



SALVE REGINA UNIVERSITY

Doctoral Student Handbook Ph.D. in Humanities

2023-2024

*This edition of the **Ph.D. in Humanities Program Handbook** supersedes earlier editions.
Salve Regina University reserves the right to modify this handbook as needed.*

Table of Contents

<u>Introduction</u>	3
<u>Welcome from the Program Director</u>	3
<u>Mission</u>	3
<u>Accreditation</u>	4
<u>Credits</u>	4
<u>List of Courses</u>	4
<u>Electives</u>	4
<u>Core Courses</u>	4
<u>Second Language Proficiency Requirement</u>	5
<u>Subject Fields Oral Exam</u>	5
<u>Comprehensive Exam</u>	7
<u>Dissertation Phase</u>	8
<u>HUM 680 Requirements</u>	8
<u>Dissertation Timeline</u>	8
<u>Dissertation Committee</u>	8
<u>Dissertation Proposal</u>	9
<u>Proposal Presentation Process</u>	9
<u>Requirements for the Proposal</u>	10
<u>Dissertation Structure</u>	12
<u>Research</u>	13
<u>The Writing Process</u>	13
<u>Dissertation Formatting</u>	14
<u>Dissertation Defense</u>	14
<u>Timeline for Graduation and Receipt of Diploma</u>	16
<u>Publishing the Dissertation in ProQuest UMI/ETD</u>	16
<u>Forms</u>	19
A – <u>Subject Fields Oral Exam Grade Form</u>	20
B - <u>Approval of Dissertation Committee</u>	21

C – Approval to Pursue a Specific Dissertation Topic	22
D – Approval of the Semi-Final Dissertation Draft.....	23
E – Approval of Final Defense	24
Appendices.....	25
Title Page for Dissertation (sample).....	26
Dissertation-related guides	27
Quick Facts	28
Graduate and Professional Studies Catalog Highlights	30
Introduction.....	30
Academic Policies and Procedures	31
Financial Information	33
Student Support Services	34

Ph.D. in Humanities Program Handbook

“What does it mean to be human in an age of advanced technology?”

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Introduction

Welcome from the Program Director

Welcome to the Handbook for the Ph.D. in Humanities. This is a dynamic and vibrant program, exploring all facets of the Humanities, but especially their interaction with technology. This Handbook is designed to help you to understand all that it has to offer and guide you on your journey through it. I hope you find that it is written in an accessible and friendly style and that it gives you a strong sense of what lies at the heart of the program- a commitment to excellent research, rooted in rigorous intellectual teaching and underpinned by a strong student-centered approach.

Dr. Sean O'Callaghan

Mission

The Ph.D. in Humanities Program at Salve Regina University is dedicated to an investigation of what it means to be human in an age of advanced technology. Students combine core humanities courses with individualized concentrations to accomplish this goal. Courses in philosophy, ethics, religion, art, literature, technology, and history provide the interdisciplinary framework for examining this enormously important question.

A dynamic, interdisciplinary approach to the humanities, the Ph.D. offers the humanities as a foundation for understanding a world of accelerating and complex change. Cultivating expertise in traditional humanities fields and building skills as contemporary interdisciplinary scholars, students pursue doctoral research that makes a difference, bridging disciplines and exploring questions of human meaning in a dynamic study of the past, present, and future. The Humanities Ph.D. at Salve Regina University was inaugurated in 1989 as an interdisciplinary investigation of the question, “What does it mean to be human in an age of advanced technology?” In one form or another, this question still commands attention in the 21st century. Broadly conceived, the human-technology relationship remains at the heart of the curriculum, allowing students to draw insights and integrate knowledge from a variety of fields.

In brief, this program was envisioned as a response to a rapidly changing world that requires leaders with interdisciplinary skills to understand it. The program provides an opportunity to acquire such skills. Our students research a variety of areas. Some students research topics which might be primarily technological, and others may focus more on humanities-based research, with a technological component/lens. A list of recent dissertation topics can be consulted at [McKillop Library's Digital Commons](#).

Accreditation

This program was begun in 1989 and was accredited by the New England Commission of Higher Education (NECHE) in 1994.

Credits

The Ph.D. in Humanities Program at Salve Regina University requires 42 credits for completion. In addition to the required 30 core credits, students take 9 elective credits designated as concentration courses and then an additional 3 credits at the dissertation phase, when they enter the HUM 680. The program director will audit each applicant's transcript upon acceptance to determine if any elective courses are needed.

There are currently four areas of inquiry/concentration into which students can categorize their research:

- Technology, Science, and Society
- Global Ethics and Human Security
- Culture, Language, and Memory
- Community, Self, and Social Transformation

Students declare a single area of inquiry/concentration when they take their Subject Field Exams

The Ph.D. in Humanities is offered as an Independent Research Fellows Cohort (IRFC). The program is offered in a hybrid track. Students take two synchronous online classes each semester with bi-weekly check-ins each fall and spring semester. Additionally, students are required to come to the campus for a one-week intensive residency each October and March over a two-year cycle. **Attendance at all four residencies is mandatory.** In the summer of the first academic year, students take two classes taught entirely asynchronously online. There is no summer residency. The classroom component of the program is then completed over five semesters which includes four residencies.

Doctoral course work must be completed within three years of matriculation to sit for the comprehensive exams. Once students take the Comprehensive Exam (at home) they can propose the following semester. Proposals may not be given in the summer. All doctoral work must be completed within seven years of matriculation.

List of Courses

Electives: The program director will audit each applicant's transcript upon acceptance to determine if any elective courses are needed.

Core Courses (required of all students in the program):

HUM 600	Humanities: Problems and Perspectives
HUM 605	Philosophical Perspectives on the Digital Age
HUM 610	Religion, Culture, and Technology
HUM 617	Political Philosophy and Technology

HUM 618	Humanities Theory, Method, and the Disciplines
HUM 620	Social Transformation Through Art
HUM 621	A History of Technology
HUM 625	Ethics and Modern Technology
HUM 630	Modern Literature and the Human Condition
HUM 635	Culture, Society, and the Global Condition (Capstone Course)

The last course students take in the program is *HUM 635: Culture, Society and the Global Condition*. This course is offered every spring semester and serves as the program's capstone course. *HUM 635* re-visits major program themes in an examination of contemporary issues and the human implications of complex systems and advancing technologies from different cultural & intellectual perspectives. Completing *HUM 635* marks the end of doctoral program coursework. At this stage, students are poised to begin work as independent researchers and thinkers.

HUM 680 Dissertation Research and Writing.

This is a three-credit phase, not an actual class. Students must be enrolled in HUM 680 each semester while researching and writing their dissertation. The student must have finished all coursework, completed the Comprehensive Exam, at least one subject field, and the language proficiency to enroll in HUM 680. Registration in HUM 680 allows the student to propose a topic for their dissertation. Once they have passed their proposal they may begin writing and researching

Second Language Proficiency Requirement

All students admitted into the Ph.D. in Humanities Program are required to demonstrate a reading and translation proficiency in a language other than English, approved by their advisor. Students whose first language is not English are exempt from the requirement. Otherwise, students may have taken a language at the master's level or a two-semester intermediate level course at the undergraduate level, where they achieve a B or better. Students not able to fulfill the above must pass the [Language Reading Knowledge Exam](#) offered at the University of Wisconsin-Madison (<https://languages.wisc.edu/>). They also offer an online [Reading and Translation course](#) to prepare students for the exam.

No graduate credit will be awarded for language courses. Having second-language proficiency should enable students to use resources for their courses and for their dissertation research that would otherwise be inaccessible to them.

Students are strongly encouraged to demonstrate language proficiency in the first or second year of the program. *The second-language proficiency requirement must be fulfilled before the Comprehensive Exam.*

Subject Fields Oral Exams

These oral exams provide an opportunity for doctoral students to read deeply in the literature about their subject fields, to demonstrate mastery of foundational ideas, interpretations, and

debates, and competency in an oral presentation. Their subject fields will be linked to their dissertation research as well as their area of inquiry/concentration. Each exam may be scheduled during the fall or spring semesters after the completion of the first semester.

Two oral exams must be taken. The purpose of the exams is for the student to have an opportunity to discuss some of the texts which they might use in the dissertation. **The second subject field exam can be taken after the Comprehensive Exam, but it must be taken before the Proposal.** However, students are encouraged to take the two oral exams before the Comprehensive Exam. The student should choose two areas of knowledge that feed into their eventual dissertation and coordinate with a professor with expertise in this area to administer the exam. *For example, if a student is writing their dissertation on Brain-Computer Interfaces, they might want to do one subject field on artificial intelligence and the other on human brain development. If the student is researching Latin American politics, they might choose a particular political figure for one subject field and cultural/political theory for the other.*

The subject fields are up to the student to choose. It is also up to the student to contact professors who have expertise in these areas. These professors can be people the student knows who will also be on their committee, but they do not have to be. With the permission of the Program Director, the examiner may be someone from outside of Salve Regina who has expertise on area which the student wants to draw. If the student chooses an outside examiner to administer the subject field exam, the examiner should send a copy of their resume to the Program Director. For each subject field, the student agrees a time with the professor and sends him or her an annotated bibliography of the books (about 25 for each subject field) which they have chosen a month before the exam. If the student wants to choose some journal articles as well, they could substitute journal articles for 5 of the books, so that they would have 20 books and 5 articles. Do not use more than 5 articles. The exam can be done in person, or by Webex/Zoom, or even by telephone. It is up to the student and the professor. An annotated bibliography lists the books and underneath each book the student should, in three or four sentences, explain how that book supports their research and what its main subject matter is. The student chooses the books and they can be books they have read and know well, or books which they choose to read purely for the exam.

The exam lasts about ninety minutes and is meant to be an informal discussion of the texts rather than some kind of interrogation. The professor need not have read all the books on the list, although it is likely they will have read some of them. Either way, he or she will have the expertise to be able to ask relevant questions to guide the student with the annotations in the bibliography helping to inform the professor about each book. The exams are very useful preparation for when the student comes to write their literature review for their proposal.

Subject fields should support the student's declared area of inquiry/concentration. The subject field topic should fit into one of the current program areas of inquiry or concentrations:

Technology, Science, and Society

Topics: philosophy and technology, environmental sustainability, bio-ethics, medical humanities, technologies of war and violence, human factors & design, technology and material culture, technical innovation and business enterprise, human enhancement technologies, GRIN

technologies (Genetics, Robotics, Information Technology, Nanotechnology), Artificial Intelligence, Autonomous Systems, Surveillance technologies, Social Media, Cyber-security.

Culture, Language, and Memory

Topics: epistemology and difference; local history; the city & human geography; historic preservation; digital humanities; new media; literature and history.

Global Ethics and Human Security

Topics: conflict & climate; privacy & surveillance; civil-military relations; diasporas and immigration; community policing; economic justice; peace studies & conflict resolution; corporate ethics.

Community, Self, and Social Transformation

Topics: comparative belief; holistic studies; culture and values; leadership; educational reform; social policy; health care; mental health; disability; enterprise and business ethics.

The above subject field topics are not exhaustive, and the Program Director will work with the student, where necessary, to focus on an area of research and interest.

Once a subject fields exam has taken place, the student fills out **Form A** (*Subject Fields Oral Exam Grade Form*), which can be found at the back of the handbook. The professor who administers the exam will assign a grade, which can be High Pass, Pass, or Fail. Once signed, this is submitted to the Graduate Studies Office Coordinator at gradoffice@salve.edu.

Comprehensive Exam

Students qualify for doctoral candidacy after successfully passing the Comprehensive Examination which is offered in mid-spring and again in mid-fall each year. The exam follows satisfactory fulfillment of coursework. In the Comprehensive Exam, students are expected to demonstrate an advanced understanding of the topics they have covered over their coursework throughout the program. This written examination is based on core courses. Professors who have taught these courses will set the questions for the examination and will also grade the exam. The exam requires students to demonstrate excellence in summary analysis, explanation, citation, integration, and critical evaluation. The exam is written, taken at home, and given ten days to complete. The Program Director will send out sample questions a few months before the exam. The number of questions on the exam varies year to year, but generally numbers 15-20. The student must complete four questions, with the first question being mandatory. Students may choose the three remaining questions for the exam. Each answer must not exceed 15 pages. Instructions will be sent to students with the exam through email. They are to be returned by email and will be anonymized before being graded.

If a student is unsuccessful in passing the Comprehensive Exam, an additional attempt may be taken as early as the following semester. Second-time failure of the exam will result in the student's termination from the Ph.D. program.

Once the Comprehensive Exam is passed, the student moves into the dissertation phase and must register in the next semester for the *HUM 680*.

Time Limitations: Doctoral degree course work must be completed within three years of matriculation to sit for the comprehensive exams. All doctoral work must be completed within seven years of matriculation.

Dissertation Phase

HUM 680 Requirements

Following successful completion of the Comprehensive Examination, students advance to doctoral candidacy (ABD status). As indicated above, after successfully completing the Comprehensive Exam, students should enroll in *HUM 680: Dissertation Research and Writing* each spring and fall semester until the successful defense of their dissertation. When registered for the *HUM 680*, students will receive an end-of-semester grade ranging from A-F. To achieve a passing grade, students must demonstrate that they have met the progression milestones agreed upon with their committee. This is to ensure that a student is maintaining momentum and moving through to completion in the program.

Before beginning research, students publicly present a fully developed dissertation proposal. To propose a student must fulfill all the above and finish their second subject field exam. When the dissertation proposal is accepted, students proceed to research and write a scholarly dissertation under the guidance of the dissertation committee (details below).

Dissertation Timeline

It is expected that most students will take at least 18 months. A student has four years beyond passing the Comprehensive Exam before dismissal from the program is considered. Students may request a leave of absence for up to two semesters. Requests for leaves of absence should be submitted for one semester at a time to the Graduate Academic Progress Specialist at gradoffice@salve.edu in advance of the expected leave period.

While researching their proposal and dissertation, students continue to register for HUM 680 every fall and spring until they have their final defense and graduate.

Dissertation Committee

At the very beginning of the dissertation phase, if not before, the student is responsible for forming a dissertation committee (one chair and two additional members).

Students are required to receive written approval from the Program Director for each member serving on the committee by completing **Form B – (Approval of Dissertation Committee)** which can be found at the back of the handbook. This form must be submitted to the Graduate Studies Office Coordinator at gradoffice@salve.edu by the student.

The chair is the major advisor and resource to the student during the dissertation phase. Committee members will offer guidance in support of the writing of the dissertation. The committee is typically comprised of three full-time faculty members from Salve Regina

University, each of whom possesses a doctorate or a terminal degree with total study hours and a writing component equivalent to that required in completing Ph.D. coursework and researching & writing a doctoral dissertation. Students with a compelling rationale can petition the Program Director for one member of the committee to be from outside the University. The student must submit the resume of the prospective outside member to the Program Director for approval.

Because the dissertation committee provides vitally important guidance to a student negotiating the dissertation process, its members should be selected carefully. In practice, the committee's activities on behalf of the student will vary depending on such factors as the work habits of a student, the student's expertise, where the student is in the dissertation stage, other obligations of mentor and readers, and so on. The chair, additional members, and the student must make explicit their expectations of one another to avoid misunderstandings that could jeopardize the effectiveness of the committee and consequently the student's progress. The chair and the student should agree on how frequently contact should be, how much time will be required for the student to complete certain work, and how long the committee will need to review that work.

Please note: Committee members do not provide support to student(s) during the summer months or the Christmas break.

Insofar as specific activities are concerned, the committee does the following:

- guide the student in the writing of the dissertation research proposal and construction of a working bibliography,
- develop an overall plan and work schedule for facilitating and monitoring the student's progress,
- participate in the Dissertation Proposal Review presentation,
- review and help revise components of the dissertation until a satisfactory final draft is approved,
- help the student prepare for the oral defense of the dissertation (supervised by the chair),
- construct questions for the defense that will challenge the student and permit them to demonstrate expertise,
- participate in the Dissertation Defense,
- submit to the student all relevant questions and comments which are to be used to transform the semi-final draft into a final draft.

Dissertation Proposal

Each student is required to present the written research proposal orally to his/her dissertation committee (chair and two readers). To be approved, the proposal must provide convincing evidence that the dissertation will make an important contribution to the existing literature, the methodology will yield a legitimate interpretation of the problem considered, or test of the thesis/hypothesis, and the relevant literature is well understood.

Students must be enrolled in HUM 680 to propose.

Proposal Presentation Process

The dissertation proposal cannot take place until the committee has received the written

proposal **at least four weeks in advance of the planned proposal** date and the chair is satisfied that the student is prepared.

An hour will be reserved for each presentation. The student should arrive a half hour before the presentation time to set up any audio-visual aspect of the presentation. The proposal presentation should last no less than 20 minutes and no more than 25 minutes. Generally, a written proposal will be 20-25 pages in length, 12pt font, double-spaced, and one-sided. Some proposals may be longer, depending on the topic. Most Ph.D. candidates who are proposing also make a PowerPoint presentation to help explain their research at the proposal. Proposals are held throughout the academic year in agreement with the committee. **Proposals cannot take place during summer semesters.** It is the student's responsibility to arrange the best date and time with the committee.

Proposals are presented in person allowing for an opportunity for greater and more meaningful interaction between the student and the committee. Following your proposal, your committee might suggest other texts to you or advise on your methodology. It is the student's responsibility to stay in contact with committee members and to keep them informed promptly. Send work regularly and respond quickly to concerns. **Students must check their Salve email several times a week**, especially following a chapter submission or when the matter is time sensitive.

Requirements for the Proposal

NOTE: At the very core of the proposal is an argument. An argument should run right through the dissertation, and it should first emerge in the proposal. A doctoral dissertation is not an extended narrative, commentary, or observation. It is partly made up of these elements, but it is primarily the outworking of an argument in which the author challenges or develops existing scholarship or argues for a completely new approach. The student must always keep the argument at the center of their proposal and when the time comes, the dissertation, and constantly bring it to the fore.

The proposal should contain the following:

1. A provisional title. This can change as the candidate conducts their research, but it should contain the key terms associated with the dissertation focus.
2. An abstract, which briefly sets out what the research is about. About 100-150 words will be sufficient.
3. An introduction and rationale. This should contain the research question and thesis statement and should explain the argument. The argument should be clear and logically explained. The thesis statement is the conclusion for the argument and is what the student will try to prove all through the dissertation.
4. A Literature Review. **It cannot be stressed enough how important this section is.** Most proposals that are rejected fail because the Literature Review is insufficient. If the Literature Review is not comprehensive, the committee will not be convinced that the student is thoroughly familiar with the key texts and concepts associated with the topic being researched. The Literature Review sets the context for the 'proof of concept.' Using an overview of the existing literature, the student demonstrates that their research will significantly add to the existing body of knowledge. In effect, they demonstrate a 'gap' in the market. The research might challenge an existing idea, develop a concept or

even present an entirely innovative perspective on an existing topic. All key texts in the field of study should be discussed in the Literature Review. If the research is focused on a narrow subset of a larger field, literature about that narrower field should also be discussed. If key texts in the topic area are not discussed, the committee would view this as demonstrating a serious lack of knowledge. The student must show that they are doing more than creatively explaining what can be found in existing literature in their dissertation. The discussion should be highly analytical. The student needs to have read all of the key texts which deal with the topic, and they need to explain the contributions these texts make. **The candidate then explains how their research significantly adds to the contributions made by previous research.**

As the student writes the dissertation, they will encounter texts and sources of which they were not previously aware, but they need to have read the obvious and most important texts in their field and should have extensive background knowledge, not only in the main focus of their research but also in key related areas which provide a wider context. No topic exists in disciplinary isolation; related academic areas will impact how the research topic has evolved. A good Literature Review should run between twelve and eighteen pages. It should not be a list of texts the student has read, or an annotated bibliography, but a narrative, taking the committee through the range of existing scholarship and orienting the committee to understand the student's distinctive contribution to the field of knowledge and scholarship will be.

5. An outline of the methodology. How is the student going to conduct research? The student should explain the methodology in detail and justify its use. If the student is using interviews or questionnaires or working with human subjects, they need to show that they have contacted the IRB (Institutional Review Board) to get approval of their empirical and ethical approaches. They should include examples of questionnaires if they are using them, even if these questionnaires or interview questions will change in the future. The chair should initiate contact with the IRB before the student's proposal to inform them of the student's intentions. The student will then submit more detail to the IRB once they have proposed and received advice from their committee. The SRU-IRB is the only University committee authorized to determine if a specific research project is review-able or not and all faculty, staff, and students must contact the IRB@salve.edu for input when contemplating undertaking research. After receiving IRB approval, students planning to conduct survey research can receive access to the University's license for [Qualtrics](#).
6. A working hypothesis. What is the student expecting to find out?
7. A connection. How does the proposal relate to the humanities? What aspects of the humanities will inform the work and contextualize it?
8. List of proposed chapters.
9. If the student is using images, charts, or tables from outside sources, they need to be aware of the need for copyright. The library can advise on this.
10. Bibliography
11. Students should use Turabian for referencing and be strictly consistent with it.

Proposals must be submitted to the dissertation committee and the Program Director for approval before the initiation of the actual research. **Form C-** (*Approval to Pursue a Specific Dissertation Topic*), which can be found at the back of the handbook. This form must be signed and submitted to the Graduate Studies Office Coordinator at gradoffice@salve.edu once the proposal has taken place.

A proposal is not set in stone. As you research your topic, your questions and your foci might change, sometimes significantly. Always keep your committee fully informed. You are trying to persuade your committee, made up of at least three academics who have all been through the Ph.D. process, that you have what it takes to thoroughly research a question and bring it to conclusion while writing an engaging and persuasive dissertation running about 200+ pages. You must demonstrate to your committee that you are a competent writer. Your committee will read chapters as you send them. If they need to correct basic grammar and spelling, it will be difficult for them to have faith in your ability to write a dissertation. Your committee should be advising you on your ideas and the technicalities of your writing, but not on basic writing skills, which should not be an issue of concern. Your proposal should be very well written and should contain references to any texts, ideas, quotes, or citations mentioned. Write your proposal and your dissertation in an objective academic style, avoiding I and us.

Dissertation Structure

The student and the dissertation committee should determine the overall structure that best serves the student's thesis. Due to printing requirements and interest in standardization of form, the final dissertation must have a 1½-inch margin on the left, 1-inch margins on the right and top, and a 1¼-inch margin on the bottom of each page. The page number for the *first page of each chapter* should be centered on the bottom of the page, and subsequent pages should have the page number on the top right.

The title page must be in the format presented in the **Appendices** (*Title Page for Dissertation*) which can be found at the back of the handbook.

A typical Salve Regina University dissertation runs about 250 pages and follows this structure:

- title page
- copyright page (optional)
- signature page
- table of content
- list of figures (if applicable)
- preface (if applicable)
- acknowledgments
- abbreviations (if applicable)
- glossary (if applicable - can also put in back)
- research method (if applicable)
- abstract

The introduction is the first section of the main body of the text - i.e. it starts with page 1 rather than being part of the Roman-numeral front matter. Although students and their committees have flexibility when it comes to deciding on the number and organization of dissertation chapters, all dissertations must conform to the rules found in the latest edition of Kate L. Turabian's text, *A Manual for Writers of Term Papers, Theses, and Dissertations*. The reference style and method should be dictated by the core disciplines comprising the dissertation. Turabian provides a guide for footnotes and parenthetical references.

It is highly recommended that students consult several of the dissertation-related guides listed in the back of the handbook. These publications can provide invaluable assistance to students who

must typically juggle a variety of responsibilities and who have many tasks to perform before they complete their doctoral work. These tasks include forming and interacting with a dissertation committee, doing extensive literature searches, writing a dissertation research proposal, editing one's writing, deciding upon an effective and practical schedule for writing the dissertation, and so on. Consequently, students in the dissertation stage need to consult several sources.

Research

If a student is using interviews or questionnaires or working with human subjects, they need to show that they have contacted the IRB (Institutional Review Board) at Salve Regina University to receive guidance on approving their empirical and ethical approaches. They should include examples of questionnaires if they are using them, even if these questionnaires or interview questions will change in the future. They should initiate contact with the SRU-IRB before the proposal to inform it of their intentions and then submit more detail once they have proposed and received advice from their committee. The SRU-IRB is the only University committee authorized to determine if specific research is review-able or not. All faculty, staff, and students must contact IRB@salve.edu for input when contemplating the undertaking of research. After receiving IRB approval, students planning to conduct survey research can receive access to the University's license for [Qualtrics](#).

The Writing Process

The student will embark on the dissertation writing phase under the guidance of the committee and particularly the chair/mentor. The student should keep in regular contact with the chair. Chairs will often have more than one student and will also have other responsibilities within the university, so the onus is on the student to make contact and to regularly submit work.

The student and the committee set a timeline for the dissertation and submission of chapters during the proposal. This can change, due to the demands of life, but the student should inform the chair of any circumstances which will interrupt the pace of research. Students should recognize that their committee members have additional academic responsibilities, and they should be aware that it can take a few weeks for their committee members to read and comment on written submissions.

<p>No more than one chapter at a time should be submitted by the student to committee members.</p>

As the time approaches for the student to defend their dissertation, a semi-final draft of the entire dissertation should be sent well before the date of the defense. It takes committees on average four to six weeks to read a dissertation and send comments. It is anticipated that a semi-final draft would not need many changes, because work has been sent regularly during the whole process, but the committee needs to be sure that the dissertation is coherent and follows the guidelines.

<p style="text-align: center;">The semi-final draft should not contain chapters or work not previously seen by the committee</p>

- For a May degree, the semi-final draft should be submitted by January 1st and following comments the final draft by February 28th.
- For a December degree, the semi-final draft should be sent by September 1st and, following comments, the final draft by October 15th.

Once the chair indicates that they are satisfied, usually based on the semi-final draft, the student can then schedule the defense, following the same procedure as for the proposal.

Dissertation Formatting

Students will use the latest Turabian style guide for dissertation preparation. The Appendix is particularly useful for formatting each element of the dissertation. Students should also become familiar with the Dissertation Formatting tab in the [Graduate Students' Guide to McKillop Library](#).

- Frequent formatting problems include:
 - Wrong font (use Times New Roman, size 12, smaller for footnotes or as appropriate)
 - Spaces between paragraphs or before chapter headings
 - Incorrect formatting for figures and charts – see Turabian Guide Chapter 8; Appendix Figures A.12, A.13
 - Incorrect footnotes, combinations of parenthetical citation and footnotes, or footnote numbering not starting over in each chapter.
 - Front matter in the wrong order (the most common problem) – see Turabian Guide Appendix A.2
- Increasingly, dissertation writers are using images and media in their dissertations. The usual Fair Use guidelines for using other people's creations (photographs, artwork, infographics, etc.) for educational use do not apply to dissertations because they are published. It is not enough to cite the source of media you did not create. Students are responsible for obtaining copyright clearance for all non-public domain media used in their dissertations. Advice can be sought from library staff, particularly the Director of Library Services.
 - In general, anything created after 1923 is still in copyright. Students may refer to the University of Oregon's Copyright Basics for Graduate Students at <https://library.uoregon.edu/digital-scholarship-services/copyright-basics-graduate-students> and there is also a myriad of sources available on this topic at <https://guides.library.cornell.edu/copyright/fair-use>

Dissertation Defense

The defense provides an opportunity for students to demonstrate their expertise in the area of research, their ability to conduct scholarship at the highest level, and their ability to defend their argument (which comments on both its integrity and potential contribution to the literature). The

Ph.D. degree is also a confirmation of the candidate's ability to work collegially with the faculty committee members.

The work of planning for a degree begins nearly a full year before commencement. Each student is expected to take responsibility for successfully planning and coordinating the completion of the dissertation, including obtaining the required approvals and following all degree filing procedures promptly. Faculty committee chairs are not expected to act as project managers for the degree candidate. It is the student's responsibility to plan the scope of research, the production, and revision of drafts, and to submit the *semi-final dissertation draft, as well as the Signatures in Approval of the Semi-Final Dissertation Draft Form*, for approval to their committee and the Program Director according to the timetable outlined above.

After preparing **FORM D** – (*Approval of the Semi-Final Dissertation Draft*), the candidate asks the mentor and readers to sign it and add comments. Once completed with signatures and comments, this form should be submitted to the [Office of Graduate Studies](#). One copy of the form should be submitted to the Director of the Ph.D. Program.

- For a May degree, *the semi-final draft along with the should be submitted by January 1st* and the *final dissertation draft should be submitted by February 28th*. This requires that the student look ahead and make sure that the chair and committee members will be available to review the ongoing semi-final draft, which should be submitted by January 1st. *Faculty do not review material over the Christmas break.*
- For a December degree, the *semi-final draft should be submitted before September 1* and the *final dissertation draft should be submitted by October 15th*. *Faculty do not review material over the summer break.*

A defense is scheduled after the semi-final draft of the dissertation is approved first by the dissertation committee and then by the Program Director. **The final draft should be submitted two weeks before the defense.** All semester deadlines must be met to schedule a defense.

Scheduling the Ph.D. defense should be confirmed at least four weeks in advance of the proposed date and should be done in negotiation with the committee. Defenses are not scheduled during the summer months. Students are responsible for confirming dates and times with all committee members before scheduling their presentation with the Graduate Studies Office Coordinator at gradoffice@salve.edu. A location will then be reserved through the University's scheduling system and a confirmation will be sent to the student and the committee members. Defenses are public events and the University community, family, and friends are invited to attend.

The student should present for **twenty-five minutes at the most**. Most students use a PowerPoint presentation in their defense and may also give handouts, to guide the committee and the audience. The chair will then lead and coordinate the questioning of the student by the committee. The student should expect this part of the defense to last about seventy-five minutes. At the discretion of the chair, members of the community may also be invited to ask questions.

Once all questions have been asked, the committee will ask everyone, including the candidate, to leave the room so that the committee can deliberate on the defense. The candidate and others will

then be invited back into the room to hear the result and witness the signing of the defense approval document. On occasions, a committee may ask the candidate to make minor changes to a dissertation at this point. It may be that the discussion and questioning lead the committee to believe that a point needs to be clarified or something needs to be included before the dissertation is uploaded to the library's ProQuest system.

Students should contact the [Director of Library Services](#) immediately following their defense to work through the details of submitting to ProQuest. Ideally, students will be in contact with the library **as they prepare to submit their semi-final draft** so that all regulations are adhered to regarding ProQuest submission well in advance of the defense. This uploading must take place before the Registrar will approve for the student to graduate. The student will have two weeks to make the necessary changes.

Form E - (Approval of Final Defense) is the form that contains the signatures of all committee members to show that the student has successfully passed the defense and has gained their Ph.D. **It is a very important document and should be brought to the defense for signing.** It can be found in the back of this handbook.

Timeline for Graduation and Receipt of Diploma

The University holds one commencement ceremony a year in May, although it can issue diplomas in May, August, and December.

- For a May degree, the ***final dissertation draft*** should be submitted by **February 28th**. This requires that the student look ahead and make sure that the chair and committee members will be available to review the ongoing semi-final draft, which should be submitted by January 1st. *Faculty should not be expected to review the material over the Christmas break.*
- For a December degree, the ***final dissertation draft*** should be submitted by **October 15th**.

Ideally, the student wishing to attend the May commencement defends the dissertation before March 31 and submits the final draft signed by all three members of the dissertation committee to the Program Director and Provost **no later than April 25th**

If the Director deems the final draft unsatisfactory or if the student requires more time to complete the necessary revisions, he/she may receive the degree in August or December and attend the graduation ceremony the *following* May.

All requirements for the Ph.D. in Humanities degree must be completed before receipt of the degree. The deadline dates for completing all requirements are May 1, August 1, and December 1 for receipt of degrees in May, August, and December, respectively.

Publishing the Dissertation in ProQuest UMI/ETD

Shortly after a successful defense, the student should refer to the [Graduate Student's Guide to McKillop Library: Dissertation Formatting & Deposit](#) for guidance in submitting the final draft to ProQuest. Dissertations will be submitted electronically through the ProQuest UMI Electronic Theses and Dissertations website at <http://www.etsadmin.com/salve>. You do not need

to print a hard copy of your dissertation. ProQuest will send the library a bound copy; these will appear on your final invoice, but you will not be charged for them.

- ProQuest UMI ETD provides a series of guides on publication and copyright considerations for dissertation publishing. Students are encouraged to review these guidelines before submitting their dissertation.
- If media (video, audio, computer programs, and/or a significant number of images) needs to be included with the dissertation, please be sure to pay attention to the requirements for supplemental files.

The student must submit their completed signature page to the [Graduate and Professional Studies Office Coordinator](#) before submitting their dissertation. The signature page will then be sent to the Director of Library Services.

The student also submits the final version of the dissertation to the doctoral program director, [Sean O'Callaghan](#).

Students should also have their dissertation, with all required signatures ready to be uploaded to ProQuest by:

May 1st for May graduates

August 1 for August graduates

December 1 for December graduates

Typically, all requirements will have been met and the *final dissertation manuscript* will be complete and ready for submission for publication following the successful completion of the defense. *University transcripts will not be released until the final version is submitted to the University and deposited with ProQuest UMI/ETD.* The ProQuest UMI ETD submission process includes the following which the student should consider, which can be completed in any order:

- Search engine optimization (recommended),
- Setting metadata – what words or terms will allow future researchers to find your work?
- Traditional vs. Open Access publishing – the library recommends selecting Traditional Publishing. Students can publish Open Access for free via the Salve Regina University institutional repository, Digital Commons: http://digitalcommons.salve.edu/phd_dissertations/. ProQuest charges \$95 for its service, which it offers for students whose institutions do not have repositories. Publishing in Digital Commons is allowed under ProQuest's Traditional Publishing agreement.
- Registering for U. S. Copyright. This is not required, as students will own the copyright of their dissertations regardless. The decision to register is up to the student.
- Ordering personal copies. As mentioned above, students do not need to order copies for the library.
- Uploading the dissertation and any supplemental files. The upload limit is 1000 MB; most dissertations are under 10 MB.
- Uploading copyright permissions documents. These must be submitted for any non-public domain materials used in the dissertation that was not created by the dissertation writer. This includes, among many other things, images found on the Internet.
- Setting an embargo – Should a student desire their dissertation not be available in any form, including through university libraries or online repositories they must complete

this [request form](#). It should be noted however, the author, title, and abstract will always be made available upon successful defense of the dissertation. Requests for a dissertation embargo must be submitted by the researcher (student) to the Doctoral Graduate Program Director prior to or within 3 working days after a defense. Once a dissertation has been submitted to ProQuest for publication, supporting an embargo request is unlikely.

FORMS

The Ph.D. Program in the Humanities

Salve Regina University
Newport, RI 02842-4192

Subject Fields Oral Exam Grade Form

Exam# _____

Student Name: _____ **Student ID#:** _____

Area of Inquiry (please note this should be the same for both of your exams):

Technology, Science and Society Culture, Language and Memory
Global Ethics and Security Community, Self and Social Transformation

Subject Fields Topic:

History Politics & Economics Philosophy
 Religion & Theology Literature/Cultural Theory Art & Architectural History
Ethics and Bioethics

Student Signature: _____ **Date:** _____

Name of Faculty Examiner: _____

Faculty Examiner Signature _____ **Date** _____

Date of Oral Exam: _____ **Results:** High Pass Pass Fail

Humanities PhD Director Signature: _____ **Date:** _____

**The Ph.D. Program in the Humanities
Salve Regina University
Newport, RI 02840-4192**

Approval of Dissertation Committee

Name: _____ ID#: _____

Address: _____

Daytime Phone: _____ Email Address _____

Preliminary Topic of Dissertation:

Please comment below on how far along you are in developing a topic for your dissertation. For example, have you begun work on your dissertation proposal?

When do you expect to present your proposal for your dissertation? _____/_____/_____

Chair's Name: _____

Chair's email address: _____

1st Member's Name _____

1st Member's Email address: _____

2nd Member's Name: _____

2nd Member's Email address: _____

Are all of your committee members faculty of Salve Regina University? Yes No
If not, please attach a CV for the external member.

Including this semester, for how many semesters have you enrolled in Dissertation Research and Writing?

Signature of Ph.D. Program Director _____ Date _____

**The Ph.D. Program in the Humanities
Salve Regina University
Newport, RI 02840-4192**

Approval to Pursue a Specific Dissertation Topic

Student Name: _____ ID# _____

Address: _____

City and State: _____ Daytime Phone: _____

E-mail Address: _____

Tentative Title for Dissertation:

To the Student: Please make certain to include a tentative title for your dissertation. Attach your detailed dissertation proposal to this form before requesting the signatures of members of your dissertation committee, and the Ph.D. Program Director. You are to follow the requirements for the proposal as presented in the Program Handbook.

To Committee Members: Sign this form only after you have read the materials described above and are persuaded that the dissertation described in those materials satisfies the following criteria:

- The dissertation is likely to make an important contribution to the relevant literature.
- The methodology will yield a legitimate test of the thesis/hypothesis.
- The student has an excellent grasp of the relevant literature.
- The dissertation topic embraces some aspect of the major theme of our Ph.D. Program – *How can the humanities help us understand the effects of technology (broadly defined) on human beings, society, or the environment?*

Name of Chair _____

Signature _____ Date _____

Name of 1st Member _____

Signature _____ Date _____

Name of 2nd Member _____

Signature _____ Date _____

Signature of Ph.D. Program Director _____ Date _____

Signatures in Approval of the Semi-final Dissertation Draft

Note: After preparing this form, the candidate asks the mentor and readers to sign it and add comments. Once completed with signatures and comments, this form should be submitted to the Office of Graduate Studies. One copy of the form should be submitted to the Director of the Ph.D. Program.

Please type or print legibly.

Ph.D. Dissertation of _____
(Candidate's Name)

Title (15-word maximum): _____

Brief Description of Dissertation (When approved, this description will be used to develop University publications related to the Dissertation; e.g. Commencement Booklet, and website):

Humanities Focus/framework: _____

Subject Fields/Core Discipline(s):

Program Theme Focus:

To the Mentor and Readers: In signing, I approve this dissertation in general approach, format, and contents (but not in every detail or statement) as a semi-final draft ready for public oral defense by the candidate.

(Mentor's Printed Name and Signature) *(Date of Approval)*

Comment(s): _____

1. (Reader's Printed Name and Signature) *(Date of Concurrence)*

Comment(s): _____

2. (Reader's Printed Name and Signature) *(Date of Concurrence)*

Comment(s): _____

SALVE REGINA UNIVERSITY
Graduate and Professional Studies
Newport, RI 02840

Approval of Final Defense

This doctoral work of _____ entitled:

submitted to the Doctoral Programs in partial fulfillment of the requirements for the degree of

Doctor of Nursing Practice

PhD in Behavior Analysis

PhD in Humanities

PhD. in International Relations

at Salve Regina University has been read and approved by the following individuals:

Member 1:

(Name and degree of person typed)

(signature)

Date: _____

Member 2:

(Name and degree of person typed)

(signature)

Date: _____

Chair:

(name and degree of person typed)

(signature)

Date: _____

Graduate Program Director: _____

(print name)

Date: _____

Signature: _____

Has been approved by : _____

Date: _____

David Altounian, PhD

Vice Provost, Graduate & Professional Studies

APPENDICES

Sample Dissertation Title Page

Dissertation Related Guides

Humanities Ph.D. Quick Facts

Graduate and Professional Students Catalog Highlights

SALVE REGINA UNIVERSITY

(FIRST LINE DISSERTATION TITLE)

(SECOND LINE DISSERTATION TITLE)

A DISSERTATION SUBMITTED TO
THE FACULTY OF THE
HUMANITIES PROGRAM IN
CANDIDACY FOR THE DEGREE
OF
DOCTOR OF PHILOSOPHY

BY

(NAME OF CANDIDATE)

NEWPORT, RHODE ISLAND

(MONTH, YEAR)

Dissertation Related Guides

REQUIRED

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. Edited by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, and William FitzGerald 9th edition/ed. Chicago: The University of Chicago Press, 2018.

OTHER RESOURCES

Becker, Howard S. *Tricks of the Trade*. Chicago: University of Chicago Press, 1998.

Bolker, Joan. *Writing Your Dissertation in 15 Minutes a Day*. New York: Henry Holt and Company, 1998.

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. Chicago: University of Chicago Press, 1995.

Cone, John D., and Sharon L. Foster. *Dissertations and Theses from Start to Finish*.

Washington, DC: The American Psychological Association, 1993.

Davis, Gordon B., and Clyde A. Parker. *Writing the Doctoral Dissertation*, 2nd ed. New York: Barron's, 1997.

Galvan, Jose L. *Writing Literature Reviews*. Los Angeles:

Pyrczak Publishing, 1999. Meloy, Judith M. *Writing the*

Qualitative Dissertation. Hillsdale, NJ: Lawrence Erlbaum Associates, 1994.

Pyrczak, Fred. *Completing Your Thesis or Dissertation*. Los Angeles: Pyrczak Publishing, 2000.

Rudestam, Kjell E., and Rae R. Newton. *Surviving Your Dissertation*. Newbury Park, CA: Sage Publishing, 1992.

McKillop Library. 2023. "[Graduate Students' Guide to McKillop Library: Dissertation Formatting](#)." Last modified March 30, 2023.

Humanities Ph.D. Quick Facts

Who do I contact if I have any questions about the Program?

General information: The Office of Grad Studies 401-341-2338 or gradoffice@salve.edu

Forms and procedures: Robyn Buck 401-341-2871 robyn.buck@salve.edu

Academic support: Elaine Forsythe 401-341-2244 elaine.forsythe@salve.edu

Course registration and issues: Office of Registrar 401-341-2943 sruregistrar@salve.edu

How many credits do I need to complete the Program?

42 credits: 30 through core classes plus 9 elective credits as part of a concentration and the final 3 credits in the dissertation stage with continuous enrollment until defense is complete. Up to 9 credits may be waived with Program Director approval from master's level coursework.

What does the Language Requirement entail?

All students admitted into the Ph.D. in Humanities Program are required to demonstrate a reading and translation proficiency in a language other than English, approved by their advisor. Students whose first language is not English are exempt from the requirement. Otherwise, students may have taken a language at the master's level or a two-semester intermediate level course at the undergraduate level, where they achieve a B or better. Students not able to fulfill the above must pass the Language Reading Knowledge Exam offered at the University of Wisconsin-Madison (<https://languages.wisc.edu/>). Students may choose to take a Reading and Translation course to prepare for the exam like the online Reading and Translation course offered through University of Wisconsin.

What are the various requirements to complete the Program?

Students must complete all classes, two Subject Field (oral) exams, the Language Requirement, and the Comprehensive Exam. The student will then propose a Ph.D. topic to their committee and will begin the Dissertation Phase.

What is HUM 680?

When students have completed their coursework, fulfilled the language requirement and at least one subject field exam, and passed the comprehensive exam, they gain ABD (all but dissertation) status and enroll in HUM 680. Students continue to enroll in this course each semester until they defend. During this time of research and writing, students are in contact with their committee chair, submitting a brief update at the end of each semester. A 'clinic' with the Program Director and fellow students is offered each semester to everyone in this phase of the program. HUM 680 is not offered in the summer.

How long do I have to complete my Ph.D. dissertation?

The dissertation phase should take no less than 18 months and no more than 7 years. The average time is two-three years.

How do I form a committee?

A committee is comprised of three professors who are Ph.Ds. One should be selected as chair. One committee member may come from outside Salve Regina University with submission of a resume and approval by the Program Director.

What should my proposal consist of?

A written proposal should be 20-25 pages in length (12 pt. font, double spaced, single side) and must be given to the committee at least 6 weeks before the oral proposal takes place. Oral proposals can be scheduled once a student has approval from the Program Director and last about 1 hour (30-minute presentation plus discussion)

How long should my dissertation be?

Most dissertations at Salve Regina University are about 250 pages all inclusive.

What are the deadlines for my dissertation to be sent to my committee so that I can defend?

- For a May degree and graduation:
 - semi-final draft by January 1st
 - final draft by February 28th
 - defend in March/April.
 - all requirements (dissertation plus defense) must be completed by May 1st.
- For a December degree (without a degree ceremony):
 - the semi-final draft by September 1st
 - final draft by October 15th.
 - defend in October/November
 - all requirements (dissertation plus defense) must be complete by December 1st

How long should my defense last?

Your presentation of your defense should last no longer than 40 minutes. The committee will then have about 75 minutes to question you about your research. Expect your full defense to last between two and two and a half hours.

What do I need to do after the defense?

Following your defense, complete any alterations to your dissertation that the committee has asked you to make. The completed dissertation signature page must be submitted to the Office of Graduate and Professional Studies, the registrar, and the library before contacting the Director of Library Services to find out the requirements for uploading your dissertation to ProQuest.

Graduate and Professional Studies Catalog Highlights

Welcome from the Vice Provost

Welcome to the Salve Regina community. Congratulations as you begin your academic pursuit of earning a Ph.D. in Humanities. We are pleased that you have chosen to pursue the doctoral program at Salve Regina University and are confident that you will consider this a positive and worthwhile decision. The Graduate and Professional Studies faculty and staff strive to support you throughout your program. The program faculty are committed to providing you with many opportunities for discovery, intellectual stimulation, and personal growth throughout the program. Our program strives to be rigorous while encouraging you to explore and develop deeper insights into your area of research and study.

We look forward to getting to know you along your journey towards earning your terminal degree.

Dr. David Altounian

Mission of the University

As an academic community that welcomes people of all beliefs, Salve Regina University, a Catholic institution founded by the Sisters of Mercy seeks wisdom and promotes universal justice. The University, through teaching and research, prepares men and women for responsible lives by imparting and expanding knowledge, developing skills, and cultivating enduring values. Through liberal arts and professional programs, students develop their abilities for thinking clearly and creatively, enhance their capacity for sound judgment, and prepare for the challenge of learning throughout their lives. In keeping with the traditions of the Sisters of Mercy, and recognizing that all people are stewards of God's creation, the University encourages students to work for a world that is harmonious, just, and merciful.

Accreditation

The University is accredited by the New England Commission of Higher Education (NECHE) through its Commission on Institutions of Higher Education. Accreditation of an institution of higher education by NECHE indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited College or University has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Purpose

This handbook is designed to familiarize students and faculty with the policies and procedures of the Ph.D. in Humanities Program at Salve Regina University. It provides general information for all doctoral students in addition to specific information about the program's orientation and requirements. It is intended to be used as a guide for students to resolve problems that typically arise when engaged in doctoral study. If you have any questions about an aspect of this guide, contact the office of Graduate and Professional Studies at gradoffice@salve.edu or telephone (401)-341-2338.

Academic Policies and Procedures

Academic Policies: can be found on the University Website within the Graduate and Professional Studies Catalog and should be carefully reviewed each year by the student. Topics include:

Academic Honor Code	Add/Drop Period	Online Studies
Academic Conduct	Course Changes	Synchronous
Intellectual Property	Non-credit Registration	Asynchronous
Plagiarism	Prerequisites	Hybrid
Confidential	Special Enrollment Sections	Computer Requirements
Credit Hour	Directed Study	Graduation Policies and Procedures
Class Attendance	Independent Study	Grading Policy
Administrative Withdrawal	Internship	Incompletes
Matriculation & Enrollment	Thesis Option	Online Grade Reports
Course Numbers	Dissertation or Scholarly Project Option	Falsifying Educational Records
Registration Policies & Procedures	Withdrawal from a Course	Grade Review – Resolving Questions
Student Responsibility	Continuous Enrollment	Cumulative GPA
Academic Calendar	Time Limitations	Course Repeat Policy
Off-Campus Classes	Leave of Absence	Academic Probation and Dismissal
Change of Address/Name	Withdrawal from the University	Institutional Review Board
Registration Holds	Transcripts	
Registration		

Academic Calendars are available online and should be used as a reference for important dates.

Course Registration is required each semester for a student to be enrolled. Students need to enroll each semester to maintain an active status.

If a student has any problem with course registration, they should contact the Registrar at sruregistrar@salve.edu or call 401-341-2943

The graduate and academic program offices **do not** have access to registration systems.

Email Policy: Under Salve Regina’s e-mail policy, ***only the [@salve.edu](mailto:) e-mail account should be used for student academic and business electronic communications.*** All electronic communication initiated by University offices for students is sent to students' Salve Regina University e-mail accounts and includes important announcements, individual notices, and course notifications. The Salve Regina e-mail account provides the University a means of communicating effectively without being unduly concerned when other e-mail accounts become invalid. It is important to emphasize that Salve Regina does not send information to students using any other e-mail account. Students must check their Salve Regina Web mail often. The Office of Information Technologies provides detailed guidelines about the procedures for all students. Students who need help with the log-in should contact the Salve Regina Technology Services Center at tsc@salve.edu.

GPA Requirements: A cumulative grade point average of B (3.0) is required to qualify for a graduate degree or certificate. Students whose cumulative grade point average falls below 3.0 in any given semester or who earned a grade lower than a B- are considered to be on academic probation for the following semester. Students on probation for two continuous semesters may be dismissed from the University. Students will receive a written notice of this decision, including a process for appeal. Students who are dismissed may make a written appeal to the provost following the process specified on the dismissal notice. If readmission is granted, a student will be re-enrolled on academic probation and will be informed of specific academic criteria and expectations in

writing. Students reinstated by appeal may not, if dismissed again in subsequent semesters, submit any further appeals for readmission. International students studying on a nonimmigrant visa should consult with the appropriate designated school official to review visa status issues and alternatives.

Graduate Catalog: The Salve Regina University Graduate Catalog is the official document of the University regarding policies and procedures. Each student is responsible for being familiar with and adhering to these policies.

Research Guidelines: All research involving human subjects must go through [Salve Regina University's Institutional Review Board \(IRB\)](#), the local review board created by federal regulations. The IRB is responsible for protecting the rights and welfare of human subjects in research conducted under the aegis of Salve Regina University. Salve Regina students who plan to conduct research applicable to IRB review should work through their professor or committee chair to obtain the relevant documents. After receiving IRB approval, students planning to conduct survey research can receive access to the University's license for [Qualtrics](#).

Student forms are available on the website in both a pdf and online format including:

add/drop	FERPA release
change of address/phone	grade release
change of advisor	leave of absence
change of legal name	health professions interest
change of major/concentration	incomplete grade request
change of minor	registration form
course audit	special enrollment
course authorization	transfer credit approval
course withdrawal	University withdrawal

Syllabus: A course syllabus is prepared by faculty for each course and is housed in [Canvas](#). In addition to University policies, students must pay close attention to unique semester guidelines and course-specific policies outlined in each syllabus.

Time Limitations: Doctoral degree work must be completed within three years of matriculation to sit for the comprehensive exams. All doctoral work must be completed within seven years of matriculation.

Timeline for Graduation and Receipt of Diploma:

Students intending to complete their degree requirements for one of the three-conferral dates in May, December or August must:

- Complete a **Petition to Graduate** through My Salve in Salve Regina's campus portal.
- Submit any official transcripts from another institution that will be applied towards completion of their degree requirements.
- Ensure that any balance on their account is paid in full to participate in commencement and receive their diploma.
- Complete an exit interview with Financial Aid prior to graduation, if applicable.

The appearance of a student's name in the Commencement program is presumptive evidence of graduation but is not regarded as conclusive. The official Salve Regina University transcript is conclusive testimony of the student's academic record and possession of degree(s) awarded by this institution.

Commencement and Regalia: Graduate Commencement is held once a year and is typically in the afternoon on the second or third Thursday in May. Commencement is held under a tent on the lawn between O’Hare Academic Center and McAuley Hall. Doctoral regalia can be purchased by the student through the [bookstore](#) or rented through the office of Graduate and Professional Studies.

Exit Survey: Upon submitting the dissertation, candidates are asked to complete the Graduate Exit Survey, which will be available by the [Office of Institutional Research and Effectiveness](#).

Financial Information

Accepting Fiscal Responsibility: Students need to complete the Fiscal Acceptance each semester before registration. You may access the Fiscal Acceptance in My Salve in the Required Agreements section. It is recommended that students accept Fiscal Responsibility before their registration time to prevent registration delays.

Financial Aid is available for graduate students in the form of federal and private loans. Financial aid eligibility requires students to maintain at least 3 credits (half-time status) per semester. (For summer session 3 credits is also considered half-time.) If you fall below this requirement, you will not be eligible for financial aid (federal loans).

To be eligible for federal financial aid, you must apply each academic year. Since each graduate student's financial aid is calculated based on the individual's unique schedule and charges, it is the student’s responsibility to inform the Office of Financial Aid of any schedule changes for each enrollment period. Complete instructions with links to required forms are available in the [Admissions/Financial Aid](#) section of the Salve Regina University Web site.

To be eligible for financial aid, a student must:

- Be a citizen or legal resident of the United States
- Be enrolled at least half-time and be accepted as a candidate in a degree- or certificate-granting program at the University (Conditionally accepted students are eligible for a maximum of two semesters).
- Be making satisfactory progress toward the completion of the course of study
- Not be in default on Federal loans
- Not have exhausted lifetime Federal loan limits
- Not owe a refund on a Federal grant

Renewal of financial aid is not automatic. Recipients are required to apply each year by the announced deadlines. The Office of Financial Aid reserves the right to reduce, increase, or otherwise adjust any financial aid for which it is responsible. For further information regarding any of these financial assistance programs, visit the Financial Aid website, and write or call the Office of Financial Aid at Salve Regina. For your convenience, complete instructions with links to required forms are available in the [Admissions/Financial Aid](#) section of the Salve Regina University website.

Tuition Refund Insurance is recommended and offered at Salve Regina through a plan independent of the University that guarantees a tuition refund in cases of physical illness (90 percent reimbursement) and mental illness (90 percent reimbursement) any time during the semester. This plan is purchased per semester and the premium for this insurance plan varies from year to year but is generally less than 1 percent of tuition. You must enroll in the plan before the published start of each semester. Students with late start courses must enroll before the start of the semester, not before the start of each course. Canceling a plan must also be done before the start of each semester.

Policies can be requested in writing or by email to businessoffice@salve.edu. Premiums will be charged to the student tuition account and can be paid by mail, online through the portal or over the phone with Visa or MasterCard. For additional information contact: A.W.G. Dewar, Inc. 4 Battery March Park, Quincy, MA 02169 Office: (617) 774-1555 Email: trp@dewarinsurance.com Website: www.collegerefund.com

Veterans Administration Educational Benefits: Salve Regina University is approved for veterans' benefits, including Yellow Ribbon benefits. The V.A. enrollments are certified through the Office of the Registrar. Interested persons should contact their federal veteran's education website at www.gibill.va.gov or phone 1-(888)-GI-Bill1 (1-888-442-4551) for assistance.

Salve Regina University complies with the Veterans Benefits and Transition Act of 2018 and the requirements of 38 USC 3679(e). As such, Salve Regina University will not prevent enrollment, assess a late penalty fee, require securing alternative or additional funding, or deny access to any school resources to any student using Chapter 33 Post 9/11 GI Bill or Chapter 31 Vocational Rehabilitation benefits, even if the VA has not yet paid tuition and fees.

Students utilizing VA benefits are required to produce the VA's Certificate of Eligibility by the first day of class, provide a written request to be certified, and provide additional information needed for proper certification.

National Guard Tuition Assistance: Members of the National Guard may qualify for state-sponsored tuition assistance programs. Students interested in this program should contact their Adjutant General's office. Members of the Army National Guard may also qualify for Army ROTC tuition assistance benefits under provisions of the Army ROTC Simultaneous Membership Program.

Student Support Services

Campus Portal: Within the [Campus@Salve](#) portal is a group where students will find important program-specific announcements, can communicate with each other and faculty and will find student resources and notice of upcoming events. There is a group specific for Graduate students and one for those in the Humanities program.

Degree Planner: Upon acceptance, students may view and follow their degree planner found in the Academic Programs section of the Graduate Course Catalog. Students will refer to their degree listing to find an appropriate degree planner available to print. A student's online Academic Evaluation is found in Student Planning in My Salve. The evaluation displays program requirements. Once again, students are strongly encouraged to contact the program director for any advice related to their program and their academic progress.

Disability Services: Salve Regina is committed to providing graduate students with disabilities equal and integrated access to all of its educational, residential, social and recreational programs. The Office of Disability Services, as required by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, ensures that students with disabilities receive appropriate accommodations and assistance in order to participate fully in University programs. Students with disabilities that entitle them to instructional modifications or other accommodations must register with the Office of Disability Services at the Academic Center for Excellence (ACE) and provide professional documentation of the disabling condition. The office is located on the first floor of the Library and is open Monday - Friday 8:30 a.m. - 4:30 p.m. EST and can be reached by phone (401-341-3150) or by e-mail (laura.barry@salve.edu).

Graduate Academic Progress Specialist is a resource available through the Office of Graduate and Professional Studies and can be reached at 401-341-2244 or elaine.forsythe@salve.edu.

McKillop Library offers extensive services and resources for graduate and doctoral students.

- Liaison program for research support: <https://salve.libguides.com/liaisons>
- Online research guides (also linked to courses in canvas): <https://salve.libguides.com/?b=s>
- For grad students: <https://salve.libguides.com/GraduateStudents>

Online Course Structure and computer requirements: Online courses are delivered via the Internet using course management software. Students must use a supported Web browser to access the Internet and courses. The University uses Microsoft Office, so all written papers need to be saved in a file format compatible with Microsoft Word. Additionally, some courses may require plug-ins to access course material. Contact The Technology Service Center (tsc@salve.edu) for assistance if you need specific information regarding computer requirements.

Brainfuse is an online tutoring and writing lab that includes a wide range of academic support tools. This is available for all enrolled graduate students and is embedded in Canvas and as a stand-alone.

Student ID cards are required for all students and serve as identification for members of the Salve Regina University community. The SALVE card is available to all students after receiving their Salve credentials and can grant access to a multitude of services including access to materials from the library and special reference databases. A link is provided by the Admissions Office for new students to upload a photo and information to the [card office](#) using the [required guidelines](#). Students may visit the card office located at the garden level of the library to obtain a student ID card.

Textbooks for courses are available from the Salve Regina University bookstore. Textbooks should be ordered before the course begins to ensure adequate preparation for the first day of class. If you wish to see what texts are required for specific courses, please consult the [bookstore website](#).
