2024 - 2025

Operating Procedures Manual for the Degree of Doctor of Philosophy

GRADUATE SCHOOL
OF SOCIAL WORK AND
SOCIAL RESEARCH
OF
BRYN MAWR
COLLEGE

Bryn Mawr College
Graduate School Of Social Work And Social Research

Operating Procedures
for the
Degree of Doctor of Philosophy

This edition is as of October 2024
and supersedes all earlier editions

Bryn Mawr College

Graduate School of Social Work and Social Research

Operating Procedures of the Doctoral Program

The operating procedures of the doctoral program at the Graduate School of Social Work and Social Research are reviewed annually by the Doctoral Committee which consists of the Dean, *ex officio*, and voting members. The voting members of the Committee consist of those full time members of the faculty who teach in the doctoral program and have the doctoral degree and other full time members of the faculty who have the doctoral degree.

The current Doctoral Committee includes:

Sara Bressi
David Byers
Hayden Dawes
Lisa Young Larance
Kerry Lee
Tamarah Moss
Janet Shapiro, Dean
Cindy Sousa
Rachel Speer
Thomas Vartanian

The Graduate School of Social Work and Social Research is committed to providing to qualified students with disabilities the support and reasonable accommodations as required by the The Access Services Office of Bryn Mawr College.

A. APPLICATION AND ADMISSION TO THE DOCTORAL PROGRAM

1. The candidate for the Ph.D. degree should have considerable intellectual ability and curiosity, critical judgment, independence, and a broad education. A master's degree is required for admission to the doctoral program, preferably in social work or a related field. (See Section R, "Individualized Joint Enrollment" for the rare, partial exception.) In accordance with the standards of the Council on Social Work Education, the accrediting body for social work programs, persons intending to pursue an academic career teaching social work practice must hold a master's degree in social work.
2. Inquiries concerning admission to the doctoral program begin through the Bryn Mawr College Office of Admissions. After this initial contact, the Office of Admissions sends the potential applicant a prospectus with an invitation to an Open House and invites them

to set up a pre-application informational interview with the PhD Program Director if they so desire.

3. Pre-application informational interviews between the applicant and the PhD Program Director are encouraged but not required. The Office of Admissions refers potential applicants to the PhD Program Director or potential applicants may contact this person directly.
4. The primary responsibility for completing an application rests with the applicant. The College's Office of Admissions collects all necessary materials.
5. Materials required for the application process are specified on the website under Application Requirements. Applicants will use the electronic system set up by the College Office of Admissions to submit materials.
6. To assure consideration for admissions, applications for the doctoral program should be completed by the dates specified on the website.
7. The completed application and supporting material are reviewed by the Office of Admissions and the Doctoral Admissions Committee.
8. The Doctoral Admissions Committee makes decisions about the acceptance or rejection of applicants. It consists of two members of the Doctoral Faculty appointed by the PhD Program Director, the PhD Program Director, and one doctoral student appointed each year by the PhD Program Director.
9. The Doctoral Admissions Committee reads each completed application and may hold an interview with the applicant.
10. The Doctoral Admissions Committee makes decisions about the acceptance or rejection of applicants.
11. The PhD Program Director notifies the College Office of Admissions of acceptance or rejection. If the applicant is accepted for admission, the College Office of Admissions sends a letter of acceptance from the Director and a statement for the enrollment fee.
12. An applicant may discuss a rejection with the PhD Program Director or the Dean of the School.
13. The PhD Program Director reports regularly to the Doctoral Committee regarding admissions to the program.

B. SCHOLARSHIPS AND FINANCIAL AID

1. During the application process, students should discuss their financial needs with the PhD Program Director.
2. Acceptance into the program is considered separately from the award of scholarships.
3. Students who wish to apply for financial aid, both institutional grant aid and federally subsidized Stafford or Perkins funds, are required to file a completed Free Application for Federal Student Aid (FAFSA) and a Bryn Mawr Institutional Application.
4. The FAFSA form should be completed online at https://studentaid.gov/h/apply-for-aid/fafsa. Students should print or photocopy their FAFSA for their records. The Bryn Mawr Insitutional application should be mailed to the Office of Financial Aid by the date specified on the website.
5. Determination of awards is made by the PhD Program Director and the Dean of the School. Award determinations are guided by policies approved by the Doctoral Committee. It is the policy of the School to waive tuition charges for all doctoral students. The amount of student stipends vary and are determined by formula without reference to need. Students will receive an agreement letter from the PhD Program Director annually stating their stipend amount and tuition remission.

C. COURSE REQUIREMENTS

Students must complete 12 courses over a maximum of 4 years. Ten of these are required for all students (counting Data Analysis, Qualitative Analysis, and Research Methodology as two courses each). Full-time study is defined as three courses per semester. Students may register for four courses in a semester, although this is considered an overload. Students must take at least two courses per semester unless they only need a single course to finish coursework.

Student are also regularly presented with seminar and professional training opportunities through the PhD Program Director. Students are highly encouraged to attend these and consider these opportunities as a part of their essential scholarly preparation.
At least eight courses must be taken in the Ph.D. program at the School.

1. General Course Requirements (all offered at the School)

517 - Social Policy (an MSS course adapted for PhD students)

680 - Developmental Theory and Translational Research in Social Work

681 - Social Theory

682 - Data Analysis I (pre-requisite for Data Analysis II)

683 - Data Analysis II

685 - Research Methodology I (pre-requisite for Research Methodology II)

686 - Research Methodology II

684 - Qualitative Methods (pre-requisite for Qualitative Analysis)

694 - Qualitative Analysis

676 - Pedagogical Planning and Facilitation

2. Electives

   With the assistance of his or her advisor, a student is expected to structure a cohesive program of study. This can be accomplished through:

   a. Regularly-offered Ph.D.courses at the School or the College

   b. Enhanced classes

      Courses at the School or the College may count as doctoral electives only under conditions outlined in "Guidelines for the Enhancement of Courses to Achieve Doctoral Program Objectives."(see Appendix I). The student must initiate this evaluation during the semester before the course is taken by asking the PhD Program Director, and with approval of the Doctoral Committee.

   c. Tutorials

      A student may request a tutorial with a Doctoral Committee member if the student's learning objectives cannot be met by a regularly-offered course. Ordinarily, a required course may not be taken by tutorial and an exception requires approval by the PhD Program Director and the student's advisor. Registration for a tutorial requires the prior consent of the course instructor. No more than one tutorial may be taken in any semester during the regular academic year (September - May). Faculty members are not obliged to work with students during the summer and normally tutorials may not be taken during the summer. However, should a summer tutorial be granted, it will be credited as a fall semester course.

d. The Reciprocal Plan

Courses at the Graduate School of Arts and Sciences at the University of Pennsylvania (500 level course and above).

The Reciprocal Plan does not extend to courses in the professional schools, including the School of Social Policy and Practice, the Graduate Schools of Nursing or Education, or to summer courses. (Summer courses at the University of Pennsylvania and courses at Penn's School of Social Policy and Practice are not part of the Reciprocal Plan.) The courses must be related to graduate social work education and approved by the student's Advisor. All full-time and part-time matriculated students are elegible. Students are strongly advised not to undertake such work during their first year at Bryn Mawr.

The number of courses that may be taken at the University of Pennsylvania is limited to one per semester. Students register with both Bryn Mawr College and the appropriate department at Penn. Tuition, however, is billed through Bryn Mawr College at the GSSWSR rate. However, the University of Pennssylvania charges a small general fee for the use of the library, a library deposit that is refundable and fees for late registration. Instructions for enrolling in a Penn Course during the scheduled registration period are on the Registrar's webpage: http://

https://www.brynmawr.edu/inside/academic-information/registrar/registration/help-registering

3. Transfer of Credit

Students who have completed doctoral work in another program prior to matriculating at Bryn Mawr College may petition the Doctoral Committee to transfer credits after successfully completing a minimum of three courses in the Ph.D. program at Bryn Mawr. Petition for transfer of credits should be made in writing through the PhD Program Director. The petition should include the institution and department where the course was taken, the date when the course was taken, a description of the course (including a copy of the syllabus), and a copy of the transcript demonstrating a grade of B or higher. To substitute for a required course, equivalent content must be demonstrated. The PhD Program Director will review prospective transfer credits with the student. If transfer of

credit is approved, the PhD Program Director will complete the Transfer Credit Form and submit it to the Dean's Office. No more than four courses may be transferred for the degree, unless there is approval by the Dean of the School and the Doctoral Committee.

D. APPRAISAL OF ACADEMIC PERFORMANCE

1. Appraisal of the Academic Performance of Students in Coursework

   a. Mid-semester the Assistant Dean for Administration will poll all instructors at the School teaching Ph.D. students to determine if any student's performance is of concern.

      If a student is having difficulty, the Assistant Dean for Administrationwill notify the student's advisor who will talk with the student to discuss how these difficulties might be resolved.

   b. At the end of each semester, a course instructor completes the Evaluation of Student's Performance (Appendix II) for each enrolled student. A grade of Satisfactory, Marginal Satisfactory, or Unsatisfactory is assigned. A student receives a copy of this evaluation form for each course taken.

   c. A student who receives an Unsatisfactory grade in a required course must repeat that course at his or her own expense. A student who receives an Unsatisfactory grade in an elective course receives no credit for the course and must undertake the same course or a different elective at his or her own expense.

   d. Incomplete Grades for PhD Program: A grade of "I" (temporary incomplete) may be given by the instructor only when extraordinary and unforeseen circumstances prevent a student from being able to complete their work by the deadline that grades are due to the Registrar's Office at the end of a semester. Incompletes may not be granted for work that is not completed for other reasons. Incompletes may only be given to students who are in good academic standing in the course in which work is outstanding. An incomplete grade may be converted to an S, S-, or a U, following this procedure: Students requesting an incomplete because of extraordinary and unforeseen circumstances must meet with their professor to create a reasonable plan and timeline for

completion of the work. The plan and timeline should be documented on the PhD grade sheet. This timeline must require that work be completed such that a permanent grade is issued within 30 days of the date grades are due for the semester in which the incomplete was incurred. The incomplete plan and timeline must be approved by the Dean. If work remains incomplete after this date, the incomplete automatically becomes permanent and no degree credit is received. On the rare occasion of an exception to this policy, permission of the PhD Director, in consultation with the Dean, is required. If the course in which the incomplete was received is a pre-requisite for a subsequent course, the student may not progress to the next course until a final grade of S, or S- is issued to the Registrar. This restriction supersedes the 30-day period for completion of work. No degree credit will be issued for incomplete grades.

e. Students are expected to maintain a satisfactory level of course work equal to an overall grade of B or better.

f. A student with the following academic record in coursework may not proceed to complete the degree:
   - 2 "Unsatisfactory" assessments; or
   - 3 "Marginal Satisfactory" assessments; or
   - 1 "Unsatisfactory" and 2 "Marginal Satisfactory" assessments.

2. Comprehensive Exams
   a. No student with an Incomplete will be permitted to take comprehensive exams related to that course.
   b. Students must take their comprehensive exams in August following the completion of the sequence of classes for the exam and must register with the Administrative Assistant by May 31st.
      i. Exceptions
         - For those experiencing emergencies during the normal exam period in August, the student will be allowed to take the exam within 2 weeks of the regularly scheduled exam time.
         - If students fail the exam in August, a makeup exam will be given in January.

c. Comprehensive exams will be given for each set of courses. These sets of courses are:
    i. Data Analysis I (SW 682) and Data Analysis II (SW 683)
    ii. Research Methods I (SW 685) and Research Methods II (SW 686)
    iii. Qualitative Methods (SW 684) and Qualitative Analysis (SW 694)
d. Please check the academic calendar for the exact days for the exams. Generally, exams will be given on a Monday and then the Friday of the same week.
e. The faculty teaching the courses comprising the exam write and grade the exam..
f. Students are given 4 hours to take each exam. No extensions on the 4 hour time maximum will be given unless there are formal accommodations.
g. Faculty will provide their exam grade and limited feedback to the PhD Program Director.
h. The exam grade will be provided to the student by the PhD Program Director.
i. Students have up to 15 months from the time of completing the final class in the sequence to pass the particular comprehensive exam.
j. Students who fail any of the comprehensive exams twice may not proceed to complete the degree.

E. APPLICATION FOR CANDIDACY

1. Before submitting the Preliminary Examination Paper, the student must be accepted for candidacy. Application forms are available from the the Dean's Administrative Assistant (see Application for Candidacy, Appendix III)
2. Although a student may apply for candidacy at any time during his or her course of study, it is usually done when a student is nearing the end of course work.
3. The student takes the initiative in applying for candidacy. The application is made to the Doctoral Committee through the advisor sufficiently in advance of the of the last doctoral faculty meeting of the semester. A student may not submit their preliminary examination until accepted into candidacy, and not in the same semester in which candidacy was granted.

4. At a meeting of the Doctoral Committee, the advisor presents a summary of the student's work and academic performance and indicates any remaining degree requirements. and states whether or not the student is recommended for candidacy.
5. Admission to candidacy is not automatic upon completion of course work. The Doctoral Committee accepts or rejects the Application for Candidacy. If, after full review of the student's performance in the program the Doctoral Committee is confident that the student can complete the program successfully, the student is admitted to candidacy. If the Doctoral Committee cannot reach this judgment, the student will not be admitted to candidacy and the Committee will suggest how the student can improve his or her case for candidacy.
6. If the Application is accepted, the Dean of the School recommends the Director of Work and members of the Supervising Committee to the Doctoral Committee. The Doctoral Committee must approve a Supervising Committee either by accepting the Dean of the School's recommendations or by suggesting substitutions.
7. The student will then enter into the Continuing Education phase of the doctoral program and begin providing CE forms (Appendix IV) to the Administrative Assistant each semester. See Section O for more information.

F. APPOINTMENT OF THE SUPERVISING COMMITTEE

1. The student and the advisor consult on the topic for the dissertation and on the student's preferences for a Director of Work and two other members of the Supervising Committee. The student must make an appointment with the Dean of the School to discuss such preferences. Additionally, a meeting with the PhD Program Director is needed to discuss the student's progress through the program.
2. The choice of a Director of Work must be a tenure track member of GSSWSR. Direction of work is a mutual agreement between the student and the faculty member in question. The student may suggest the other members of the Supervising Committee and the Dean will consider a student's indicated preferences in making such assignments. Committees must be constructed to represent faculty strength in the area of the dissertation, to cover the areas of examination and to equalize faculty workload, with the final determination made by the Dean.

3. The Dean notifies the Director of the Application for Candidacy so that it can be considered by the Doctoral Committee.
4. If special knowledge may be useful to the Committee in guiding and evaluating an unusual dissertation, a faculty member from another department at the College or an institution other than Bryn Mawr College may be asked to serve, with approval of the Doctoral Committee. Such a member becomes a voting member of the Supervising Committee.
5. No more than one member of the Supervising Committee may be from outside of Bryn Mawr College and must hold a PhD degree.
6. The Dean of the School informs the Graduate Council in writing of approval of the Application for Candidacy and the proposed dissertation topic.
7. The PhD Program Director seeks individuals to serve as Outside Chair for supervising committeesto the PhD Supervising Committee (See The Role of the Outside Chair of the Ph.D Supervising Committee, Appendix V). The Outside Chair is a non-voting member of the committee and has the primary responsibility for ensuring the observance of applicable College rules. The PhD Program Director informs The Graduate Dean, Graduate Council, and the Dean of the School the name of the Outside Chair. The Dean then informs the Director of Work and the student.
8. It will be the faculty person's responsibility to alert the Dean's office if they intend to request a leave period at the time of submitting their leave proposal to the Provost's office. They should also discuss their absence with the student. The PhD Program Director will be responsible for bringing the need for replacements to the doctoral faculty for coverage assignments, and will communicate this coverage to the student.

G. THE PRELIMINARY EXAMINATION PAPER

1. The preliminary examination paper takes the form of a lengthy essay/paper. This paper is designed to allow students to demonstrate scholarly independence in the student's anticipated substantive area. A primary goal of the preliminary exam paper is to afford students the opportunity to develop a clear conceptual framework in an area of

substantive interest and to utilize this framework to inform practice, research and/or policy in this area of work. Students are advised to use the preliminary exam paper as a basis for their dissertation work, although this is not a requirement.

2. Students will be judged on a number of criteria including:
    a. ability to develop a clear conceptual/theoretical framework that is based on a complex view of the literature in the particular area of interest
    b. ability to utilize the conceptual frame to inform an exploration of applied work in the student's area of interest
    c. clarity of thought, organization and writing
    d. synthesis and analysis
    e. creative interpretation and capacity to be innovative with regard to substantive area of work
    f. thoroughness and organization
    g. make clear the scope of their work
3. This preliminary exam paper may be no longer than 25 pages, double-spaced, must comply with the most recent APA guidelines. The 25 pages include reference pages, titles, and all other written work. Margins must be no less than 1 inch on all sides and the font must be Times New Roman, 12 point.
4. The Director of Work will give guidance on the topic and scope of the exam. Students can send members of their committee a 1 to 2 page outline of their paper up to 60 days prior to the oral defense of the paper. Students can also send a draft of the paper to the director of work up to 30 days prior to the defense of the paper. All feedback from the faculty back to the student will be due two weeks after receiving the outline and two weeks after receiving the draft.
5. A copy of the prelimary exam paper is provided to the Administrative Assistant to the Dean of the School no later than the second Monday of November or the last Monday of March. The specific date for each semester is noted in the Academic Calendar for the School. The Administrative Assistant will send the exam paper to the committee and will schedule the preliminary exam within 2 to 3 weeks of receiving the paper.
6. Timing of the Preliminary Examination

a. The preliminary exam paper must be completed within 16 months after completion of the final comprehensive exam.
b. The oral part of the examination intends to clarify any questions the Supervising Committee may have about the written examination and gives the student an opportunity to expand on their work. Students are not informed about the outcome of the Committee's evaluation of the preliminary examination paper until the oral is completed.
c. At the end of the oral, the student leaves the room while the Supervising Committee evaluates the preliminary exam paper. After the Committee has voted, and if the student has successfully completed the examination, the Director of Work invites the student in and informs the student of the decision. The Director of Work meets separately with the unsuccessful student to review the performance and the decision of the Committee.
d. Evaluation of the Preliminary Examination
    i. The Preliminary Examination (written and oral) is graded as a whole.
    ii. After the oral, a grade of "Satisfactory" or "Unsatisfactory" will be reached with respect to the Preliminary Examination.
    iii. The result of the Preliminary Examination is recorded in one of the following terms:
        - "Satisfactory"
        - "Unsatisfactory" is used when three or four of the areas are unsatisfactory. If the vote is "Unsatisfactory," the Committee states explicitly whether or not and when the student will be allowed to repeat the Preliminary Examination.
    iv. The vote of the Committee is recorded on the student's Ph.D Progress Record and signed by the members of the Committee and given to the Administrative Assistant to be uploaded to the student's electronic records. (See Appendix VI)
    v. If there is a difference of opinion among members of the Supervising Committee, the majority is decisive. The vote of any dissenting member(s) is recorded on the Ph.D. application and such member(s) may

file a minority report. The oral report to the student by the Committee at the conclusion of the exam will not include the votes of individual members.

vi. A statement of the result of the preliminary examination paper and the decision of the Supervising Committee is sent in writing to the student by the Dean of the School.

vii. No student is permitted more than one re-examination of the preliminary examination paper.

viii. The Preliminary re-examination must be passed satisfactorily within one year of the first written examination period. If, after this time, a student has remaining unsatisfactory performances in any of the areas of the Preliminary Examination, the student may not proceed to complete the degree.

H. DISSERTATION

No member of the faculty is obliged to read or advise in connection with a dissertation at any time except during the academic year.

1. Dissertation Proposal
    a. Dissertation proposals must be submitted and defended within one year of successful completion of the preliminary examination paper. The deadline for submitting and defending the dissertation proposal is one year after successfully completing and passing the preliminary exam paper.
    b. No substantive work on the dissertation should begin until the dissertation proposal has been accepted. (See Guidelines for Dissertation Proposals--Appendix VII).
    c. This proposal should not exceed 20 double-spaced, typewritten pages, exclusive of title page, abstract, and reference pages. It should use 1" margins and a 12 point font.
    d. After consultation with the Director of Work, the student submits the proposal to all members of the Supervising Committee, with a copy to the PhD Program Director and the Administrative Assistant. The Administrative Assistant sends a

Dissertation Proposal Form to all committee members. The committee members will complete the Disseration Proposal Form and send it to the Director of Work. (See Dissertation Proposal Form – Appendix VII).

e. If the members of the Committee consider the proposal ready for discussion, the Director of Work arranges a meeting with the student and the Committee members. This is to inform the members of the Committee in detail the subject and content of the dissertation and to alert the student to any difficulties anticipated by the Committee. At the Director's discretion, this meeting may include the Outside Chair of the Committee. The Director of Work takes minutes at this meeting and circulates them to the student and other Committee members.

f. No dissertation research may begin until the project has been reviewed by the Bryn Mawr College Institutional Review Board (IRB) for compliance with requirements for the protection of human subjects in research. The Supervising Committee must approve the proposal before it is submitted to the Institutional Review Board.

g. The dissertation must represent the results of independent investigation in the field of the student's major subject. It must contain new material, results or interpretations and be judged suitable for publication. Students may use technical consultants in their work, but the student must conduct the analysis, write up the results, and be able to defend the work.

h. The dissertation must be written in English. A student whose native language is not English may submit a dissertation in his or her native tongue, accompanied by a professional English translation.

i. The final proposal shall be sent electronically to all members of the supervising committee and the PhD Program Director.

j. Following the proposal meeting, the student's Ph.D Progress Record is signed by the members of the Committee and given to the Administrative Assistant to be uploaded to the student's electronic records. (See Appendix VI) The Outside Chair's signature is not required at this point.

2. Progress of the Dissertation

a. After the proposal has been approved, any significant changes (particularly with the design and methods) in the procedures of the dissertation should be communicated to the Committee either by memorandum or by subsequent meetings. Before such changes are implemented, they also need to be reported and approved by the IRB.
b. The semester prior to the anticipated defense, the Director of Work will call a meeting of the Supervising Committee to review the dissertation progress. Two weeks prior to this meeting, the student shall send each committee member beginning/introductory chapters (introduction; theoretical and empirial background (literature review) and methods; a simple outline for the dissertation; and 1-2 complete drafts of findings chapters.) Written feedback from the meeting should be provided to the student and the Supervising Committee by the Director of Work. This meeting will be recorded on the PhD Progress Record form (See Appendix VI) and provided to the Administrative Assistant to be uploaded to the student's electronic records.

3. Completed Dissertation
   a. The dissertation must be submitted to the Administrative Assistant to the Dean of the GSSWSR not later than the date specified in the Academic Calendar, which is 45 days prior to the last day of exams for the academic year in which the student expects to complete work for the degree. If the dissertation fails to be submitted by these specific times, it may be submitted for conferral of the degree on the following December 15. If a December degree is expected to be conferred, the dissertation shall be submitted no later than October 15.
   b. The dissertation must be printed in letter-quality or correspondence-quality form and be in accord with all College requirements regarding the format and guidelines of a dissertation. (See BMC example – Appendix VIII.)
   c. Four copies of the completed dissertation must be submitted to the Administrative Assistant to the Dean of the School in suitable binders and accompanied by a curriculum vitae and an abstract of not more than 150 words. These four copies are distributed by the Administrative Assistant to all members of the Supervising Committee along with 1) a recommendation that the dissertation be accepted and

a brief critical comment by the Director of Work, and 2) the Dissertation Accept Form (either hard copy or electronically) (Appendix IX) must be submitted to the Chair of the Supervising Committee. (See Guidelines for Dissertation Preparation – Appendix VIII.)

d. The Administrative Assistant checks with all members of the Supervising Committee and with the student and sets the time and place for the Final Examination.

I. THE FINAL EXAMINATION

1. The Final Examination tests the student's knowledge of the special fields of the major subject in which the dissertation has been written.
2. All members of the Committee must read the dissertation promptly. A Committee member who has serious questions about the dissertation will inform the Director of Work and the Outside Chair well in advance of, but no later than, seven days before the scheduled Final Examination. The Director of Work will consult with the Outside Chair will then consult each member to ascertain whether a meeting of the Committee should be held to discuss the dissertation. Such a meeting should always be called if a member is doubtful about any points in the dissertation, or wishes to confer with other members about the dissertation as a whole. This meeting may result in recommended revisions, possibly leading to postponement of the Final Examination, or may result in rejection of the dissertation. If all members of the Committee have indicated in writing that the dissertation is acceptable, a Committee meeting to discuss the dissertation usually will be held immediately before the Final Examination.
3. The Final Examination may be taken only after the student's dissertation has been accepted by all members of the Supervising Committee.
4. The Final Examination is oral and shall be not less than one hour in length, or more than three.
5. All members of the Supervising Committee are expected to take part in the oral examination. The oral examination is also open to any members of the faculty who wish to attend.

6. The final examination may not be set later than the fourteenth day before Commencement Day, or later than November 25 if a December degree is to be conferred. These days are noted on the Academic Calendar.
7. The vote on the dissertation will be "Satisfactory" or "Unsatisfactory." The word "Satisfactory" may be qualified by a phrase recommending minor stylistic changes or clarification, for example, "subject to minor stylistic changes or clarification recommended by the Committee". If the vote is "Unsatisfactory," the Supervising Committee will determine the conditions, if any, under which the student is to proceed. The vote is recorded on the student's Ph.D Progress Record and signed by all Committee members. The Ph.D Progress Record is then provided the Administrative Assistant for uploading into the student's electronic file.
8. If any Committee member finds the dissertation unsatisfactory, his or her vote is recorded on the Ph.D Progress Record. If more than half the members of the Supervising Committee find the dissertation unsatisfactory, it fails. The student will be directed either to continue work on the dissertation or to withdraw from the program.
9. Notification of action on both the dissertation and the final examination shall be sent to the candidate in writing by the Dean.
10. All votes, once recorded, are part of the permanent record and not subject to later change.
11. The Outside Chair of the Supervising Committee shall discuss with the candidate and the Director of Work at the Final Examination or on some other occasion at least one week before Commencement Day (or before December 10 if a December degree is to be conferred) the proposed form of publication of the dissertation.

J. DEPOSIT OF THE DISSERTATION

1. At the Final Examination, the dissertation will be accepted, or returned for minor stylistic changes or clarification. If the dissertation has been accepted, or accepted subject to the "minor stylistic changes and clarification" voted by the Supervising Committee, the candidate must produce a final copy (that is, a copy that is technically correct and revised according to the specifications of the examiners) in a format that can be submitted electronically to ProQuest Dissertation Publishing.

2. The candidate must ascertain that all textual, illustrative and other materials in the dissertation are out of copyright or meet the definition of "fair use".
3. The Director of Work must certify that this electronic document is the final copy by submitting the "Certification of Final Version of the Dissertation" (Appendix IX) to the Administrative Assistant to the Dean of the School via email.
4. The electronic final copy must be successfully submitted to ProQuest Publishing no later than four days before Commencement Day or by December 10 if the degree is to be conferred on December 15.
5. This electronic final copy must also include an abstract of the dissertation of not more than 350 words.
6. No degree will be granted until the dissertation has been revised to conform to all of the recommendations of the Committee and the final copy has been successfully submitted to ProQuest.
7. No more than four days before Commencement Day or by December 10 if the degree is to be conferred on December 15, two copies (one hardcover printed copy, one PDF) of the final version of the dissertation shall also be submitted to the Administrative Assistant to the Dean of the School. The PDF copy will be forwarded for deposit in Canaday Library as the college's archival copy. The printed copy, in a regulation dissertation binder, will be placed in the Doctoral Reading Room at the School.

K. PUBLICATION OF THE DISSERTATION

Publication of the dissertation is required. The dissertation must be published according to the plan listed below to be approved by the Student's Director of Work and by the Outside Chair of the Supervising Committee.

1. Publication by ProQuest Dissertation Publishing
    a. The dissertation, minus any copyrighted material which the student has not obtained permission to reproduce, is made available immediately after the Adminstrative Assistant to the Dean of the Graduate School confirms a successfulul submission to ProQuest.
    b. The dissertation, minus any copyrighted material which the student has not obtained permission to reproduce, is uploaded to ProQuest but may be embargoed

for up to two years, a period during which the graduate may publish the dissertation elsewhere.

c. Publication in full or in substantial part - If, prior to the conferral of the degree or prior to the end of the two-year embargo period, the candidate presents evidence (such as a dated letter from a publisher accepting the dissertation for publication) of a completed arrangement for the publication of the dissertation in full or in substantial part in a scholarly journal or as a book, the graduate may arrange with ProQuest to embargo the dissertation indefinitely.

d. The electronic final copy of the dissertation will be held by Canaday Library. During any embargo period it may be read by individuals not affiliated with Bryn Mawr College only with the express permission of the author.

e. If the candidate publishes in a printed work or in a journal, one copy shall be deposited with the College. In this case, the publication should include a statement that the study is a dissertation or part of a dissertation accepted by Bryn Mawr College. In exceptional cases, to be approved by the faculty on the Doctoral Committee of the School, this statement may be omitted.

f. At the time the student submits the dissertation electronically the student may request that the general circulation of the dissertation, including publishing, may be restricted for a period of up to two years. Reasons for such requests may include, for example, honoring agreements with data sources or allowing time to prepare fresh or newer material fully for publication.

(See Appendices related to the DISSERTATION (Appendix VII, VIII, IX, X)

L. SURVEY OF EARNED DOCTORATES

1. During the publications process, ProQuest requires that the student complete the "Survey of Earned Doctorates".
2. Students must link to the following website https://sed-ncses.org and complete the survey.
3. Students must obtain the certificate of completion and provide a copy to the Administrative Assistant to be placed in the student's file.

M. COMPLETION VERFICATION

1. The student must provide the Administrative Assistant the Completion Checklist (Appendix IX) with their signature and date to verify they have completed all the requirements to graduate.

N. APPEALS

1. The Supervising Committee's decision pertaining to performance on the Preliminary Examination, the Dissertation, and the Final Examination may be appealed in writing to the PhD Program Director, who forwards it to the Doctoral Committee for consideration. The decision of the Doctoral Committee is final.

O. CONTINUING ENROLLMENT STUDENTS AND FEES

1. Students who have completed course work and are preparing for the Preliminary Examination of pursuing work on a dissertation are considered continuing enrollment students and are billed as such each semester until completion of the degree.
2. Students are responsible for returning the Continuing Enrollment Registration Form (See Appendix IV) each semester indicating their academic status for the term. Failure to return the completed Continuing Enrollment Registration Form may result in the student being billed for the semester's tuition.
3. The continuing enrollment fee does not cover summer assistance from the faculty. No faculty member is obliged to work with students during the summer months.
4. No student may receive a degree who has outstanding unpaid bills with the College. This includes payment of the Commencement Fee.

P. SUMMARY OF TIME TO COMPLETE THE PROGRAM.

There will be a maximum of 8 years to complete the program within the timeframe outlined below. While students can take the maximum amount of time for some of these periods, they can not take the maximum amount of time for all of these periods. The maximum time indicated on the chart below refers to the completion of that phase of work e.g. the dissertation proposal must be defended and accepted within 12 months of passing the preliminary examination. Students will be allowed up to two years of leave from the doctoral

program. The two years can be used at any point in the process of doctoral studies but no more than two years can be used for this sort of leave. No leaves will be given in order to increase the time period for completing work. If a student fails to finish any given part of the program in the maximum amount of time allowed, that student will be removed from the Ph.D. program.

Beginning Period	**Ending Period**	**Normal time**	**Maximum time**
Start the program	Ending course work and passing all comprehensive exams	2-3 years	4 years
Ending course work	Passing preliminary exam paper	3 months	20 months
Pass preliminary exams paper	Dissertation Proposal	3 to 9 months	1 year
Dissertation Proposal	Dissertation Defense	2 to 3 years	4 years

THE RIVITZ AWARD

The Rivitz Award was established with an endowment from Mr. Maurice Sall in memory of his daughter, Joan Sall Rivitz (MSS, 1963; PhD, 1972). The Award is for one year and is $5,000. It is intended to help gifted students to move quickly toward completion of the dissertation. It is awarded annually to a Continuing Enrollment student who has submitted a proposal which is outstanding, as judged by the PhD Program Director, the Dean of the GSSWSR, and at least one member appointed by of the Doctoral Faculty Committee.

Competition is limited to those students who have completed the preliminary examination during the three preceding academic semesters. If no proposal is considered worthy in a given year, the Award may not be made. In rare circumstances, two Awards may be given.

Three copies of the proposal must be submitted by the announced deadline for that calendar year, which is usually about December 10th. Proposals must have been reviewed and approved by the student's supervising committee prior to submission. Students are not eligible to compete more than once for the Rivitz Award.

Judging

The Rivitz Award is made on the basis of the quality of the proposal and according to the following criteria:

1. Significance of the contribution to furthering knowledge in social work and social welfare, both theoretically and practically;
2. Creativity;
3. Theoretical sophistication;
4. Methodological adequacy;
5. Writing skill;
6. Feasibility of the project;
7. Completeness of proposal.

GOVERNANCE OF THE DOCTORAL PROGRAM

I. PREAMBLE

Following are the procedures and rules governing the doctoral program. They represent procedures required by the General Faculty, procedures agreed upon and voted by the Doctoral Committee, and ways of doing things that constitute the program's customs.

The doctoral program in social work and social research leads to a degree awarded by the General Faculty of the College. The General Faculty sets specific degree requirements for the PhD degree as well as certain rules regarding how such requirements are met. [1] The plan of governance and the faculty by-laws at the college provide further requirements for faculty functioning in this division of the College and delegates certain responsibilities to the faculty.

Within the School of Social Work and Social Research, the doctoral program is relatively autonomous; it has its own governing body, the Doctoral Committee

This Committee shall consist of the Dean, *ex officio*, and voting members. The voting members of the Committee shall consist of those full time members of the faculty who teach in the doctoral program and have the doctoral degree and such other full time members of the faculty who have the doctoral degree. While the Doctoral Committee reports its decisions to the Faculty of the School, the decisions within the province of the Doctoral Committee remain solely its responsibility and are not subject to ratification by the Faculty of the School. Only voting members of the Doctoral Committee who are members of the General Faculty of the College have the right to vote at Bryn Mawr College.

II. RIGHTS AND RESPONSIBILITIES OF THE DOCTORAL COMMITTEE

Curriculum

Mission: The Doctoral Committee is responsible for the development, evaluation, and revision of the mission and goals of the curriculum. Curriculum development in the doctoral program is informed both by the need for specific substantive content and the expertise of the faculty.

Curriculum planning: Early in the spring semester, the Doctoral Committee considers course offerings for the following year and a projection for the year following that. This discussion includes consideration of the number of courses to be mounted, specific courses

[1] By-Laws of the Faculty, Adopted May 2006, Amended 1/25/2023

needed, and is informed by projected faculty leaves. The PhD Program Director brings to this meeting a tentative course projection. The recommendation of the Doctoral Committee is forwarded to the Dean of the GSSWSR.

In consultation with Doctoral Committee, the PhD Program Director recommends faculty course assignments to the Dean of the GSSWSR. In general, individual faculty members have responsibility for particular courses over time.

Introduction of new courses: No new course may be introduced without Doctoral Committee approval. A faculty member wishing to propose a new course submits a tentative course outline, including readings and course assignments, to the Doctoral Committee. The Doctoral Committee evaluates the course according to its fit with the mission of the program, substantive content appropriate to the doctoral level, and the addition of desired new content.

Procedures for altering curriculum requirements: The General Faculty of the College has set certain requirements for the PhD degree. An exception to these can be obtained only by petition to the General Faculty by the Doctoral Committee. The PhD Program Director argues such requests to the General Faculty.

Changes in degree requirements can be made only by the Doctoral Committee. Exceptions to degree requirements for particular students must be approved by the Doctoral Committee. No General Faculty degree requirements can be waived.

Admissions

Through the Doctoral Admissions Committee, the Doctoral Committee makes all decisions regarding admission to the doctoral program. The Doctoral Admissions Committee applies criteria for admission established by the Doctoral Committee. The Doctoral Admissions Committee informs the Dean of the GSSWSR of its decisions. Letters of acceptance and rejection are written by the PhD Program Director.

Financial Assistance

Financial assistance is normally determined each year by the PhD Program Director and the Dean of the GSSWSR, according to criteria established by the Doctoral Committee. (See Section B, “Scholarships and Financial Aid.”)

Decisions Regarding Specific Students

The Doctoral Committee is responsible for monitoring student performance at regular intervals. At the end of each semester, the Committee reviews the achievement of every student. Decisions regarding continuation of students who are not progressing satisfactorily are normally made at this time. Any student separated from the program is informed of this in writing by the Dean of the GSSWSR.

The Doctoral Committee considers applications for candidacy and makes a decision as required in the Plan of Government. The Dean of the GSSWSR submits the names of faculty members who will compose the student's Supervising Committee. The Doctoral Committee reviews the appropriateness of the faculty members nominated and confirms or suggests alteration of the Supervising Committee's composition. The candidacy application and names of faculty members on the Supervising Committee are forwarded to the Committee to Supervise the PhD of the General Faculty for its approval and appointment of the Chair. After candidacy, the Supervising Committee reports to the Committee to Supervise the PhD.

Structure of the Doctoral Program

The Doctoral Committee constructs such committees as are necessary for the conduct of its business.

PhD Program Director: The PhD Program Director is responsible for leading it by facilitating the development and articulation of its vision; by facilitating appraisal of the program's strengths and weaknesses; and by monitoring the enforcement of academic standards at all stages of doctoral education from admissions to completion of the Final Examination. The PhD Program Director administers the program on a day-to-day basis and represents the program to other organizations.

Job Description of PhD Program Director

Chair of the Doctoral Committee

1. The PhD Program Director chairs all meetings of the Doctoral Committee.
    a. The PhD Program Director is responsible for sending out notices of meetings to all members.
    b. The PhD Program Director prepares the agenda for Doctoral Committee meetings in consultation with the Dean of the GSSWSR, other faculty members, and in consultation with students.

The PhD Program Director is responsible for general administration of the program. This includes

a. Maintaining communication with doctoral students regarding the operation of the program, including: notifications regarding candidacy applications, filing of financial aid applications, scheduling of preliminary examinations, and special opportunities for funding or employment. The PhD Program Director is responsible for communicating with individual students regarding strengths, weaknesses and difficulties associated with their overall performance while the student is in class work.
b. Providing general oversight to ensure the smooth operation of the program in such matters as admissions and preparation and administration of preliminary examinations.
c. Preparing in consultation with the Dean of the GSSWSR the proposed list of classes to be offered for approval of the Doctoral Committee.
d. Communicating student concerns about the program to appropriate parties.
e. Planning for the orientation of new students.

2. The PhD Program Director is responsible for initiating and directing attention to curriculum and program development.
3. The PhD Program Director is responsible for identifying policy issues affecting the program and arranging for their resolution by the Doctoral Committee.
4. The PhD Program Director is responsible for engaging the Dean of the GSSWSR and the faculty in the provision of adequate financial resources for the program.
5. The PhD Program Director is a member of the Doctoral Admissions Committee and is responsible for administering all aspects of the doctoral admissions process, including:
    a. Working with the Admissions Director to schedule interviews with applicants;
    b. Conducting pre-application interviews with potential applicants and/or arranging with the Office of Admissions an "open house" for prospective applicants;
    c. Developing with the Doctoral Committee plans for advertising the program.

6. The PhD Program Director serves as the School's representative on the Committee to Supervise the PhD of the General Faculty.
7. The PhD Program Director is responsible for revising the Ph.D Operating Procedure Manual.

Appendix I

Guidelines for the Enhancement of Courses to Achieve Doctoral Program Objectives

Guidelines for the Enhancement of Courses to Achieve Doctoral Program Objectives

Generally speaking, doctoral courses are driven explicitly by considerations of theory that organize the material. These courses emphasize the relationship between and among concepts and help students develop intellectual scaffolding for their ideas. Students are expected to engage course material critically and comparatively and to move skillfully from description to analysis and from the specific instance to the general property. The type of reading and the nature of oral and written assignments in doctoral courses reflect this concern with abstraction and facility with argument.

Other courses, *generally speaking*, emphasize the transfer of information and suggest ways in which it can be applied. Reading and writing assignments and class discussion reflect these objectives.

When a doctoral student wants to enroll in a non-doctoral course, the student and the instructor should work out a plan of study to ensure that the course meets doctoral program objectives. The doctoral faculty believes that the following features should be considered in such a plan:

1. The course should be supplemented by a formal tutorial. The student will get credit for the course under a doctoral tutorial number; the course description included on the transcript will reflect the substantive title of the course. Should faculty members be credited for tutorials at some point, the tutorial number will permit enumeration.
2. As part of this tutorial, the student should be assigned additional reading. The student and the faculty member should meet regularly outside of class to discuss this. Some students and members of the faculty have found it helpful to structure this meeting by having the student "teach" the reading to the faculty member by way of starting off.
3. Students and faculty also have found it useful for the student's class participation to be made part of course pedagogy. For example, doctoral students may be charged with asking only questions that broach generalizations or points of theory. In this regard, it is helpful for the faculty member and the student to discuss regularly the logic of the course, the goals of a particular class session, and how the student may help keep things on track.

4. Finally, the paper (or less likely, the exam) for the tutorial should encourage display of the intellectual skills to be developed in doctoral education. Ordinarily, such a paper would be substantially longer and more complex than what is expected of other non-doctoral students.
5. In evaluating such a course/tutorial combination, doctoral students should reflect on how well the two components worked together.

Appendix II

Sample Grade Sheet and Faculty Evaluation Forms

BRYN MAWR COLLEGE

GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH

EVALUATION OF STUDENT'S PERFORMANCE

IN A PH.D. COURSE

Student's Name: _____ Instructor: _____

Student's ID: _____ Signature: _____

Course and Section _____ Date: _____

Title: _____

Semester, Year: _____ Return to Dean's Office by: _____

_____ Satisfactory (S)

_____ Marginal Satisfactory (MS)

_____ Unsatisfactory (U)

_____ Incomplete – to be completed by: _____

PERFORMANCE CRITERIA ASSESSMENT (Circle one for each and provide comments)

1. Knowledge of Material	Excellent	Very Good	Good	Fair	Poor
2. Skill in Organizing Material	Excellent	Very Good	Good	Fair	Poor
3. Abstraction and Argumentation	Excellent	Very Good	Good	Fair	Poor
4. Written Expression	Excellent	Very Good	Good	Fair	Poor
5. Oral Expression	Excellent	Very Good	Good	Fair	Poor

Comments:

BRYN MAWR COLLEGE

GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH

End-of-Semester Evaluation of Faculty Performance and Course

COURSE Number & Section _____ Title _____

INSTRUCTOR _____ YEAR _____ SEMESTER _____

This form is to be submitted to the Dean's Office. It will be used to gather student input about the faculty in general, and about specific teaching assignments, tenure, promotion, or reappointment decisions. The rating "Satisfactory" is appropriate when an instructor has met or exceeded your conception of a minimally acceptable level of performance.

Faculty member is rated: Satisfactory _____ Unsatisfactory _____

_____

Evaluate the course content and structure

1. ***Did the course provide an adequate opportunity to meet the stated learning objectives?***

   Yes____ No____

2. ***Organization of the course.***

3. ***Clarity and relevance of assignments.***

_____

Evaluate the instructor's performance:

1. ***Instructor's management of class time and discussion.***

2. ***Quality of feedback you received from the instructor.***

3. ***Comment on the instructor's teaching style, strengths and areas for improvement:***

_____

Other comments:

Appendix III

Sample - Application for Candidacy

BRYN MAWR COLLEGE

Graduate School Of Social Work And Social Research

Return this application to the Dean of the Graduate School of Social Work and Social Research Bryn Mawr College, Bryn Mawr, PA 19010

Application for Candidacy for the Degree of Doctor of Philosophy To the Faculty of the Doctoral Committee of the Graduate School of Social Work and Social Research

1) Full Name:

2) Student ID#:

3) Date of this application:

4) Present Address:

5) Have you completed comprehensive exams and all coursework?

☐ Yes ☐ No

Please add an updated CV that includes any publications (actual, under review, and in process); research experience; teaching experience; and funding applications or awards. Please ensure this is in a scholarly, CV format, not a resume format.

Please complete the following questions, using a separate document that you attach if necessary (do not exceed 3 double spaced pages).

6) Please **reflect on your performance in the PhD program**. What are your strengths? How have you grown? What goals do you have moving forward? What supports do you need?

7) State your **substantive area of focus and relevant theories** within social work and social research (attach another document if needed).

8) Describe the **research methods** relevant to you as you investigate your area of specialization. Describe your confidence in your abilities to undertake these methods, any additional training you will require and how you might obtain this additional training/mentorship. (attach another document if needed)

9) Describe your preparation with regards to **teaching**. What goals do you have to continue to prepare your pedagogy? (attach another document if needed)

10) Describe your preparation with regards to financial support for completion of the program and your dissertation work. Include resources (assistantships, fellowships, grants, positions, etc.) pursued or planned to pursue. (attach another document if needed)

Signature of Candidate: Date:

11) Statement from Student's Advisor about the completion of the minimum requirements for candidacy and an assessment of the student's ability to complete the program successfully. (attach another document if needed)

Signature of Advisor: Date:

****Student: Make an appointment with the Director of the Doctoral Program to review plan. Contact Dean's Administrative Assistant for an appointment to discuss progress with the Dean. In preparation for these meetings, student should consider potential committees members to discuss with Director and Dean. Final approval for committee comes from Dean.**

Signature of Dean: Date of the Appointment:

Signature of Director: Date of the Appointment:

Appendix IV

Sample - Continuing Enrollment Form

BRYN MAWR COLLEGE
GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH
CONTINUING ENROLLMENT FORM
<Semester>

ID: _____ Name:_____

Address: _____

Students who have completed the required academic courses and are preparing for preliminary examinations or continuing independent work on their dissertations must retain their enrollment and degree candidacy by registering for one or more courses each semester **OR** by paying a **Continuing Enrollment fee of $630 each semester**. **Students will be billed unless they have asked for a leave of absence in writing and a leave has been granted.** YOUR ENROLLMENT STATUS WILL NOT BE VERIFIED UNLESS THIS FORM IS COMPLETED.

Please sign and return this form to the Dean's Office by: **<date>** (may be returned by email as an attachment to Sue Witherite @ switherite@brynmawr.edu)

During the **< Semester>** I shall be pursuing my graduate work on the following basis: (please check one):

1. ☐ **Full-time**: Continuing Enrollment students devoting full time to studying for comp exams and/or preliminary paper or to preparing the dissertation.

2. ☐ **At least half-time**: Continuing Enrollment students who are working at least half-time preparing for comp exams and/or preliminary paper or on the dissertation.

3. ☐ **Less than half time**: Continuing Enrollment students who are working less than half-time preparing for comp exams and/or preliminary papers or on the dissertation.

* *

- ☐ I was accepted to candidacy on Click here to enter text. (Date)

- ☐ I plan to take preliminary paper examinations in Fall Click here to enter text. (year) or Spring Click here to enter text. (year)
- ☐ I completed preliminary paper examinations on Click here to enter text. (Date)

- ☐ My proposal was submitted and accepted on Click here to enter text. (Date)

Graduation date is 8 years from enrollment in doctoral program (longer **only** if approved leave time added):

I will graduate in December Click here to enter text. (year) or May Click here to enter text. (year)

Signed Click here to enter text. Date Click here to enter text.

* *

Students are required to update their contact information in "Bionic," the online self-service website.

Please note: Please be sure to check your Bryn Mawr email regularly. We do not send information to your personal emails.

Information mailed to you is sent to the mailing address listed in Bionic. Please check now to see if your contact information is current. It is you responsibility to update your contact information (address, phone, cell, etc.) at https://brynmawr.edu/admissions/self-service. Thank you.

Appendix V

The Role of the Outside Chair of the Ph.D. Supervising Committtee

The Role of the Outside Chair on the PhD Supervising Committees

This document deals mainly with procedure. It does not attempt to repeat the "Regulations for the Degree of Doctor of Philosophy" in the Rules of the General Faculty which Outside Chairs are advised to read. Outside Chairs are also advised to obtain a copy of the Operating Procedures for the Degree of Doctor of Philosophy for the Graduate School of Social Work and Social Research.

1. The primary role of the Outside Chair is to maintain order in the conduct of the progress of the dissertation meeting (the semester prior to the submission of the dissertation); evaluation of the dissertation; and the conduct of the final examinations.
2. The Outside Chair is responsible for ensuring that each student is judged fairly and equitably.
3. The Outside Chair is responsible for ensuring that every faculty member acts independently without pressure from other faculty and has the opportunity to fully express his or her evaluation of the work.
4. The Outside Chair will act in such a way as to enforce the rules of the Graduate School in which the student is pursuing the degree. While the general rules governing the PhD are uniform across both Schools, the rules differ in specific detail of procedure between the Schools and among the departments of the School of Arts and Sciences. It is the responsibility of the Outside Chair to know the rules under which the examinations are occurring and to ensure that they are followed.
5. The Director of Work confers with the Outside Chair and calls meetings of the committee prior to the oral examinations if committee members question the acceptability of the work.
6. The appropriate graduate office provides the candidate's PhD Progress Record to the Outside Chair. The Outside Chair secures signatures on the PhD Progress Record, recording the votes of each member of the committee after committee decisions and returns the PhD Progress Record to the appropriate graduate office, together with one copy of the dissertation after the final oral.
7. The Outside Chair shall maintain confidentiality regarding the specific votes of members of the committee. The student should be told only that he/she has passed or failed.

8. Except in conditions where the student is excluded from the program, written communication to the student from committee members should be through the student's Director of Work. When the Supervising Committee decides that a student not be allowed to continue work toward the degree, the Outside Chair will meet with the appropriate Graduate Dean of the GSSWSR to explain the circumstances. As with decisions regarding completion of preliminary and final examinations, the Dean of the GSSWSR will prepare the formal communication of this decision to the student. In addition, the Outside Chair must write an account of what has occurred for the student's record.

Appendix VI

Sample - PhD Student Progress Record

PhD Student Progress Record
(Not to be filled in by the candidate)

Candidate Name:_____

Student ID #_____

Supervising Committee:

Outside Chair (appointed by the Dean of Graduate Studies):

Director of Work:

Committee Members:

Preliminary Exam Paper: (due within 16 months of last comp exam)

Date for Exam:_____

Names	Satisfactory	Unsatisfactory	Signature
Director of Work:			
Member:			
Member:			

*Outside Chair does not need to sit for prelim exam paper

Dissertation Proposal Review: (due within one year of completion of prelim exam paper)

Title:_____

Date of Proposal review: _____

Names	Satisfactory	Unsatisfactory	Signature
Director of Work:			
Member:			
Member:			

*Outside Chair does not need to attend the dissertation proposal review.

Recommendations:

Candidate Name:_____

Student ID #_____

Dissertation Review: (Semester before Defense)

Title:_____

Date of review: _____

Names	Satisfactory	Unsatisfactory	Signature
Outside Chair:			
Director of Work:			
Member:			
Member:			

*Director of Work will email written summary to student and copy the committee.
Recommendations:

Final Dissertation Exam:

Title:_____

Date of Final Exam:_____

Names	Satisfactory	Unsatisfactory	Signature
Outside Chair:			
Director of Work:			
Member:			
Member:			

Recommendations:

Appendix VII

Guidelines and forms for Dissertation Proposals

BRYN MAWR COLLEGE
GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH

Guidelines for Proposals

No proposal narrative should be more than 20 pages in length, double-spaced. Each proposal should include, in addition to the narrative, a brief 1/2 to 1-page summary of the proposal. Use APA style. A bibliography and C.V. should be included.

The following format should be followed. These components apply equally to exploratory, historical, survey or experimental work:

1. A clear and concise, one-paragraph statement of the problem. If the research involves a hypothetical framework, this paragraph should identify the dependent variable.
2. A discussion of why this is an important problem for social welfare.
3. Placement of the study in the context of existing research. The five most significant related studies should be discussed.
4. Development of a conceptual framework. This section should identify the major theoretical ideas that will guide the study. If the study will test hypotheses, this section should be sufficiently complete to enable identification of critical independent variables and the derivation of hypotheses.
5. Identification of data sources. For example, if the dissertation is based on documents – what documents, where found? If it is to be based on field work, in what setting, when?
6. Identification of any measurement problems with indication of how they can be solved or mitigated.
7. Discussion of data collection procedures. If an experimental design, what experiments will be run, under what conditions, etc.? If a survey, what kind of questionnaire, how administered? Plans for such things as informed consent routines should be included here. While IRB approval is not necessary in order for a proposal to be considered for the Rivitz Award, the

IRB may request changes in research procedures. *No data may be collected until the research procedures are approved by the College's Institutional Review Board.*

8. Plan for data analysis. This section should discuss specifically and in detail how data will be handled, including the software to be used for narrative or quantitative analysis.

BRYN MAWR COLLEGE

GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH

Dissertation Proposal Form
of
<NAME>

Meeting Date:

Committee Member	**Accept**	**Reject**	**Signature**
Outside Chair:			
Director of Work:			
Committee Member:			
Committee Member:			

*Chair attendance and signature not required

Appendix VIII

Guidelines for Dissertation Preparation

CURRICULUM VITAE

Outline of education. Colleges attended and dates of attendance. Degrees Awarded.

Academic honors, with dates.

Positions held.

Research and Publications.

Dates of Ph.D. examinations.

Acknowledgement to professors under whom chief work has been done (if not elsewhere in
dissertation).

Specific acknowledgement of assistance received in the dissertation (if not elsewhere in dissertation).

Title of Dissertation

by Author's Name

Date of expected graduation **(Year Only)**

Submitted to the Faculty of Bryn Mawr College
in partial fulfillment of the requirements for
the degree of Doctor of Philosophy
in the Graduate School of Social Work and Social Research

Doctoral Committee:

Name 1, Co-Advisor
Name 2, Co-Advisor
Name 3
Name 4, XYZ University

[optional]ORCID iD: 9999-9999-9999-9999
[optional]Creative Commons License
[optional]© Jane R. Doe 2024

[This page is optional]

Abstract

Replace this text with your abstract.

Your abstract will be made available on the Bryn Mawr College Repository and through ProQuest Dissertations and should provide a succinct account of the substance and contribution of your dissertation. Use of specific keywords will help in discovery of your work. Your abstract cannot exceed 350 words, and cannot include charts, graphs, or illustrations; it should be text with basic formatting (e.g., italics).

Dedication

This dissertation template is dedicated to all PhD students at Bryn Mawr College. This is an optional page.

Acknowledgements

This is an optional page.

Table of Contents

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List of Tables	viii
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Chapter 2	2
Chapter 3	3
Appendix/Appendices	4
Bibliography	5

List of Figures

Images and illustrations can appear in the text of your dissertation or at the end of your dissertation.

Each separate list (e.g., figures, tables, appendices) should be on a separate page. In order to generate an automatic List of Figures (or Illustrations, or Tables, etc.), you must use the **Insert Caption** tool to create the captions. You can then insert a "Table of Figures" that will copy the captions to your List of Figures. For more information see https://support.microsoft.com/en-us/office/add-format-or-delete-captions-in-word-82fa82a4-f0f3-438f-a422-34bb5cef9c81 and https://support.microsoft.com/en-us/office/insert-a-table-of-figures-c5ea59c5-487c-4fb2-bd48-e34dd57f0ec1

List of Tables

Use the **Insert Caption** tool to create captions for your Tables and then **Insert Table of Figures** to create a list automatically

Chapter 1: Introduction: Titles and Page Numbers

This is text that is formatted correctly, but should be replaced by the text of your dissertation.

Chapter titles (and all other section headings like the Acknowledgments and Abstract) should be designated as Heading 1 in the Styles menu.

Using heading styles will allow you to automatically create your table of contents in Word. See https://support.microsoft.com/en-us/office/insert-a-table-of-contents-882e8564-0edb-435e-84b5-1d8552ccf0c0. If you want to use Heading 2 and Heading 3 styles for subsections, you can modify Styles so that they will be included in the Table of Contents.

A "Section Break (Next Page)" is inserted at the end of nearly every section of your dissertation (Dedication, List of Tables, Chapters, Appendices, etc.). You will need to use these Section Breaks for Word to be able to generate an accurate Table of Contents You can toggle the Show/Hide ¶ button in the Home tab if you can't see the Section Break.

Page numbers should be in lower-case Roman numerals for all pages until the start of Chapter 1, with the unnumbered copyright page as page i. Arabic numerals begin with Chapter 1 and continue through the rest of the dissertation. This template is set up to add numbers automatically. No other text should appear in the header or footer.

Chapter 2

This is placeholder text that is formatted correctly, but should be replaced by the contents of your dissertation.

Chapter 3

This is placeholder text that is formatted correctly, but should be replaced by the contents of your dissertation.

Appendix/Appendices

Optional. If you have more than one Appendix, you should list them in a "List of Appendices" in the front matter with the optional lists of figures, illustrations, tables, etc. The Appendices should not be listed separately in the table of contents (just as the figures and tables are not listed separately in the table of contents).

Bibliography

University of Chicago Press. *The Chicago Manual of Style.* 17th ed. Chicago: The University of Chicago Press, 2017.

Appendix IX

Forms Related to the DISSERTATION

BRYN MAWR COLLEGE
GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH

Dissertation Submission
Of

<Name>

Date

TO BE READ AND REVIEWED BY:

#1 Professor, Outside Chair:

#2 Professor, Director of Work:

#3 Professor:

#4 Professor:

After reading the dissertation, each member of the Supervising Committee should promptly report his opinion to the Outside Chair and the Director of Work noted on this form. Any member who wishes to raise questions concerning the dissertation should request that a meeting of the Committee be scheduled well in advance of the Final Examination.

_____ I accept the dissertation

_____ I do not accept the dissertation

_____ I prefer to discuss the dissertation with other members of the Committee before coming to a final decision

I have the following suggestions concerning the dissertation: _____

_____

_____ _____

Date Signature

**Form is to be completed and sent to the Outside Chair 1 week prior to the Dissertation Final Exam

BRYN MAWR COLLEGE

GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH

Certification of Final Version of Dissertation

Dissertation Title:

_____

_____

_____

I attest that this Final version of Dissertation being submitted is free of typing and formatting errors, follows the LITS staff dissertation formatting requirements and incorporates all the suggestions for revision made by the Supervising Committee.

Name of Student Author:_____

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