

## SCCJ SUPERVISORY COMMITTEE MEETING CHECKLIST

Please remember that the supervisory committee cannot approve transfer credit for any student, this must be done by the Graduate Chair. This checklist is intended to assist the supervisory chair, to ensure that students have taken all required steps for their stage in the program. This checklist should be filled out each year during the supervisory committee meeting and then filed in the student's file.

Student's Program: \_\_\_\_\_ Doctoral    \_\_\_\_\_ MA/Ph.D.

1. Review the student's **PLAN OF STUDY**: The plan of study must be on the form found on the graduate college website.
  - A. Correct form?
  - B. Number of hours (62 hrs. beyond the masters; 92 hrs. beyond the bachelors). Please note that the student cannot double dip with electives for both the masters and doctoral degrees, courses can only be counted toward one or the other degree.
  - C. Are there classes outside the department that this student should consider? Even UNL.
  - D. Are they taking the courses in an order that will allow them to get all that they need?
  - E. For Accelerated Students: Remember to use masters level Independent study class, not doctoral level. (8190 instead of 9980).
  - F. For Doctoral Students: They have 9 hours of Independent study and directed readings available to them, however they must save 6 hours of this for the comprehensive exam.
  - G. Students who are on graduate assistantships must be registered for a minimum of six credit hours every fall and spring (not necessary in summer).
  
2. Remind the student that they must check their degree audit at least once each semester so that problems can be caught and dealt with accordingly. If a course is listed as "not counted toward the degree," the committee must confirm by email to the Graduate Chair that the course should count and the student should contact same so that an email can be sent to the Graduate College requesting the correction.
  
3. Faculty can keep records on students if they choose, however a copy of everything must be placed in the student's master file in the file room.
  
4. Forms:
  - For MA/Ph.D. Students:
    - A. Form supervisory committee in first semester, fill out the **APPOINTMENT OF SUPERVISORY COMMITTEE FORM (Online)** and get appropriate signatures. (Copy

to student's master file, copy for student, original to graduate college). (Remember, all supervisory committees must have 4 members, 3 CRCJ and 1 outside member).

- B. Each year before the supervisory committee meeting, the student should fill out the **PROGRESS REPORT FOR MASTERS CANDIDATES FORM (In-House)** and bring this to the meeting.
- C. Each year when the Plan of Study is reviewed, any changes in that plan should be discussed and approved by the supervisory committee. If changes are needed, the student must fill out a new Plan of Study and go through the approval process again.
- D. Remember that Masters Students can take up to 7 credit hours of CJ8190 – Independent Study, but no more than that. Once they are in the doctoral program they have 6 credit hours of CJ8190- Independent Studies and 3 credit hours of CJ9980 – Directed Readings available to them. However, 6 credit hours of this 9 must be taken in the fall or spring semester in which they write the doctoral comprehensive exam.
- E. Does the student have any Incompletes, if so they should be remedied and then fill out the **CHANGE OF GRADE OR REMOVAL OF INCOMPLETE FORM (In-House)**.
- F. In the last semester of coursework, the student must create a Thesis Committee consisting of two SCCJ faculties and one outside member who is a University of Nebraska graduate faculty member (i.e., UNL, UNK, UNO, or UNMC). The student fills out the **PROPOSED SUPERVISORY COMMITTEE FORM (Online)** and notes on the form that it is a Thesis Committee, obtain appropriate signatures (copy to student master file, copy to student, original to graduate college).
- G. When the Thesis Topic is approved by the Thesis Committee, the student must fill out the **THESIS/THESIS-EQUIVALENT PROPOSAL APPROVAL FORM (Online)** get the appropriate signatures (copy to student master file, copy to student, original to the graduate college). Please note that in order to graduate, the thesis must be defended, revised, and approved by the Graduate College at least one month prior to the date of the graduation ceremony.

For Doctoral Students:

- A. During the first semester of coursework, the student must create a Supervisory Committee and fill out the **PROPOSED SUPERVISORY COMMITTEE/APPOINTMENT OF SUPERVISORY COMMITTEE FOR THE DOCTORAL DEGREE (Online)** (copy to student master file, copy to student, original to graduate college). Please note, this committee must have four members (three CRCJ and one outside member).
- B. During the first semester, the student must fill out the **PLAN OF STUDY FORM (Online)**. This plan must be approved by the supervisory committee at their meeting in the spring semester. After that approval, the student must get the appropriate signatures (copy to student master file, copy to student, original to the graduate college).

- C. Doctoral students have 3 credit hours of CJ8190- Independent Studies and 3 credit hours of CJ9980 – Directed Readings available to them. However, 6 credit hours of this 9 must be taken in the fall or spring semester in which they write the doctoral comprehensive exam.
- D. The student should review their Degree Audit each semester and bring a copy to the supervisory committee meeting.
- E. In the last semester of coursework, the student must create a Comprehensive Examination Committee. This is done by filling out the **APPOINTMENT OF COMPREHENSIVE EXAM COMMITTEE FOR THE DOCTORAL DEGREE FORM (In-House)**. The student should obtain appropriate signatures on this form (copy to student, original to student master file). Note: The student does not need to register for hours in the summer semester, however if they are doing the comp in the fall or spring semester, they should register for 6 hours of Directed Readings.
- F. After the student passes the comprehensive exam, they must apply for Candidacy. This is done by filling out the **APPLICATION FOR CANDIDACY FOR THE DOCTORAL DEGREE FORM (Online)**. This form must be done no later than 7 months prior to the final oral exam. The student will get signatures (copy to student master file, copy to student, original to graduate college).
- G. After the comp exam is passed, the student must create a Dissertation Committee before the end of that semester. This is done by filling out the **APPOINTMENT OF DISSERTATION COMMITTEE FOR THE DOCTORAL DEGREE FORM (In-House)** (copy to student, original to student master file).
- H. After the student has a topic fleshed out, then the student should schedule a room and time for a Topic Approval Meeting. When all committee members have agreed to the topic, the student must fill out the **APPROVAL OF DISSERTATION TOPIC FORM (In-House)** and get signatures (copy to student, original to student master file).
- I. After the student has completed the Prospectus, they must schedule a room and time for a defense of the Prospectus. They should bring the **APPROVAL OF DISSERTATION PROSPECTUS FORM (In-House)** to the defense for signatures if the prospectus is approved (copy to student, original to student master file).
- J. At least 3 weeks prior to the final dissertation defense, the student must fill out the **APPLICATION FOR FINAL EXAMINATION OR WAIVER FOR THE DOCTORAL DEGREE FORM (Online)** this form must be submitted with a preliminary copy of the dissertation and abstract to the graduate college (copy of form to student, copy to student master file, original to graduate college).
- K. After the final defense of the dissertation, the revised version must be submitted to the Graduate College at least one month before the date of the graduation ceremony.
- L. When all of the requirements for the degree have been completed, the student must fill out the **REPORT ON COMPLETION OF DEGREE FORM (Online)** (copy to student, copy to student master file, original to graduate college).

M. The student must also submit the finished dissertation to the library via ProQuest. If the student needs assistance submitting their dissertation to ProQuest, they should consult the blue student forms folder for directions.

5. All In House forms are located in the file room.
6. The Supervisory Committee Chair should provide the student with feedback each year following the faculty evaluation of students and the spring supervisory committee meeting

#### Masters Forms List

1. **Progress Report** for Masters Candidates (in-house).
2. **Proposed Supervisory Committee Form** (online).
3. **Thesis/Thesis-Equivalent Proposal Approval Form** (online).
4. **Change in Plan of Study** (online)
5. **Application of Completion of Graduate Certificate** (online).
6. **Report on Completion of Degree Form** (online).
7. **Change of Grade and Removal of Incomplete Form** (in-house).
8. **Application for Graduate/Undergraduate Research Funds** (in-house).

#### Doctoral Forms List

1. **Proposed Supervisory Committee Form/Appointment of Supervisory Committee Form for the Doctoral Degree** (online).
2. **Doctoral Program of Study** (online).
3. **Appointment of Comprehensive Exam Committee for the Doctoral Degree** (in-house).
4. **Application for Candidacy for the Doctoral Degree** (online).
5. **Appointment of Dissertation Committee for the Doctoral Degree** (online).
6. **Approval of Dissertation Topic** (online).
7. **Approval of Dissertation Prospectus** (in-house).
8. **Application for Final Examination or Waiver for the Doctoral Degree** (online).
9. **Report on Completion of Degree Form** (online).
10. **Final Approval of Completed Dissertation Form.**
11. **Graduate Assistantship Application** (online).
12. **Steps in Submitting our Dissertation to ProQuest** (online).