

GUIDELINES ON TIME FOR REVIEW AND ASSESSMENT OF QUALIFYING EXAMS, THESES AND DISSERTATIONS

School of Management and Labor Relations

This document aims to maintain a culture of mutual respect between students and faculty members at the School of Management and Labor Relations (SMLR) and promote excellent communication among them.

- In general, students must allow sufficient time for faculty members to review and assess their work and faculty members must be as prompt as circumstances allow in responding to their students with such assessments.

- It is the responsibility of advisors and students to keep committees informed and engaged throughout the process of the student's research and to ensure that the committee is given adequate time to assess the final product before it is defended.

- The qualifying exam will begin on a date agreed to by the student and his or her committee. Funded students are required to sit for the exam in the middle of their third year (or the equivalent), unless there are compelling circumstances such as a family or medical leave.

- For defenses of proposals, theses, and dissertations, a general rule is that materials should be submitted by the student at least two weeks before a deadline and at least two weeks (but not more than four weeks) should be allowed the faculty member for informing students of the assessment.

- Both students and faculty members should in any case be in regular communication with each other with regard to these timelines as well as the other facets of their relationships. For example, students should alert faculty members to their intention to submit work at a certain time and faculty members should indicate their expectations for the timing of their responses.