**L&C Program Dissertation Rotation Policy**

Effective: 1 June 2020

A new Dissertation Rotation policy has been passed by the L&C Program Committee that impacts students as they move from Comprehensive Exams to the Dissertation Proposal stage of the program. The policy has been adopted to urge PhD candidates to construct their dissertations in such a way that a “general scholarly reader” who is not an expert in the PhD candidate’s particular subfield of study can follow and critically engage the argument(s).

The Policy

L&C PhD candidates determine their three-person Comprehensive Exams committees with guidance from their Acting Advisors. After a Ph.D. candidate passes the Comprehensive Exams, the student and comprehensive exam committee collectively, or through conversations that happen independently, will determine a first reader (dissertation chair) and second reader moving forward to the dissertation proposal stage. The first and second readers are understood to be the two committee members whose areas of expertise best align with the student’s dissertation field of interest. Students are expected to consult with the faculty member who will be their dissertation chair for guidance in the identification of the second reader.

At this point, the third committee member (i.e. the member not identified as a first or second reader) will rotate off the committee.  The L&C Program Director will then assign a new faculty member to the committee. The third committee member will be understood to be the “general scholarly reader” on the dissertation, and may not have particular expertise alignment with the dissertation project.

Notification Process and Timeline

After successful completion of the written and oral Comprehensive Exams and after the decision has been made as to who will rotate off of the committee, the PhD candidate should email the L&C Program Director (with a copy to their dissertation chair) to indicate which committee member is rotating off of the committee. The faculty rotating off of the committee should also be notified at this point (or before). The email should be sent within two weeks of the completion of the Comprehensive Exams, and before the dissertation proposal has been started.

The L&C Program Director will assign a new committee member within 2 weeks after receiving the notification email.

Exceptions

The Ph.D. candidate, outgoing committee member, or new committee member may, in extenuating circumstances, petition the Program Director for an exception to this policy, with just cause, by filling out the appropriate form and providing a detailed justification for the request. Possible reasons for petitions for exception include but are not limited to the following: valid objections to the planned dissertation topic, congruence of research areas, personality conflicts, or previous academic integrity violations. The L&C Program Director will determine whether or not to approve this petition. If the petition is approved, a different reader will be assigned to the committee.

Petitions for exception to the Dissertation Rotation Policy should be filed as soon as the Ph.D. candidate and dissertation chair decide to make such a request. The completed form, Petition for Exception to the L&C Program Dissertation Rotation Policy, should be emailed as an attachment to the L&C Program Director with a copy to the dissertation advisor.

Effective Date

This policy will apply to any Ph.D. candidate who completes Comprehensive Exams on 1June 2020 or after.

**Petition for Exception to the** **L&C Program Dissertation Rotation Policy**

(please type or print)

Student Name:

Student Email Address:

Second Committee Member:

Do you have (or will you have) an Outside Reader on your dissertation committee?

 Yes No

What date did you successfully pass your written and oral Comprehensive Exams?

What Exception to the Dissertation Rotation Policy are you requesting?

[ ] Retaining Comprehensive Exam committee to dissertation proposal phase

[ ] Appointment of different third reader

What is your reason/rationale for making this request for an exception to this policy? (be clear and specific)