



GRADUATE
STUDIES
HANDBOOK

2016 – 2017

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Graduate Programs: Mission and Responsibility Statements

DWU Mission Statement:

As an inclusive educational community, Dakota Wesleyan University provides a transformative learning experience that cultivates enduring intellectual growth, ethically grounded leadership, intentional faith exploration, and meaningful service.

Graduate Programs Mission Statement:

The mission of DWU's graduate programs 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.

Accreditation:

Dakota Wesleyan University is accredited by the Higher Learning Commission of the North Central Association, 30 N. LaSalle St., Suite 2400, Chicago, IL 60602, 312-263-0456, www.ncahlc.org, continuously since 1916. DWU is a four-year coeducational college granting the degrees of Master of Arts, Master of Business Administration, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science, Associate of Arts and Associate of Science.

Equal Opportunity:

Dakota Wesleyan University welcomes faculty, staff, students and visitors of all faiths and promotes a policy of nondiscrimination in all areas with respect to age, race, sex, creed, color, national and ethnic origins, religious preferences, disability, backgrounds and lifestyle choices.

Non Discrimination:

Dakota Wesleyan University is committed to encouraging and sustaining a learning and work community that is free from prohibited discrimination and harassment. The university prohibits discrimination on the basis of race, color, religion, national origin, disability, veteran status, sexual orientation, gender or gender identity, genetic information, or age in the administration of its educational policies, admission policies, financial aid, employment, or any other university program or activity.

Student Rights and Responsibilities:

Graduate students are afforded all the rights and responsibilities applicable to undergraduates. As such, graduate students are asked to support and promote the values of Dakota Wesleyan University, including concerns involving ethics, a code of conduct, and academic integrity. For more information, please refer to the Dakota Wesleyan University academic catalog.

Definitions

Graduate Studies Committee

Purpose

The purpose of the Graduate Studies Committee is to provide institutional oversight for all graduate programs offered at Dakota Wesleyan University.

Responsibilities

1. To develop, adopt, monitor, and interpret appropriate university policies for guiding graduate programs.
2. To develop and maintain a handbook for use by faculty, students and others associated with the graduate programs.
3. To provide appropriate orientation and development opportunities for faculty who are associated with the graduate programs.
4. To participate in the assessment of all graduate programs.

Membership

1. A chair selected by the Faculty Relations committee in consultation with the deans and voted on by the faculty.
 2. The directors of all graduate programs or designee.
 3. The Provost or a Dean.
 4. Registrar. (Non-voting)
 5. One faculty member not associated with a graduate program.
- All members of the committee must hold a doctorate degree.

Graduate Program

The graduate program, as referenced in this Handbook, is the specific department-level 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.

Graduate Program Director

Graduate program directors provide oversight and direction for individual graduate programs and their students. Graduate program directors are at the academic department level. Graduate program directors must have earned a terminal degree in field of or related to the discipline area of teaching.

Thesis Committee

The thesis committee is the student's own program committee consisting of a minimum of three members, but not more than five. The committee members must have an earned doctorate, an appropriate terminal degree, or professional expertise. The thesis committee provides oversight and direction for the student's path through the program, supervises the development of the student's thesis, 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 program director.

Nonthesis Committee

The nonthesis committee is the student's own program committee consisting of a minimum of three members, but not more than five. The committee members must have an earned doctorate, appropriate terminal degree, or professional expertise. The nonthesis committee

provides oversight and direction for the student's path through the program and supervises the development of the student's nonthesis option. The nonthesis committee 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 program director.

Graduate Instructor

Teaching at the graduate level requires that the instructor has earned a terminal degree in the field of or related to the discipline area of teaching, or a master's degree with evidence of ten years of work and supervisory experience in area related to teaching content and permission of the provost.

Acceptance Protocol and Procedures

Program Acceptance

Applications will be forwarded to the corresponding academic department for review and acceptance to the graduate program. Each department can set specific admissions criteria with relevant procedures, standards, and additional expectations for receiving admittance into a particular graduate program.

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 (non-degree seeking).

The corresponding academic department will evaluate candidate status with the standards set by that department. The minimum standards require:

1. prerequisite coursework;
2. attainment of baccalaureate and/or equivalent degree;
3. previous scholarship (based upon transcripts, 2.7 minimum GPA); and
4. completion of application.

Provisional admission status:

Students can remain on provisional status through one academic term. Students may re-apply at a later date, but may not continue in the graduate program until all plan requirements have been met. The minimum standards require:

1. prerequisite coursework;
2. attainment of baccalaureate and/or equivalent degree;
3. previous scholarship (reviewed by committee for approval); and
4. completion of application.

Special student status (non-degree seeking):

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.

The minimum standards require:

1. prerequisite coursework;
2. attainment of baccalaureate and/or equivalent degree; and
3. approval by the program director.

Final acceptance is granted in two stages:

1. upon recommendation of the program director; and
2. confirmation from the business office of full payment or financial arrangement of full payment.

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 academic department's decision no later than 14 days from the decision. An appeal should be submitted to the Graduate Studies Committee. (See Student Grievance Procedures for more information.)

Procedures, Responsibilities, and Deadlines

Grading Policies

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 placed on probation for one term while enrolling in no more than the minimum number of credits to maintain full-time status. If the student's GPA does not improve at the completion of the probationary term, the student will be denied further enrollment. The student may appeal the decision to the Graduate Studies Committee. The committee will then review the student's academic performance in the program and determine further action. Students who are denied further enrollment will be required to re-apply in order to continue in the program.
2. Graduate students must receive a minimum grade of C or better. Grades of less than a C are not considered toward degree completion but are counted in the cumulative GPA. All courses for which a student has received a C- or less may be repeated once for credit. Students wishing to repeat a course with a C or better must receive permission from the program director to repeat the course.
3. If a student repeating a course does not receive a C or better, the student will be placed on academic suspension.

Transfer of Credit/Course Substitutions/Course Waiver

1. Six graduate credits may be transferred and applied toward a degree, upon approval of the program director. Hours transferred beyond that amount must be approved by the Graduate Studies Committee. Appeal of program director decisions regarding transfer credit may be taken to the Graduate Studies Committee. Criteria for transfer credit evaluation include:
 - a. Courses completed within six years of acceptance into the DWU graduate program;
 - b. Course grade of B- or higher; and
 - c. Meets course and program objectives.
2. With approval of the program director a student may be allowed six hours of course substitutions. Any additional substitutions must be approved by the Graduate Studies Committee.
3. A waiver of a degree course requirement is not allowed.

Academic Honesty/Plagiarism Policy

Dakota Wesleyan University is dedicated to the achievement of academic excellence, the building of character, and the pursuit of lifelong learning. To be successful in realizing these goals, honesty and integrity must be a part of every learning opportunity on campus. Academic dishonesty breaks the trust necessary for the building of community and the promotion of learning and spiritual values. All members of the institution, including faculty, staff, and students, share the responsibility to report incidents of academic dishonesty.

Academic dishonesty includes, but is not limited to, any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, sabotage and any act of facilitating or aiding any of the foregoing: Refer to the Dakota Wesleyan Catalog for additional information on the university's standards of conduct.

Disciplinary Procedure

1. 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 individual academic program;
 - d. Other as determined by the program director and the Graduate Studies Committee.

Student Grievance Procedures

Grade Appeal:

Students who believe they have not been graded fairly and wish to appeal must file an appeal no later than 14 days after the grade has been received. The appeal process consists of the following steps:

1. Discuss the grade in question with the course instructor as soon as possible after the course completion date.
2. Consult with the program director.
3. If the student wishes to appeal the grade, after discussions with the instructor and the program director, he/she may file an appeal of the grade to the Graduate Studies Committee.

Program Dismissal Appeal:

Students who believe they were unjustly dismissed from their program following academic probation and wish to appeal must file an appeal no later than 14 days after the notification of dismissal from the program. The appeal process consists of the following steps:

1. Consult with the program director regarding the rationale for the dismissal.
2. If the student wishes to appeal the dismissal after discussion with the program director, he/she may submit an appeal to the Graduate Studies Committee.

Academic Integrity Violation Appeal:

Students who believe they have unjustly received an academic integrity violation notice and wish to appeal must initiate the appeals process no later than 14 days after the academic integrity notification. The appeal process consists of the following steps:

1. Discuss the violation report with the course instructor as soon as possible after the report is filed.
2. Consult with the program director regarding the instructor's decision.
3. If the student wishes to appeal the decision, after discussion with the instructor and program director, he/she may submit an official written appeal of the violation to the Graduate Studies Committee.

Other Student Concerns:

Students who believe they received unfair treatment, not related to a course grade or program dismissal, and who wish to file a formal complaint may do so by submitting a written statement of their reason for concern to the Graduate Studies Committee no later than 14 days following the incident. The Graduate Studies Committee and/or the provost will review the complaint and address the concern with the corresponding instructor, program director, support department, or the appeals board, if necessary. The Graduate Studies Committee and/or the provost will report any action or decision with the student.

Degree Completion

1. A student who has not been enrolled at DWU for two continuous academic terms must apply for readmission to the university unless a leave of absence is on file with the registrar's office.
2. 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.
3. Students must complete all required graduate coursework for a program degree within four years of admission to that program. A student may be granted a one-year extension for completion of a degree upon request and with approval of the program director.
4. Graduate students must enroll in a minimum number of courses per academic term to maintain their part-time or full-time status. Each department sets its own requirements regarding the minimum number of required credits. Total credit hours include undergraduate and graduate.
5. Candidates may drop or add courses as per institutional procedure. Students must be enrolled in at least one credit to remain active.
6. A leave of absence may be granted for up to one year upon agreement with the program director.
7. 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.

Degree Application and Commencement

1. Students who have completed their program during the traditional academic year will participate in the May commencement ceremony. Students who have applied for graduation in August can participate in the May commencement ceremony if they are registered for summer classes and are within twelve hours of degree completion (to be completed by enrolling in summer classes). Special circumstances may be approved on an individual basis by the Graduate Studies Committee.
2. Candidates will apply for their graduate degree prior to completion of all courses. When making application, these items must be submitted to the registrar's office by the date listed on the academic calendar found on the DWU 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.
3. Degree candidates are encouraged to take part in commencement exercises or submit a written request to graduate in absentia. The request should accompany the graduation application.

Commencement Application Deadlines

1. August graduates: January 15 of the same year. This will ensure the graduate's name will appear in the commencement program.
2. Mid-October graduates: August 1.
3. December graduates: September 1.
4. February graduates: November 1.
5. May graduates: January 15.

6. June graduates: January 15. This will ensure that the graduate's name will appear in the commencement program.

Graduation Fee

There is a nonrefundable fee due the semester of graduation.

Payment of all financial obligations to the university is a condition of a student's right to receive a diploma, certificate or other educational credential from the university, or a transcript of credits or credentials earned. Students with outstanding bills at the time of graduation cannot receive their diplomas until payment has been made in full.

Campus Services and Resources

Campus Communication

Email is the official means of communication between the institution and students. Faculty and staff regularly communicate with students using the official DWU email system for reasons including but not limited to class announcements, financial aid information, business office updates, student activities and individual conversations with course faculty. It is the responsibility of everyone taking classes from DWU to check their DWU email on a regular basis and respond accordingly.

Student Identification

Identification cards can be acquired in the lower level of Rollins Campus Center at the Financial Aid Office. ID cards or a student's ID number must be in possession to check out materials at the McGovern Library.

Library

Graduate students have complete access to the McGovern Library and all resources. The library is open seven days a week during the academic year. On-campus and distance students have convenient, 24-hour online access to many resources and services.

Bookstore

It is recommended that the graduate students buy their textbooks online from an internet book service such as Amazon. If you prefer to order your textbooks from the DWU bookstore, submit the name of the textbook and the ISBN number to the bookstore.

Student Life

There are many support systems at DWU to assist students throughout their college careers, ranging from personal to academic. For more information about available services, refer to the DWU Student Handbook or contact the Director of Student Life.

Expectations for Departments Offering Graduate Programs

An overview of expectations for departments offering a graduate program:

1. Require a minimum of 36 total course hours for a graduate degree.
2. Establish protocol for thesis and nonthesis requirements.
3. Establish additional graduate requirements as appropriate in conjunction with the Graduate Studies Committee.
4. Prepare a regular review of each graduate program and submit to the Graduate Studies Committee.
5. Maintain appropriate student records.
6. Hire instructors and faculty with earned doctorates with approval of the program director.
7. Maintain the standards established by the Graduate Studies Committee.
8. Follow all policies and procedures as listed in the university catalog and meet all deadlines as required in the Graduate Studies Handbook.

Thesis Expectations:

An overview of expectations for programs offering a thesis:

1. No fewer than 36 hours of graduate level coursework, according to departmental requirements.
2. A written document that constitutes a significant body of scholarship that contributes to the discipline.
3. A literature review appropriate to the material, scope, and direction of the thesis.
4. An appropriate, clear, and proven methodology for the examination of phenomena, behaviors, historical events, meta theories of the field, micro theories of the field, or other discourses.
5. The written document to appear in a form and style consistent with the discipline in which the student plans to earn his or her degree.

Each department can set additional guidelines and requirements for the thesis in consultation with the Graduate Studies Committee.

Comprehensive Exam Expectations:

An overview of expectations for programs offering a comprehensive exam:

1. No fewer than 36 hours of graduate level coursework, according to departmental requirements.
2. A reference list, in appropriate format, which shall list works of scholarly readings, from which the nonthesis committee will draw questions for the comprehensive examination.
3. **The comprehensive examination will** consist of questions written by each member of the nonthesis committee.
4. The committee will allow the student one examination session with no fewer than four questions. The exam will be administered by a designated committee member or a proctor, in a room suitable for test taking with access to any technologies that the student may need.
5. Each member will grade his/her chosen question; however, consensus of all committee members is required for passing the exam.

Each department can set guidelines and requirements for the comprehensive exam in consultation with the Graduate Studies Committee.

Required Forms for the Graduate Programs

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Description of Study	19
Video/Photograph Consent Form	21
Thesis Defense Form	22
Nonthesis Comprehensive Examination Form	23
Binding Request Form	24



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

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: _____



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: _____

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. Specify the research question or goal and the rationale 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
VIDEO/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: Recordings 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: Video 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 recorded 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, 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 recorded 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



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
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: _____

Email: _____

Phone: _____

FORMAT:

- submit copy in standard 8 ½” x 11” format with at least 1 ½” 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 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 with all signatures, and payment to the Academic Affairs Office in Room 209 of Smith Hall. When all requirements are properly completed, the Administrative Assistant will give the thesis 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, one bound copy will be retained by Dakota Wesleyan University. You may request additional copies for binding. Your cost will be \$23.75 per bound copy. The Library is not responsible for items lost in process. Please allow approximately 30-60 days for processing.

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DOUBLE-SPACED IF ON TWO LINES

A Thesis
Presented to the
Faculty of
Dakota Wesleyan University

In Partial Fulfillment
of the Requirements for the Degree of
Master of Arts in Degree Title
with a Concentration in
Concentration Title (if applicable)

by
First name Middle name Last Name
Month year



College of College Title

The Undersigned Faculty Committee Approves the

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Professional Title

First name Last name
Professional Title

Approval Date