UNIVERSIDAD DEL TURABO

MANUAL FOR DOCTORAL STUDENTS

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I. Doctoral studies at the Universidad del Turabo

Doctoral studies represent the highest academic level to which a professional may aspire. Exploration, empiricism, analysis and critical thinking are the tools that empower doctoral students to search for solutions to problems which present a challenge at the forefront of knowledge. The objective of a doctoral program is the formation of professionals and researchers with the levels of specialization, knowledge and rigorousness necessary to find innovative and effective solutions to existing and future problems of the global society in which we live.

Founded in 2003, the Center for Graduate Studies and Research (in Spanish, CEGI) (previously Doctoral Studies Center) is an administrative unit which offers support services to both students and professors. The CEGI interacts with each school that offers doctoral degrees through assistance in admissions processes, registration, accreditation, licensing, creation of new programs and compliance with academic norms. In addition, it carries out activities to promote and support scientific research and professional development of professors and graduate students. The CEGI is a member of the Council of Graduate Schools (CGS) of the United States of America.

A. Vision

Be a principal agent in the promotion of experiences in educational excellence and leadership at the graduate level, as well as in the academic development of students and professors.

B. Mission

Provide suitable conditions to facilitate access to resources and services, and stimulate academic and scientific experiences, in collaboration with the various schools and service units.

C. Functions

a. Offer doctoral students the following services:
   a. Registration
   b. Readmission
   c. Workshops for professional development
   d. Verification of dissertation or project formats
   e. Certification of compliance with academic requisites for doctorate

b. Guarantee compliance with norms and procedures applicable to doctoral programs, in coordination with schools and administrative units.

c. Collaborate in the licensing and accreditation of doctoral programs.

d. Participate in the implantation of new doctoral programs, in coordination with the schools.

e. Coordinate the admissions process, in collaboration with the respective doctoral admissions committees of the schools.
f. Coordinate the process of tuition payment, the process of payment of stipends to students who participate in the graduate practice program, as well as of participants in professional development and consulting activities.

g. Carry out activities to promote and support scientific research.

h. Develop proposals for obtaining external resources in order to strengthen doctoral programs.

i. Promote the development and publication of research projects of professors as well as doctoral students, and stimulate their participation in local and international events.

D. Doctoral Studies Council

The Doctoral Studies Council is the forum for exchanging experiences and information, coordinating activities, and giving recommendations to the different administrative bodies and units regarding norms, services, and procedures affecting doctoral students, within the framework of existing statutes, regulations, and other norms.

The Council is presided by the Associate Vice-Chancellor for Graduate Studies and Research and composed of the coordinators of doctoral programs. The deans of the schools that have doctoral programs are ex officio members.

The functions of the Doctoral Studies Council are:

a. Serve as a forum for the exchange of information, best practices, and experiences among coordinators of doctoral programs.

b. Recommend norms and academic policies that will enhance the quality of the programs.

c. Make recommendations to the Center for Graduate Studies and Research (CEGI) and other offices regarding student services.

d. Make recommendations regarding promotional campaigns in areas such as public relations, image, and recruitment, which are related to doctoral programs.

e. Identify best practices in academic counseling of doctoral students.

f. Make recommendations regarding programs for academic assistants.

g. Design and recommend strategies for the promotion of research.

h. Organize and offer professional development workshops for both faculty and students.
II. Doctoral programs at the Universidad del Turabo

In 2003, the School of Business and Entrepreneurship of the UT (previously School of Business Administration) began the first doctoral program in the history of the Ana G. Méndez University System. The doctorate in business administration (DBA) offers two specializations: management and information systems. The program was designed to provide students with the analytical, technical and managerial skills necessary in a competitive global marketplace. The program has a research component, which permits students to research, analyze and promote changes in the world of business. The school was awarded accreditation by The Association to Advance Collegiate Schools of Business (AACSB International), one of the oldest and most important accreditation organizations in the world. This is the first school to receive AACSB accreditation in Puerto Rico and the Caribbean region.

The School of Education offers a doctoral program (Ed.D.) with two specializations: curriculum, teaching and learning environments, and educational leadership. The specialization in educational leadership is the first of its type in the history of education in Puerto Rico. This doctorate was designed so that teachers, university professors and education administrators are able to work in their communities while they develop leadership skills at the graduate level. The program allows students to deal strategically with the realities and challenges faced by educational institutions.

The School of Social Sciences offers a doctoral program in psychological counseling (Psy.D.). The program prepares students to manage personal and interpersonal functions, with a focus on emotional, social, and vocational aspects.

The School of Science and Technology offers the first doctorate in environmental sciences (Ph.D.) in the history of Puerto Rico. The program offers three study options: biology, chemistry and environmental management. Its principal goal is to develop professionals with the academic and research skills which will allow them to responsibly undertake jobs related to conservation of natural resources and the search for solutions to environmental problems. In 2011, the first three Ph.D.s in environmental sciences in the history of Puerto Rico were awarded.

The UT also offers doctoral degrees in the area of health, which are unique in Puerto Rico and the Caribbean region. An example of this is the doctorate in naturopathic medicine (N.D.). The goal of this four-year academic program is to prepare primary care and holistic medical doctors. Students take basic courses which are similar to those of medical students, but which have a holistic focus.

Finally, it is important to point out that all UT doctoral programs are licensed by the Council of Education of Puerto Rico and are accredited by the Middle States Association of Colleges and Schools.

A. Doctorate in business administration

Tel. (787) 743-7979 Exts. 4109, 4117

The doctoral program in business administration (D.B.A.) was designed to provide students with the analytical, technical and management skills needed in a highly competitive and globalized marketplace. The program includes a research component,
which allows students to investigate, analyze and promote changes in the business world. The program consists of 60 credits and offers two areas of specialization: management and information systems. The first 15 credits of the program correspond to core courses. Specialization courses total 18 credits and elective courses total 9 credits. The research component consists of 18 credits.

B. Doctor of philosophy degree in environmental sciences

Tel. (787) 743-7979 Ext. 4014

The principal goal of the doctorate in environmental science (Ph.D.) is to develop professionals with the academic and research skills which will allow them to responsibly undertake jobs related to conservation of natural resources and the search for solutions to environmental problems. To obtain this doctoral degree the student must complete a total of 60 credits, 18 of which are in core courses, 18 in research courses, 15 in specialization courses and 9 credits in elective courses.

C. Doctorate in education

Tel. (787) 743-7979 Ext. 4626, 4556

The doctoral program in education was designed so that teachers, university professors and education administrators are able to work in their communities while they develop leadership skills at the graduate level. The program allows students to deal strategically with the realities and challenges faced by educational institutions. The curriculum consists of four (4) elements: social context, specialization component in curriculum and teaching, learning environments and a research component. In total, the program consists of 51 credits. Students can select one of two (2) specializations: curriculum, teaching and learning environments, or educational leadership.

D. Doctorate in psychological counseling

Tel. (787) 743-7979 Ext. 4130, 4307 y 4140

The School of Social Sciences offers a doctoral program in psychological counseling (Psy.D.) The program prepares students to manage personal and interpersonal functions, with a focus on emotional, social, and vocational aspects. As providers of health services, psychological counselors focus on the typical or atypical development of human beings as individuals or as members of a family, group or system. Through theoretical, practical and research concepts, students will learn techniques to improve emotional health, resolve crises, and relieve stress. The program consists of 50 credits, 5 of which are dedicated to research and 6 correspond to internship credits.

E. Doctorate in naturopathic medicine

(787) 743-7979 Ext. 4017, 4018

The doctorate in naturopathic medicine is a 4-year academic program. Its principal goal is to prepare primary care and holistic medical doctors. The doctoral degree consists of 276 graduate level credits. Students must complete a minimum of 1,200 hours of clinical experience. Graduates of the program will receive preparatory
instruction to take the NPLEX (Naturopathic Physicians Licensing Examination) in order to obtain the license as doctor of naturopathic medicine.

III. Activities of the Center for Graduate Studies and Research

a. Graduate Traineeship Program

The objective of the Graduate Traineeship Program is to support and stimulate Universidad del Turabo graduate students to obtain academic experiences that will contribute to their development as scientific researchers and/or university professors in their specific disciplines. The program contributes towards attaining the mission and objectives outlined in UT’s strategic plan for research.

Students may receive complete or partial economic assistance. Complete economic assistance will provide students with a monthly stipend and exemption from tuition, in accordance with the source of the funds (see below). Partial economic assistance will provide students with total or partial tuition payment and/or payment of a partial stipend. The monthly stipend may be used by students to finance any of their expenses, such as lodging, transportation, books, and study or laboratory materials, among other expenses. In so doing, they may continue their studies without interruption. Complete economic assistance will allow students to dedicate themselves to full-time study, and so finish the program in a reasonable period of time. Partial economic assistance will allow students to finance a portion of their studying expenses. In addition, students who register in the GSTP 700 course will receive general training from the Center for Doctoral Studies (CED) and specialized training from their respective school.

Those students (both new and continuing) who are interested in receiving financial assistance must fill out the application form and turn it in to the CED with a 2 x 2 photograph, transcripts of credits and a curriculum vitae. International students must submit a copy of their passport and visa. International students may participate only in graduate practices financed by external funds, in accordance with what the Agency and the Law permits. To obtain economic assistance, students must apply each year; this benefit may not be obtained for more than four years.

b. Scientific Authors’ Incentive Program

The purpose of the Scientific Authors’ Incentive Program is to distinguish and stimulate the work of researchers of all academic disciplines in the Universidad del Turabo. Recipients of this distinction will be those who publish original work in recognized media and publications, such as books, chapters in books, or articles in peer reviewed journals, or who present papers or give original conferences in scientific or professional events at the national or international level. Professors, administrative employees of all categories and students may participate. The publication or paper must indicate that the author is affiliated with the Universidad del Turabo.

The process will be opened every year during the month of October. The advisory committee, composed of scientific authors – one professor from each school—will be named each year by the vice chancellor. The committee will determine the acceptable dates of publications and presentations for each process. The advisory committee will be chaired by the Associate Vice-chancellor for Graduate Studies and Research and will carry out the evaluation process of all applications. A rubric will be used in the
evaluation process. Application forms to participate in this program are available in the Center for Graduate Studies and Research.

c. Researchers’ Annual Meeting

The Researchers’ Annual Meeting is a conference wherein students, professors and administrators of the Ana G. Méndez University System (SUAGM) can present research projects and exchange ideas about their projects. The principal goal of the Researchers’ Meeting is to promote research in all academic disciplines and to divulge research work carried out at the UT. The event is typically scheduled during the month of March.

d. Professional development workshops

The CEGI offers workshops, seminars and conferences for doctoral students; these activities usually take place at mid-day on Saturdays. At the beginning of each academic year, a calendar of CEGI workshops, seminars and conferences is prepared and distributed to all the doctoral student community. These activities are free of charge and participants will receive a certificate of participation.

e. Orientation for new students

Every year, the CEGI offers an orientation program for new doctoral students. During this event, students admitted to doctoral programs are welcomed; they are provided with information about the university, as well as orientation regarding their academic programs. As part of this event, students interact with the following academic service offices:

Office of the Registrar
Center for Integrated Student Services Building (in Spanish, CISE)
Tel. (787) 743-7979 Ext. 4600, 4605

Economic Assistance Office
Center for Integrated Student Services Building (CISE)
Tel. (787) 743-7979 Ext. 4350, 4355

Free Application for Federal Student Aid (FAFSA)
Center for Integrated Student Services Building (CISE)
Tel. (787) 743-7979 Ext. 4454

Office of the Bursar
Vice chancellorship for Student Affairs
Center for Integrated Student Services Building (CISE)
Tel. (787) 743-7979 Ext. 4451, 4076

Student Identification Card
Center for Integrated Student Services Building (CISE)
Tel. (787) 743-7979 Ext. 4155

Wellness Student Activity
Advisors
Center for Integrated Student Services Building (CISE)
IV. Doctoral student life

The literature about graduate studies and the doctoral experience points out that isolation is a student’s principal enemy. Each year of a doctoral program represents an upward step towards preparation for a student’s professional career. Studies about the graduate experience point out that, starting from the first semester, students should integrate themselves into the academic community and participate in a variety of activities programmed by the institution.

It is highly probable that as part of the evaluation process of their courses, students will be required to present work in groups or teams. Because of this, students will have the opportunity to interact with other graduate students. However, this interaction should not be limited to the requirements or exercises of a specific course. It is crucially important for students to develop groups for study, discussion and support, so that they can integrate themselves successfully into their program and their University.

In view of results gleaned from graduate education studies, the CEGI has designed a series of personal and professional development activities to stimulate a feeling of community among doctoral students. Additionally, the Office of Cultural Activities of the Vice chancellorship for Student Affairs offers a variety of activities and events which complement the academic experience. Moreover, the Museum and Center for Humanistic Studies offers seminars, symposia and exhibitions of interest to the university community. Membership in a student association is another way for students to become integrated into the university community and share interests with fellow students. Some doctoral programs have their own specific associations.

V. Registration process

The registration process begins with the creation and scheduling of courses by each school. The program schedule is sent to the CEGI; students may receive it by electronic mail, fax, or in person. During the registration process, the Institution reserves the right to change the calendar, course meeting place, classroom or professor. In addition, the Institution may close or eliminate sections of any programmed course before it has begun.

Before selecting courses, all students must consult their advisor, coordinator or director of their doctoral program. These persons will help students choose courses and advise them regarding course content, prerequisites, and sequence in the curriculum. Once students have selected courses, they will fill in a program form or an academic
counseling form, depending on the procedures established by their particular school. This form must be presented to the CEGI.

The courses selected will be entered into the system by the doctoral student service coordinator, or any other officer designated by the corresponding school. After the courses have been entered into the system, students should go to the Office of Economic Assistance and the Bursar’s office to make the registration process official. The process is made official when students comply with the due payment, in accordance with the number of credits registered and the institutional fees. This payment must be effected within the time period set by the Office of the Registrar and the Bursar’s Office.

Students who do not make their registration official within the designated time period will be subject to the annulment of the courses they registered. In that case, students should contact the CEGI to have their courses re-entered into the system. In accordance with an institutional executive order, students who have attended classes but have not made their registration official within the designated payment period will not receive credits for the courses they have attended.

VI. Partial or total withdrawal process

If students wish to withdraw from or drop out of a course, partially or totally during an academic semester or period, they must fill out the Adjustments and/or Changes Form. This document is at their disposal in the Registrar’s Office, the CEGI, and in the corresponding school. A partial or total withdrawal form must be submitted to the Office of the Registrar during the period established in the registration calendar.

Partial or general withdrawal from courses within the time period established by the Institution for dropping out with a right to reimbursement, will affect the students’ academic advancement. Partial or general withdrawal from courses after the time period established by the Institution for dropping out with a right to reimbursement, will affect the students’ academic advancement. This type of withdrawal will be considered a dropout without right to reimbursement. The institution may withdraw a student from a course upon recommendation of the discipline committee or the Vice chancellor for Student Affairs, following the dispositions established in the student regulations.

To apply for total withdrawal from a doctoral program, students must submit a letter to the dean of their school. This letter should include a detailed explanation of the reasons why they wish to end their participation in the doctoral program. In addition, students are advised to send a copy of this letter to the CEGI. Once the case has been discussed, it will be processed in the Registrar’s Office.

VII. Readmission process

To apply for readmission to the doctorate program, students must have complied with the following requisites:

- Interruption of studies for one or more semesters.
- Approval of the required percentage (%) of credits and the total number of credits attempted.
• Fulfillment of the suspension period imposed due to academic index, accumulated credits, or disciplinary reasons, as the case may be.

• Authorization by the corresponding doctoral program coordinator.

• Compliance with the doctoral program requisites at the moment of soliciting readmission.

• All readmitted students will be subject to the curriculum and norms of the doctoral program which are valid at the moment of readmission.

Students who wish to apply for readmission and meet the conditions presented above must call the CEGI to initiate the process, according to the norms established by the Office of Admissions. All readmissions will be subject to the payment of readmission fees. The CEGI will process registration and readmission, in conjunction with the Office of the Registrar.

VIII. Process of reclassification in a program or specialization

If students wish to change their doctoral program or specialization, they must obtain a reclassification application form from their respective school. Reclassification is subject to the approval of the dean of the school of the doctoral program students are applying for. Once reclassification is approved, students will submit the application to the Registrar’s Office. Any substitution of courses must be approved by the doctoral program coordinator and by the dean of the school, who will notify the CEGI and the Office of the Registrar.

IX. Procedure to obtain special permissions

Students may receive authorization to take courses in other accredited university institutions. To receive special permission, the following criteria will be considered:

a. The course must be either an immediate requisite for graduation or a pre-requisite for other required courses, or else will not be offered in the Institution during the current academic period.

b. The course solicited must have content and credits that equal or surpass those of the course offered by the Institution.

c. At the moment of application, students must have a general academic grade point average equal to 3.00 on a scale from 0.00 to 4.00.

d. Students will not be allowed to apply for special permission to take more than six (6) such credits during their doctoral studies.

e. Students will not be allowed to apply for special permission to take courses which they have attempted previously in the Institution. Students will apply for authorization by special permit in the office of the dean of the school corresponding to the doctoral program. In order to approve or deny a petition, the dean will evaluate the student’s records and the description of the course that has been solicited. If the special permission is granted, an official copy of the
authorization will be given to the student by the dean or a representative, so that the student may present it at the institution where the course will be given. If the special permission is denied and the student wishes for a reconsideration of the case, the Vice chancellor will evaluate the matter. The Vice chancellor's decision will be final. Courses taken by special permission must be completed with a minimum grade of “B” or its equivalent.

X. Procedure for reconsideration of grades

Grades may be reconsidered only in the following cases:

a. An error in the final computation, omission of a partial grade, or noncompliance with the evaluation system established in the course guide or syllabus.

b. Violation of academic norms or unequal treatment

To initiate the process of a change of grade, students must first consult the professor of the course. All reconsideration forms must be presented in the office of the dean of the appropriate school. These should be turned in to the Office of the Registrar within at least thirty (30) calendar days after the beginning of courses, the semester immediately following the grade that is questioned.

Cases of reconsideration or change of a grade will be resolved by the grade reconsideration committee. Members of the committee are the Vice chancellor, who is the chairperson, the dean of the corresponding school, a professor, the registrar and a student named by the chancellor at the start of each academic year. Committee decisions will be final and will be taken by a simple majority vote of its members.

XI. Assigning a course grade of incomplete

The professor may assign the grade of incomplete only to those students who have obtained at least one satisfactory partial grade in the course and can justify their absence from the final evaluation. In order to remove the incomplete grade, students must initiate the procedure to complete the course requisites with the professor, or if the professor were absent, with the dean of the corresponding school. The requirements of the course must be completed on or before thirty (30) days from the date set by the Registrar's Office for this purpose. Students who have made no academic progress because they have obtained the grade of incomplete in one or more courses may apply for a reconsideration of their situation, once the incomplete grades have been removed.

XII. Course repetition

The Institution will permit doctoral students to repeat only those courses in which they have obtained a grade of C, D, F, or W. Students who repeat courses will be assigned the highest grade obtained when their grade point average is computed, and the lowest grade will appear in their academic transcript. If the two (2) grades are the same, only one of them will be computed in the general grade point index and in the graduation grade point index.

Practicum courses and internships may be repeated up to two (2) times. To repeat a course a second time, students must obtain the approval of the dean of the
corresponding school. Repeated courses will be considered in determining students’ academic progress.

XIII. Academic probation

Students whose general academic grade point index is lower than the retention index established, or those who do not approve the required percentage (%) of credits, will automatically enter into a period of academic probation. The probation period will last one (1) year of study.

Students who, during the period of academic probation, do not obtain the retention index or do not approve the required percentage (%) of credits, will be suspended for a period of one (1) academic year. Students may appeal this decision at the moment of suspension.

At the end of the probation period, students must obtain the percentage (%) of credits and the established grade point average. Moreover, students who suspend their studies while on probation will maintain this status when they apply for readmission.

XIV. Process of academic suspension

Students who attain a general academic index which is lower than the retention index or who have not approved the percentage (%) of credits required after completion of the probation period will be suspended from the Institution for the period of one year. The Institution will not credit doctoral students with any courses, diplomas, or degrees obtained at other institutions during the time of their suspension. Students who apply for readmission when their suspension period has ended, will be subject to the readmission requirements of the Institution and the curriculum that is valid at the moment of the application.

Doctoral students, who wish to be readmitted at the end of the period established in the first academic sanction, must be recommended by the admissions committee of the corresponding school. Once the admissions committee of the corresponding school has readmitted a doctoral student, the student will be placed on probation for a second period during that academic year.

If during a second probation period students do not attain the required retention index or do not approve the required percentage (%) of credits, they will be suspended for a maximum period of two (2) years. If, after being readmitted, students receive an additional academic sanction, they will be suspended permanently from the Institution.

XV. Appeals process

Students whose academic progress has not been satisfactory have the right to appeal the Institution’s decision about their condition, if a crisis situation has prevented them from complying with the academic norm. The following crisis situations will be considered by the Institution in the process of accepting appeals and exempting students from the application of the Academic Progress Norm:

a. Illness of the student or dependents
b. Financial crisis created by illness of the head of the family

c. Natural disaster

d. Death of the father, mother, wife or children

e. Problems caused by a change in the family nucleus

f. Judicial problems

g. Change in academic objectives

h. Military discharge

i. Summons to jury duty in a court of law

j. Loss of job or any other eventuality which prevents financing of studies

k. Physical incapacitation due to an accident

Students who understand that their academic status is the result of a crisis situation may submit a formal appeal that will include the necessary documents as evidence. If an error in calculations exists, and if once the error has been corrected and students comply with the Academic Progress Norm, this reconsideration will not be counted as an appeal.

XVI. Leave of Absence

All students may apply for a dispensation from the application of the norm regarding expiration of credits and time limitations to complete the degree. They may do this by applying for a leave of absence based on justifiable reasons, such as illness, physical incapacity, pregnancy or military discharge. They must present corroborating evidence.

The leave of absence will be approved by the dean of the school and the Associate Vice-Chancellor of the CEGI, and will be granted for a maximum of twelve (12) months. If the duration of the leave of absence exceeds 180 days in the period of one year, collection of student loans will proceed. If additional time is needed, a student must petition the dean of the school, who will determine if an extension is merited. The Office of the Registrar will classify the student as a student with a leave of absence. At the end of the leave of absence, the student may return to the institution under the same academic conditions possessed before the leave of absence, with no need to apply for readmission. A student who does not return to study after the end of the leave of absence will be classified as an inactive student and must apply for readmission.

XVII. Validation of courses

Validation of courses taken at other university institutions is subject to the following conditions:

a. Validation is granted upon consideration of the courses approved and their equivalence with the corresponding courses offered at the UT.
b. Only courses approved at another institution with a grade of “B” or higher will be considered for validation. If three (3) or more years have transpired since the courses were taken, they will have to be evaluated by the dean of the corresponding school.

c. A maximum of twelve (12) credits may be granted by equivalence. Any exceptions to this must be evaluated and approved by the dean of the school.

d. The dean of the corresponding school will establish the equivalence of courses, in consultation with faculty specialized in the specific area, and on the basis of the other institution’s catalog and official description of the courses in question.

e. The Office of the Registrar will inform the student of the courses that have been validated.

f. Courses taken as partial requisites for academic degrees at the doctoral level which have already been conferred will not be validated.

XVIII. Substitution of courses

Course substitution is the process of accepting a course required by the academic program, and which has been taken in the Institution, in place of another course required by the academic program. Courses with similar contents may be substituted, subject to authorization by the dean of the school to which the student belongs.

XIX. Comprehensive examination

General eligibility criteria and application for comprehensive examination

To be eligible, students must have completed all the courses in their academic program, except for dissertation or project courses. (The doctoral program in environmental sciences is an exception to this rule; see specific programs section.) Comprehensive exams are specific to each doctoral program, and may be offered on two (2) occasions during each academic year. The deadline for applications for the examination is established in the academic calendar each year. The application form for the comprehensive examination (CEGI Form 03) must be submitted to the office of the dean of the corresponding school by the established date. This form is available at the CEGI and on the Internet page. The student will be registered in the comprehensive examination course (0 credits) and will have to make registration official before taking the official copy to the corresponding school.

A. Criteria for comprehensive exam according to doctoral program

Doctoral program in business administration

a. The comprehensive exam will consist of two (2) portions: a written portion (80%) and an oral portion (20).

b. Students must pass the written portion before taking the oral portion.
c. The minimum passing score is eighty percent (80.0%).

d. Students may not register in dissertation courses unless they have passed the two (2) portions of the comprehensive examination.

**Doctoral program in education**

a. The comprehensive examination consists of a written examination.

b. The minimum passing score is eighty percent (80%) in each portion (social context and specialization).

e. The student may not register in dissertation courses unless he has approved both portions of the comprehensive examination.

**Doctoral program in environmental sciences**

a. Doctoral students in environmental sciences will be able to take the comprehensive examination only after having completed at least fifty percent (50%) of their courses.

b. The comprehensive exam will have two components: a written component and an oral component.

c. The student must attain a score of eighty percent (80%) in the written component before taking the oral component.

d. The minimum passing score is eighty percent (80%) in each component.

**Doctoral program in psychology**

a. The comprehensive examination consists of a written examination.

b. The minimum passing score is eighty percent (80%).

c. Students will not be able to register in the internship until they have passed the comprehensive exam.

**B. Notification of comprehensive examination results**

Designated school personnel will notify doctoral students in writing of the results they obtain in the comprehensive examination. A grade of P, IP or NP will be entered in the system. Additionally, students will be responsible for completing the comprehensive examination results form (CEGI Form 04), available in the CEGI or on the Internet page, obtaining the appropriate signatures, and turning it in to the CEGI.

**C. Revision of the comprehensive examination**

Doctoral students who want a revision of their comprehensive examination must send a written communication to the dean of the school, with a copy to the coordinator of their doctoral program, within thirty (30) working days from the date on which they were
notified of their examination results. The dean of the school, in consultation with the doctoral program coordinator, will review the comprehensive examination. The dean of the school will send students a written notification of the results of the revision.

D. Repetition of the comprehensive examination

Students who do not pass the examination may repeat it on two (2) occasions within a period no greater than two (2) years. If the examination is not passed in the two (2) repetitions, the case will be referred to the dean of the school for evaluation. The student must fill out the comprehensive examination repetition form (CEGI Form 03R), available in the CEGI or on the Internet page. The dean may take one of the following decisions:

a. Approve the application and authorize the student to take the examination a fourth (4) time.

b. Recommend that the student repeat the necessary courses in order to take the examination for a fourth (4) time.

c. Deny the student’s request to take the examination for a fourth (4) time.

d. Notify the student that he/she will not be able to continue in the program.

e. Recommend that the student complete the requisites needed to obtain the corresponding master’s degree.

XX. Dissertation or project committee

All students, with the exception of students of naturopathic medicine, will be assigned a dissertation or project committee, whose members will be chosen by the students themselves, subject to approval of the dean. This committee will provide students with assistance in the development of their research, and will be chaired by a UT professor. Students must fill out the constitution of dissertation or project committee form (CEGI Form 01), available in the CEGI or on the Internet page. Depending on the school, the committee will be made up of from three (3) to five (5) members. The majority of members must belong to the UT or otherwise to SUAGM. Members external to SUAGM must have appropriate credentials in the area of research. Any change in the members of the dissertation or project committee will require filling out the change in dissertation or project committee form (CEGI Form 02), available in the CEGI or on the Internet page, and will require the approval of the dean of the school.

The director of the dissertation or project committee and the student must jointly organize at least one meeting of the committee per year. The objective of these meetings is to keep the members informed regarding the progress of research, and for the student to receive advice directed towards improving any aspect of research. In addition, the student must meet with the program coordinator to complete the annual report form (CEGI Form 09), available at the CEGI and on the Internet page.
XXI. Doctoral candidates

Students who have completed all their courses except for dissertation or project courses and who have passed their comprehensive examination and proposal will be considered candidates for the doctoral degree. Students may apply for certification of their candidacy by filling out the candidacy application form (CEGI Form 6), available at the CEGI and on the Internet page. Certification of candidacy can be used to apply for external funds and for other purposes related to the student’s profession.

XXII. The dissertation or project

All doctoral programs, with the exception of the doctorate in naturopathic medicine, require that their students complete a dissertation or a project as a requirement for graduation. The primary purpose of a dissertation or project is to prepare a doctoral student to carry out academic investigation under the tutorship of a director and a committee. The purpose of the document produced is to contribute to the state of knowledge within a specific field or area. The document can serve as a guide so that other researchers may explore the frontiers of knowledge and expand the horizons of the particular subject area of the dissertation or project.

Thus, the publication of a dissertation or a project is a serious undertaking of significant scope, since students are making an important contribution to their field. This contribution will be recorded as a written document, which will be accessible to all persons interested in the topic of the dissertation or project. This means that the document represents not only the work of the doctoral student, but also the work of the student’s committee, as well as the University’s good name and reputation.

The dissertation or project is an originally created document developed by a doctoral student, which has the endorsement of a director/supervisor and a dissertation committee. All dissertations or projects will be governed by the institutional norms of academic integrity. A student whose dissertation or project exhibits overwhelming evidence of plagiarism will be subject to the disciplinary norms of the institution and will be brought before the disciplinary council. The student may be subject to expulsion from the university.

Every school has a dissertation or project manual that establishes the processes, norms, proceedings and considerations that have been set according to the standards of the particular discipline. Students must present a dissertation or project proposal, which is a document that describes the doctoral research. The proposal must receive the approval of the dissertation or project committee. The student should turn in the result of proposal defense form (CEGI Form 05) to the CEGI. In addition to the specifications required by each school, the dissertation or project document must be prepared following the format established in the CEGI dissertation manual of the

The grade for the dissertation or project courses will be: Approved (O), In Progress (IP) or Not Approved (NP). The time limits for maintaining the In Progress (IP) grade will be established by the particular program, but can never exceed five (5) years.

Students who do not complete their dissertation or project within the five (5) year time limit must submit a written and well-documented petition for an extension to the dean of the corresponding school. The application for an extension must include the
recommendation of the professor who is chairperson of the dissertation or project committee, or if that person is unavailable, of the program coordinator.

**XXIII. Defense of the dissertation or project**

As part of the requirements to complete their dissertation or project, all students must defend their research before their dissertation or project committee. The defense of the dissertation or project is an academic exercise wherein students formally present their investigation and all its components, including results and recommendations. Doctoral students may defend their dissertation or project once the director and the members of the committee have determined that the project has been completed and that the students are ready for its presentation before the university community. In other words, students can defend their dissertation or project whenever they have the approval of their dissertation or project committee. Students must fill out and turn in the application for a date for dissertation or project defense form (CEGI Form 07), available in the CEGI or on the Internet page.

The committee director will moderate the entire defense process and act as the host for committee members, professors, students and those who have been invited. This exercise typically takes approximately two hours, since students must answer questions and respond to indications of the committee and those invited. Students must answer all questions properly and precisely.

For more detailed information regarding the procedure for the defense, students should consult their school’s dissertation or project manual and set up an appointment with the program coordinator in order to receive program-specific orientation concerning the defense process. Once the defense has been approved, students must turn in the defense of project form (CEGI Form 08), available in the CEGI or on the Internet page. The schools will announce the date of the defense at least two weeks before the scheduled day.

**XXIV. Approval and publication of the dissertation or project**

Students must meet with the coordinator of their doctoral program to evaluate the completion of academic requirements. Upon recommendation by the doctoral program coordinator, students must turn in their application for graduation on or before the date established in the academic calendar by the Office of the Registrar.

Students must successfully defend their dissertation or project and receive the approval of the members of their committee. Once the defense is completed, students must incorporate any changes or alterations into the document, with the approval of the committee members. All dissertations or projects will be edited and revised using the mechanisms established by the corresponding schools, in coordination with the CEGI. The document must be submitted to the CEGI for a revision of the format, on or before the date established.

The student will fill out the completion of academic requisites for the doctorate form (CEGI Form 10), available at the CEGI and on the Internet page, and obtain the signatures (in blue ink) of the members of the dissertation or project committee, the coordinator of the doctoral program and the dean of the corresponding school. Once the dissertation or project has received all necessary approvals, the student will submit two
(2) digital copies to the CEGI in PDF format. Additional printed copies may be required, according to the norms of the corresponding school. All dissertations or projects will be published in Proquest/University Microfilms International (UMI). The student will receive all necessary documentation and procedural instructions for registration in the Doctoral Studies Center. The cost of these processes will be paid for by the student. The student must present evidence to the CEGI that the document has been submitted to Proquest/UMI.

XXV. Application for graduation

Students who are candidates for graduation must submit an application in the Office of the Registrar. The application must be turned in on or before the deadline established in the academic calendar. This deadline is established by the Office of the Registrar of the Universidad del Turabo.

Students who do not submit their application for graduation before the deadline will not be included in the list of candidates for graduation. For more information concerning application for graduation, students may go to the Registrar’s Office, located in the Center for Integrated Student Services (CISE).
Steps to obtain the academic degrees of DBA, EdD, PsyD and PhD

- Admission
  - Approval of core and specialization courses
  - Approval of comprehensive examination
  - Approval of dissertation or project
    - Constitution of dissertation or project committee
    - Approval of research proposal
    - Carrying out the research
    - Writing of dissertation or project document
    - Successful defense of dissertation or project

- Graduation
Dissertation or project: Process verification list

☐ Designation of the dissertation or project committee (CEGI Form 01)

☐ Modification of membership in dissertation or project committee (optional) (CEGI Form 02)

☐ Application for comprehensive examination (CEGi Form 03)

☐ Application for repetition of comprehensive examination (optional) (CEGI Form 03R)

☐ Results of comprehensive examination (CEGI Form 04)

☐ Results of proposal defense (CEGI Form 05)

☐ Annual academic progress report (CEGI Form 09)

☐ Application for candidacy (CEGI Form 06)

☐ Application for date of dissertation or project defense (CEGI Form 07)

☐ Application for graduation (form available in Registrar’s Office)

☐ Results of defense of dissertation or project (CEGI Form 08)

☐ Delivery of dissertation or project to CEGI for format verification

☐ Delivery of 2 copies of document in PDF. Evidence of Proquest/UMI and fulfillment of doctoral academic requisites form (CEGI Form 10)