

The Moody School of Graduate and Advanced Studies

Administrative Handbook

The Moody School Administrative Handbook details the School's current administrative processes and interfaces with the other schools. *Updated December 13, 2021*

Procedures for Selecting Graduate Council members: Each of the four schools represented on the Council--Dedman, Lyle, Meadows, and Simmons-- has three representatives. Representatives are all tenured or tenure-track faculty members. Two representatives from each school are elected by a vote within the school, and one representative is appointed or elected at the discretion of the school dean. *Adopted by the Graduate Council April 23, 2020.*

Graduate Council Quorum: An attendance of not less than 50% of the voting members of the Council + one additional member is necessary to establish a quorum for a meeting of the Graduate Council. *Adopted by the Graduate Council February 13, 2020.*

Annual Assessment of Ph.D. Student Progress to Degree: The Moody School requires that Ph.D. programs perform an annual review of Ph.D. student progress. Due to differences across fields, individual programs determine how these reviews are performed. *Adopted by the Graduate Council April 23, 2020.*

Review and Approval of Admission to Ph.D. Programs: The Moody School promptly reviews admission decision to Ph.D. programs prior to issuance of letters of acceptance to ensure that applicants meet University requirements. Approval by the Moody School is to be completed within five business days of a decision by the admitting Ph.D. program. However, in cases for which admission has been recommended for an applicant who do not meet University requirements, the Moody School Dean works with the dean of the school in which the applicant's Ph.D. program resides to determine if the applicant's academic promise merits admission. If the deans fail to agree, the Graduate Council acts as final arbiter of the admission decision. *Adopted by the Graduate Council February 13, 2020.*

Ph.D. Dissertation Completion Fellowships: Dissertating students in all Ph.D. programs are eligible for Moody Dissertation Fellowships and Dean's Dissertation Awards. *Adopted by the Graduate Council March 23, 2020.*

University, Mustang and Moody Fellowships: The Graduate Council reviews and awards fellowships for incoming Ph.D. students. *Adopted by the Graduate Council November 5, 2019.*

Working with ISSS to Process International Graduate Student and Postdoc Paperwork:

The Moody School primarily plays an advocacy role on behalf of international graduate students and the programs that enroll them. Schools and departments work with ISSS on this process. The Assistant Dean of the Moody School may be included in communications and asked to provide support for departments and schools in working on time-sensitive issues involving international student paperwork. *Adopted by the Graduate Council March 23, 2020.*

Dissertation Formatting Guidance and Checks for Ph.D. Students: Lyle and Meadows check formatting for their student's dissertations and provide guidance to students on formatting issues. The Moody School reviews formatting for Education Ph.D. students' dissertations using the same standards currently used for Dedman Ph.D. students. The Moody School provides formatting guides that are used by all Ph.D. programs except for those in the Lyle School of Engineering. *Adopted by the Graduate Council March 23, 2020.*

Review of Registrar Forms for Ph.D. Students: Late add/drop and other Registrar forms that require a "school signature" are approved by the designee of the Dean of the student's home school*. Approval by the Moody School is also required for cases in which the student is a recipient of a fellowship provided by the University or the Moody School. Following approval, forms are forwarded to the Registrar for processing and to the Moody School for the purpose of maintaining records. *Adopted by the Graduate Council May 7, 2021.*

* "Home school" refers to the school that houses the student's department or program.

Approval of Candidacy for Ph.D. Students: Candidacy forms are signed by the Director of Graduate Studies or Department Chair, approved by the designee of the Dean of the student's home school, and forwarded to the Moody School, so that the Moody School can add milestones to the student's transcript. This allows accurate tracking of candidacy for data purposes, recognition at candidacy reception, and tracking of progress to degree. Tracking progress to degree allows the Moody School to alert departments/programs when students are close to limits prescribed in the catalog so a timeline extension may be considered. *Adopted by the Graduate Council May 7, 2021.*

Review of Leave Requests for Ph.D. Students: Leave requests are forwarded by the department/program to the Office of the School Dean and the Moody School for approval. The Office of the School Dean informs the Registrar to have the leave noted in the student's record. Students are asked to discuss the leave with their DGS or Department Chair. The DGS or Department Chair signs the leave request form to indicate that they have discussed the request with the student. Moody School review of these requests is necessary for accurate tracking of eligibility for Ph.D. Health Insurance and other financial support provided by the Moody School that is dependent on students' time in the program. *Adopted by the Graduate Council March 23, 2020.*

Review of Timeline Extensions for Advancement to Candidacy and Graduation for Ph.D.

Students: When a student is nearing the limit set in the catalog for advancement to candidacy or graduation after advancing to candidacy, the department or program may file a petition for an extension (generally a one-year extension) to the timeline. The petition must include a letter of support from the DGS or Department Chair. The dean of the student's home school may either designate a member of their office to review the petition or may ask the Moody School to perform this function. In the former case, the school dean or their designee and the Dean of the Moody School or their designee must both approve the extension request. In the case of disagreement between the two deans, the Provost or their designee makes the final decision regarding approval of the petition. A record of the approval is maintained by both the student's home school and the Moody School. *Adopted by the Graduate Council June 21, 2021.*

Approval of Graduation and Collection of Graduation Surveys for Ph.D. Students: The Moody School is responsible for collecting Survey of Earned Doctorates information. The Moody School develops graduation lists for Ph.D. programs, works with schools and departments to ensure that lists are complete and accurate, and shares lists with the Registrar's Office. Developing graduation lists assists the Moody School in recognizing doctoral graduates in graduation ceremonies. Collecting Survey of Earned Doctorates information allows for accurate tracking of graduation statistics and accurate, uniform responses to Survey of Earned Doctorates requests for information. As resources allow, the Moody School will be responsible for tracking and reporting on Ph.D. career outcomes. *Adopted by the Graduate Council June 21, 2021.*

Publication of Dissertation Defenses: Oral examinations for the Ph.D. degree are open to the public and announced on a University calendar that is publicly available. The completed Dissertation Defense Announcement form, including the date, time, and location of the examination (or, in the case of a virtual examination, a link to register for or attend the examination online), must be submitted to the Moody School of Graduate and Advanced Studies at least 14 days in advance of the scheduled defense. The examination will be announced on the Moody School events calendar as well as in the Moody School newsletter. Additional announcements are at the discretion of the student's dissertation committee, in adherence with relevant departmental policies. The format of the oral examination and the participation of the audience are also at the discretion of the dissertation committee, in adherence with relevant departmental policies. Usually, the examination will include a portion open to the public and a portion that includes only the student and the dissertation committee members. *Adopted by the Graduate Council November 19, 2021.*

Composition of Ph.D. Dissertation Committees: The Moody School requires the following for Ph.D. dissertation committees: If a student has only one dissertation or supervisory committee chair, that person must be a full-time tenured or tenure-track SMU faculty member. In addition, if a student's committee has co-chairs (in accordance with program and school policies), at least one of the co-chairs must be a full-time tenured or tenure-track SMU faculty member. *Adopted by the Graduate Council November 19, 2021.*