



4. Subsequent to securing IRB approval, the student will conduct the research adhering to parameters specified in the dissertation proposal. Any deviation from the proposal must be discussed with the dissertation chair. Deviations from the proposal typically require submission of an amended IRB form.
5. After completing the research, the student will analyze the data and develop the final chapters of the dissertation.
6. The student will submit the completed dissertation to his or her committee chair for review and revision.
7. When the chair deems the dissertation ready for defense, the student will work with his or her committee to secure a day and time for the defense.
8. Subsequent to passing the defense, the student will follow the university and COE guidelines for submission of the dissertation to the various persons that must review the document prior to final approval.

### Required Texts:

- American Psychological Association. (2001). *Publication manual of the American psychological association* (5<sup>th</sup> ed.). Washington, DC: American Psychological Association.
- Cone, J.D., & Foster, S.L. (2006). *Dissertations and theses from start to finish: Psychology and related fields* (2006). Washington, D.C.: American Psychological Association. ISBN:1-59147-362-4

### Additional Recommended Reading:

- American Counseling Association (1995). *Ethical standards of the American Counseling Association*. Alexandria, Virginia: Author.
- Bolker, J. (1998). *Writing your dissertation in fifteen minutes a day: A guide to starting, revising, and finishing your doctoral thesis*. New York: Holt & Co.
- Bryant, M. T., (2007). *The portable dissertation advisor*. Thousand Oaks, CA: Corwin Press.
- Davis, G.B., & Parker, C.A. (1997). *Writing the doctoral dissertation: A systemic approach* (2<sup>nd</sup> ed.). Hauppauge, NY: Barron's Educational Series.
- Galvan, J.L. (2004). *Writing literature reviews: A guideline for students of the social and behavioral sciences* (2<sup>nd</sup> ed.). Glendale, CA: Pyczak.
- Heppner, P., & Heppner, M. (2004). *Writing and publishing your thesis, dissertation & research: A guide for students in the helping professions*. Belmont, CA: Thomson.
- Pan, M. L. (2004). *Preparing literature reviews: Qualitative and quantitative approaches* (2<sup>nd</sup> ed.). Glendale, CA: Pyczak.
- Szuchman, L. T. (2002). *Writing with style: APA style for counseling*. Belmont, CA: Brooks/Cole.

### GRADING:

Student will receive a grade of IP for each semester of CNE 833 until completion of the dissertation. Upon completion of the dissertation, students will receive a grade of CREDIT (CR) for each semester of CNE 833.

**Disability Statement:**

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720. Any student with a disability that affects their academic performance is expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to insure that participation and achievement opportunities are not impaired. The physically impaired may contact the Director of the Counseling Center as Chair of the Committee for Continuing Assistance for Disabled Students by phone, extension (936-294-1720).

**Student Absences on Religious Holy Days Policy**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable time frame in which the missed assignments and/or examinations are to be completed.