

## Doctoral Form and Style Consultant Reviews

Rev. date: 6/27/2019

The Doctoral Form and Style Consultant will review the work of the student at two points, as indicated below.

The Doctoral and Form Consultant does not

- serve as a resource person for software issues
- serve as an instructor in basic writing skills (English speaking or English second language students)
- edit materials

Review Point	Student	Consultant	Guidance Committee Chair
<p>#1 Review of <b>one chapter</b> (not the introduction) at least one month before submission of the dissertation</p> <p>Review is <b>optional</b>:</p> <ol style="list-style-type: none"> <li>1. May be required by guidance committee, or</li> <li>2. If not required, may be requested by student</li> </ol>	<ol style="list-style-type: none"> <li>1. Contact the consultant several weeks before presenting the chapter to schedule a review.</li> <li>2. Submit one chapter in final form to the consultant (maximum of 40 pages of text plus table of contents and bibliography).</li> <li>3. Dissertation material can be submitted for review only one time.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review and mark a copy of the chapter noting typographical errors, grammatical errors, and problems related to the appropriate style guide and NOBTS form and style preferences. The marked copy is returned to the student.</li> <li>2. Supply the student with a Form and Style Assessment Report indicating kinds of errors noted. (A copy of the report is provided to the guidance committee chairperson and the ReDOC office.)</li> <li>3. Meet with the student as needed to review issues. These meetings can be required if deemed necessary by the Doctoral Form and Style Consultant.</li> <li>4. Turnaround time is scheduled for one week.</li> <li>5. If the consultant deems that the chapter contains too many errors, the process can be terminated.</li> </ol>	<ol style="list-style-type: none"> <li>1. Receive report from consultant.</li> <li>2. As needed, review and discuss the report with the student.</li> </ol>

Review Point	Student	Consultant	Guidance Committee Chair
<p>#2 Review of the <b>dissertation</b> at the time of submission</p>	<ol style="list-style-type: none"> <li>1. Notify the consultant of the expected submission date at least two weeks before submission.</li> <li>2. Submit four copies of the dissertation to the ReDOC office by Oct. 1 or Mar. 1.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check to be sure items indicated in earlier review, if any, have been corrected.</li> <li>2. Review and mark the dissertation noting typographical errors, grammatical errors, and problems related to the appropriate style guide and NOBTS form and style preferences. The marked copy will go to the guidance committee chairperson.</li> <li>3. Provide a Form and Style Assessment Report to the guidance committee chairperson and the ReDOC office.</li> <li>4. Turnaround time for completing reviews is scheduled for two weeks.</li> </ol>	<ol style="list-style-type: none"> <li>1. With the second member of the guidance committee, review unmarked dissertation copy while the consultant is reviewing a copy.</li> <li>2. Receive the consultant's report and marked copy of the dissertation.</li> <li>3. Review the report with the second member to determine whether defense will be held, and notify student and ReDOC office of the committee's decision (forward the Dissertation Defense Agreement form to the ReDOC office).</li> <li>4. Schedule and hold a defense within the next 4 weeks.</li> <li>5. Secure signatures on the dissertation approval form, and complete the Dissertation Review Report and rubric.</li> <li>6. Supervise correction of errors.</li> <li>7. Verify corrections and complete the Guidance Committee Chairperson's Dissertation Checklist before the final copies of the dissertation are submitted to the ReDOC office no later than two weeks prior to graduation.</li> </ol>