
Student Handbook for the Doctor of Philosophy (PhD) in Instructional Technology

Department of Educational Technology, Research and Assessment



Northern Illinois
University

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/ Doctor of Philosophy in Instructional Technology

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Student Responsibility

“It is the responsibility of students to know and observe all regulations and procedures relating to the program they are pursuing, as well as those of the university and Graduate School. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the regulations or procedures. Questions on regulations and their interpretation pertaining to studies at the graduate level should be addressed to the office of the dean of the Graduate School.

Students planning to graduate should familiarize themselves with the dates relating to application for graduation and other pertinent deadlines. (See the Graduate School Calendar, copies of which may be obtained from the Graduate School, www.grad.niu.edu) It is necessary to apply for graduation by the specified deadline in order to graduate in a particular term, whether or not the student plans to attend the commencement ceremonies, if any.

Students must satisfy the degree requirements of the catalog in force during the term for which they have been admitted to and begin course work in the degree program; or they may, with the consent of their advisers, meet graduation requirements by complying with the degree requirements of a later catalog. Students readmitted to a degree program must meet degree requirements of the catalog in force at the time of the later admission (or of a subsequent catalog, as provided above). Aside from degree requirements, all students are subject to the regulations and policies stated in the catalog currently in force. Exceptions to regulations and requirements contained in the Graduate Catalog require the written approval of the office of the dean of the Graduate School, unless otherwise stated in the catalog”.

Retrieved from: [NIU Graduate Catalog, 2017-2018](#)

Welcome

How to use this Handbook

The Doctor of Philosophy program in Instructional Technology prepares students for positions of leadership in **research** and the **development of new knowledge** and applications in instructional technology. Students may explore issues and advances in performance, instruction, computer-based and distance-learning environments. Graduates are prepared for technology **leadership roles in diverse settings** including all levels of education, industry, government, and the nonprofit sector. The doctoral program builds on the practical competencies of the master's program to prepare the student for the integration of theory and skills as the base for original research.

Goals for students enrolled in the Ph.D. Program in Instructional Technology stress **competence and originality**. Students completing the program demonstrate a wide range of skills and abilities related to the application of technology to learning. Graduates of the doctoral program are able to develop theories and conduct research in appropriate methodologies. The following skills summarize our expectations of doctoral graduates:

- 1) Organize theory and research;
- 2) Employ appropriate research methodologies;
- 3) Synthesize past experiences and training in instructional technology applications; and
- 4) Use those backgrounds in the development of theoretical constructs for new or better applications.

This handbook has been developed to provide you with pertinent information to guide your successful progress through the program. The handbook is divided into several sections that include advisement and program planning, a program timeline, the candidacy examination, the dissertation, applying for graduation, and a program checklist. The Doctoral Degree Checklist provides procedural details, as well as links to required forms and resources.

Consult this handbook, along with the [Graduate Catalog](#), on all requirements for graduate study. Additional information is available on the [ETRA Website](#).

Questions regarding the ETRA department, its programs, and related issues can be answered by your advisor, the ETRA department staff, and the ETRA chair.

The ETRA Department is located in Gabel Hall 208. Our office hours are Monday – Friday, from 8:00 a.m. to 4:30 p.m. You may reach us at (815) 753-6085, or via email to ETRA@niu.edu.

Suggestions for revisions that would make this handbook more useful to doctoral students may be sent to the ETRA program advisor in Gabel Hall 208, ETRA@niu.edu, (815) 753-6085.

Academics

Doctoral Program Timeline		
Start Ph.D. - Enroll in courses for semester admitted and complete any deficiencies.		
STEP 1	Meet with Program Advisor to plan Program of Courses and submit Program of Courses form to the ETRA office within the first year.	<u>Doctoral Program of Courses</u>
	Complete course work Take and pass the candidacy examination	<u>Request for Appointment of Committee to Conduct a Doctoral Candidacy Examination</u>
<i>Milestone 1: Advance to candidacy</i>		
STEP 2	Form dissertation committee and submit committee form and IRB inquiry form to the Graduate School	<ul style="list-style-type: none"> • <u>Dissertation Committee Approval Form</u> • <u>IRB Inquiry Form</u> • Please ask your Program Advisor for <u>Approval of Dissertation Topic Form</u>
	Register for ETT 799A (Doctoral Research and Dissertation)	
	Submit draft of dissertation research proposal	• <u>Approval of Topic for PhD Dissertation Form</u>
	Obtain approval of dissertation research proposal	<u>Guidelines for Preparing a Dissertation at NIU</u>
STEP 3	Obtain IRB approval in conjunction with dissertation proposal and submit IRB form to the Graduate School	<ul style="list-style-type: none"> • <u>Application for Inst. Review of Research Involving Human Subject</u> • <u>IRB Inquiry Form</u> • <u>IRB Screening Form</u>
	<i>Milestone 2: Write dissertation</i>	
	Schedule dissertation review meetings with dissertation committee	
	Schedule oral defense	<u>Request for Oral Defense of Dissertation</u>
STEP 4	Apply for graduation in relation to your oral defense	Application for Graduation (via <u>MyNIU</u>)
	Submit pre-defense version of dissertation to the Graduate School (paper copy)	
	<i>Milestone 3: Orally defend dissertation</i>	
	Submit post-defense version of dissertation to the Graduate School (electronic submission)	<u>Results of Oral Defense of Thesis or Dissertation</u>
STEP 4	Submit final corrected version of dissertation to the Graduate School (electronic submission)	ETD Submission <u>http://www.niu.edu/grad/thesis</u>
	Submit final corrected version of dissertation to the Graduate School (electronic submission)	ETD Submission <u>http://www.niu.edu/grad/thesis</u>
	<i>Milestone 4: Graduation!</i>	

Academic Advising

See your advisor frequently to avoid problems later in your program.

A faculty member with graduate status in the ETRA department will act as your program advisor. Together with your advisor, you will develop a *Doctoral Program of Courses* that includes both required courses and those that will benefit you in preparation for a career in instructional technology. Refer to your Graduate School admission letter for the name of your advisor and other faculty serving on your advisory committee.

Your advisor will be available at various times for advising appointments. You can make appointments in person, by telephone, or email. When doing so, be sure to confirm your appointment prior to arriving on campus.

Doctoral Program of Courses

Stay informed of important program information and updates. Notify the ETRA department of changes in your mailing address, telephone number, and E-mail at ETRA@niu.edu See the [Doctoral Degree Checklist](#) for additional information and links to forms specific to the doctoral program.

It is important to make an appointment with your advisor as soon as you have been admitted to the program to develop an official *Doctoral Program of Courses*, discuss career goals and options, and obtain timely information regarding the competency examination and preparation for graduation.

Your *Program of Courses* must be approved by your program advisor, the ETRA department chair, and the Graduate School. You should review your *Program of Courses* prior to registering each semester. Consult with your advisor if and when you desire to take courses other than those listed on the program. In such cases, your advisor must complete a *Change in Program of Courses* form and submit it to the ETRA department chair and the Graduate School for approval. Please consult with your program advisor when you have questions or concerns about program requirements. “Grapevine” information can be student-specific, may be misleading, and can and has delayed graduation for some students. See the Graduate Catalog for complete and specific information regarding program requirements.

Your *Program of Courses* must conform to the requirements of the instructional technology program as stated in the graduate catalog under which you were admitted. The Doctor of Philosophy (Ph.D.) Degree in Instructional Technology requires a **minimum of 63 semester hours** beyond the master’s degree as indicated below:

- Course work in learning and development theory or sociocultural analyses of education (**3 semester hours**)
- Required research design and methods courses as indicated below (12 semester hours):
 - ❖ ETR 521: Educational Statistics I
 - ❖ ETR 525: Qualitative Research in Education
 - ❖ 2 additional ETR research elective courses

Core courses required of all instructional technology doctoral students (**15 semester hours**):

- ❖ ETT 749: Instructional Technology Inquiry
- ❖ ETT 740: Seminar: Educational Technology Foundations;
- ❖ ETT 741: Seminar: Instructional Technology Theory;
- ❖ ETT 742: Seminar: Instructional Technology Research;
- ❖ ETT 743, Seminar: Instructional Technology Problems;

- Instructional technology (ETT) and related major area courses, including ETT 560, and excluding dissertation hours (**18 semester hours**)
 - ETT 799A: Doctoral Research and Dissertation (**15 semester hours**)
 - In addition to the minimum 18 hours listed above, as a doctoral student, you may still need to take additional course work to establish your area of expertise, such as instructional design, distance education, multimedia development, etc. To establish this breadth of expertise, you may wish to take additional course work, which may include an internship, practicum, or cognate.
- A **cognate**, or minor specialization, may be chosen to meet a specific goal, and may include course work taken in some other specialization area. Ordinarily, only doctoral students whose master's degree is in Instructional Technology elect to complete a cognate. Cognate course work must be agreed upon by you and your advisor.

Deficiency Course Work

Any deficiencies will be listed in your acceptance letter. Students whose master's degrees are not in Instructional Technology at Northern Illinois University are often required to complete deficiency course work that may include one or more of the following:

- ❖ ETT 510: Instructional Media and Technology
- ❖ ETR 520: Introduction to Educational Research; and
- ❖ A course in learning or instructional theory.

Please consult with your program advisor for appropriate deficiency course selection. Deficiency courses do not count toward the minimum 63 semester hours for the doctoral degree.

Candidacy Examination

All candidates for the Ph.D. Degree in Instructional Technology must successfully complete a Candidacy Examination. The Candidacy Examination is taken while you are enrolled in Doctoral Seminar **ETT 743** (Instructional Technology Problems).

To initiate the process of completing the candidacy examination, you must:

- **Contact the chair of the candidacy examination committee** in writing (or email) of your intent to take the candidacy examination.
- **Complete and submit appropriate form(s):**
 - [Request for Appointment of Committee to Conduct a Doctoral Candidacy Examination](#)
- **Enroll in ETT 743** during the semester in which you plan to complete the candidacy examination.

NOTE: The ETT 743 course and the Candidacy Examination are independent events that receive separate assessments and grades. It is possible for a student to pass ETT 743, but not pass the Candidacy Examination. Please refer to the [Doctoral Seminar/Candidacy Examination Sequencing chart](#) in this handbook.

Notification of your results of the candidacy examination is generally received within four weeks of completing the examination. The ETRA department and the Graduate School will notify you of your results.

Candidates who are unsuccessful on their first attempt at the candidacy examination may request a second attempt, the outcome of which is final.

Advancement to Candidacy

Following successful completion of the candidacy examination and all required course work, you will be *advanced to candidacy*. It is at this point in your program that you may be referred to as "ABD," indicating that you have completed "All But Dissertation" for your doctorate. The letters

ABD, however, are **not** an official degree designation, but rather a milestone toward completion of the doctorate.

Dissertation Proposal

Your dissertation proposal should be completed and approved by your dissertation committee after completion of 6 credit hours of 799A. Your Dissertation Chair will guide you through this process.

Human Subjects Research

The NIU Institutional Review Board (IRB) reviews research proposals that involve human participants. Even projects that may present a relatively low risk to participants, such as surveys or questionnaires, require IRB review and approval.

ALL research involving human subjects must be approved by the ETRA department and the IRB. Such approval **MUST** be obtained prior to beginning dissertation research.

Complete and submit the [IRB Application Form](#) and [IRB Inquiry Form](#) (for Graduate School tracking of IRB [application](#)).

Failure to adhere to IRB policies and procedures may result in disallowance of use of all collected data and expulsion from the IT doctoral degree program and the university.

Dissertation

A dissertation represents a substantial contribution to knowledge in the student's major field of study. Candidates for the doctoral degree are expected to conduct original research appropriate to the field of Instructional Technology, and to communicate the results of their research effectively.

Enrollment in ETT 799A (Doctoral Research and Dissertation) may begin only *after* the Candidacy Examination has been passed **and** you have received permission from your Dissertation Chair. A student may enroll in ETT 799A earlier in their program with the approval of their Dissertation Chair.

Once enrolled in ETT 799A, you **MUST** enroll for a minimum of three (3) semester hours of ETT 799A in each subsequent term, *including summer*, until your final dissertation is submitted to, and formally approved by, the Graduate School.

Progress in writing your dissertation. If you fail to make adequate progress in writing your dissertation as determined by your dissertation chair, a letter grade of "U" may be recorded on your official transcript which cannot be changed. Lack of active progress in writing your dissertation will prohibit you from registering for ETT 799A in subsequent semesters.

Leaves of Absence. If circumstances prohibit continuing progress on the dissertation, you must request a [leave of absence](#) from the Office of the Dean of the Graduate School. If you interrupt registration in ETT 799A without obtaining a leave of absence then, upon recommendation of the ETRA department, your admission to the Ph.D. degree program in Instructional Technology will be terminated.

See the [Dissertation Checklist](#) for more information about the Dissertation process.

Dissertation Chair and Committee

Choose a Committee within the first semester after advancement to candidacy. You must select a dissertation chair, and, with the chair's advice, a dissertation committee consisting of a minimum of two additional members. At least two members of the committee must be senior members of the graduate faculty. The majority must hold regular faculty appointments in the ETRA

department and one of the members must be faculty in the Instructional Technology program. The [Dissertation Committee Approval Form](#) must be on file in the ETRA department **prior to** your first term of enrollment in ETT 799A: Doctoral Research and Dissertation. As a doctoral candidate, you are expected to work closely with your dissertation chair and committee members to develop an acceptable dissertation proposal, and throughout your research and dissertation completion.

Dissertation Oral Defense

When you have completed writing your dissertation, and upon approval of your dissertation committee, a public presentation of your research is scheduled. Immediately following the presentation is the oral defense of your dissertation. This final examination of your research is conducted by your dissertation committee and an appointed designee from the Graduate School Dean's Office. Successful completion of the oral defense is the last major step toward completing your degree requirements.

Internship (ETT 786)

Internships are field-based experiences in a practical situation under the guidance of a staff member from that setting and a designated ETRA department supervisor. Students interested in an internship experience should contact the ETRA field experience coordinator.

[An Independent Study and Individualized Project Contract Form](#) AND a [Federal Selective-Service Registration Compliance Form](#) must be completed and submitted to the ETRA field experience coordinator and department chair for their approval **before** you can register for the internship course (ETT 786). Links to forms are provided in the [Forms section](#) of the Handbook, as well as on the [ETRA website](#).

The internship experience may be repeated to a maximum of 12 semester hours, although typically only 3 semester hours may be applied to the *Program of Courses*.

Practicum (ETT 770)

Practicum experiences are instructional design or media administration field experiences in an applied setting. Students interested in a practicum are encouraged to develop a proposal for the experience and contact the ETRA field experience coordinator.

An [Independent Study and Individualized Project Contract Form](#) AND a [Federal Selective-Service Registration Compliance Form](#) must be completed and submitted to the ETRA field experience coordinator and department chair for their approval **before** you can register for the practicum course (ETT 770). Links to forms are provided in the [Forms section](#) of the Handbook, as well as on the [ETRA website](#).

Practicum receives 3 semester hours of credit and may be repeated to a maximum of 6 semester hours. Grading for Practicum is on an S/U (Satisfactory/ Unsatisfactory) basis.

Independent Study (ETT 797)

Independent study involves a *research-based* project that focuses on instructional technology. Students interested in an instructional technology independent research project must develop a preliminary proposal and then seek the supervision of an ETRA faculty member who is willing to direct the research.

An [Independent Study and Individualized Project Contract Form](#) must be completed and submitted to the ETRA supervising faculty and department chair for their approval **before** you can register for the independent study course (ETT 797). Links to forms are provided in the [Forms section](#) of the Handbook, as well as on the [ETRA website](#).

Independent studies can earn from 1 – 3 credit hours per semester, and may be repeated for a total of 6 semester hours as long as the projects are unique.

Incomplete Grades

Incomplete course grades are issued only under special circumstances. To request an incomplete grade, you must submit an [Incomplete Grade Form](#) to the ETRA department, outlining the reason for the Incomplete request, the work to be completed, and the deadline for completion of the work. Fulfillment of all requirements is the student's responsibility, after which the faculty member will submit the final grade to the Graduate School.

An incomplete grade must be removed within 120 days, whether or not you are enrolled, or the incomplete (I) grade will be converted to an "F" grade. A student may not graduate with a transcript entry of "I" on his or her record. Please read the section [Grading System](#) in the Graduate Catalog for further information.

Elective Courses (Non-ET)

Course work from other NIU departments may be included as part of your official *Program of Courses*. Typically, these courses are selected from the departments of Counseling, Adult, and Higher Education; Leadership, Educational Psychology and Foundations; Communications; English; the School of Art; and the College of Business.

Obtain the approval of your program advisor prior to registering for any course to be used as part of the degree program. Courses listed on your approved *Program of Courses* do not need prior approval for registration.

Transfer Course Work

With the approval of your program advisor and the Office of the Dean of the Graduate School, some graduate courses taken at other accredited (U.S.) or recognized (foreign) institutions may be accepted and applied to the credit-hour requirements in the Instructional Technology program. To have a transfer course considered, you should provide a course syllabus and other documentation that will assist in our review for applicability and relevance. You are advised against taking courses before consulting with your program advisor, as some courses cannot be transferred to NIU. Please read the section [Transfer Credit](#) in the Graduate Catalog for more information.

Illinois Entitlement and Endorsement

The instructional technology program offers courses to assist individuals in achieving entitlement or endorsement in a number of areas. Contact the ETRA program advisor for details at ETRA@niu.edu or call (815) 753-9321.

Degree Time Limit

You must fulfill all degree requirements within nine consecutive years immediately preceding the date of your graduation. This time limit applies to enrollment in all graduate course work listed on your *Doctoral Program of Courses*, including work for which transfer credit and student-at-large credit is allowed. For example, if your first course was taken in the fall of 2014, you would need to graduate no later than August of 2023.

Expired Course Work

Course work taken that does not fall within the nine-year period allowed for the degree program **may** be considered for revalidation. Revalidation typically requires that you demonstrate current knowledge of the subject matter to the satisfaction of the department offering the course through

successful completion of an appropriate examination or other assessment. Transfer course work cannot be revalidated. To have a course considered for revalidation, contact your advisor to begin the process.

Taking Time Off From the Program

We strongly encourage you to inform both the Graduate School and the ETRA department **in writing** of any lapse in enrollment in your studies. Letters should be sent to both the Graduate School and the ETRA department prior to taking the time off, and should provide basic information regarding the reason for the leave. If you have not been enrolled for 12-consecutive months, your admission to the program will be cancelled. It will then be necessary to apply for reinstatement.

Once you have begun enrollment in ETT 799A (Doctoral Research and Dissertation), you must maintain continuous enrollment each semester (spring, summer, fall) or request approval for an official [leave of absence](#). Failure to request the leave will automatically cancel your admission to the Graduate School and the instructional technology doctoral degree program.

Regardless of the leave taken, the time to completion of course work will be computed from your original start date. Therefore, a leave of absence may affect the time limit of your program in which courses may expire.

Graduation

When you intend to graduate at the end of a particular term, you must submit a completed graduation application to the Graduate School (via [MyNIU](#)), including payment of the graduation fee, **by the application deadline for that term**. The [Graduation Deadlines for Graduate Students](#) is published for each semester on the Graduate School website.

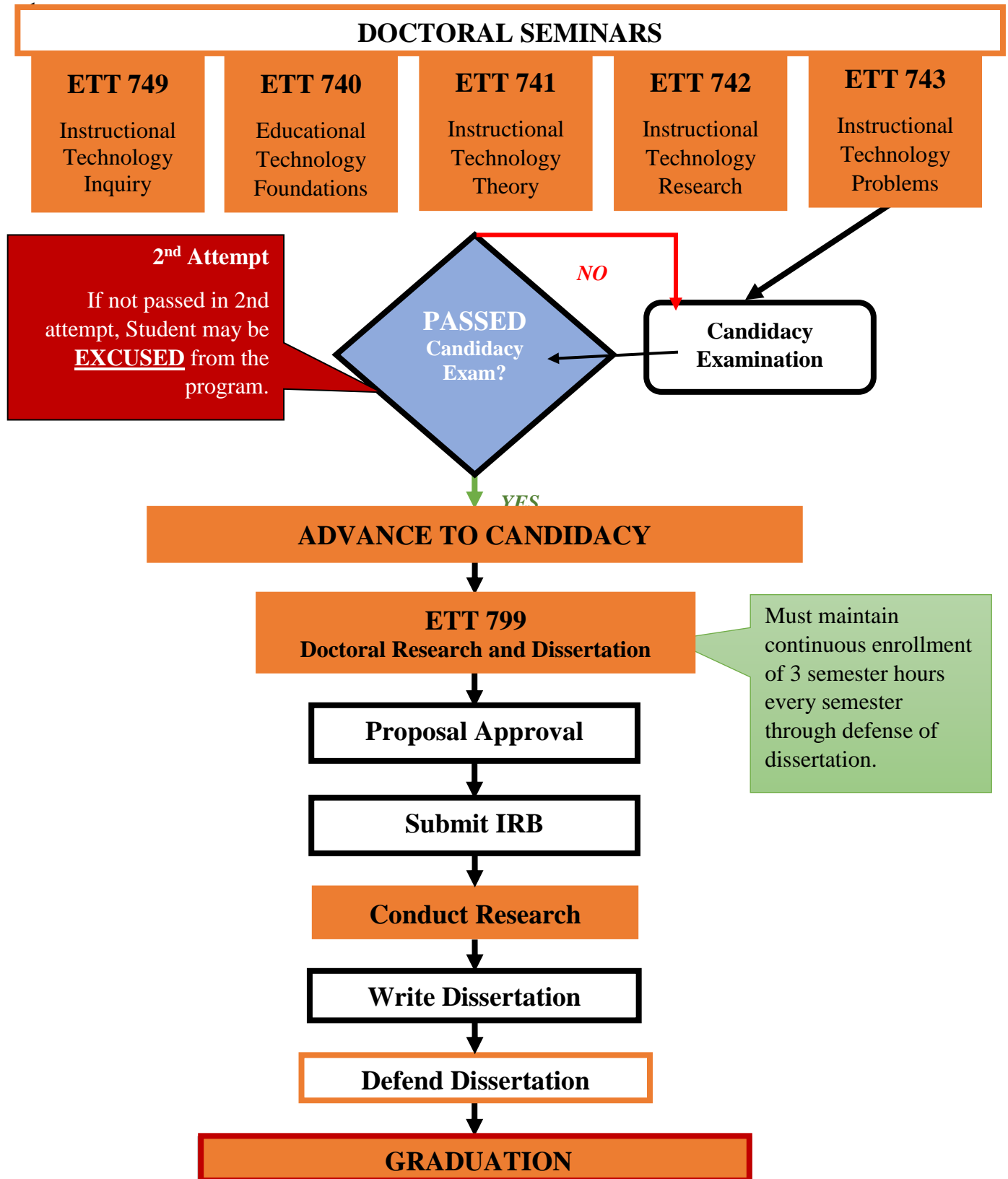
The application form must be submitted with the fees. Each application is specific to a particular degree program.

The Graduate School will review your official *Program of Courses* and send you a *Graduation Audit* that will indicate program status based on current and past course work. Read this letter carefully and address any and all deficiencies before the stated deadline.

After it has been verified that all degree requirements have been met, an official *Certificate of Completion* can be issued by the Graduate School to you or to another party designated in writing by you. This certificate is commonly accepted as proof of your degree completion in advance of issuance of the diploma and degree transcript.

PLEASE keep in touch with the ETRA department and notify us of changes in your name, home address, telephone numbers, and email addresses. This will enable us to contact you regarding career opportunities, department news, and other important university and department information. Send updates to ETRA@niu.edu.

DOCTORAL SEMINAR/CANDIDACY EXAMINATION SEQUENCING



CANDIDACY EXAM CHECKLIST

This Checklist describes the steps that students in the Doctoral Degree in Instructional Technology program will take to complete the candidacy exam process.

1 **Select candidacy exam committee chair and work with him/her to establish a Candidacy Exam Committee**

- Selection of your Candidacy Exam committee can be made during or prior to ETT 743 but must be made concurrently with your enrollment in ETT 743.
- Meet with your candidacy exam committee to develop your candidacy exam. Complete Request for Appointment of Committee to a Doctoral Candidacy Examination form and the FORM (contract) along with due dates for the committee and due dates for submission in Blackboard for ETT 743.

2 **Complete the candidacy exam successfully and have candidacy exam chair submit form to ETRA department and subsequently Grad School.**

DISSERTATION CHECKLIST

This Checklist describes the steps that **Candidates** for the Doctoral Degree in Instructional Technology will take to complete the dissertation process.

1 **Select your Dissertation Committee Chair and work with him/her to establish a Doctoral Dissertation Committee**

- Selection of your doctoral committee can be made soon after successful completion of the Candidacy Examination, but **MUST** be made concurrently with your enrollment in **ETT 799A**. Refer to the Advisement section of the Doctor of Philosophy Handbook (Composition of Committees) for more information.
- Meet frequently with your dissertation committee to develop your dissertation proposal.
- Complete and submit the following form(s) to the ETRA department (links to forms are provided on the [ETRA website](#)).

Required Form(s)

[Dissertation Committee Approval Form](#)

Dissertation Committee Members

Chair: _____
Co-Chair: _____
Member: _____
Member: _____

2 Develop your Dissertation Research Proposal

- The development of your Dissertation Research Proposal is undertaken while you are enrolled the first semester of 799A (Research Seminar in Instructional Technology).
- After it is written, submit one copy of the Research Proposal to *each* member of your doctoral dissertation committee by the designated deadline set by your dissertation chair.

3 Approval of your Research Proposal

- Schedule a meeting of your dissertation committee members to discuss your *Research Proposal*.
- The *Research Proposal* must be approved by each member of your committee. The approved copy of your *Research Proposal* will be filed in the ETRA department.

Complete and submit the following form(s) to your dissertation committee chair (links to forms are provided on the [ETRA website](#)).

Required Form(s)

[Dissertation Committee Approval Form](#)

4 Human Subjects Research (do this in conjunction with Approval of your Research Proposal, above).

- If your study involves obtaining data from human subjects, you **must** obtain human subjects approval **PRIOR** to obtaining the data. Only after you have received approval from the NIU Institutional Review Board (IRB) will you be allowed to proceed with your study. Approval of the IRB form can take several weeks, so plan accordingly.

In instances where it is unclear whether dissertation activities constitute research with human subjects requiring IRB approval, you should complete the [IRB Screening Form](#).

5 Review the Graduate School's [Guidelines for Preparing and Submitting Electronic Theses and Dissertations](#)

This manual is a “how-to” guide that specifies the procedures and standards applicable to preparing and submitting your dissertation. You may also download the manual from the Graduate School website by clicking [here](#).

6 Write your dissertation

Stay aware of the current Graduate School calendar as dissertation milestones are contingent upon dates established for meetings and submission of drafts and final copies of your research study.

7 Schedule the Pre-defense Meeting

- Upon your dissertation chair recommendation, schedule a pre-defense meeting of all committee members not less than four weeks prior to your dissertation defense.
- Provide each committee member a complete copy of your dissertation at least two weeks before this meeting.

8 The Pre-defense Meeting

Complete and submit the following form(s) to your dissertation committee chair forms are provided in the on the [ETRA website](#).

Required Form(s) [Request for Oral Defense of Dissertation](#)

- Make corrections to your dissertation based on the outcome of the pre-defense meeting.

9 Schedule the oral defense of your dissertation

- If you plan to graduate by a specific semester, it is important that the defense of your dissertation coincides with the [Graduate Deadline for Graduate Students](#).
- Schedule a room for the oral defense in conjunction with your dissertation chair. Contact the ETRA staff in Gabel 208, or call (815) 753-9339.

10 Prepare for the oral defense of your dissertation

Practice your presentation a few times in front of an audience to work out any “glitches.” Limit your presentation to 20-30 minutes.

11 Apply for Graduation



Complete the online graduation application at [MyNIU](#) – with fee payment – by the [established deadline](#).

- Address any program deficiencies (if indicated) as stated in the Graduation Audit that will be sent to you from the Graduate School.
- Once your application is submitted, your graduation may be automatically deferred once, after which you must request, in writing to the Graduate School, continued deferment.

12 Submit the pre-defense (draft) version of your dissertation

- Make all required revisions to your dissertation as directed by your dissertation committee at the pre-defense meeting. Make sure that it conforms to the Graduate

School's [Guidelines for Preparing and Submitting Electronic Thesis and Dissertations \(ETDs\)](#).

- Submit one paper copy of the **pre-defense version** of your dissertation to the Graduate School, Office of the Associate Dean *at least three weeks before the oral defense*. This copy will be read by the Graduate School Dean's designee who will attend the oral defense. It will **not** be reviewed by a Graduate School Thesis Advisor at this time.

13 The day of the oral defense of your dissertation

- Arrive early and set up the room for technology, displays, etc. You may bring food and drinks, but keep it simple (i.e., cookies, bagels, donuts, water, tea, coffee).
- Present your study in 20 – 30 minutes.
- This presentation will be followed by an oral defense of your research. Be prepared for questions from your committee members and the Graduate School Dean's designee. Your presentation is open to the public, so anticipate questions from other faculty, fellow students, and the lay public as well.

Upon successful presentation and defense, complete and submit the following form(s) to your dissertation committee chair (links to forms are provided in the [Forms section](#) of the Ph.D. Handbook, as well as on the [ETRA website](#)).

Required Form(s) [Results for Oral Thesis](#)

Receive a letter from the Graduate School and the ETRA department on the outcome of oral defense, as described below.

14 Assessment of your written Dissertation and Oral Defense

The Graduate School at Northern Illinois University has declared that a dissertation is to be a substantial contribution to knowledge, in the area of the student's major, in which the student exhibits original scholarship and the ability to conduct independent research. The oral defense of the dissertation and the written dissertation are assessed separately. Outcomes of both the oral defense and written dissertation are based on the majority vote of all voting members of your dissertation committee. As indicated in the scenarios below, it is possible to pass the oral defense and not the written dissertation, at any "passing" level, or vice versa.

Oral Defense Outcome Scenarios

Oral Defense	Written Dissertation
Clear pass. Lively, graceful, articulate. Able to effectively answer questions quickly and succinctly.	Clear pass with no written revisions to document.

Pass. Able to adequately answer questions.

Pass with minor or more involved written revisions to document.

No pass. Unable to adequately present research study and/or answer questions.

No pass. Dissertation requires substantial written revisions.

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Post defense activities

- Make all needed corrections to your dissertation as indicated by your dissertation committee members. This “post-defense” copy reflects all substantive revisions required for approval by your committee. It **MUST** conform to the Graduate School's [Guidelines for Preparing and Submitting Electronic Theses and Dissertations \(ETDs\)](#), and is subject only to changes requested by the Graduate School Thesis Advisor.



Electronically submit the **post-defense version** of your dissertation to the Graduate School via the dissertation submission site:

www.dissertations.umi.com/niu

- When your dissertation has been read by the Graduate School Thesis Advisor, you will be contacted by email with needed revisions, and instructions for submitting the final corrected version of your dissertation.

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Submit the final corrected version of your dissertation

- Make all revisions to the post-defense version of your dissertation that are required by the Graduate School Thesis Advisor.



Electronically submit the **final corrected version** of your dissertation to the Graduate School via the dissertation submission site:

www.dissertations.umi.com/niu

NOTE: *If you wish to obtain bound copies of your dissertation, you may request this optional service during the electronic submission process. All formatting and binding costs are the student's responsibility.*

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Participate in commencement ceremonies

Rental doctoral degree regalia will be available from the NIU Student Center the week of commencement exercises and are paid for, in part, from the graduation application fee. You may purchase your own set of regalia at the NIU bookstore or other companies, if desired.

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Stay in touch with the ETRA department and the NIU Alumni Office

Quick Links → [Table of Contents](#) | [Academics](#) | [Finances](#) | [Student Conduct](#) | [Resources](#) | [Forms](#)

Tell us about your professional and personal endeavors, successes, etc. Send information to ETRA@niu.edu.

Financing Your Education

Tuition and Financial Aid

The Office of the Bursar maintains the various tuition and fee rates for all students. Tuition and fees are subject to change at any time. The [Graduate Tuition and Fee schedule](#) is posted on the Bursar's website.

Financial Aid

Limited forms of financial support are available. For more information, visit the [Student Financial Aid Office website](#).

Also, the College of Education and the Department of Educational Technology, Research and Assessment (ETRA) offer several scholarships. To view scholarships, or to apply, visit the [College of Education online scholarship site](#).

For more information on Tuition, Fees, and Surcharges, visit the [Office of the Bursar website](#).

Tuition Waivers

Information about tuition waivers for graduate students may be found at this website: <http://www.niu.edu/grad/funding/waivers.shtml>

Assistantships

Graduate assistantships supplement students' graduate studies with experiences appropriate to their academic pursuits. Assistantship stipends vary among the units offering them, but they all are accompanied by a tuition-waiver scholarship.

Student Conduct

The Department of Educational Technology, Research and Assessment (ETRA) emphasizes its policy that all students are subject to the rules and regulations of Northern Illinois University currently in effect or which, from time to time, are put into effect by the appropriate authorities of the university. Students, in accepting admission, indicate their willingness to subscribe to and be governed by these rules and regulations and acknowledge the right of the university to take such disciplinary action, including suspension and/or expulsion, as may be deemed appropriate for failure to abide by such rules and regulations or for conduct deemed unsatisfactory or detrimental to the department and the university. Please refer to Northern Illinois University Student Conduct for further reference.

Student Conduct

Campus Life Building, Room 280

DeKalb, IL 60115

Phone: (815) 753-1571

Fax: (815) 753-9289

Email: judicial@niu.edu

Website:

<http://www.niu.edu/conduct/>

Student Academic Responsibility

Students must demonstrate appropriate professional and ethical standards for their academic achievement. Students enrolled in any ETRA undergraduate and/or graduate program will acknowledge the philosophical foundation, mission, and goals of the department and will represent them in a professional manner. The following is an outline of appropriate student academic performance. Students will demonstrate:

- 1) evidence of ethical decision-making.
- 2) respect for the field as a professional endeavor with thorough attention to all details in written work.
- 3) punctuality to the class and with submission of assignments. Student will attend class sessions and stay until the end of the sessions.
- 4) the overall work ethic necessary to promote success as a professional in the field.
- 5) appropriate collaboration with interpersonal, listening, and communication skills.
- 6) evidence of the ability to compromise and to respect others' opinions during group work.
- 7) consideration of the needs of all learners.
- 8) receptivity to new ideas or multiple perspectives. The student seems to appreciate the course content as relevant to future endeavors.
- 9) evidence of appropriate study skills to promote his/her own success.

- 10) responsibility with regard to scholarship, assessment practices, and/or use of data.
- 11) respect for diverse peers, instructors and other.

Student Academic Integrity

“Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Students are considered to have cheated if they copy the work of another during an examination or turn in a paper or an assignment written, in whole or in part, by someone else. Students are guilty of plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Students guilty of, or assisting others in, either cheating or plagiarism on an assignment, quiz, or examination may receive a grade of F for the course involved and may be suspended or dismissed from the university. A faculty member has original jurisdiction over any instances of academic misconduct that occur in a course which the faculty member is teaching. The student shall be given the opportunity to resolve the matter in meetings with the faculty member and the department chair. If the facts of the incident are not disputed by the student, the faculty member may elect to resolve the matter at that level by levying a sanction no greater than an F for that course. The faculty member shall notify the student in writing whenever such action is taken, and the Office of Community Standards and Student Conduct shall receive a copy of the Academic Misconduct Incident Report indicating final disposition of the case, which will be placed in the student’s judicial file. In all matters where the charge of academic misconduct is disputed by the student or if the faculty member feels a sanction greater than an F in the course is appropriate (such as repeated offenses or flagrant violations), the faculty member shall refer the matter to the Office of Community Standards and Student Conduct making use of the Academic Misconduct Incident Report. Additional sanctions greater than an F in a course can be levied only through the University Judicial System. With regards to finding the student either responsible or not responsible for his or her action, the ruling of the Judicial Hearing Board shall be binding. In cases where there is either a finding of responsibility or an admission of responsibility by the student, any recommendations by the hearing board regarding the course grade are non-binding on the instructor, who remains solely responsible for assigning a course grade, consistent with the policies set forth in the course syllabus.”

(Retrieved from: [NIU Academic Regulations 2017-2018 Archive](#))

The Review Process for Academic Misconduct

Every effort is made to handle faculty concerns about student performance and progress in the program on an informal basis and to work together to resolve these concerns. Academic incidents are ranked as low, moderate, or high. The following (Table SC1) are examples and are not inclusive of all types of incidents

- See NIU Student Code of Conduct Policy Article III, Section A, Number 4: [Academic Misconduct](#).
- See [NIU Academic Regulations 2017-2018 Archive](#) for further reference.

A non-documented Review Process is as follows for low ranked incident(s):

- 1) Faculty member will email a note to self, documenting the incident.
- 2) Faculty member will speak with student and together the faculty member and the student will determine an action plan.
- 3) No formal documentation will be placed in the student’s file in the ETRA Department office.

Table SCI: Academic Misconducts Examples 1

Low	Moderate	High
<p>Late/missing homework, Wrongful citation of references Not following guidelines Lack of class participation</p>	<p>Three or more low-ranked academic incidents</p>	<p>Plagiarism or cheating as defined in the NIU student code of conduct. Unethical research conduct</p>

A documented Review Process is as follows for moderate and high ranked incident(s):

- 1) Faculty member identifies concerns about student to program faculty. Student is notified in writing of concern and is required to meet with appropriate faculty member(s).
- 2) Program faculty member(s) and student’s advisor meet with the student and express concerns about academic performance and the impact on the student's status in the program. During this meeting the student is given time to respond to concerns, and together the faculty members and student establish a plan to remedy the situation. At this time, the faculty inform the student that they will discuss the plan of action with the entire department faculty. Student will receive a letter documenting the key points and established remedies. A copy of this letter goes in the student’s file in the ETRA Department office.
- 3) The program faculty are presented the plan of action and provide input. Following this meeting, the appropriate faculty members meet again with the student to share any additional pertinent information or additions to the action plan.
- 4) Following this student-faculty discussion, the plan is finalized and the faculty members send a written copy to the student. A copy of the plan is placed in the student's file in the ETRA Department office, the College of Education Dean, Student Conduct (if applicable), and the Department Chair is notified. The plan should include specific steps to enhance performance and will include a timeline, which the appropriate advisor and/or faculty member(s) will monitor. Once a plan is established, a student is considered on departmental probation.
- 5) The advisor will ask faculty to assess progress according to the plan and timeline. As the student demonstrates appropriate performances determined to be in accordance to the plan, the faculty will recommend that the student be removed from probation. A written copy of the recommendation will be: placed in the student’s file in the ETRA Department office; sent to the College of Education Dean and Student Conduct (if applicable); and the Department Chair notified.

If the faculty member determines that the student has not met the requirements of the plan of action:

- 1) Faculty member(s) informs the student of non-compliance and submits a letter to the student's advisor and the Department Chair recommending that the student be dismissed from the program.
- 2) The Department Chair will send a letter of dismissal to the student with copies to the student's advisor, College of Education Dean, and a folder in the ETRA Department office.
- 3) The student can follow the [NIU Appeals Process](#) if the student disagrees with the dismissal decision.

Additionally, a faculty member has original jurisdiction over any instances of academic misconduct that occur in a course which the faculty member is teaching. The student shall be given the opportunity to resolve the matter in meetings with the faculty member and the department chair. If the facts of the incident are not disputed by the student, the faculty member may elect to resolve the matter at that level by levying a sanction no greater than an F for that course. The faculty member shall notify the student in writing whenever such action is taken, and [Student Conduct](#) shall receive a copy of the *Academic Misconduct Incident Report* indicating final disposition of the case, which will be placed in the student's judicial file.

Students accused of violating the NIU Student Code of Conduct, for either academic or non-academic related matters, are subject to the process described in the Student Code of Conduct. See <https://niu.edu/conduct/pdf/niu-scc-final.pdf> Students found responsible for violating the Student Code of Conduct are subject to applicable sanctions as determined by Student Conduct.

Non-Academic Expectations from ETRA Students

Students must demonstrate appropriate professional and ethical standards beyond their academic achievement. Students enrolled in any ETRA undergraduate and/or graduate program will acknowledge the philosophical foundation, mission, and goals of the department and will represent them in a professional manner. The following is an outline of appropriate student non-academic performance. Students will demonstrate:

- 1) evidence of ethical decision-making.
- 2) appropriate and responsible use of NIU resources.
- 3) flexibility with respect to differences in teaching and learning styles.
- 4) professional demeanor when representing oneself as a NIU student with professionals and individuals on and off the NIU campus.
- 5) non-maligning statements about faculty or students in conversations with others.
- 6) mutual respect for the roles of faculty and students in an academic setting.
- 7) ability to engage in conversations and discussions with faculty and students that remain focused the topic and, without disruption, in the flow of the conversation or the course as facilitated by the instructor respect for diversity, opinions, and views of others.

Student Classroom Conduct

“Higher education is a privilege accorded to those students deemed able to profit from the attendant intellectual experiences. Students admitted to NIU are assumed to have the maturity to function appropriately in a variety of instructional situations. When a student's behavior in a classroom, laboratory, or other formal learning environment is such that the rights of other enrolled students to an effective learning climate are being violated, the student shall lose the privilege of attending or receiving credit in the class. In any case of the disruption of instruction

by a student, the chair of the department may, after investigating the incident, suspend the student responsible from class attendance and recommend to the dean of the college that the student be permanently barred from the class. The student concerned is to be notified in writing of such action and may appeal the department’s recommendation to the dean within one week of notification. Upon such written appeal, the dean shall conduct a hearing, providing for a presentation of the facts relative to the disturbance. The decision of the dean shall be final. If the recommendation to bar the student from class is upheld, the student will be officially withdrawn from the course following regular withdrawal procedures, with the date upon which the student was initially suspended as the effective date of the withdrawal. Extreme and/or disruptive behavior will constitute grounds for dismissal from the university. The Student Judicial Office handles allegations of such behavior; the policies and procedures of that office are outlined in the Student Judicial Code. For other regulations governing conduct and discipline, see the section ‘Conduct and Discipline Regulations’ in the ‘Legal Notices’ section of NIU Undergraduate Catalog, 2016-2017.”

(Retrieved from: [NIU Academic Regulations 2017-2018 Archive](#), Classroom Disruption)

The Review Process for Non-Academic Misconduct

Every effort is made to handle faculty concerns about student performance and progress in the program on an informal basis and to work together to resolve these concerns. Non-academic incidents are ranked as low, moderate, or high. High ranked incidents warrant a phone call to 911. The following are examples and are not inclusive of all types of incidents.

Table SC2: Non-Academic Misconducts Examples

Low	Moderate	High
<ul style="list-style-type: none"> • Sleeping in class • Unauthorized electronic communication during class • Off task • Occasional tardiness • Absence (less than 10%) 	<ul style="list-style-type: none"> • Three or more low-ranked non-academic incidents • Disrupts other students’ learning • Disrupts faculty’s teaching • Bullying • Absence (10% or more) • Intoxication on university property • Pattern of tardiness 	<ul style="list-style-type: none"> • Physical altercations in class • Aggressive verbal statements to classmates or faculty • Any threatening behavior (direct or indirect)

A documented Review Process is as follows for moderate ranked incident(s):

- 1) Faculty member identifies concerns about student to program faculty. Student is notified in writing of concern and is required to meet with appropriate faculty members.

- 2) Program faculty member(s) and student's advisor meet with the student and express concerns about non-academic performance and the impact on the student's status in the program. During this meeting the student is given time to respond to concerns, and together the faculty members and student establish a plan to remedy the situation. At this time, the faculty inform the student that they will discuss the plan of action with the entire department faculty. Student will receive a letter documenting the key points and established remedies. A copy of this letter goes in the student's folder in the ETRA Department office.
- 3) The program faculty are presented the plan of action and provide input. Following this meeting, the appropriate faculty members meet again with the student to share any additional pertinent information or additions to the action plan.
- 4) Following this student-faculty discussion, the plan is finalized and a written copy is sent by the faculty members to the student. A copy of the plan is placed in the student's folder in the ETRA Department office, the College of Education Dean, Student Conduct (if applicable), and the Department Chair is notified. The plan should include specific steps to enhance performance and will include a timeline, which the appropriate advisor and/or faculty member(s) will monitor. Once a plan is established, a student is considered on probation.
- 5) The advisor will ask faculty to assess progress according to the plan and timeline. As the student demonstrates appropriate performances determined to be in accordance to the plan, the faculty will recommend that the student be removed from probation. A written copy of the recommendation will be: placed in the student's folder in the ETRA Department office; sent to the College of Education Dean, Student Conduct (if applicable); and the Department Chair notified.

If the faculty member determines that, the student has not met the requirements of the plan of action:

- 1) Faculty member(s) informs the student of non-compliance and submits a letter to the student's advisor and the Department Chair recommending that the student will be dismissed from the program.
- 2) The Department Chair will send a letter of dismissal to the student with copies to the student's advisor, College of Education Dean, and a copy in the student's office file.
- 3) The student can follow the NIU Appeals Process if the student disagrees with the dismissal decision.
- 4) The NIU Student Code of Conduct applies to all students on or off campus. Therefore, under the Student Conduct may impose code of conduct all sanctions. Moreover, the following sanctions may be imposed upon any ETRA Student found to have violated ETRA Study Policy.

Per the NIU Student Code of Conduct, Sanctions, <https://niu.edu/conduct/sanctions/index.shtml>

- d. **Deferred Sanction:** A sanction that is deferred may become effective if the Student is found "responsible" or accepts responsibility for a future violation of the *Student Code of Conduct* or other institutional policy;
- e. **Discretionary Sanctions:** A sanction that requires work assignments, written assignments, service to Northern Illinois University, or other related discretionary assignments;
- f. **Educational Sanctions:** A sanction that requires the completion of an educational assignment (e.g., research paper, program presentation, interviews, etc.);

- h. Formal Written Warning:** A notice in writing to the Student or Recognized Student Organization indicating a violation of institutional regulations;
 - k. Probation:** A probation for a designated period that includes the probability of more severe disciplinary sanctions if the Student is found to violate any institutional regulation(s) during the probationary period;
 - o. Revocation of Admission and/or Degree:** A revocation of admission to or a recommendation of revocation of degree awarded by the University to the Provost;
 - p. University Expulsion:** A permanent separation of the Student from Northern Illinois University;
 - q. University Suspension:** A separation of the Student from Northern Illinois University for a definite period of time, after which the Student, upon completion, may be eligible to return;
 - r. Withholding Degree:** A withholding of the awarding of a degree otherwise earned until the completion of the process set forth in the *Student Code of Conduct*.
- Sanctions that are not included in ETRA's Policy are Student Code of Conduct letters: a, b, c, g, i, j, l, m, n due to their inapplicability to ETRA imposed sanctions

Student Responsibility for Obtaining Current University Information

“The university reserves the right to make changes in admission requirements, fees, degree requirements, and other specifications set forth in this catalog. Such changes may take precedence over catalog statements. While reasonable effort is made to publicize such changes, students should remain in close touch with departmental advisers and appropriate offices, because responsibility for complying with all applicable requirements ultimately rests with the student. The office of the dean of the Graduate School is the authoritative office for verifying deviations from provisions in this catalog”

(Retrieved from: [NIU Academic Regulations 2017-2018 Archive](#)).

Resources

Your Student ID Number

Your Z-ID (student ID number)

All applicants and admitted students are assigned a student ID number, called a **Z-ID**. It is permanent and looks like this: Z1234567.

If you don't know your Z-ID:

Call (815) 753-8100 or Look up your Z-ID in the **Directory** –your email address starts with your Z-ID

Password

Your initial password is your date of birth in YYYYMmmDD format. Mmm is the first 3 characters of the Month.

January = Jan, February = Feb, etc.

Example: January 1, 1993 = 1993Jan01

Change your initial password to a permanent one at **password.niu.edu**.

Never share your password with others.

Click here for help with your password

For more information, visit the **IT website**.

Your NIU Email Account

NIU email is powered by **Microsoft Outlook**.

Your email address is your **Z-ID@students.niu.edu**.

NIU communicates with you through NIU Outlook mail.

Access NIU Outlook mail at **www.O365.NIU.edu**

Need help getting NIU email on your smartphone or tablet?

The **IT Contact Center** provides walk-in support. Bring your device.

For more information, visit the **IT website**.

Registration

If you are a new International student at NIU, you will first need to attend an orientation and advising session. After you have done this, you will be able to register for classes through **MyNIU**.

You can find out which classes are being offered at NIU for the upcoming semester by visiting the **Schedule of Classes** page. Links are available for both **online** and PDF versions of the schedule.

Graduate students and students-at-large are scheduled for registration based on the number of hours earned and hours in progress. Enrollment appointments can be viewed on the Student Center page in **MyNIU**.

Summer and Fall Registration:

Summer and Fall registration occurs simultaneously – you may register for both semesters at the same time – generally in early April.

For more information, visit the **Registration and Records website**.

Spring Registration:

Spring registration typically begins in early November.

Registration Permits

Registration for some courses may be restricted to students who meet specific criteria (i.e. completion of prerequisite course(s), or admission to a cohort.) Therefore, if you are prompted during registration for a course to enter a permit number, you will need to contact the department offering that course for further information on registration.

Parking Permits

Various types of parking permits are available to accommodate different parking needs. Permits are color-coded to correspond to parking areas on campus. The permit type and color determines where you can park. The type of permit that a student qualifies for is determined by student status and address.

Student parking permits can be purchased online, by mail, or in person. For more information, visit the [Campus Parking Services website](#).

Accommodations for Students with Disabilities

“A student who believes that reasonable accommodations with respect to course work or other academic requirements may be appropriate in consideration of a disability must (1) provide the required verification of the disability to the Disability Resource Center, (2) meet with the Disability Resource Center to determine appropriate accommodations, and (3) inform the faculty in charge of the academic activity of the need for accommodation. Students are encouraged to inform the faculty of their requests for accommodations as early as possible in the semester, but must make the requests in a timely enough manner for accommodations to be appropriately considered and reviewed by the university. If contacted by the faculty member, the staff of the Disability Resource Center will provide advice about accommodations that may be indicated in the particular case. Students who make requests for reasonable accommodations are expected to follow the policies and procedures of the Disability Resource Center in this process, including but not limited to the Student Handbook.

A wide range of services can be obtained by students with disabilities, including housing, transportation, adaptation of printed materials, and advocacy with faculty and staff. Students with disabilities who need such services or want more information should contact the Center for Access-Ability Resources at 815-753-1303.” (Retrieved from: [NIU Academic Regulations 2017-2018 Archive](#)).

Special parking spaces are available near the main entrance of Gabel Hall. Gabel Hall is equipped with an elevator near the north east corner of the building. Instructional Technology classrooms have wheelchair accessible tables.

ETRA Department Contacts

ETRA Department Chair	Dr. Wei-Chen Hung <u>whung@niu.edu</u>
ETRA Department Faculty	Cindy York <u>cindy.york@niu.edu</u>
See faculty CVs on the ETRA website	Cynthia Campbell <u>ccampbell@niu.edu</u>
	David Walker <u>dawalker@niu.edu</u>
	Kyung Kim <u>kkim2@niu.edu</u>
	Fatih Demir <u>fdemir@niu.edu</u>
	Hayley Mayall <u>hmayall@niu.edu</u>
	Jason Rhode <u>jrhode@niu.edu</u>
	Laura Ruth Johnson <u>lrjohnson@niu.edu</u>
	Olha Ketsman <u>oketsman@niu.edu</u>
	Pi-Sui Hsu <u>phsu@niu.edu</u>
	Rebecca Hunt <u>rhunt@niu.edu</u>
	Thomas Smith <u>tjsmith@niu.edu</u>
	Todd Reeves <u>treeves@niu.edu</u>
	Vicki Collins <u>vlcollins@niu.edu</u>
Ying Xie <u>yxie@niu.edu</u>	
ETRA Graduate Advisor	Judy Puskar <u>jpuskar@niu.edu</u>
ETRA Support Staff	Stacy Morse, Office Manager <u>sljackson@niu.edu</u>
	Carla Marcuccelli, Office Support Specialist <u>cmarcuccelli1@niu.edu</u>

University Support At-A-Glance

Bursar's Office	Swen Parson Hall, Room 235 (815) 753-1885 http://www.niu.edu/bursar/
Campus Parking Services	121 Normal Road (Corner of Lincoln Terrace and Normal Road) (815) 753-1045 https://www.niu.edu/parking/
College of Education	Office of the Dean Graham Hall, Room 321 Information: (815) 753-1949 http://www.cedu.niu.edu/
ETRA Department	Gabel Hall, Room 208 (815) 753-9339 Fax: (815) 753-9388 http://www.cedu.niu.edu/etra
Financial Aid	Swen Parson Hall, Room 245 (815) 753-1395 http://www.niu.edu/fa/
The Graduate School	Adams Hall, Room 102 (815) 753-0395 http://www.grad.niu.edu/
Registration and Records	Williston Hall, Room 220 (815) 753-0681 http://www.reg.niu.edu/regrec/
Student Insurance Office	Health Services Building, Room 201 (815) 753-0122 http://www.niu.edu/shi/
Testing Services	Adams Hall, Room 128 (815) 753-1203 http://www.niu.edu/testing/

Forms

1. [Application for Graduation \(Available through MyNIU\)](#)
2. [IRB Application Form For IRB review of new projects](#)
3. [Dissertation Committee Approval Form](#)
4. [Approval of Topic for PhD Dissertation Form](#)
5. [Doctoral Program of Courses](#)
6. [Electronic Submission of Dissertation](#)
7. [Federal Selective-Service Registration Compliance Form](#)
8. [Guidelines for Preparing a Dissertation at NIU](#)
9. [Independent Study and Individualized Project Contract Form](#)
10. [Incomplete Grade Form](#)
11. [IRB Inquiry Form](#) – For Graduate School tracking of IRB approval process
12. [IRB Screening Form](#) - For a determination on whether your project needs IRB review
13. [Request for Appointment of Committee to Conduct a Doctoral Candidacy Examination](#)
14. [Request for Oral Defense of Dissertation](#)
15. [Request to Change Doctoral Committee](#)
16. [Results of Oral Defense of Thesis or Dissertation](#)