



DOCTOR OF PHILOSOPHY IN HEALTH SCIENCES (Ph.D.)

HANDBOOK

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Ph.D. in HEALTH SCIENCES

Mission Statement: The mission of this PhD program is to shape the next generation of faculty, scholars, and clinical scientists within the health sciences.

Program Description: This PhD program will prepare individuals for research and teaching careers in academia and industry. A significant shortage of professors and clinical science leaders exists in many health science disciplines. There is a need to replace and fill these positions now and in the future. To meet the shortfall of faculty and clinical research scientists, this PhD degree focuses on specific areas within the health sciences in one of two tracks: physical health sciences and social health sciences.

The physical health sciences track focuses on physiological and epidemiological issues related to human health across the lifespan and the social health sciences track focuses on psychosocial issues affecting human health across the lifespan.

The student will be admitted into a specific area of emphasis based on a declared department/unit affiliation. Each track will have a total of 18 hours of emphasis courses and a research seminar class each semester designed to develop the student’s research interest within that area of emphasis. A Major Advisor, assigned to each student, will guide the types of emphasis courses based on the program of study. Students will also select a Dissertation Chair either at the beginning of the program or as soon as they identify their research interest area. The PhD in Health Sciences Handbook includes specifics about the student’s Dissertation Committee. Examples of possible emphasis courses for each track are provided below. Some of the emphasis courses will be focus seminars.

Physical Health Science Track –Emphasis

Examples

Biochemistry (two semesters – 8 hours)

Molecular Biology

Systems Physiology (muscular, cardiovascular, respiratory)

Pharmacology

Stats specific coursework

Special Topics (eg., immunology, genetics, thermo-regulation)

Social Health Science Track

Emphasis Examples

Psychology (clinical, exercise, performance)

Sociology (family, cultural, diversity)

Theories of Practice

Measurement/Assessment Tools

Special Topics (eg., vulnerable populations, public health policy, children, pain management, symptom management)

Admission Requirements

All applicants must meet general requirements for admission to the Graduate School. In addition to these general requirements, Harris College of Nursing and Health Sciences requires the following for admission to the Ph.D. program:

1. A minimum 3.5 grade point average (GPA) on all prior graduate level course work is strongly preferred.
2. A completed course in statistics (adequacy will be evaluated by the committee)
3. A completed graduate level research course
4. A completed master's degree or higher in a related field from a program accredited by a nationally recognized accrediting body.
5. A completed thesis or comparable project from the master's or higher prepared degree
6. Three letters of recommendation: Two of the three must be academic references with at least one of those from your previous graduate program faculty/administrator.
7. A letter discussing research interest area(s) and professional goals.
8. A current license to practice in a related field of study in the U.S. if applicable to the discipline
9. A curriculum vita or resume.

Applicants who do not meet the 3.5 GPA, but who have a GPA of 3.0 on prior graduate level course work may be considered for provisional admission on an individual basis. Factors that will be considered in the admission decision are GRE, GPA on graduate level course work, research interest, scholarly activities, professional leadership, and work history.

In order to be considered for admission, please use the following application deadline. This is the deadline for all materials to be submitted including the application, all transcripts, reference letters, CV, and letter discussing research interest area and professional goals.

Semester for Admission	Submit application no later than
Fall	February 1

Degree Requirements

A total of 54 credit hours of graduate course work must be taken at TCU. Up to three graduate-level courses may be transferred from another school or internally from a pre-Ph.D. graduate degree program allowing a student to meet specific programmatic requirements.

1. 19 credit hours of basic research skills (of which at least nine credit hours include research analysis coursework such as Experimental Design, Mixed Methods, Ethnography, Qualitative Techniques, Regression Analysis).
2. 18 credit hours in emphasis courses
3. Two years of pre dissertation research
4. Written and oral qualifying exams
5. 12 hours minimum in dissertation
6. Teaching experience
7. Ph.D. dissertation

Curriculum Sequence

Research Sequencing within the Curriculum Summary:

Year 1: Exposure to different basic research skills obtained through six HCHS courses (exposure to different research labs, writing styles, research methods, statistical designs, faculty from different disciplines within the chosen track). These research courses are bolded on the curriculum sequencing chart below.

Year 2: One research seminar course per semester with the purpose of aligning the student's research interests developed in year 1 with a faculty mentor, if not already established. This year will include heavy involvement in all areas of a faculty mentor's research. The student will also be developing ideas for the dissertation topic.

Year 3: 12 hours of dissertation – minimum to complete degree

SEMESTER	COURSE #	COURSE NAME	CREDITS
Fall Year 1	HCHS 70112	Philosophy of Science	2
	HCHS 60712	Pedagogy 1	2
	HCHS 60021	Responsible Conduct of Research	1
		Emphasis Area	TBD
Spring Year 1	HCHS 60783	Pedagogy II	3
	HCHS 60260	Research Skills & Techniques	1
	HCHS 80213	Quantitative/Qualitative Methods	3
		Emphasis Area	TBD
Summer Year 1	HCHS 80223	Intermediate Statistics	3
	HCHS 70233	Scientific & Grant Writing	3
		Emphasis Area	TBD
Fall Year 2	HCHS 80233	Advanced Statistics	3
	HCHS 60260	Research Skills & Techniques	1
		Emphasis Area	TBD
Spring Year 2		Emphasis Area	TBD
		Emphasis Area	TBD
	HCHS 60260	Research Skills & Techniques	1
Summer Year 2	Comps must be passed before proceeding		
	HCHS 60260	Research Skills & Techniques	1
Fall Year 3	HCHS 90980	Dissertation Research	6
Spring Year 3	HCHS 90990	Dissertation Research	6

HCHS 80100 used for emphasis courses offered in Harris College

Oversight Committee

The Oversight Committee will serve in the following roles:

1. Admission into departmental selections
2. Assignment of Major Advisor
3. Review student progress end of each semester
4. Department identifies faculty to teach courses, but the committee has final approval of the course assignments.
5. Courses accepted as transfer credits (if available)
6. Approve membership of Dissertation Chair and Committee
7. Special grade/conduct cases: They will hear appeals after comprehensive examination committee (CEC) submits grades
8. Curriculum approval/degree plan
9. Approves candidacy based on recommendations from the CEC

*The Ph.D. in Health Sciences Oversight Committee will be comprised of the Harris College academic department chairs or designee and the Associate Dean of Research:

Emily Lund, PhD, Interim Associate Dean of Research (www.harrisresearch.tcu.edu)

Suzy Lockwood, PhD, Nursing (www.nursing.tcu.edu)

Robyn Ward, PhD, Nurse Anesthesia (www.crna.tcu.edu)

Meena Shah, PhD, Kinesiology (www.kinesiology.tcu.edu)

Anthony Dillolo, PhD, Communication Sciences and Disorders (www.csd.tcu.edu)

James Petrovich, PhD, Social Work (www.socialwork.tcu.edu)

Academic Program Advisement

The Oversight Committee will appoint a major advisor upon acceptance to the program. The functions of the Major Advisor include:

1. Providing guidance to the student on academic and extra-academic assignments, including teaching duties.
2. Developing a plan of study in the first meeting early in the first semester.
3. The final plan should be developed no later than end of summer semester 1st year.
4. Facilitating selection of and approving a minor area of study for the student.
5. Evaluating student's progress should occur at the end of each semester.
6. Approving the prospectus and final completion of the pre-dissertation research projects.

Research Knowledge & Skills

Prior to sitting for written comprehensive examinations, all students are required to demonstrate research knowledge and skills in the form of pre-dissertation research products. Two choices for these products are as follows:

1. Submit 2 manuscripts to peer-reviewed journals, one of which must be original data driven.

OR

2. Submit 1 manuscript to peer-reviewed journal and submit 1 external grant application

Ph.D. Program Requirements

Grade Requirements

1. A student must maintain a minimum cumulative GPA of 3.0 in order to remain in good standing in the Ph.D. program. If a student's cumulative GPA falls below a 3.0, he/she will immediately be placed on academic warning, and will have the next long semester, or subsequent summer enrollment to raise their GPA to a 3.0.
2. A student who has earned a grade of "B-" or lower in two Ph.D. courses at the graduate level or who has earned a grade of "B-" or lower twice in the same graduate level course will be removed from the program. For the purpose of removal, a grade of "B-" or lower is counted in the student's academic record, even if the course has been successfully repeated with a grade of "B" or better.
3. If a student receives a grade of "F" in any course, he/she will be dismissed from the program.
4. If a student is admitted to the doctoral program provisionally, based on a low GPA, he/she must complete the first 8 semester credit hours of coursework with a grade of "B" or better in each course. A provisionally admitted student will be dismissed from the program if a grade of "B-" or lower is made in any course during the probationary period.
5. Valid grades are C or higher. A grade of "C-" and "D" are not valid grades in this program. Plus/minus grading is at the discretion of the instructor of record for "C" or higher grading.

Teaching Requirements

Teaching undergraduate courses is considered an important part of the graduate training program. Each student is required to participate in four semesters of teaching (equivalent of 3 credit hours of undergraduate coursework per semester). In order to teach in years 2 and 3 of the PhD program, each student must successfully meet the pedagogy I and II course requirements and pass each of those courses with a "B" or better before moving into the teaching phase. If the teaching requirements are not met, the student will be dismissed from the program.

Residency Requirements

Students are expected to complete a minimum of five consecutive semesters (first two years) of full-time graduate study at TCU prior to comprehensive exams. Doctoral students holding appointments as teaching fellows or research assistants are considered full-time students for purposes of the residency requirement, provided that the time beyond that required by their appointments is devoted fully to their graduate program. In order to graduate, students must be registered in at least one hour of dissertation during the semester in which they complete degree requirements, and demonstrated enrollment in the semester prior to degree completion as well.

For those accepting a TCU assistantship, the 54 hours as outlined in the curriculum sequence table above must be completed in three consecutive years. If this requirement is not met, a student may continue completion of the 54 hours; however, he/she will be required to cover the cost of tuition.

Written and Oral Comprehensive Examinations

After the 42 hours of coursework and the pre-dissertation research products are completed, as stipulated in the curriculum sequence chart of non-dissertation courses and the research & knowledge section, each student must pass a written and oral comprehensive examination with a Comprehensive Examination Committee (CEC) comprised of faculty involved in the student's coursework to be evaluated. The

Associate Dean of Research appoints the CEC in consultation with the Major Advisor, Oversight Committee, and student. A minimum of three areas must be included: discipline specific emphasis, teaching methodology, and research methodology. In the summer following the completion of coursework, written examinations covering these three areas will be taken followed by oral examinations. The written examinations will be graded by the individual writers of each question. Ordinarily, the written and oral comprehensive exams should be completed within one academic semester of completing course work, usually the summer following the second year. Once the written exams are passed, the CEC will hear the oral comprehensive exams for final approval to candidacy. The student can only advance to candidacy once both exams have been passed. If the written exam is failed a second time or the oral exam is failed, the student will be dismissed from the program. The written and oral comprehensive exam procedures are included in Appendix A.

Candidacy Requirements

Upon successful completion of the written and oral comprehensive examinations, a student is accepted to candidacy. The maximum period allowable between matriculation and acceptance to candidacy will be three years. Once in candidacy, a student will have three years to complete the dissertation requirements successfully; this period can be extended only if approved by the Oversight Committee, Major Advisor, and the Harris College Associate Dean of Research.

Dissertation Requirements

The dissertation is based upon the successful completion of an original research project. Each student defends his/her dissertation in an oral examination before his/her dissertation chair and committee. Faculty and students are permitted to attend the dissertation defense. 12 hours of credit is required minimally before the oral dissertation may be scheduled and defended. See Appendix B for guidelines and instructions. The dissertation manual can be found at this {link}.

Appendix A. Written and Oral Comprehensive Exam Procedures



Harris College of Nursing & Health Sciences

Ph.D. in Health Sciences

Written Comprehensive Exam Procedures

- A. The Comprehensive Examination Committee will consist of three members. The Associate Dean of Research (Ph.D. program director) appoints the CEC in consultation with the Major Advisor, Oversight Committee, and student.
- B. Once formed, the Comprehensive Examination Committee (CEC) will meet to develop questions in the three domains (research topic area (includes emphasis course info), teaching methodology, and research methodology & design. One question in each domain will be developed. Ideally the formation of the CEC and development of questions occurs no later than the first week of April.
- C. Each question will require a student to demonstrate the ability to analyze, synthesize, evaluate, and/or apply knowledge in a way that gives evidence of a **depth** and **breadth** of knowledge. The expectation for the written examination is that all three responses are double-spaced, 12-point font with 1-inch margins in APA style.
- D. The committee will set up a session with the PhD students to discuss the general comp format and the three categories of questions developed for the written comprehensive exam. Any questions related to the oral exam will be discussed during this time as well.
- E. Written comprehensive exam questions are presented to the students the first week of Maymester.
- F. Students will have **21 days** (i.e., 3 weeks) to complete the questions, and will turn them in as a set.
- G. The CEC will review and grade answers over the **next 2 weeks**.
 - a. If all CEC members score all answers as “pass”, the student passes the written comps and moves on to oral comps.
 - b. If any CEC member scores any answer as “fail”, the student is provided feedback and will be given the opportunity to revise any “fail” responses. They will be given **one week for revision of any question(s)**.
 - c. All questions requiring revision will be provided to the student in writing at the same time, and will be returned as a set.
 - d. Once returned, the CEC will review the revised answers over the **following 2 weeks**
 - i. If at least 2/3 of the CEC members score each revised answer as “pass”, the student passes the written comps and moves to oral comps.
 - ii. If less than 2/3 of the CEC members score any revised answer as “fail”, the student will have failed the written comprehensive examinations and will not be able to proceed to the oral examinations. In this case, the student will be advised to discontinue the Ph.D. program.

Oral Comprehensive Exam Procedures

- A. After successful completion of the written comprehensive exams, the CEC will schedule the oral comprehensive exams one week after the written comps are returned if all three parts of the exam are deemed “a pass.” Oral examinations will be **scheduled for 2 hours**.
- B. The oral comprehensive exam will be an extension of the written comprehensive exam responses. The CEC members may ask any follow-up questions related to the student’s research topic, methodology, and teaching methodology that emerge based on the student’s responses. The major professor is responsible for leading the meeting, ensuring that all members of the committee have the opportunity to ask questions.
- C. At the end of the oral comprehensive examinations, the student will be asked to leave the room, and the committee will discuss the student’s overall performance. Each committee member will then judge the student’s performance on the oral comprehensive examinations to be either “acceptable” (pass) or “not acceptable (fail).
 - a. If at least $\frac{2}{3}$ committee votes “pass” for the oral comprehensive examination, the student has passed the oral comprehensive examination. This information will be communicated to the student verbally immediately after the committee’s discussion.
 - b. If less than $\frac{2}{3}$ of the committee votes “fail” for the oral comprehensive examination, the student has not passed the required comprehensive examination. This information will be communicated to the student verbally immediately after the committee’s discussion.
 - c. There are no provisions for repeated oral comprehensive examinations or for re-attempting oral comprehensive examinations. A student who fails oral comprehensive examinations will be considered to have failed comprehensive examinations as a whole and will be dismissed from the Ph.D. in Health Sciences program.

Appendix B. Dissertation Guidelines and Procedures



Harris College of Nursing & Health Sciences

Ph.D. in Health Sciences

Dissertation Guidelines

The dissertation will be prepared using a three-manuscript format, with each manuscript presenting different aspects of the candidate's scholarly work. The manuscripts will be supplemented with introductory, theoretical, methodological, and discussion/conclusion materials as necessary to create a cohesive body of work that supports the research questions. The candidate must be the first author on all three manuscripts; the first two must be submitted to a peer-reviewed journal prior to the dissertation defense. To allow students to incorporate committee members' feedback, the third manuscript can be submitted to a journal after the defense.

Students are advised to identify their dissertation committee members immediately after the Comprehensive Exams have been passed. Acceptance of the manuscripts for publication is not a requirement for the dissertation defense. Students are also advised to carefully consider journal selection prior to submitting their manuscripts for publication. Should a manuscript be published, the student must be able to obtain permission to include copy written material in the dissertation.

The final dissertation will conform to the specifications outlined in the "Harris College of Nursing & Health Sciences Dissertation Manual" (available at <http://www.research.tcu.edu.pdf>). The main body of the dissertation will consist of five sections:

1. Introduction

The introduction should function as the cord that weaves the various manuscripts together and describes, for the reader, their 'collective meaning' and 'combined contribution' to the field. The introduction should include the following:

- a. A clear statement of the study's purpose and hypotheses to be tested, or research questions for a qualitative study.
- b. The importance of the problem, i.e., why it is worth researching, why it matters to the student's field of study.
- c. The theoretical foundation(s) supporting the problem/issue.
- d. An overview of the important literature (overview, because each article will have its own unique literature review).
- e. Statements about the relationships among the dissertation manuscripts.

2. Manuscript #1

3. Manuscript #2

4. Manuscript #3

5. Discussion – The discussion will summarize the dissertation's findings of the three manuscripts into a synopsis that relates the work to the extant literature. The discussion will also address similarities and differences between the separate manuscripts that are included in the dissertation, striving as

much as possible to present the document as representative of a coherent body of work. The discussion chapter ‘ties’ everything together and helps the reader see how the various manuscripts, taken together, contribute to the knowledge base regarding the problem. The discussion chapter should present/discuss research imperatives, or knowledge gaps, not visible when each manuscript is considered individually and should articulate how the findings from the three articles guide research and practice, and sets an agenda for future research on the issues addressed in the dissertation.

Final copy

The final copy of the dissertation should be formatted and bound consistent with TCU HCNHS dissertation guidelines for a 3-article dissertation. Dissertations must be “coherent and consistent in appearance throughout, which means that previously published material must be printed using the same font and format as the rest of the dissertation.” [\[supply the dissertation manual link here\]](#)

Authorship

Students must be first author on all three articles. As first authors, students are responsible for development and articulation of a concept or idea for research, development of a proposal to pursue this idea, development of a research design, conducting research and analysis, writing major portions of a manuscript, designing an intervention or assessment (if relevant), and interpreting results.

No other students can be co-authors on any of the articles. Co-authors must be identified at the student’s dissertation proposal. The article and the role of the co-authors must be presented to and approved by all members of the dissertation committee. The student’s committee must approve any changes in co-authorship. In addition, the student must indicate the percentage of effort and description of the role played by each author in the introductory chapter to the dissertation.

Content

At least two of the articles should be based on data that are analyzed by the student. If the third article is conceptual in nature, or based on a systematic review of the literature, it must be connected to the theme or themes of the dissertation without heavily duplicating the content of either article. Whether the extent of any overlap is excessive will be determined by the student’s dissertation committee.

A certain amount of overlap is acceptable. For example, portions of the literature review may need to be cited in the various articles because it delineates the entire historical background of the study’s focal topic. Redundancy can be carefully reduced by citing one’s own work. However, self-plagiarism - reusing one’s own previously written work or data in a ‘new’ written product without letting the reader know that this material has appeared elsewhere - is prohibited.

Copyright

Students must secure all copyright permissions before finalizing the proposal and formatting the dissertation. Some journals might have copyright peculiarities that make it a necessity to find a different journal for submission. All of these issues should be considered early on in the process. The student should make sure that this entire process is compliant with TCU HCNHS dissertation format guidelines [provide website link for this information]

Dissertation Procedures

A student, in collaboration with his/her advisor, will form a dissertation committee for the purpose of overseeing and approving the student's dissertation. The committee is charged with ensuring the quality and originality of the work.

Selecting a Committee

The dissertation committee should consist of the Committee Chairperson and two to four Committee members. The committee chair and one of the committee members must be from Harris College of Nursing & Health Sciences (HCNHS). The committee chair must have an HCNHS Graduate Research Faculty appointment, while the other HCNHS committee member(s) must have Graduate Faculty appointment(s). One member can be from outside of HCNHS and/or the university. If you plan to have a non-TCU faculty member serve on your committee, the PhD oversight committee must approve this appointment. The PhD in Health Sciences director must approve the composition of the committee. The director may attend all committee meetings, but is considered *ex officio* unless officially chosen as a committee member.

Working with the Committee Chairperson, the candidate assembles the dissertation committee and secures the necessary signatures on the Research Topic Approval Form ([link to form](#)).

If the project requires review by either TCU's Institutional Review Board for the Protection of Human Subjects (IRB) or the Institutional Animal Care and Use Committee (IACUC), final approval of the Research Topic Approval Form will be delayed by the PhD Director until the IRB or IACUC has reviewed and approved the research project.

Changes to your dissertation committee or research topic required approval and must be submitted electronically. To make a change to an approved research topic, please submit the amendment form found [here](#).

RESPONSIBILITIES

It is the responsibility of all students, faculty, and staff to comply with all applicable university and federal policies and regulations. This section of the dissertation manual outlines some of your responsibilities and those of your committee chairperson and PhD director.

PhD Student

1. Work with your Committee Chairperson to select a committee.
2. Communicate often with the Committee Chairperson until you graduate.
3. Complete the electronic Research Topic Approval Form by the required deadline. If changes occur, either in the committee or topic, a Research Topic Amendment form must be completed and approved.
4. Submit a protocol for review by the IRB and or IACUC if appropriate.
5. Compose a clear and correct dissertation manuscript while working closely with the committee at every stage of the composition process. Follow your discipline's prescribed style manual, e.g., APA.
6. Work with the Committee Chairperson to fulfill all departmental obligations related to dissertation preparation.
7. Work with your committee chair to submit your manuscripts to your other committee members at least 2 weeks prior to the defense for a preliminary review.
8. Submit a final draft copy for review to the Associate Dean for Research at least two weeks prior to final ProQuest submission.
9. Complete all forms required by the PhD in Health Sciences program.
10. Upload the dissertation to ProQuest through www.library.tcu.edu.

Dissertation Committee Chairperson

The committee chairperson is expected to guide and counsel the Candidate during the dissertation preparation. The counseling process involves the following specific responsibilities:

1. Communicate often with your student. If you have not heard from your student in awhile, contact him or her.
2. Work with your student to select a committee.
3. Ensure that your student is progressing normally; intervene if you have information suggesting that a problem is occurring.
4. Be aware of the time limits for doctoral students.
5. Assist your student in submitting the protocols for the IRB or IACUC.
6. Ensure that your student is working closely with the committee at each stage of the dissertation process.
7. Ensure that your student has corrected formatting, spelling, and/or punctuation errors in their dissertation. Confirm format of signature page before you sign it.
8. Administer all college requirements such as the defense. Notify the Associate Dean for Research of the results of the defense.
9. Remind the candidate to submit a final draft copy of the dissertation for format review to the Associate Dean for Research at least two weeks prior to final submission.
10. Approve and sign the completed dissertation. Ensure that all other members of the committee have signed before the document is sent to the Associate Dean for Research.
11. Process a change of grade form for all dissertation credits.

PhD Director

1. Monitor graduate student schedules so that they are not registering for dissertation credits until they have passed their written and oral comprehensive exams and are actually conducting the final dissertation research.
2. Ensure that Committee Chairpersons and members of the dissertation committees are approved according to the Graduate Faculty assignments.
3. Know the university and college policies and procedures regarding research compliance, academic integrity, and the dissertation process, including submission of the research topic approval form, dissertation submission, outside readers, and relevant deadlines.

Publication Requirements

It is expected that the three articles submitted for the defense be of publishable quality. It is acceptable for a student to include two of the three previously published journal articles in the three-article dissertation, as long as (a) all authorship requirements in our PhD in Health Sciences guidelines are adhered to, (b) the dissertation committee agrees to a published manuscript's inclusion as an integrated and substantial chapter of the dissertation and (c) the student receives continuous feedback and approval of that article from their dissertation supervisor and committee members during the publication process. That includes quality of the article, journal submission, response to reviews of the article, and guidance on acceptance. The student must obtain copyright permission from the publishing journal to include the article in his/her dissertation. U.S law requires doing so. When asking for permission to include the article in the dissertation, students should notify the journal editor that the dissertation will be made available on-line. Uploading the dissertation to the TCU Library is a requirement of graduation. The usual process requires electronic submission of a PDF file, according to the instructions posted at library.tcu.edu. Copyright and bound copies may be obtained; fees for these optional services are paid by the student.

“After the contents and format of your thesis or dissertation has been approved by your school or college, the last step is to submit a PDF version for online archiving and access. The PDF version is submitted to Proquest/UMI, and will appear in their Dissertations Abstracts International or Masters Abstracts International databases. It will also be saved to an online repository of theses and

dissertations at TCU, with a record in the TCU Library catalog that links to the PDF file. Please note that by default, theses and dissertations in TCU's repository are freely available, or become freely available at the end of any embargo period specified in your submission to UMI.”

Publication Guidelines

1. Journals to which articles are being submitted must be approved by the dissertation committee. Serving as an “editorial board” for the student, the committee will help select journals that will challenge the student and offer a reasonable chance of publication success.
2. A maximum of two article(s) published or accepted for publication after the *dissertation proposal* may be included. The article(s) must represent work undertaken while the student is enrolled in the PhD program and be approved by the committee. The article(s) must be connected to the theme or themes of the dissertation. If a published article is approved by the committee, the student will be responsible for securing necessary permissions from the copyright holder and other authors.
3. If an article is rejected by a journal during the dissertation process, the student may submit to another journal approved by the dissertation committee. In the case of a revise and resubmit during the dissertation process, any changes to the article must be approved by the dissertation committee. Co-authorship will not be changed for a revise and resubmit.
4. If an article is rejected by a journal after the successful completion and defense of the dissertation, co-authorship decisions that were made during the dissertation process will no longer be in effect. Submission to a new journal will be at the sole discretion of the PhD graduate. Also after the successful dissertation defense, any new submission or re-submission, including changes in the authorship or article content, will be at the discretion of the PhD graduate.
5. If the journal reviewers suggest modifications to any of the three submitted manuscripts prior to the dissertation defense, a plan for addressing those suggestions should be shared and approved by the dissertation chair/committee before the changes are enacted. Changes can be made to any of the three manuscripts if the dissertation chair/committee members are aware of and agree to the changes being made and their rationale. Students may opt to defer changes requested by a journal to which they have submitted an article until their dissertation has been successfully defended.