

**Marquette University**  
**Graduate School**  
**November 10, 2006**  
**Interdisciplinary Ph.D. Guidelines**

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Thank you for your inquiry about Marquette's unique **Interdisciplinary Ph.D. Program**. This program is designed for advanced students who wish to work outside traditional academic boundaries and forge individualized academic programs that combine course work and research in two or more academic departments.

Students who are in professional programs at Marquette University should see their advisor for information on how this program can become integrated with their current degree programs.

For instance, areas of study of recent INPR graduates and current INPR students include:

- Religious Communications
- Mathematical Logic
- Health Care Management
- Political Philosophy
- Marketing Higher Education
- Forensic Odontology
- Human Motor Control
- Health Communications
- Advertising Ethics
- Organizational Development

There is no ready-made program to which you can apply or enter. Instead, you must propose your own degree program. Frankly, the requirements, standards, and expectations are more challenging than most doctorates, mainly, because the dissertation project must be planned **before** you enter the program.

Bottom line: it's a tough program in which to gain admission. However, once you are admitted, you know exactly and in great detail what must be done to craft your individualized degree. And you will graduate with a customized doctorate that will set you apart from others, while meeting Marquette's longstanding demands for academic excellence.

Study carefully these guidelines and requirements to see if the **Interdisciplinary Ph.D. Program** is right for you. And let us hear from you if you have more questions.

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# INPR Program Overview

## Program Description

The Interdisciplinary Ph.D. Program (INPR) provides students and faculty with opportunities for creative academic programming and research that cross the boundaries of traditional disciplines. Instead of being supported by an individual department, school or college, each student's program is administered by an interdisciplinary faculty committee. The faculty committee shall be approved by the Graduate School. The interdisciplinary program itself shall be approved by, and under the oversight of, the University Board of Graduate Studies.

Each INPR program must combine the academic and intellectual assets, in terms of faculty expertise, of two or more academic departments at Marquette. Faculty may serve on an INPR committee whether or not their departments offer doctoral degrees. The University Board of Graduate Studies, to a great extent, is considered as a quasi department. Every program is unique in terms of coursework, methodology, and research. An INPR program must not duplicate a traditional Ph.D. program that is available on campus.

To gain admission into the Interdisciplinary Ph.D. Program, **the student** must:

1. Satisfy demanding academic entrance requirements
2. Propose a faculty advisor/dissertation committee chair
3. Propose an advisory committee
4. Propose a dissertation research topic
5. Present and defend a formal admission proposal to the University Board of Graduate Studies

## Prerequisites for Admission

Due to the rigors of the interdisciplinary proposal and doctoral process, only students who demonstrate a high degree of self-reliance and responsibility will be considered for admission. In addition, applicants must meet the following criteria:

1. The student must have completed a master's degree or its equivalent at an accredited university. \*
2. The student normally must have a graduate G.P.A. of 3.5 or higher, on a 4.0 scale, in their master's degree (or equivalent graduate work). If the student has less than a 3.5 cumulative GPA, the results of a current (within five years) standardized examination such as the GRE, GMAT, or LSAT, will be required.\*

\* Students currently enrolled in professional programs who desire to enter an INPR Ph.D. program should consult with their advisor and read the addendum relating to integrating professional programs with an INPR program.

## Application Process

A student who is interested in gaining admission to the INPR Program must eventually submit a formal written proposal to the University Board of Graduate Studies (UBGS), and must appear before the UBGS with his/her Advisor/Committee Chair to defend that proposal. A detailed listing of the steps involved in this formal application process is found below in the paragraph titled The Formal Admission Process.

However, many students find that the formal admission process can be quite lengthy, and it is not unusual for the process to take six to nine months. Students often would like to begin their coursework in advance of gaining formal admission. For that reason, we have developed a non-degree admission process that will enable the applicant to begin taking courses before being formally approved by the UBGS. The non-degree application process is described below in the paragraph titled Non-Degree Admission.

Students may apply for formal admission to degree status without going through the Non-Degree Admission Process. However, many students find it to their benefit to first apply as a non-degree student.

## The Formal Admission Process

The University Board of Graduate Studies (UBGS) is the body that oversees all INPR programs, and it is the UBGS that will grant formal admission in a degree-status to any student that meets UBGS approval. All applicants must submit a formal written proposal to the UBGS and must appear before the UBGS with his/her Advisor/Committee Chair to defend that proposal.

The formal admission process for entry into the INPR degree program begins with discussions with a committee chair/advisor to sketch out a tentative plan for earning a Ph.D. Development of the plan will involve interaction with all committee members. The student should incorporate feedback received from committee members and produce a detailed proposal as described below.

Prior to scheduling the proposal defense before the University Board of Graduate Studies and prior to finalizing the formal written proposal, the student must request from the Graduate School approval for all dissertation committee members, including the Chair of the committee. The INPR Committee Membership Form must be completed by each prospective member of the committee. His/her signature on the form attests to his/her commitment to be a fully-engaged member of the committee until the student has completed his/her INPR doctoral degree *and also certifies that the faculty member meets the requirements for participation on the committee.*

Once the committee Chair and members are identified and approved, the remainder of the formal admission process consists of the following:

1. A detailed proposal must be submitted to the Graduate School.

2. The written proposal must be reviewed by a sub-committee of the University Board of Graduate Studies before the student and advisor will be invited to defend their proposal before the full Board.
3. A 30 minute presentation (with questions and answers) must be presented to the University Board of Graduate Studies.
4. The student and his or her committee must address any written comments that result from the presentation to the University Board of Graduate Studies
5. Once completed satisfactorily, the University Board of Graduate Studies will provide formal admission into the INPR program.

The proposal must detail the entire Ph.D. program, including courses, satisfaction of residency requirements, qualifying examination, and detailed plans for the dissertation. The proposal document must be prepared in consultation with the applicant's advisor/dissertation chair and the other members of the dissertation committee. Additional details are found below in the paragraph on Dissertation Plan and Presentation to the University Board of Graduate Studies.

In addition to the above, application for admission to degree status in the INPR Program requires that the student submit the following:

1. completed application form and application fee
2. official transcripts from all colleges and universities that the student has attended (other than Marquette)
3. proof of an earned master's degree
4. three letters of recommendation
5. the results of a standardized test (GRE, GMAT, LSAT, MCAT, etc., as appropriate) if required due to a graduate GPA of less than 3.5
6. (for international students only) the results of the TOEFL exam or other acceptable proof of English proficiency (waived if the student's undergraduate or prior graduate academic work was done at an English-speaking college or university).

If the student began his/her INPR studies in a non-degree status, any documents that were submitted in support of non-degree admission need not be resubmitted.

The University Board of Graduate Studies will typically review proposals twice each year, once during the fall term and once during the spring term. Applicants must submit written proposals to the UBGs by October 1 for a fall-term review, and by March 1 for a spring-term review.

Normally six credit hours of approved graduate work beyond the master's degree from another university may be transferred with the consent of the Vice Provost and the Dissertation Committee Chair. The request for transfer credit is made by identifying the courses, date, and grades on the Doctoral Program Planning Form, which is part of the formal written proposal. The University Board of Graduate Studies will approve or disapprove of any transfer credit. Transfer credits must be for appropriate coursework, as agreed upon by the advisory committee, and the applicant must have earned a grade of B or better in each course to be transferred.

## Non-Degree Admission Process

As noted above, formal admission to the INPR Program requires that a student's dissertation committee chair and membership be identified and secured, that the coursework and research be refined, that a formal written proposal be developed and submitted to the UBGs, and that the student and the committee chair defend the proposal before the UBGs. This process can take up to nine months to complete.

In order to allow students to begin taking coursework prior to completion of the formal admission process, students may apply for admission in a non-degree status. Admission in a non-degree status requires the following:

1. Submit a completed application form and application fee.
2. Secure written support from a Marquette faculty member with whom the applicant has discussed his/her INPR ideas that the proposal is viable. It is not required that the faculty member that submits this support ultimately become the chair or even a member of the committee, but it is expected that in most cases the faculty will be on the student's dissertation committee. Furthermore the student should select non degree coursework in consultation with the Dissertation Chair (if identified) or the faculty member providing written verification.
3. Submit official transcripts from all current and previous colleges/universities except Marquette.
4. Submit proof of an earned master's degree with a minimum GPA of 3.5.
5. If the applicant has a cumulative GPA of less than 3.5 in his/her master's degree (or equivalent post-baccalaureate work), the results of a current (within five years) standardized test (GRE, GMAT, MAT, LSAT, MCAT, as appropriate, must be submitted.
6. (*For international students only*) Submit a TOEFL score or other acceptable proof of English proficiency (waived if the student's undergraduate or graduate education was conducted in an English speaking college or university).
7. Applicants in non-degree status must submit the formal proposal to the UBGs prior to completing nine credits, and must receive UBGs approval for admission in degree status before completion of twelve credits.

### Non Degree Coursework

Once the Graduate School has approved the student's admission in a non-degree status, he/she may begin taking coursework. Students who have taken doctoral courses under non degree status at Marquette may request that a maximum of twelve credits be accepted by the Interdisciplinary Ph.D. Program. These courses may contribute toward completion of the INPR program as long as the courses are appropriate,

they are acceptable to the student's dissertation committee (once composed), and the student earns a grade of B or better in each course. There is no obligation by the Dissertation Committee to accept courses taken in a non-degree status. Credits beyond the limit of 12 taken in a non-degree status may apply may be taken to provide foundation or prerequisite background.

## **Qualifications for the Advisor/Dissertation Director**

The student must recommend to the Graduate School a faculty member who will serve as advisor and dissertation committee chair. In essence, this individual will be the academic mentor throughout the student's program. The advisor must meet these criteria:

1. Must be a regular faculty member and ordinarily be a tenured faculty member.
2. Must have competence in the proposed domain area, hold a terminal degree in his or her discipline, and be an active scholar, normally with at least three refereed articles, books, creative activities/performances (as appropriate to the discipline) within the past five years. If the scholarly activity listed above is not met the chair must have a minimum of one refereed article, and two other contributions consisting of grants, book chapters, or presentations in an area related to the proposed dissertation.
3. Must have served previously on two or more dissertation committees.
4. If the chair of a proposed dissertation committee has not previously served as a dissertation committee chair, at least one other committee member must have previously served in that role.
5. Must agree to continue advising and directing the student, even during sabbaticals or leaves of absence or have a co-chair who agrees to do so.

## **Qualifications for Committee Members**

The student and advisor/dissertation chair must identify a five-member committee (advisor plus four others) who not only assumes the responsibility for overseeing the quality of the INPR program, but also actively administers the degree. Since the interdisciplinary committee performs all functions normally provided by traditional graduate programs, it must exist from the beginning of the program and be subject to review by the University Board of Graduate Studies. Specific requirements include the following:

1. The dissertation committee must consist of five voting members. If additional expertise is needed consultants may be appointed.
2. At least 4 of the 5 members of the committee must be regular Marquette faculty.
3. One non-Marquette committee member is the maximum normally approved for inclusion on the committee.
4. Committee members who are faculty members from Marquette or from another university must have competence in the proposed domain area, hold a terminal degree in their discipline, and should be active scholars with a record during the past five years of at least three refereed articles, creative activities/performances (as appropriate to the discipline), or one refereed article, and two

other contributions consisting of grants, books, book chapters, or presentations in an area related to the proposed dissertation. If a non-Marquette member is not a faculty member at another university, he or she may serve as a subject area expert without meeting the above record of scholarly activity provided that the individual holds a terminal degree.

5. Members who do not meet the above criteria may be appointed to the committee as non-voting members.
6. At least one member must have working knowledge of the research methodology proposed in the dissertation.
7. There must be a committee representative from each discipline that is a part of the interdisciplinary degree being proposed.
8. It is understood that it may be necessary to replace some members of the committee. This will be done by requesting an amendment to the initial approval.

## **Academic Coursework**

In collaboration with the advisor, the student must prepare an academic program plan that includes the following:

1. Listing of previous graduate degree courses that are to be included in the 60 credit hour academic program of study.
2. Listing of 30 post-master's degree credit hours of study that encompass the interdisciplinary nature of the program. Among the 30 credit hours, there must be one course on research theory and design, and two courses on research methods unless such courses have been taken previously as part of the applicant's graduate degree or reflected in other coursework. Within the 60 credit hours of graduate work at least one research course must focus on quantitative methods.
3. Twelve hours of dissertation credit.

## **Dissertation Plan**

In collaboration with the advisor, the student must prepare a detailed plan in narrative form that includes the following:

1. Dissertation title
2. Statement of need or problem
3. Goals and objectives
4. Hypotheses (where appropriate)
5. Present status of the problem
6. Methodology to be used in conducting the proposed research
7. Detailed outline of dissertation, chapter by chapter
8. Detailed bibliography of the subject area, including primary and secondary references
9. Description of how the proposed research will build upon and fit into the existing literature
10. Tentative timetable for presenting, correcting, and return of chapters

Prior to submission to the UBGS sub-committee, this plan must be presented to the dissertation committee, revised to address concerns raised by the committee, and approved by the committee as shown by their individual signatures.

The plan may be amended after beginning actual work on the dissertation by submitting written requests to the Vice Provost for Research and Dean of the Graduate School.

## **Presentation to the University Board of Graduate Studies**

Before the student is able to present to the University Board of Graduate Studies, pre-admission into the INPR program must be granted by the Graduate School.

When the student applies for formal admission to the INPR program, he or she must submit a detailed proposal, as described below. The student and advisor/dissertation chair will meet with the University Board of Graduate Studies to defend the proposal, which must contain:

1. A summary explaining how the proposed program is coherent and has high academic quality.
2. The name of the degree as it will appear on the transcript and in the commencement program.
3. The signatures of the individual members of the dissertation committee agreeing to the proposed course of studies and research plan.
4. A completed doctoral program planning form that includes a minimum of 72 semester hours:
  - a. 30 hours of previous master's level coursework.
  - b. 30 hours of interdisciplinary doctoral coursework.
  - c. 12 hours of dissertation credit.
  - d. No more than six hours of independent study (295) courses in the 30 credits of interdisciplinary doctoral coursework.
  - e. An attached sheet showing how each course unifies the program and prepares the student for the proposed qualifying examination and dissertation.
5. A plan for satisfying the residency requirement of two terms of full-time (nine credits) enrollment within an 18-month period or three terms of six credits each within an 18 month period.
6. Procedures for a qualifying examination.
7. A dissertation plan as outlined above, including procedures for scheduling committee meetings and the defense.
8. Contribution of each committee member towards the degree.
9. A plan on how the degree will be financed, written obligations of financial aid from the departments, institutes, or centers.
10. A contingency plan in case the director should be unable to continue.
11. A statement of any limitations to future employment that the proposed degree might impose on the student. For instance, a degree in American Studies may be excellent preparation for teaching at some levels but may be constraining for one desiring a university appointment in History, English, or the Social Science.

12. Recognition that all changes must be submitted to and approved in writing by the University Board of Graduate Studies.

It is not unusual for a proposal to be 40-60 pages in length without the curriculum vitas of the committee members. The applicant is strongly advised to visit the Graduate School to review a previous proposal that the Board of Graduate Studies considers to be well written.

Sixteen copies of the proposal must be submitted to the Graduate School by October 1 or March 1 for fall term or spring term review, respectively, by the University Board of Graduate Studies. Upon receipt of the proposal, the Graduate School will notify student and advisor/dissertation chair of the UBGS meeting date.

## **Review of Progress**

During each year of the program the student must meet with the dissertation committee to review progress. In situations where a student is studying outside of the country, an electronic meeting may be held. A written summary and evaluation will be prepared by the Advisor/Chair and submitted to the Graduate School by May 15. All committee members must approve this summary and evaluations as shown by their individual signatures.

Since the student is in the Interdisciplinary Ph.D. Program and doesn't have a department in the strict sense of the word, the Board, itself an interdisciplinary group of senior faculty members, shall serve as the department for matters of oversight and progress. At the completion of the student's coursework and qualifying examination, and prior to candidacy and beginning the dissertation, the student must present a written report to the University Board of Graduate Studies. Included in this report should be a short summary of the dissertation proposal and any changes that have taken place since its approval.

## INPR Dissertation Committee Nomination Form

(To be completed by student)

Student Name:

INPR Academic Areas:

Brief statement of research:

Name of faculty nominee:

This faculty is nominated to serve as:

Chair

Committee Member

Non-voting Committee Member

Academic Department:

Academic Rank/Date of tenure:

*Copy of current curriculum vitae must be attached to this Nomination Form*

The manner in which this faculty member's area(s) of expertise will contribute towards this INPR Project:

# INPR Dissertation Committee Contract Form

(To be completed by faculty member)

Faculty Name:

## Qualifications for Dissertation Director/Advisor

1. A tenured faculty member.
2. Must have competence in the proposed domain area, hold a terminal degree, and be an active scholar, normally with at least three refereed articles, books, creative activities/performances (as appropriate to the discipline) within the past five years.
3. Must have served previously on two or more dissertation committees.
4. If the Chair has not previously served as a dissertation committee chair, at least one other committee member must have done so.
5. Agree to continue advising and directing the student, even during sabbaticals or leaves of absence.

## Qualifications for Committee Members

1. At least four of the five members of the committee must be regular Marquette faculty.
2. One non-Marquette committee member is the maximum normally approved for inclusion on the committee.
3. Committee members who are faculty members from Marquette or from another university must have competence in the proposed domain area, hold a terminal degree, and should be active scholars with a record during the past five years of at least three refereed articles, creative activities/performances (as appropriate to the discipline), or one refereed article and two other contributions consisting of grants, books, book chapters, or presentations in an area related to the proposed dissertation. If a non-Marquette member is not a faculty member at another university, he or she may serve as a subject area expert without meeting the above record of scholarly activity provided that the individual holds a terminal degree.
4. Members who do not meet the above criteria may be appointed to the committee as non-voting members.
5. At least one member must have working knowledge of the research methodology proposed in the dissertation.
6. There must be a committee representative from each discipline that is a part of the interdisciplinary degree being proposed.

I have read the qualifications listed above, and I am qualified and willing to serve as (check one)

Director       Committee Member       Non-Voting Committee Member

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Graduate School Approval**

\_\_\_\_\_  
**Date**