## Ph.D. Leadership Finalizing the Manuscript

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Responsible Officer Sandeep Gopalan Responsible Office John Wesley School of Leadership Approving Body Board of Trustees Approval Date 2019-09 Last Revision 2019-09 Re-evaluation Date 2021 Departmental Impact Academics

## **Policy Statement**

Writing the dissertation is an academic requirement integral to the PhD. The candidate must demonstrate his or her ability to fulfill this requirement.

## **Policy Procedures**

When the candidate is finalizing the dissertation manuscript, the committee Chair may advise the doctoral candidate to hire the aid of a proofreader. The proofreader is not an editor. His or her responsibility is to identify representative form, style, grammar, or expression issues. The candidate's responsibility is to apply the feedback of the proofreader and to revise the dissertation as needed.