



Memorandum of Understanding: Dissertation

Please certify that you understand and agree to adhere to the policies written below by signing and submitting this form as part of the requirements to enroll in LEAD 7999 Dissertation in the UTC Learning and Leadership Doctoral Program (LEAD).

Policies and Procedures

The Learning and Leadership Doctoral Program Guide is accessible online (link: [Doctoral Program Guide](#)). Doctoral candidates are expected to review the Doctoral Program Guide thoroughly. We recommend bookmarking the site for future reference. ***The candidate is responsible for knowing and adhering to all regulations and procedures throughout the dissertation process.***

Enrollment in LEAD 7999 Dissertation

Doctoral candidates in the Learning and Leadership program are required to be continuously enrolled in a minimum of 2 graduate credits every semester (Fall, Spring, and Summer) in order to remain active in the program. Failure to meet continuous enrollment standards will result in program dismissal. Enrollment in Dissertation credit is limited to a maximum of 6 graduate credits per semester. The number of Dissertation credit hours is directly related to Dissertation progress (Satisfactory Progress/No Progress).

Responsibilities of the Candidate

- The candidate is responsible for choosing a topic, submitting proofread drafts of materials to the Chair, preparing adequately for meetings, thoroughly reviewing all Dissertation policies and procedures, and communicating on a regular basis with the Chair via email, phone, or other communication modality.
- The candidate is expected to maintain a respectful and professional attitude at all times. The candidate is expected to maintain contact with the Chair and Committee members (as recommended by the Chair) throughout the Dissertation process to ensure that research and writing adhere to guidelines.
- The candidate should contact the Chair in the event of any significant changes in his/her personal or professional life that may interfere with program completion.
- All communication for the Dissertation process is accomplished (and therefore documented) in the Learning Management System (UTC Learn) and all drafts are submitted and feedback returned through UTC Learn.
- The candidate must obtain approval to do research from UTC's Institutional Review Board (IRB), without exception, and must conduct research in a way that maintains the academic integrity of the endeavor (link: [Academic Research Integrity](#))
- The candidate is responsible for compliance with UTC formatting/style guidelines and the UTC bibliography software requirement (link: [Formatting and Bibliography Software](#))
- Occasionally, face-to-face meetings may be scheduled with the Chair, Methodologist, or committee. In order to document this part of the dissertation process, immediately following a face-to-face meeting (within 48 hours), the candidate should post a detailed summary of the meeting in the Dissertation course space.

The Dissertation Committee

Once the candidate and the Chair have agreed to the members of the Dissertation Committee, the Chair will notify the Program Office (utclead@utc.edu) to circulate the Graduate Committee Appointment Form to the candidate and committee members for digital signatures (link: [Filing the Dissertation Committee Appointment Form](#)). The Chair will determine when a document is ready for electronic review by the committee and will initiate communication amongst committee members. The candidate should avoid consulting the full committee for feedback without prior approval of the Chair.

Understanding the Dissertation Timeline & Developing Realistic Applicable Milestones

The candidate is responsible for understanding the Dissertation timeline and developing realistic applicable milestones in consultation with the Chair (link: [Developing a Realistic Timeline](#)). Anticipated dates will likely need to be revised along the way.

Applying for Graduation

For doctoral candidates, the graduation application process should not be completed until the Pre-Defense stage of the dissertation process is approved. Once the candidate has successfully completed the Pre-Defense stage of the dissertation, the Program Office will notify the candidate to apply for graduation, as well as the appropriate steps to complete.

Candidate's Signature and Date