



# GRADUATE STUDIES HANDBOOK

2024-2025

## TABLE OF CONTENTS

Graduate Programs: Mission and Responsibility Statements	2
Definitions	3
Acceptance Protocol and Procedures	5
Program Acceptance	5
Acceptance Criteria	5
Procedures, Responsibilities, and Deadlines	6
Grading Policies	6
Transfer of Credit/Course Substitutions/Course Waiver	6
Academic Honesty/Plagiarism Policy	6
Disciplinary Procedure	6
Student Grievance Procedures	7
Degree Completion	8
Degree Application and Commencement	8
Graduation Fee	9
Campus Services and Resources	10
Expectations for Departments Offering Graduate Programs	11
Thesis Expectations	11
Comprehensive Exam Expectations	11
Required Forms for the Graduate Programs	12
Thesis/Nonthesis Committee Composition and Declaration Form	13
Thesis Proposal Form	14
Human Subjects Form	15
Consent to Participate Form	17
Description of Study	19
Video/Photograph Consent Form	21
Thesis Defense Form	22
Nonthesis Option A Comprehensive Examination Form	23
Thesis Binding Guidelines and Request Form	24
Thesis Title Page Template	25
Thesis Signature Page Template	26

## **Graduate Programs: Mission and Responsibility Statements**

### **DWU Mission Statement:**

As an inclusive educational community, Dakota Wesleyan University provides a transformative learning experience that cultivates enduring intellectual growth, ethically grounded leadership, intentional faith exploration, and meaningful service.

### **Graduate Programs Statement:**

DWU's graduate programs provide high-quality graduate programs. We promote excellence in teaching, learning, leadership, scholarship, and application. .

### **Accreditation:**

Dakota Wesleyan University is accredited by the Higher Learning Commission of the North Central Association, 30 N. LaSalle St., Suite 2400, Chicago, IL 60602, 312-263-0456, [www.ncahlc.org](http://www.ncahlc.org), continuously since 1916. DWU is a four-year coeducational college granting the degrees of Master of Arts, Master of Business Administration, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science, Associate of Arts and Associate of Science and various graduate and undergraduate certificate programs.

- The Master of Arts in Education is accredited by the Higher Learning Commission and is affirmed by the South Dakota Department of Education.
- The Master of Athletic Training is accredited through the Commission on Accreditation of Athletic Training Education (CAATE), and prepares students for the national certification exam given by the Board of Certification (BOC).
- The Master of Business Administration is a nationally accredited program through the International Assembly for Collegiate Business Education (IACBE).
- The graduate certificate in Nonprofit Administration is nationally accredited through the International Assembly for Collegiate Business Education (IACBE).

### **Equal Opportunity:**

Dakota Wesleyan University welcomes faculty, staff, students and visitors of all faiths and promotes a policy of nondiscrimination in all areas with respect to age, race, sex, creed, color, national and ethnic origins, religious preferences, disability, backgrounds and lifestyle choices.

### **Nondiscrimination:**

Dakota Wesleyan University (in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the laws of the state of South Dakota) is an equal opportunity institution that does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, sexual orientation, disability, veteran status, gender identification, genetic information, or any other characteristic protected by federal, state or local law. This policy applies to all terms and conditions of employment, admission to and enrollment in the university (including, but not limited to: recruitment, selection, hiring, placement, transfer, promotion, training, compensation, benefits, discipline, termination, educational policies, admission policies, financial aid, scholarship and loan programs, housing, athletic and other university-administered programs and activities).

Inquiries (regarding Title IX and/or 504 compliance) and complaints (regarding the same) should be referred to the university's Title IX/Section 504 Coordinator.

Dakota Wesleyan University's Title IX/Section 504 Coordinator is the Dean of Students.

Dean of Students

Office: Rollins Campus Center

Phone: (605) 995-2944

Fax: (605) 995-2892

Dakota Wesleyan University will investigate formal complaints of discrimination or harassment in accordance with the university's discrimination and harassment policy. Questions regarding Title IX may also be directed to:

Office of Civil Rights United States Department of Justice

Department of Education Building

400 Maryland Ave, SW

Washington, DC 20202

(800) 421- 3481

**Student Rights and Responsibilities:**

Graduate students are afforded all the rights and responsibilities applicable to undergraduates.

As such, graduate students are asked to support and promote the values of Dakota Wesleyan University, including concerns involving ethics, a code of conduct, and academic integrity. For more information, please refer to the Dakota Wesleyan University academic catalog and the student handbook

## Definitions

### **Graduate Studies Committee**

#### *Purpose*

The purpose of the Graduate Studies Committee is to provide institutional guidance for all graduate programs offered at Dakota Wesleyan University.

#### *Responsibilities*

1. To develop, adopt, monitor, and interpret appropriate university policies for guiding graduate programs.
2. To develop and maintain a handbook for use by faculty, students and others associated with the graduate programs.
3. To ensure appropriate orientation and development opportunities exist for faculty who are associated with the graduate programs.

#### *Membership*

1. A chair selected by the Faculty Relations committee in consultation with the deans and voted on by the faculty.
2. The directors of all graduate programs or designee.
3. The Provost or a Dean.
4. Registrar. (Non-voting)

### **Graduate and Graduate Certificate Programs**

The graduate and graduate certificate programs, as referenced in this Handbook, are the specific department-level programs in which the student is enrolled. The university can have unique graduate and graduate certificate programs in more than one department, or multidisciplinary programs involving multiple departments.

### **Graduate Coursework**

Graduate education, also known as postgraduate education, involves advanced study and specialized training in a chosen field. It leads to qualifications such as master's degrees or professional certifications. Graduate-level coursework is designed to foster deep intellectual engagement, critical thinking, and research skills. Graduate study is distinct from undergraduate study in its level of rigor and the expectation for independent thought.

Students are expected to take ownership of their learning through self-directed study, to engage deeply with scholarly literature, and to contribute meaningfully to academic discussions. Coursework often includes presentations, research papers, case studies, and projects that apply theoretical knowledge to practical or real-world challenges. Graduate students are encouraged to develop expertise in their discipline while adhering to the highest professional and ethical standards.

### **Graduate Workload and Credit Hours**

Graduate-level coursework requires a significant time commitment to ensure deep understanding and mastery of the material. For each credit hour, students are expected to dedicate approximately 4 hours of independent study and preparation outside of scheduled

class meetings. This means a 3-credit course typically requires 12 hours of work per week, including reading, research, writing, and project work.

### **Teaching Load for Full-Time Graduate Faculty**

Full-time graduate faculty are expected to balance teaching, advising, administration, scholarship, and creative work. The typical workload for faculty involved in graduate education generally includes a teaching load of 12-15 credits per year (12-month contract) plus time dedicated to other activities including, but not limited to, accreditation activities, advising, administrative responsibilities, scholarship and/or creative work. This allocation allows faculty to devote the necessary time to course preparation, student engagement, grading, and curriculum development while maintaining high standards of instruction.

### **Graduate Program Director**

Graduate program directors provide oversight and direction for individual graduate programs and their students. Graduate program directors are at the academic department level.

Graduate program directors must have earned a terminal degree in, or related to, the discipline they oversee.

### **Thesis Committee (if applicable)**

The thesis committee is the student's own program committee consisting of a minimum of three members, but not more than five. The committee members must have an earned doctorate, an appropriate terminal degree, or professional expertise. The thesis committee provides oversight and direction for the student's path through the program, supervises the development of the student's thesis, and conducts the thesis defense. The student's academic advisor for the program normally serves as the thesis committee chair. However, after consulting with the program director, the student may select another faculty member to serve in this role.

### **Nonthesis Committee (if applicable)**

The nonthesis committee is the student's own program committee consisting of a minimum of three members, but not more than five. The committee members must have an earned doctorate, appropriate terminal degree, or professional expertise. The nonthesis committee provides oversight and direction for the student's path through the program and supervises the development of the student's nonthesis option. The nonthesis committee prepares, administers, and evaluates the comprehensive examination. The student's academic advisor for the program normally serves as the nonthesis committee chair. However, the student may select another faculty member to serve in this role after consulting with the program director.

### **Graduate Instructor**

Teaching at the graduate level requires that the instructor has earned a terminal degree in the field of or related to the discipline area of teaching or an equivalent experience that qualifies as alternative credentials. The request for alternative credentials will be reviewed by the provost's office.

# Acceptance Protocol and Procedures

## Program Acceptance

Applications will be forwarded to the corresponding academic department for review and acceptance to the graduate program. Each department can set specific admissions criteria with relevant procedures, standards, and additional expectations for receiving admittance into a particular graduate program.

## General Acceptance Criteria

Graduate students will be classified in three distinct groups:

1. candidates (full admission);
2. provisional candidates (with plan for full admission); and
3. non-degree seeking.

The corresponding academic department will evaluate candidate status with the standards set by that department. The minimum standards require:

1. prerequisite coursework;
2. attainment of baccalaureate and/or equivalent degree (if required by the program);
3. previous scholarship (based upon transcripts, program-specific minimum GPA); and
4. completion of application.

Provisional admission status:

Students can remain on provisional status through one academic term. Students may re-apply at a later date, but may not continue in the graduate program until all plan requirements have been met. The minimum standards require:

1. prerequisite coursework;
2. attainment of baccalaureate and/or equivalent degree (if required by the program);
3. previous scholarship (reviewed by committee for approval); and
4. completion of application.

Non-degree seeking student status:

A non-degree seeking student will only be allowed enrollment in graduate courses with space available. Priority will be given to students with full acceptance and provisional status. The minimum standards require:

1. prerequisite coursework;
2. attainment of baccalaureate and/or equivalent degree; and
3. approval by the program director.

Final acceptance is granted in two stages:

1. upon recommendation of the program director; and
2. confirmation from the business office of full payment or financial arrangement of full payment.

Denial of admission:

1. Denial will be based upon failure to meet one or more of the above criteria for candidate or provisional admission. Students may re-apply after waiting one year.

2. Students may appeal the academic department's decision no later than 14 days from the decision. An appeal should be submitted to the Graduate Studies Committee. (See Student Grievance Procedures for more information.)



## **Procedures, Responsibilities, and Deadlines**

### **General Grading Policies**

1. A graduate program student shall maintain a minimum cumulative graduate grade point average of 3.0 reviewed at the end of each term. If at the end of a term a student's grade point average drops below a 3.0, the student will meet with the graduate program director to develop a plan of action to improve grades in the following term in order to meet the 3.0 cumulative grade point average requirement. The student will be placed on probation for one term while enrolling in no more than the minimum number of credits to maintain full-time status. If the student's GPA does not improve at the completion of the probationary term, the student will be dismissed from the program. The student may appeal the decision to the Graduate Studies Committee. The committee will then review the student's academic performance in the program and determine further action. Students denied further enrollment will be required to re-apply to continue in the program.
2. Graduate students must receive a minimum grade of C or better. Grades of less than a C are not considered toward degree completion but are counted in the cumulative GPA. All courses for which a student has received less than a C may be repeated once for credit. Students wishing to repeat a course with a C or better must receive permission from the program director to repeat the course.
3. If a student repeating a course does not receive a C or better, the student will be placed on academic suspension.

Each department can set additional requirements for academic performance within their program. See the academic catalog or program handbook for further information.

### **Transfer of Credit/Course Substitutions/Course Waiver (as applicable)**

1. Up to six graduate credits or equivalency in standards may be transferred and applied toward a degree, upon approval of the program director. Hours transferred beyond that amount must be approved by the Graduate Studies Committee. Appeal of program director decisions regarding transfer credit may be taken to the Graduate Studies Committee. Criteria for transfer credit evaluation may include:
  - a. Courses completed within seven of acceptance into the DWU graduate program;
  - b. Course grade of B- or higher; and
  - c. Meets course and program objectives.
2. With program director approval, a student may be allowed up to nine hours of course substitutions. Any additional substitutions must be approved by the Graduate Studies Committee.
3. A waiver of a degree course requirement is not allowed.

### **Academic Honesty/Plagiarism Policy**

Dakota Wesleyan University is dedicated to the achievement of academic excellence, the building of character, and the pursuit of lifelong learning. To be successful in realizing these goals, honesty and integrity must be a part of every learning opportunity on campus. Academic dishonesty breaks the trust necessary for the building of community and the promotion of learning and spiritual values. All members of the institution, including

faculty, staff, and students, share the responsibility to report incidents of academic dishonesty.

Academic dishonesty includes, but is not limited to, any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, sabotage and any act of facilitating or aiding any of the foregoing: Refer to the Dakota Wesleyan Catalog for additional information on the university's standards of conduct.

### **Disciplinary Procedure**

Through due process, a candidate may be denied continued enrollment because of:

1. Academic performance that does not meet required standards;
2. Conduct in violation of the Dakota Wesleyan University Academic Integrity Policy (see University Catalog);
3. Conduct in violation of ethical or professional standards of the graduate program or the university or individual academic program;
4. Other as determined by the program director and the Graduate Studies Committee.

### **Student Grievance Procedures**

Grade Appeal:

Students who believe they have not been graded fairly and wish to appeal must file an appeal no later than 14 days after the grade has been received. The appeal process consists of the following steps:

1. Discuss the grade in question with the course instructor as soon as possible after the course completion date.
2. Consult with the program director.
3. If the student wishes to appeal the grade, after discussions with the instructor and the program director, he/she may file an appeal of the grade to the Graduate Studies Committee.

Program Dismissal Appeal:

Students who believe they were unjustly dismissed from their program following academic probation and wish to appeal must file an appeal no later than 14 days after the notification of dismissal from the program. The appeal process consists of the following steps:

1. Consult with the program director regarding the rationale for the dismissal.
2. If the student wishes to appeal the dismissal after discussion with the program director, he/she may submit an appeal to the Graduate Studies Committee.

Academic Integrity Violation Appeal:

Students who believe they have unjustly received an academic integrity violation notice and wish to appeal must initiate the appeals process no later than 14 days after the academic integrity notification. The appeal process consists of the following steps:

1. Discuss the violation report with the course instructor as soon as possible after the report is filed.
2. Consult with the program director regarding the instructor's decision.
3. If the student wishes to appeal the decision, after discussion with the instructor and program director, he/she may submit an official written appeal of the violation to the Graduate Studies Committee.

## Other Student Concerns:

Students who believe they received unfair treatment, not related to a course grade or program dismissal, and who wish to file a formal complaint may do so by submitting a written statement of their reason for concern to the Graduate Studies Committee no later than 14 days following the incident. The Graduate Studies Committee and/or the provost will review the complaint and address the concern with the corresponding instructor, program director, support department, or the appeals board, if necessary. The Graduate Studies Committee and/or the provost will report any action or decision with the student.

## Degree Completion

1. A student who has not been enrolled at DWU for two continuous academic terms must apply for readmission to the university unless a leave of absence is on file with the registrar's office.
2. Enrollment does not constitute full admission or candidacy. Only students who have obtained full admission and have completed all program requirements will be granted a degree.
3. Students must complete all required graduate coursework for a program degree within seven years of admission to that program. A student may be granted a one-year extension for completion of a degree upon request and with approval of the Graduate Studies committee.
4. Graduate students must enroll in a minimum number of courses per academic term to maintain their part-time or full-time status. Each department sets its own requirements regarding the minimum number of required credits. Total credit hours include undergraduate and graduate.
5. Candidates may drop or add courses as per institutional procedure. Students must be enrolled in at least one credit to remain active.
6. A leave of absence may be granted for up to one year upon agreement with the program director.
7. Incomplete grades require a written justification submitted to the registrar by the course instructor. This submission includes the reason for incomplete and date for completion of course.

## Degree Application and Commencement

1. Students who have completed their program during the traditional academic year will participate in the May commencement ceremony. Students who have applied for graduation in August can participate in the May commencement ceremony if they are registered for summer classes and are within twelve hours of degree completion (to be completed by enrolling in summer classes). Special circumstances may be approved on an individual basis by the Graduate Studies Committee.
2. Candidates will apply for their graduate degree prior to completion of all courses. When making application, these items must be submitted to the registrar's office by the date listed on the academic calendar found on the DWU website.
  - a. Unofficial transcript of all graduate courses completed
  - b. Application for degree
  - c. Form affirming date of oral defense of thesis, and/or other program requirements.

3. Degree candidates are encouraged to take part in commencement exercises or submit a written request to graduate in absentia. The request should accompany the graduation application.

### **Commencement Application Deadlines**

1. Oct/Dec Graduates: March 31
2. May/June/August Graduates: Nov. 30

This will ensure that the graduate's name will appear in the commencement program.

### **Graduation Fee**

There is a nonrefundable fee due with the commencement application.

Payment of all financial obligations to the university is a condition of a student's right to receive a diploma, certificate or other educational credential from the university, or a transcript of credits or credentials earned. Students with outstanding bills at the time of graduation cannot receive their diplomas until payment has been made in full.

## **Campus Services and Resources**

### **Campus Communication**

Email is the official means of communication between the institution and students. Faculty and staff regularly communicate with students using the official DWU email system for reasons including but not limited to class announcements, financial aid information, business office updates, student activities and individual conversations with course faculty. It is the responsibility of everyone taking classes from DWU to check their DWU email on a regular basis and respond accordingly.

### **Student Identification**

Identification cards for on-ground students can be acquired in the lower level of Rollins Campus Center at the Financial Aid Office. ID cards or a student's ID number must be in possession to check out materials at the McGovern Library.

### **Library**

Graduate students have complete access to the McGovern Library and all resources. The library is open seven days a week during the academic year. On-campus and distance students have convenient, 24-hour online access to many resources and services.

### **Bookstore**

Graduate students purchase their textbooks online through the DWU Store or other site. See the course syllabus for details.

### **Student Life**

There are many support systems at DWU to assist students throughout their college careers, ranging from personal to academic. For more information about available services, refer to the DWU Student Handbook or contact the Dean of Students.

## **Expectations for Departments Offering Graduate Programs**

An overview of expectations for departments offering a graduate program:

1. Require a minimum of 30 total course hours for a graduate degree or less for non-degree programs.
2. Establish protocol for thesis and nonthesis requirements as needed or required.
3. Establish additional graduate requirements as appropriate in conjunction with the Graduate Studies Committee.
4. Prepare a regular review of each graduate program and submit to the appropriate departments.
5. Maintain appropriate student records.
6. Hire instructors and faculty with earned doctorates, terminal degrees, or equivalent experience with approval of the program director and/or provost.
7. Maintain the standards established by the Graduate Studies Committee.
8. Follow all policies and procedures as listed in the university catalog and meet all deadlines as required in the Graduate Studies Handbook.

Thesis Expectations:

An overview of expectations for programs offering a thesis:

1. No fewer than 30 hours of graduate level coursework, according to departmental requirements.
2. A written document that constitutes a significant body of scholarship that contributes to the discipline.
3. A literature review appropriate to the material, scope, and direction of the thesis.
4. An appropriate, clear, and proven methodology for the examination of phenomena, behaviors, historical events, meta theories of the field, micro theories of the field, or other discourses.
5. The written document to appear in a form and style consistent with the discipline in which the student plans to earn his or her degree.

Each department can set additional guidelines and requirements for the thesis in consultation with the Graduate Studies Committee.

Comprehensive Exam Expectations:

An overview of expectations for programs offering a comprehensive exam:

1. No fewer than 30 hours of graduate level coursework, according to departmental requirements.
2. A reference list, in appropriate format, which shall list works of scholarly readings, from which the nonthesis committee will draw questions for the comprehensive examination.
3. The comprehensive exam will consist of questions written by each member of the nonthesis committee.
4. The committee will allow the student one examination session with no fewer than four questions. The exam will be administered through Canvas over a 48-hour period.
5. Each member will grade his/her chosen question; however, consensus of all committee members is required for passing the exam.

Each department can set additional guidelines and requirements for the comprehensive exam in consultation with the Graduate Studies Committee.

## **Required Forms for the Graduate Programs**

Thesis/Nonthesis Committee Composition and Declaration Form	13
Thesis Proposal Form	14
Human Subjects Form	15
Consent to Participate Form	17
Description of Study	19
Video/Photograph Consent Form	21
Thesis Defense Form	22
Nonthesis Comprehensive Examination Form	23



**Thesis/Nonthesis  
Committee Composition and Declaration Form**

A committee member's signature signifies willingness to serve on the committee.

Date: \_\_\_\_\_

Candidate: \_\_\_\_\_

Advisor (if someone other than the Committee Chair):

\_\_\_\_\_

**Committee Members:**

Chair: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Thesis Proposal Form

Date: \_\_\_\_\_

Candidate: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

The committee members attest that they have reviewed and approved your thesis proposal for the items listed in the Thesis Expectations section of the Graduate Studies Handbook.

### Committee Members:

Chair: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Human Subjects Form

### DAKOTA WESLEYAN UNIVERSITY INSTITUTIONAL REVIEW BOARD

#### Protocol for Submitting Research Proposals

The following forms need to be completed and submitted electronically to the chair of DWU's Institutional Review Board. Currently, the chair is Dr. Paula Mazzer who can be reached at Paula.Mazzer@dwu.edu.

***Instructions:*** Provide information in the sections below, replacing italicized directions/guidance (in this font color) with the appropriate information about your research proposal **in black**. If any sections do not apply to the research you will be conducting, please mark them as "Not Applicable". When you are done filling out the form, there should be no red font in your proposal!

Once you've submitted your proposal, the IRB will review your documentation and if necessary request further information. You will receive confirmation via e-mail as to the status (approved/not approved) of your research proposal in a timely manner.

### REVIEW CHECKLIST

Here is a quick review of what needs to be submitted to DWU's Institutional Review Board. Have you:

- Completed the Description of Study below. This includes removing all *italicized red font*.
- Attached samples of all recruitment materials (e-mails, surveys). See #6 below.
- Attached a sample Informed Consent / Parental-Guardian Consent Form. See #7 below.
- If necessary, attached the methodology for explaining your research to a child participant. See #7 below.
- If necessary, attached a debriefing form if your proposal includes any deception to its participants. See #7 below.
- If necessary, attached the acknowledgement to use an external site for data collection. See #8 below.
- Attached any instruments (surveys, questionnaires, assessments, data collection tables) that you will be using in your research project. See #9 below.

DAKOTA WESLEYAN UNIVERSITY  
INSTITUTIONAL REVIEW BOARD  
DESCRIPTION OF STUDY

1. **TITLE OF STUDY:**

2. **INVESTIGATORS:** Please complete the chart below; add rows as necessary. If the investigators are undergraduate students, their title is “Student”.

Name	Title	E-mail	Phone Number

3. **SUPERVISORY INVESTIGATOR:** *Please list the name, title, e-mail, and phone number of any supervisory investigators not listed above. For example, the professor of the class who assigned the research project.*

4. **PURPOSE:** *Describe in detail the reason for conducting this research. That is, specify the research question or goal and the rationale for conducting the study.*

5. **PARTICIPANTS:** *Describe the target population of study and the number of participants who will be recruited. Include a description of inclusion/exclusion criteria. When participants from special populations (minors, persons who are cognitively impaired, persons who are not legally competent, pregnant women, prisoners, or persons who are economically or educationally disadvantaged) are asked to participate, describe why their involvement is necessary.*

- a. Do any of the listed investigators have relationships with the potential subjects that may be construed as a conflict of interest? (Yes/No) *Please type Yes or No.*
- b. If your answer to the above question is Yes, please describe how the researchers will minimize the possibility of coercion or undue influence in recruiting and conducting research with human participants.

6. **RECRUITMENT PROCEDURES:** *Describe in detail the procedures for inviting participants into the study. Also describe WHERE you will be doing the recruiting if done face-to-face. [Attach all recruitment materials, including but not limited to flyers, invitation letters, cover letters, recruitment scripts, e-mails, and/or telephone scripts.] If you are e-mailing students, please indicate how you will obtain e-mail addresses.*

7. **INFORMED CONSENT:** It is important to remember that informed consent is a process that begins with the initial contact/recruitment of participants.

- a. **INITIAL CONSENT:** *Describe in detail the process of obtaining informed consent, the person(s) who be responsible for obtaining it, and where the informed consent forms will be stored. Submit consent form(s) along with this document. [A Parental/Guardian Consent Form is required to be submitted when using minor participants.]*

- b. **ONGOING CONSENT:** *Describe in detail how participants will remain apprised of any changes in the risks or developments in the study that may affect their willingness to continue. [Any change in an approved consent form requires the investigators to re-obtain consent from participants currently enrolled in the study.]*
- c. **ASSENT:** Assent indicates a child's affirmative agreement to participate in research. Mere failure to object should not be construed as assent. Given that children have not reached their full intellectual and emotional capacities and are legally unable to give valid consent, involving children in research requires the permission of their parents or legally authorized representatives.

Children must be asked whether or not they wish to participate in the research, particularly if the research: (1) does not involve interventions likely to be of benefit to the participants; and (2) the children can comprehend and appreciate what it means to be a volunteer for the benefit of others.

The child must be given an explanation of the proposed research procedures in a language that is appropriate to the child's age, experience, maturity, and condition. This explanation must include a discussion of any discomfort or inconveniences the child may experience if he or she agrees to participate.

*If you are using children in your research, you will need to stipulate how you will explain your research project to the child as mentioned above. This is in addition to obtaining parental consent.*

- 8. **PERFORMANCE SITES:** *Specify where data will be collected. If data collection takes place off the DWU campus, please submit an acknowledgement (letter or e-mail) that you have permission to use their facility and personnel.*
- 9. **METHODS and PROCEDURES:** *Describe in detail the research methods and procedures of this study. The description should include: (1) a detailed discussion of what the participants will experience during their participation in the study (include their time commitment and all procedures); (2) the purpose and use of all instruments, such as surveys, questionnaires, and assessments [Submit all instruments used in this research proposal along with this document.]; and (3) the purpose and use of video taping, audio taping, and/or photographs.*

*If incomplete disclosure (deception) is used, describe the rationale for using it, how it will be used, and how the participants will be debriefed. [Submit a debriefing form which is given to the participant after their participation in the study is completed.]*

- 10. **RISKS:** *Describe any potential risks to the participants, including physical, psychological, social, or legal, and assess the likelihood and seriousness of those risks. If the methods of research create potential risks, describe other methods, if any, which were considered and the reasons they were not used. Describe procedures, including confidentiality standards, for minimizing potential risks. There are risks to every research proposal. Some include: loss of confidentiality, identifiable links to individual participants, emotional stress or discomfort, physical injury or discomfort.*
- 11. **BENEFITS:** *Since benefits cannot be guaranteed in a research study, a statement indicating that there may be no direct benefits to participants must be included in this section. Describe the anticipated benefits of the research to the individual participants, to the particular group from*

*which the participant population is drawn, and to society in general. [Compensation such as extra credit, money, or gifts does not qualify as a benefit; however, such compensation must be specified in the Costs/Compensation section below.]*

- 12. RISK-BENEFITS RATIO:** *State whether or not the benefits outweigh the risks of the research. If the risks outweigh the benefits to the participants, explain why the research should be conducted.*
- 13. COSTS/COMPENSATIONS TO PARTICIPANTS:** *If the investigation involves the possibility of added expense to the participants or to a third party, such as travel or time missed from work or class, specify how the participants will be compensated. Be sure this is included in the consent form.*

*Compensation such as payment, gifts, or extra credit may be offered. Include that information here. In the case of anonymous web-based surveys, include how you will collect anonymous information, yet determine which participants have completed the survey in order to compensate them.*

- 14. DISCLOSURE OF FINANCIAL INTERESTS:** *To protect research from bias due to the conflict of interest, investigators are required to disclose any significant financial interests that would reasonably appear to be affected by the proposed research.*
- 15. CONFIDENTIALITY:** *Describe all procedures used to insure confidentiality. State those who will have access to the data resulting from the research, including the Dakota Wesleyan University Institutional Review Board. Specify (1) where data will be stored (both paper and electronic format), (2) how long it will be stored, (3) who will have access to the data and (4) what will happen to it after the storage period elapses. Specify coding procedures, if applicable. Personal identifiers or portions of personal identifiers, such as social security numbers, date of birth, mother's maiden name, must not be used for coding purposes. [Consent forms, data, and master code sheets must be stored separately.]*

Revised 01/16; 11/2017 EG

DAKOTA WESLEYAN UNIVERSITY  
INSTITUTIONAL REVIEW BOARD  
CONSENT TO PARTICIPATE IN A RESEARCH STUDY

1. **TITLE OF STUDY:**
2. **INVESTIGATORS:** Please complete the chart below; add rows as necessary. If the investigators are undergraduate students, their title is “Student”.

Name	Title	E-mail	Phone Number

3. **SUPERVISORY INVESTIGATOR:** *Please list the name, title, e-mail, and phone number of any supervisory investigators not listed above. For example, the professor of the class who assigned the research project.*

4. **INTRODUCTION**

Before you agree to participate in this research study, it is important that you read and understand the following explanation of the study. It describes the purpose, procedures, benefits, risks, discomforts, and precautions associated with the study. It describes your rights as a participant. It is important to understand that no guarantee can be made regarding the results of the study. Refusal to participate will not influence the standard treatment you receive. Please, ask the investigator(s) to explain any words or information you do not understand.

5. **PURPOSE**

You are being asked to participate in a research study. The purpose of this study is. . .*[You may copy and paste this from the Description of Study.]*

6. **PARTICIPANTS**

You are being asked to participate because. . .*[Specify the inclusion/exclusion criteria.]*

7. **PROCEDURES**

If you choose to participate, . . .

*[Provide a detailed, step-by-step description of the procedures participants will encounter in this study. Include the time commitment for participants to complete these procedures.]*

8. **VIDEOTAPE/PHOTOGRAPH/AUDIOTAPE CONSENT**

Videotapes and photographic images will be used in this study (Yes/No): *Please type yes or no.*

If Yes,

- a. Purpose: *Explain the reasons that the use of the participant's image or digital recording is necessary.*
- b. Procedures: *Explain what the image of the participant will depict such as portions of the participant's body and the activities in which the participant will be engage.*
- c. Viewing: *Explain who will have access to images/recordings and their reasons for viewing the images/recordings.*

## 9. **RISKS**

*[State the level of anticipated risks, such as no known risk, minimal risks, or risks. Then, clearly elaborate all of the known risks to the participants, even the least likely, and what will be done to minimize the risks.]*

## 10. **BENEFITS**

There may be no direct benefits to you as a participant in this study; however, we hope to learn.

*[Benefits do NOT include payments or other incentives given to participants. That is addressed below.]*

## 11. **CONFIDENTIALITY**

The investigator(s), Dakota Wesleyan University, and \_\_\_\_\_ *[sponsor of study]* will treat your identity with professional standards of confidentiality and protect it to the extent allowed by the law. You will not be personally identified in any reports or publications that may result from this study. *If videotapes, photographs or other recordings are required, state how the data will be stored and when/how it will be destroyed. You MUST also include this statement in this section: **The materials will not be used for any purpose without your written permission. When the current research is complete, the material will be erased, taped over, or destroyed. You will not be personally identified in any reports, presentations, or publications that may result from this study.***

## 12. **COSTS/COMPENSATION**

There will be no cost to you.

*[Compensation such as payment, gifts, or extra credit may be offered. Please, include that information here. ]*

## 13. **DISCLOSURE OF FINANCIAL INTERESTS**

*[To protect research from bias due to the conflict of interest, investigators are required to disclose any significant financial interests that would reasonably appear to be affected by the proposes funded research.]*

## 14. **RIGHT TO REFUSE OR WITHDRAW**

You may refuse to participate or withdraw from the study at any time.

**15. QUESTIONS**

If you have any questions regarding this study, please, contact us using the information on the first page. If you have any additional questions later, contact \_\_\_\_\_ *[List the person (from page one) who will be responsible for delayed questions.]*

You may report (anonymously, if you choose) any comments or complaints to the Dakota Wesleyan University Institutional Review Board.

**CLOSING STATEMENT**

MY SIGNATURE BELOW INDICATES THAT I HAVE DECIDED TO VOLUNTEER AS A RESEARCH PARTICIPANT IN THIS STUDY. IF INDICATED IN #8 ABOVE, I ALLOW MYSELF TO BE PHOTOGRAPHED, VIDEOTAPED OR DIGITALLY RECORDED.

MY SIGNATURE BELOW ALSO INDICATES THAT I HAVE READ, UNDERSTAND, AND RECEIVED A COPY OF THIS CONSENT FORM.

\_\_\_\_\_  
Signature of Participant (or Legally Responsible Person)

\_\_\_\_\_  
Date

*If desired, the investigators may add lines requesting contact information of the participants.*

\_\_\_\_\_  
Signature of Investigator

\_\_\_\_\_  
Date

Revised 01/16





## Thesis Defense Form

Candidate: \_\_\_\_\_

Thesis Committee Chair: \_\_\_\_\_

Topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Defense: \_\_\_\_\_  
Date Time

Location: \_\_\_\_\_

*A committee member's signature signifies approval of the thesis and its defense.*

### Committee Members:

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Nonthesis Option Comprehensive Examination Form

Candidate: \_\_\_\_\_

Nonthesis Committee Chair: \_\_\_\_\_

Comprehensive Examination: \_\_\_\_\_  
Date Time

Location: \_\_\_\_\_

*A committee member's signature signifies that the student has successfully passed the comprehensive examination.*

### Committee Members:

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments:

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## Binding Request Form

Date:

\_\_\_\_\_

Student Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Email:

\_\_\_\_\_

Phone:

\_\_\_\_\_

### FORMAT:

- submit copy in standard 8 ½” x 11” format with at least 1 ½” left margin
- signature page and thesis/nonthesis printed on cotton bond, acid free paper
- all signatures on signature page original and match names of the thesis committee
- full official Dakota Wesleyan University name on the title page and abstract
- titles on title page, signature page, and abstract identical
- all charts, graphs and other special illustrative materials legible
- pages numbered correctly

### SUBMISSION:

Submit completed request form, thesis with all signatures, and payment to the Academic Affairs Office in Room 209 of Smith Hall. When all requirements are properly completed, the Administrative Assistant will give the thesis to the Circulation/Acquisitions Supervisor of the McGovern Library for binding. The registrar will then be notified that your graduate requirements have been fulfilled.

As part of the graduation requirement and at your expense, one bound copy will be retained by Dakota Wesleyan University. You may request additional copies for binding. Your cost will be \$23.75 per bound copy. The Library is not responsible for items lost in process. Please allow approximately 30-60 days for processing.

Bound copy for Dakota Wesleyan University

1

Additional copies

Total Number of Copies

Payment Due

\$30.00 x \_\_\_\_\_ number of copies = \$ \_\_\_\_\_

Payment is due with order. Please make check payable to: McGovern Library, DWU

<p><u>Office Use Only</u></p> <p>Payment Received: \$ _____ By (initials): _____</p>
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TITLE OF THESIS IN ALL CAPS:  
DOUBLE-SPACED IF ON TWO LINES

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A Thesis Presented to the Faculty of  
Dakota Wesleyan University

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In Partial Fulfillment  
of the Requirements for the Degree of  
Master of Arts in Degree Title  
with a Concentration in  
Concentration Title (if applicable)

---

by  
First name Middle name Last Name  
Month year



College Title

The Undersigned Faculty Committee Approves the Thesis of First name Middle name Last name:

TITLE OF THESIS IN ALL CAPS: DOUBLE-SPACED IF ON TWO LINES

\_\_\_\_\_  
Dean's First name Last Name, Dean College of College Title

\_\_\_\_\_  
First name Last name Professional Title

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First name Last name Professional Title

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First name Last name Professional Title

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First name Last name Professional Title

\_\_\_\_\_  
Approval Date