

Guidelines for Graduate Students in the Oral & Craniofacial Sciences PhD Program, Oral & Craniofacial Sciences as Primary Discipline

The student will contact the Department of Oral & Craniofacial Sciences (OCS) Graduate Program Director as they initially enroll in the program. The Program Director will provide guidance and serve as the student's academic advisor throughout the program. During the first year, in addition to attending OCS weekly seminar series, the student will rotate through departmental laboratories as part of their enrollment in BIO-SCI 5751 and BIO-SCI 5752. The laboratory rotations allow the student to become familiar with departmental research activities and available technologies. During the first year, the student will also meet monthly with the Program Director to review their progress and to develop their coursework plan as defined by the primary and co-discipline requirements. By the end of the first year, the student should identify an appropriate School of Dentistry doctoral faculty member that the student would like to serve as their research advisor/dissertation committee chair.

Dissertation Committee

- 1) The student, in consultation with their research advisor/dissertation committee chair, will identify the other dissertation committee members. The committee should consist of three members from the Department of Oral & Craniofacial Sciences and two members from the co-discipline. All members of the committee must be a member of the doctoral faculty and approved by the OCS Program Director and the Interdisciplinary PhD Executive Committee. An outside reader may also be included on the supervisory committee as a non-voting member.
- 2) The student should arrange to have the first meeting with their Committee within a couple months after committee selection.
- 3) Thereafter, it is recommended that the student meet with their Committee once to twice per year, preferably in the spring and fall. The student, in consultation with their advisor, should arrange these meetings.
- 4) At the committee meeting, the student should provide a progress report outlining achievement of goals and requirements for completion of the PhD degree. This will include a brief overview of experiments/training performed towards dissertation research, copies of grade transcripts from courses completed, copies of abstracts submitted to meetings and/or manuscripts prepared or accepted. Any problems that the student is experiencing should also be discussed.
- 5) The progress report should be sent to the committee members at least one week in advance of the committee meeting.
- 6) The research advisor/dissertation committee chair will provide a summary to the student regarding the discussions and recommendations from the meeting. A copy of this report will be placed in the student's SOD file.

Plan of Study

Within two years, the student's Plan of Study should be completed. The Plan of Study will include the coursework plan as well as a brief research proposal. The SOD Graduate Programs office will submit the Plan of Study to the School of Graduate Studies for review and approval as well as archive the Plan of Study in SOD student records. If there are any questions concerning the student's progress or course work, the student and their research advisor/dissertation chair should discuss with the OCS Program Director. All procedures in the process must be compatible with the guidelines and requirements of the School of Graduate Studies and the Interdisciplinary PhD Executive committee, University of Missouri-Kansas City.

Comprehensive Exam

- 1) The comprehensive exam includes a written and oral component.
- 2) The written component will be an F-grant proposal. The student will work closely with their dissertation chair on writing the grant application. Within Oral & Craniofacial Sciences, the F-grant proposal will be related to the student's dissertation research project. Following approval by the dissertation chair, the student will send the grant proposal to the committee for review and evaluation/grading at least 2 weeks prior to the oral exam.
- 3) The oral exam will consist of a 15-20 minute presentation about the F proposal, followed by questions from the committee. The student must be prepared to answer questions regarding any aspect of their proposal as well as on their general knowledge of the field. General knowledge questions can be based on the primary and co-discipline(s). The student is advised to meet with each member of their committee individually to seek guidance on how to prepare for their oral comprehensive exam and to determine the expectations of each committee member.
- 4) The student will also be asked to present their grant proposal as part of the Oral & Craniofacial Sciences Seminar Series.
- 5) The final F-grant proposal and associated comprehensive exam evaluation forms will be submitted to the OCS Program Director, archived in the student's SOD record, and submitted to the School of Graduate Studies as required.
- 6) It is recommended that the student actually submit their F-grant proposal to NIH.

Research Proposal

- 1) The candidate will generate their Dissertation Research Proposal based on their F-grant research strategy section. Any suggested grant proposal updates from the dissertation committee and the NIH grant review summary (if applicable) will be incorporated into the Research Proposal after discussion with and approval by the dissertation committee chair.
- 2) The Dissertation Research Proposal will be written using the format for the future Dissertation and will include the following chapters: Introduction, Background, and Materials and Methods as well as the Literature Cited section. (For formatting information refer to RES-ME 5706 Dissertation Guidelines)
- 3) Candidate submits the Dissertation Research Proposal to the Supervisory Committee for review.
- 4) After the proposal is approved by the Supervisory Committee members (and the appropriate Institutional Review Board, if applicable), the SOD Graduate Programs office will send the Research Proposal Approval form with a copy of the Research Proposal to the School of Graduate Studies. The candidate then begins/continues dissertation research and analysis of data according to the proposal.

Dissertation

- 1) The student must seek approval from their committee for any changes to their proposed research.
- 2) It is recommended that the dissertation be composed of a comprehensive introduction to define the problem and provide background, 2-3 chapters of published or soon to be published data, and a conclusion or summary stating the importance of the findings. The dissertation must follow the guidelines of the School of Graduate Studies; therefore, communication with the School of Graduate Studies is required.
- 3) During their last semester, all PhD students are required to enroll in RES-ME 5706 Dissertation Writing, which will cover detailed dissertation format policies.
- 4) It is recommended that the student have 2-3 published or submitted manuscripts prior to or immediately after completing their dissertation.

Dissertation Defense Examination

- 1) The defense examination will be scheduled following preliminary dissertation approval by the committee. It is the student's responsibility to provide title and committee member information in a timely manner to enable department personnel to complete and provide applicable forms for the dissertation evaluation and dissertation defense exam.
 - a. Dissertation Pre-Oral Defense Form
 - b. Dissertation Final Evaluation Form
 - c. Dissertation Defense Exam Results Form
 - d. Dissertation Format Authorization Form
- 2) The defense and its advertisement will follow university policy. The defense will be an open format consisting of a 40-45 minute presentation summarizing the dissertation research followed by questions from the committee, which can then be followed by questions from the general audience. The dissertation committee will evaluate the written dissertation and the oral defense exam. Each member will vote to approve or disapprove acceptance as final completion of the requirements for the PhD degree. If the student is required to complete additional experiments to fulfill this requirement, this will be communicated in writing by the committee chair to the student and the Graduate Program Director.
- 3) Following successful Dissertation Evaluation and Dissertation Defense, the associated signed evaluation forms will be submitted to the OCS Program Director, archived in the student's SOD record and submitted to the School of Graduate Studies as required.
- 4) After a successful Dissertation Defense and pending any dissertation revisions based on committee feedback, the student will work closely with the RES-ME 5706 course director on dissertation formatting procedures and policies prior to submitting to the School of Graduate Studies for official formatting review and certification.
 - a. The Dissertation Format Authorization Form signed by the OCS Program Director must be provided to the RES-ME 5706 course director before the final internal format review process will begin.

Grade Appeal Process

For a grade appeal in the Oral & Craniofacial Sciences PhD programs, the student should first discuss the grade with the course director. If the matter cannot be resolved, a written appeal will be submitted to the OCS Graduate Program Director. For additional process details, please refer to the School of Dentistry Student Handbook.

ALL PROCEDURES THROUGHOUT THIS PROCESS MUST BE COMPATIBLE WITH THE REQUIREMENTS OF THE SCHOOL OF GRADUATE STUDIES AND THE INTERDISCIPLINARY PHD EXECUTIVE COMMITTEE, UNIVERSITY OF MISSOURI-KANSAS CITY. Each one of the procedures must be discussed by the faculty advisor with the Department of Oral & Craniofacial Sciences Graduate Program Director. Each committee chair and graduate student will meet with the OCS Program Director annually to discuss the progress of the student, the student's evaluation, and coursework/enrollment for subsequent semesters.