SALVE REGINA
UNIVERSITY

Doctoral Student Handbook
Ph.D. in Humanities and Technology

2026-2027

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

All students in this program are required to acknowledge review of the handbook annually.

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Ph.D. in Humanities and Technology Program Handbook

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

Introduction

Welcome from the Program Director

Welcome to the Handbook for the Ph.D. in Humanities and Technology. 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 our program 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. Troy Catterson

Mission

The Ph.D. in Humanities and Technology 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 and Technology 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 began in 1989 and was accredited by the New England Commission of Higher Education (NECHE) in 1994.

Credits
The Ph.D. in Humanities and Technology 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 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 and Technology 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 residences 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 HUM-670 (at home), they can propose it for 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):
For a brief description of each core course, please **follow this LINK.**

	Fall		Spring		Summer	
FIRST YEAR	HUM-600	HUM-618	HUM-610	HUM-617	HUM-621	HUM-620
SECOND YEAR	HUM-605	HUM-625	HUM-635	HUM-635 HUM-670		
THIRD YEAR	HUM-680		HUM-680		HUM-680	

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. Immediately following, students register to take the Comprehensive Exam (HUM670). They are now poised to begin work as independent researchers and thinkers.

HUM-680 Dissertation Research and Writing
Students are expected to enroll in Dissertation Research and Writing each fall and spring until the final version of the dissertation is accepted. Mentoring and guidance is provided to the student during the process of researching, writing, revising, and defending the dissertation.

Students cannot register for HUM-680 until they have successfully passed their comprehensive exams (HUM-670), completed their language proficiency requirement, and have passed at least one of their subject field exams.

Second Language Proficiency Requirement

All students admitted into the Ph.D. in Humanities and Technology Program are required to demonstrate a reading and translation proficiency in a language other than English that is approved by their advisor. Students whose first language is not English are exempt from the requirement. Otherwise, students may demonstrate this proficiency by having taken a language at the master's level or a two-semester intermediate level course at the undergraduate level where they achieved a B or better. Students not able to fulfill the requirement in the above manner may fulfill the requirement by either passing the Language Reading Knowledge Exam offered at the University of Wisconsin-Madison (https://languages.wisc.edu/), or they can achieve a B or above in their online Reading and Translation course.

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 (HUM670).*

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 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. It is strongly encouraged that students complete their first subject field exam before taking the comprehensive exam (HUM670). **The second subject field exam can be taken after the Comprehensive Exam (HUM670), but both must be completed before the Proposal**. 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. **However, each subject field exam must be administered by a different professor**. 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 an 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 to a time with the professor and sends him or her an annotated bibliography of the books (about 25 for each subject field). 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 in the Humanities Portal Resource Page. 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 (HUM-670)

Students qualify for doctoral candidacy after successfully passing the Comprehensive Examination (HUM670) which is offered at the end of spring semester each year. The exam follows satisfactory fulfillment of coursework. In the Comprehensive Exam (HUM670), 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 the semester 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 (HUM670), 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 (HUM670) is passed, the student moves into the dissertation phase and must register in the next semester for HUM-680.

Time Limitations: Doctoral degree course work must be completed within three years of matriculation to sit for the comprehensive exams (HUM670). All doctoral work must be completed within seven years of matriculation.

Dissertation Phase

HUM-680 Requirements
Following successful completion of the Comprehensive Examination (HUM670), students advance to doctoral candidacy (ABD status). As indicated above, after successfully completing of HUM670, 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 submit goals to their chair at the beginning of each semester and will receive an end-of-semester grade ranging from A-F. To achieve a passing grade, students must demonstrate that they have fulfilled the goals agreed upon at the beginning of each semester. This is to ensure that a student is maintaining momentum and progressing towards 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 to complete their dissertation. A student has four years beyond passing the Comprehensive Exam (HUM670) 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). The chair is the major advisor and resource to the student during the dissertation phase. Students must confirm a chair by the end of their first semester in HUM-680. **Before choosing a chair for their committee, the student is required to consult with the program director to ensure that this person is best qualified to direct their specific research project.**

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 in the Humanities Portal Resource Page. This form must be submitted to the Graduate Studies Office Coordinator at gradoffice@salve.edu by the student.

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 frequent 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: Students should not expect the same level of support from committee members during designated University breaks.

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, 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 and approved the written proposal. Once the chair and the rest of the committee think that the student is ready to defend his/her proposal, **the chair notifies the program director and the Graduate Office that the student is approved to schedule a date for the presentation of the proposal**. **Please remember that the proposal cannot be scheduled until both subject field exams have been completed**. The program director will verify that this requirement has been fulfilled.

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. 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.
6. If the student is using interviews or questionnaires or working with human subjects, they need to show approval of their empirical and ethical approaches. All research utilizing human participants must obtain the Salve IRB (Institutional Review Board) approval before implementation. Approval documentation will be required with the final draft of the document. 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.

7. 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.
8. If the student is using interviews or questionnaires or working with human subjects, they need to show approval of their empirical and ethical approaches. All research utilizing human participants must obtain the Salve IRB (Institutional Review Board) approval before implementation. Approval documentation will be required with the final draft of the document. 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.
9. A working hypothesis. What is the student expecting to find out?
10. A connection. How does the proposal relate to the humanities? What aspects of the humanities will inform the work and contextualize it?
11. List of proposed chapters.
12. 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.
13. Bibliography
14. Students should use Turabian for referencing and be strictly consistent with it.

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.

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

Dissertation Structure

The student and the dissertation committee should determine the overall structure that best serves the student's thesis but students must adhere to the guidelines found in the Graduate Students' Guide to McKillop Library: Dissertation Formatting & Deposit.

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

title page (Title must be 180 characters maximum)

The title page must be in the format presented in the **Appendices** *(Title Page for Dissertation)*

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. 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. 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 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 Involving Human Subjects

If a student is using interviews or questionnaires or working with human subjects, they need to show that they have contacted the Office of Research Integrity 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 Institutional Review Board at Salve Regina before the proposal to inform it of their intentions and then submit more details 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 reviewable 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.

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

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.

Committees on average four to six weeks to read a dissertation and send comment. 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.

The semi-final draft should not contain chapters or work not previously seen by the committee

- For a May degree, the semi-final draft should be submitted by the first day of the spring semester and, following comments, the final draft by February 28th.
- For a December degree, the semi-final draft should be sent by the first day of the fall semester 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

It is urgent that the student prepares the dissertation manuscript according to the formatting guidelines from the very beginning of the writing process. If the student prepares their manuscript first and then tries to reformat it, it will create a host of problems. 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, along with the Form D: Approval to Defend Dissertation*** to their committee and the Program Director according to the timetable outlined above.

After preparing **FORM D –** *(Approval to Defend Dissertation), which can be* found in the Humanities Portal Resource Page, 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 FORM D should be submitted by the first day of the semester,*** 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.
- 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 are not required to 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. All semester deadlines must be met to schedule a defense**.**

- The student schedules the date of the defense in negotiation with the committee. Students are responsible for confirming dates and times with all committee members. It is the student and the chair's responsibility to reserve a room for the defense. They may do this via Live 25, which is the university's room reservation system. Once the defense has been scheduled,

they then notify the Graduate Studies Office Coordinator, who will send a confirmation to the student and the committee members and place the defense date on the university event calendar. Defenses are public events, and the University community, family, and friends are invited to attend.

- If the student plans on defending during the Fall Semester, they must schedule their defense before the 3rd Friday of November. If they plan on defending during the Spring Semester, they must schedule their defense before the 3rd Friday of April.

- Defenses are not scheduled during the summer months.

The student should present for **forty (40) minutes at the most.** Students are required to prepare a slide deck that complies with the University's technology to guide their presentation. Students 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. The committee will either approve the dissertation, approve with edits, or disapprove. If minor edits are needed, the student will have two weeks to make the necessary changes. Final acknowledgement of the changes is required on **Form E** before it is signed by the Program Director and the Vice Provost and subsequently submitted to the library and Office of the Registrar.

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 approves the student to graduate.

Form E - *(Approval of Final Defense), which can be* found in the Humanities Portal Resource Page, 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.**

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 the first day of the semester. *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 and Technology 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,

Publishing the Dissertation in ProQuest UMI/ETD

Once the student has passed their dissertation defense, they should refer to the **Doctoral Student's Guide to McKillop Library: Dissertation & 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.etdadmin.com/salve. You do not need to print a hard copy of your dissertation. ProQuest will send the library a bound copy.

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 and the Registrar.

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 a fee for 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** – It is the overall goal of this program, as well as most Ph.D. programs, to encourage the dissemination of new knowledge and research. Therefore, the general policy of this program is to deny the setting of an embargo on a student's dissertation, unless the student can give overriding reasons for doing so. Legitimate reasons typically fall under two categories: 1. The student has a contract with a publisher that stipulates this as a precondition for publication, and 2. the dissertation contains information that is classified by a government or private institution. Please see the embargo request form for more detailed information on legitimate exceptions.

    - 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.

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APPENDICES and IMPORTANT LINKS

APPENDICES

Sample Dissertation Title Page

Dissertation Related Guides

Humanities and Technology Ph.D.

LINKS

Graduate and Professional Studies Catalog

Graduate Financial Information

Graduate Academic Policies

Course Catalog

Graduate Students Connect Portal Page (Handbook, Doctoral forms, Important updates, resources, and **Registration Guides**)

Graduate Humanities and Technology Portal

Page Handbook Acknowledgment

Salve Regina University

(First Line Dissertation Title)

(Second Line Dissertation Title)

A Dissertation submitted to

The faculty of the

Humanities and

Technology program in candidacy for the

degree

of

Doctor of Philosophy

By

(Name of candidate)

Newport, Rhode Island

(Month, year)

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 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 edition 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. **"Graduate Students' Guide to McKillop Library: Dissertation Formatting."**

Dissertation Defense Guide