories of the field, micro theories of the field, or other discourses.
- the written document to appear in a form and style (APA, MLA, CBE, Chicago Manual, etc.) consistent with the discipline in which the student plans to earn his or her degree (please consult your department's *Thesis Handbook* for specific requirements)

### **Nonthesis Option**

#### **Option A requires:**

- no fewer than 36 hours of graduate level coursework, according to departmental requirements;
- a reference list, in appropriate format, which shall number no fewer than 75 works of scholarly readings, from which the Nonthesis Committee will draw questions for the comprehensive examination;
- The comprehensive examination will;
  - contain questions written by each member of the nonthesis committee, each member will grade his/her chosen question; however, consensus of all committee members is required for passing the exam;
  - allow the student one examination session with no fewer than four questions;
  - represent a reasonable interrogation of the coursework and readings covered in the graduate's program;
  - be administered by designated committee members, in an academic setting, during normal university hours, in a room suitable for test-taking, and with access to any technologies that the student may need for the successful completion of the exam;

#### **Option B requires:**

- no fewer than 36 hours of graduate level coursework, according to departmental requirements.
- the department to submit an alternative rigorous proposal, with a timeline (deadlines post-acceptance) of projected events, subject to review and acceptance by the Graduate Studies Committee and EP&C;

## FORMS

Graduate Application Form .....	22
Thesis/Nonthesis Committee Composition and Declaration Form .....	24
Thesis Proposal Form .....	25
Nonthesis Option B Rigorous Proposal Form .....	26
Human Subjects Form .....	27
Consent to Participate Form.....	29
Description of Study .....	31
Videotape/Photograph Consent Form.....	33
Degree Application .....	34
Commencement Application .....	35
Thesis Defense Form .....	36
Nonthesis Option B Defense Form.....	37
Nonthesis Option A Comprehensive Examination Form .....	38
Binding Request Form .....	39

## Graduate Application Form

Type or write legibly in black ink. A word-processed reasonable facsimile will be accepted. Do not fax.

### Personal Data

1. Name \_\_\_\_\_
2. Social Security Number \_\_\_\_\_ 3. Date of Birth \_\_\_\_\_
4. Other name(s) (including maiden) that may appear on academic records \_\_\_\_\_
5. Current Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
6. Permanent Address (if different) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
7. Phone ( \_\_\_\_\_ ) \_\_\_\_\_ 8. E-mail \_\_\_\_\_
9. Gender:  Male  Female 10. Citizenship:  United States  Other \_\_\_\_\_
11. In order to comply with federal policies of equal opportunity for members of minority groups, we invite you to designate any minority group status with which you identify. This information is voluntary.
- American Indian  Hispanic/Latino  White/Non-Hispanic  African  American/Black  Asian  
 Pacific Islander  Other \_\_\_\_\_

### Admission Information

1. For which term are you applying?  January  May  August
2. Indicate your program preference:  Curriculum and Instruction  Secondary Certification and Degree  
 K-12 Principal Certification and Degree  Educational Policy and Administration
3. Indicate your admission classification preference:  Full Admission  Special Student  
*NOTE: Special Students will only be considered if class size is not at a maximum of 25 students.*

### Academic History

1. Type of baccalaureate degree you earned: \_\_\_\_\_  
If you have not completed your degree, but intend to do so, when will that occur? \_\_\_\_\_  
*NOTE: You will have to provide proof of baccalaureate completion before admission is granted*
2. Institution where baccalaureate degree earned: \_\_\_\_\_
3. a. Undergraduate Major(s): \_\_\_\_\_  
b. Undergraduate Minor(s): \_\_\_\_\_  
c. Additional Major(s): \_\_\_\_\_  
d. Additional Minor(s): \_\_\_\_\_
4. Teaching Certifications (if held): \_\_\_\_\_
5. Teaching Certificate Number (if held): \_\_\_\_\_

6. List all colleges, universities, professional and vocational schools in order of attendance (no exceptions).

Institution	City	State	Country	From (mm/yyyy)	To (mm/yyyy)	Degree/Diploma

(Attach additional sheets if necessary.)

If still enrolled in a college, indicate leaving date: \_\_\_\_\_

Have you ever been on probation or dismissed from any school or college? \_\_\_\_\_

**Professional Experience and References**

List recent work history, particularly education-related employment:

<u>Job Title or Position</u>	<u>School or Company</u>	<u>Dates (mm/yyyy to mm/yyyy)</u>

List two credible references. They must match the letters of recommendation you will submit with your transcripts and additional paperwork needed to complete your file. They should be familiar with either your professional or educational work and evaluate your projected success as a graduate student.

<u>Name</u>	<u>Position</u>	<u>Workplace</u>	<u>Work Phone</u>
1. _____			
2. _____			

Have you ever been convicted of any infraction of the law other than minor traffic violations?  Yes  No  
 If Yes, please explain: (Conviction of an offense does not necessarily constitute grounds for denial of admission.)

How did you hear about the DWU Graduate Program? \_\_\_\_\_

**Application Checklist**

- This application is complete and signed below.
- A \$50 check or money order is enclosed.
- My statement of purpose and philosophy is enclosed.
- I ordered official transcripts to send to the DWU graduate admission’s office.
- My resume is enclosed.
- My 3 reference letters are enclosed.
- All materials are submitted in the same envelope.

**I certify that the information contained in this application is factually correct. I understand the omission or misrepresentation of any information, including enrollment history in other colleges or universities, is sufficient grounds for cancellation of admission. I understand that this program is approved by the Department of Education and Cultural Affairs of the state of South Dakota and is approved by the North Central Accreditation organization.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Thesis/Nonthesis  
Committee Composition and Declaration Form**

*The committee must consist of a minimum of four members, but no more than five, three of which must have earned doctorates or an appropriate terminal degree.*

**A committee member's signature signifies willingness to serve on the committee.**

Date: \_\_\_\_\_

Candidate: \_\_\_\_\_

Advisor (if someone other than the Committee Chair):

\_\_\_\_\_

**Committee Members:**

Chair: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form, when completed, to the Director of Graduate Studies.

## Thesis Proposal Form

Date: \_\_\_\_\_

Candidate: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

The committee members attest that they have reviewed and approved your thesis proposal for the items listed in the Thesis Expectations section of the Graduate Studies Handbook.

### Committee Members:

Chair: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Nonthesis Option B  
Rigorous Proposal Form**

Date: \_\_\_\_\_

Candidate: \_\_\_\_\_

Rigorous Proposal: \_\_\_\_\_

The committee members attest that they have reviewed and approved your proposal for the items listed in the Nonthesis Expectations section of the Graduate Studies Handbook.

**Committee Members:**

Chair: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Human Subjects Form

**Candidate will word process description related to each statement below and review with advisor before collecting data. (Example follows this form)**

**Candidate** \_\_\_\_\_ **Advisor** \_\_\_\_\_

Federal Regulation Requirements

- | Yes   | No    |  |
|-------|-------|--|
| _____ | _____ | 1. Introduction (stating this is research)   |
| _____ | _____ | 2. Purpose of study  |
| _____ | _____ | 3. Description of study procedures /Avoid unnecessary detail                       |
| _____ | _____ | 4. Duration of subject involvement   |
| _____ | _____ | 5. Potential risks or discomforts of participation                                 |
| _____ | _____ | 6. Potential benefits of participation   |
| _____ | _____ | 7. Confidentiality of records statement / Protection of confidentiality explained  |
| _____ | _____ | 8. Statement of voluntary participation and copy of consent form given to subjects |
| _____ | _____ | 9. Is consent form free of Exculpatory language                                    |

Other Requirements

- | Yes   | No    | N/A   |   |
|-------|-------|-------|---|
| _____ | _____ | _____ | 10. Description of who subjects will be / selection criteria  |
| _____ | _____ | _____ | 11. Access to records statement (who will have accesses to records)   |
| _____ | _____ | _____ | 12. Statement that subject may withdraw without loss of benefits he/she is otherwise entitled   |
| _____ | _____ | _____ | 13. Statement who to contact concerning questions about subjects rights   |
| _____ | _____ | _____ | 14. Are methods of risk reduction explained   |
| _____ | _____ | _____ | 15. If children are included as subjects, is provision made for securing the assent of the child (7-18)and the consent of the parent/guardian |
| _____ | _____ | _____ | 16. Consent of school administration. (Must be in writing)  |

(Please use the space below to indicate any changes or additions which you feel need to be made.)

**Dakota Wesleyan University**  
**Human Subjects Review – To be reviewed with Advisor – may be used to inform**  
**participants involved in survey**

**Title of Project:** College Students, Identity, and Relationship

**Principle Investigator:** Joe Research, XXX DWU Building, Mitchell, SD 301  
(605) 677-5555 emaildwu@edu

**Advisor:** Joe Advisor, DWU

1. **Purpose of the Study:** The purpose of this research study is to explore how college student develop into who they are. Also of interest is how they understand the relationships with friends and romantic partners in their lives.
2. **Procedures to be followed:** You will be asked to answer 50 questions on a survey.
3. **Risks:** There are no risks in participating in this research beyond those experienced in everyday life. Some of the questions are personal and might cause discomfort. If you would like to talk to someone about your feelings regarding this study, you are encouraged to contact the Dakota Wesleyan University campus life office at 995-2952 which provides counseling services to students at no charge or \_\_\_\_\_.
4. **Benefits**
  - a. You might learn more about yourself by participating in this study. You might have a better understanding of how important relationships are to you. You might realize that others have had similar experiences as you have.
  - b. This research might provide a better understanding of how relationships affect college students. This information could help plan programs, make student services better. This information might assist students in getting used to college life.
5. **Duration:** It will take about 15 minutes to complete the questions.
6. **Statement of Confidentiality:** The survey does not ask for any information that would identify who the responses belong to. Therefore, your responses are recorded anonymously. If this research is published, no information that would identify you will be recorded since your name is in no way linked to your responses.
7. **Right to Ask Questions:** You can ask questions about the research. The person in charge will answer your questions. Contact Joe Research at (605) 995-0000 with questions. If you have questions about your rights as a research participant, contact the Institutional Review Board at (605) 996-0000.
8. **Compensation:** Participant will receive 3 extra credit points for their SOC 001 course. There is another option to participating to receive the extra credit. This option is to read an article related to this research and prepare a one-page reaction to it. The person in charge will provide the article.
9. **Voluntary Participation:** You do not have to participate in this research. You can stop your participation at any time. You do not have to answer any questions you do not want to answer.

You must be 18 years of age older to consent to participate in this research study. If under 18 you must have a parent complete a consent form.

**Completion and return of the survey implies that you have read the information in this form and consent to participate in the research.** Please keep this form for your records or future reference.

DAKOTA WESLEYAN UNIVERSITY  
INSTITUTIONAL REVIEW BOARD  
CONSENT TO PARTICIPATE IN A RESEARCH STUDY

**TITLE OF STUDY:**

**INVESTIGATOR(S):** *[include telephone number for each investigator]*

**PROTOCOL #:**

**SPONSOR:** *[if funded]*

---

INTRODUCTION

Before you agree to participate in this research study, it is important that you read and understand the following explanation of the study. It describes the purpose, procedures, benefits, risks, discomforts, and precautions associated with the study. It describes your rights as a participant. It is important to understand that no guarantee can be made regarding the results of the study. Refusal to participate will not influence the standard treatment you receive. Please, ask the investigator(s) to explain any words or information you do not understand.

PURPOSE

You are being asked to participate in a research study. The purpose of this study is. . .

PARTICIPANTS

You are being asked to participate because. . .

*[Specify the inclusion/exclusion criteria.]*

PROCEDURES

If you choose to participate . . .

*[Provide a detailed, step-by-step description of the procedures participants will encounter in this study. Include the time commitment for participants to complete these procedures.]*

RISKS

[State the level of anticipated risks, such as no known risk, minimal risks, or risks. Then, clearly elaborate all of the known risks to the participants, even the least likely, and what will be done to minimize the risks.]

**TITLE OF STUDY:**

**INVESTIGATOR(S):** *[include telephone number for each investigator]*

**PROTOCOL #:**

**SPONSOR:** *[if funded]*

---

BENEFITS

There may be no direct benefits to you as a participant in this study; however, we hope to learn.

*[Benefits do NOT include payments or other incentives given to participants.]*

CONFIDENTIALITY

The investigator(s), Dakota Wesleyan University, and \_\_\_\_\_ *[sponsor of study]* will treat your identity with professional standards of confidentiality and protect it to the extent allowed by the law. You will not be personally identified in any reports or publications that may result from this study.

COSTS/COMPENSATION

There will be no cost to you.

*[Compensation such as payment, gifts, or extra credit may be offered. Please, include that information here.]*

DISCLOSURE OF FINANCIAL INTERESTS

*[To protect research from bias due to the conflict of interest, investigators are required to disclose any significant financial interests that would reasonably appear to be affected by the proposes funded research.]*

RIGHT TO REFUSE OR WITHDRAW

You may refuse to participate or withdraw from the study at any time.

QUESTIONS

If you have any questions regarding this study, please, ask us. If you have any additional questions later, contact \_\_\_\_\_ *[specify all investigators with appropriate degree and contact information for each].*

You may report (anonymously, if you choose) any comments or complaints to the Dakota Wesleyan University Institutional Review Board.

**TITLE OF STUDY:**

**INVESTIGATOR(S):** *[include telephone number for each investigator]*

**PROTOCOL #:**

**SPONSOR:** *[if funded]*

---

CLOSING STATEMENT

MY SIGNATURE BELOW INDICATES THAT I HAVE DECIDED TO VOLUNTEER AS A RESEARCH PARTICIPANT AND THAT I HAVE READ, UNDERSTAND, AND RECEIVED A COPY OF THIS CONSENT FORM.

\_\_\_\_\_  
Signature of Participant (or Legally Responsible Person)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Investigator

\_\_\_\_\_  
Date

DAKOTA WESLEYAN UNIVERSITY  
INSTITUTIONAL REVIEW BOARD  
DESCRIPTION OF STUDY

**TITLE OF STUDY:**

**INVESTIGATOR(S):** *[include telephone number for each investigator]*

---

**PURPOSE:** Describe in detail the reason for conducting this research. That is specify the research question or goal and the rational for conducting the study.

**PARTICIPANTS:** Describe the target population of study and the number of participants who will be recruited. Include a description of inclusion/exclusion criteria. When participants from special populations (minors, persons who are cognitively impaired, persons who are not legally competent, pregnant women, prisoners, or persons who are economically or educationally disadvantaged) are asked to participate, describe why their involvement is necessary.

Specify if any of the listed investigators have relationships with the potential subjects that may be construed as a conflict of interest. Researchers must be able to demonstrate that they will minimize the possibility of coercion or undue influence in recruiting and conducting research with human participants.

**RECRUITMENT PROCEDURES:** Describe in detail the procedures for inviting participants into the study. *[Attach all recruitment materials, including but not limited to flyers, invitation letters, recruitment scripts, and/or telephone scripts.]*

**INFORMED CONSENT:** It is important to remember that informed consent is a process that begins with the initial contact/recruitment of participants.

**INITIAL CONSENT:** Describe in detail the process of obtaining informed consent, the person(s) who be responsible for obtaining it, and where the informed consent forms will be stored. Attach consent form(s). *[Permission rather than consent is obtained from the parents/guardians of minor participants.]*

**ONGOING CONSENT:** Describe in detail how participants will remain apprised of changes in the risks or developments in the study that may affect their willingness to continue. *[Any change in an approved consent form requires the investigators to re-obtain consent from participants currently enrolled in the study.]*

**ASSENT:** Assent indicates a child's affirmative agreement to participate in research. Mere failure to object should not be construed as assent. Given that children have not reached their full intellectual and emotional capacities and are legally unable to give valid consent, involving children in research requires the permission of their parents or legally authorized representatives.

Children must be asked whether or not they wish to participate in the research, particularly if the research: (1) does not involve interventions likely to be of benefit to the participants; and (2) the children can comprehend and appreciate what it means to be a volunteer for the benefit of others.

The child must be given an explanation of the proposed research procedures in a language that is appropriate to the child's age, experience, maturity, and condition. This explanation must include a discussion of any discomfort or inconveniences the child may experience if he or she agrees to participate.

**PERFORMANCE SITES:** Specify where participants will be recruited and where data will be collected.

**METHODS and PROCEDURES:** Describe in detail the research methods and procedures of this study. The description should include: (1) a detailed discussion of what the participants will experience during their participation in the study (include their time commitment and all procedures); (2) the purpose and use of all instruments, such as surveys, questionnaires, and assessments [*Attach instruments to the protocol application*]; and (3) the purpose and use of video taping, audio taping, and/or photographs [*Attach separate consent form for video taping and/or photographs*].

If incomplete disclosure (deception) is used, describe the rationale for using it, how it will be used, and how the participants will be debriefed. [*Attach a copy of the debriefing statement*].

**RISKS:** Describe any potential risks to the participants, including physical, psychological, social, or legal, and assess the likelihood and seriousness of those risks. If the methods of research create potential risks, describe other methods, if any, which were considered and the reasons they were not used. Describe procedures, including confidentiality standards, for minimizing potential risks.

**BENEFITS:** Since benefits cannot be guaranteed in a research study, a statement indicating that there may be no direct benefits to participants must be included in this section. Describe the anticipated benefits of the research to the individual participants, to the particular group from which the participant population is drawn, and to society in general. [*Compensation such as extra credit, money, or gifts does not qualify as a benefit; however, such compensation must be specified in the Costs/Compensation section below.*]

**RISK-BENEFITS RATIO:** State whether or not the benefits outweigh the risks of the research. If the risks outweigh the benefits to the participants, explain why the research should be conducted.

**COSTS/COMPENSATIONS TO PARTICIPANTS:** If the investigation involves the possibility of added expense to the participants or to a third party, such as travel or time missed from work or class, specify how the participants will be compensated. Be sure this is included in the consent form. Compensation such as payment, gifts, or extra credit may be offered. Include that information here.

**DISCLOSURE OF FINANCIAL INTERESTS:** To protect research from bias due to the conflict of interest, investigators are required to disclose any significant financial interests that would reasonably appear to be affected by the proposed funded research.

**CONFIDENTIALITY:** Describe all procedures used to insure confidentiality. State those who will have access to the data resulting from the research, including the Dakota Wesleyan University Institutional Review Board. Specify where data will be stored, how long it will be stored, and what will happen to it after the storage period elapses. Specify coding procedures, if applicable. Personal identifiers or portions of personal identifiers, such as social security numbers, date of birth, mother's maiden name, must not be used for coding purposes. [*Consent forms, data, and master code sheets must be stored separately.*]

DAKOTA WESLEYAN UNIVERSITY  
INSTITUTIONAL REVIEW BOARD  
VIDEOTAPE/PHOTOGRAPH CONSENT FORM

**TITLE OF STUDY:**

**INVESTIGATOR(S):** *[include telephone number for each investigator]*

---

PURPOSE

*[Explain the reasons that the use of the participant's image is necessary.]*

Example: Videotapes are used in this study so that...

PROCEDURES

*[Explain what the image of the participant will depict, such as portions of the participant's body and the activities in which the participant will be engaged.]*

Example: Videotapes will show you sitting...

VIEWING

*[Explain who will view or have access to the images and reasons for viewing and access.]*

Example: The investigators will view videotaped interviews for the purpose of coding.

CONFIDENTIALITY

*[Explain where images will be stored, the length of time they will be stored, how they will be used in the future, and the manner in which they will be disposed.]*

Example: All materials will be kept in a locked file cabinet in the investigator's research laboratory when not being used and will be kept until the research using this data are completed. The materials will not be used for any purpose without your written permission. When the current research is complete, the material will be erased, taped over, or destroyed. You will not be personally identified in any reports, presentations, or publications that may result from this study.

CONSENT

*[Include a statement that indicates the participant has granted permission to the investigator to use and view the images.]*

**TITLE OF STUDY:**

**INVESTIGATOR(S):** *[include telephone number for each investigator]*

---

CLOSING STATEMENT

My signature below indicates that I have decided to volunteer to be photographed or videotaped and that I have read, I understand, and I have received a copy of this consent form.

\_\_\_\_\_  
Signature of Participant (or Legally Responsible Person)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Investigator

\_\_\_\_\_  
Date





# Dakota Wesleyan University

## Commencement Application

*Return this form to the DWU Business Office **no later than December 1** for May, June or August degree completion and **March 31** for December degree completion. Please include a check in the amount of \$110 (MA degree).*

**Student ID #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Campus Box #** \_\_\_\_\_ **or Local Address:** \_\_\_\_\_

**Print name exactly as you wish it to appear on your diploma:**

First	Middle	Last	Suffix (Jr./II/etc.)
-------	--------	------	-------------------------

**Phonetic spelling of above name for pronunciation:**

**Expected graduation year and term:**

**Year:** \_\_\_\_\_ **Term:** \_\_\_\_\_ December \_\_\_\_\_ April/May (after Spring Term)  
 \_\_\_\_\_ June (nurses only) \_\_\_\_\_ August (after Summer Term)

**Degree:** \_\_\_\_\_ Associate of Arts \_\_\_\_\_ Bachelor of Arts \_\_\_\_\_ Master of Arts

**Major(s):**  
 First major \_\_\_\_\_

Second major \_\_\_\_\_

**Minor(s):**  
 First minor \_\_\_\_\_

Second minor \_\_\_\_\_

**Forwarding address (required):**

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_ E-mail (not DWU account) \_\_\_\_\_

**Gender:** \_\_\_\_\_ Male \_\_\_\_\_ Female **For graduation gown:** Height \_\_\_\_\_ Weight \_\_\_\_\_

**Contact person:** Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

There is not a separate summer or winter commencement ceremony. All degree candidates are expected to be present for the commencement ceremony in the spring. If you wish to be excused, you must submit a written request to the Provost (Box 925, Smith Hall 209) explaining your situation and asking to graduate in absentia.

Note that candidacy for a degree is not complete until all financial obligations to the college are met. Students with outstanding bills at the time of graduation cannot participate in the ceremony, receive their diploma or receive a transcript of their grades.

## Thesis Defense Form

Candidate: \_\_\_\_\_

Thesis Committee Chair: \_\_\_\_\_

Topic: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Defense: \_\_\_\_\_  
Date Time

Location: \_\_\_\_\_

*A committee member's signature  
signifies approval of the thesis and its defense.*

### Committee Members:

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Nonthesis Option B  
Defense Form**

Candidate: \_\_\_\_\_

Nonthesis Committee Chair: \_\_\_\_\_

Topic: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Defense: \_\_\_\_\_  
Date Time

Location: \_\_\_\_\_

*A committee member's signature  
signifies approval of the nonthesis and its defense.*

**Committee Members:**

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Nonthesis Option A  
Comprehensive Examination Form**

Candidate: \_\_\_\_\_

Nonthesis Committee Chair: \_\_\_\_\_

Comprehensive Examination: \_\_\_\_\_  
Date Time

Location: \_\_\_\_\_

*A committee member's signature signifies that the student has  
successfully passed the comprehensive examination.*

**Committee Members:**

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments:

---

---

## Binding Request Form

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_

**FORMAT:**

- submit copy in standard 8 1/2" x 11" format with at least 1 1/2" left margin
- signature page and thesis/nonthesis printed on cotton bond, acid free paper
- all signatures on signature page original and match names of the thesis/nonthesis committee
- full official Dakota Wesleyan University name on the title page and abstract
- titles on title page, signature page, and abstract identical
- all charts, graphs and other special illustrative materials legible
- pages numbered correctly

**SUBMISSION:**

Submit completed request form, thesis/nonthesis with all signatures, and payment to the Administrative Assistant of Academic Affairs in Room 209 of Smith Hall. When all requirements are properly completed, the Administrative Assistant will give the thesis/nonthesis to the Circulation/Acquisitions Supervisor of the McGovern Library for binding. The registrar will then be notified that your graduate requirements have been fulfilled.

As part of the graduation requirement and at your expense, two bound copies will be retained by Dakota Wesleyan University, one for the McGovern Library and one for the Division of Graduate Studies. You may request additional copies for binding. Your cost will be \$41.50 per bound copy. The Library is not responsible for items lost in process. Please allow approximately 30-60 days for processing.

Bound copy for Division of Graduate Studies	1
Bound copy for McGovern Library	1
Additional copies (personal and others)	
Total Number of Copies	

Payment Due      \$41.50 x \_\_\_\_\_ number of copies = \$ \_\_\_\_\_

Payment is due with order. Please make check payable to: McGovern Library, DWU

**Office Use Only**

Payment Received: \$ \_\_\_\_\_      By (initials): \_\_\_\_\_