

## **Guidelines for Dissertation Writing Support**

The purpose of Dissertation Writing Support is to help students in the final semester of their doctoral program focus on writing their dissertation and complete their degree. Because of resource limitation, the support is provided to a limited number of students on a competitive basis. Academic standing as well history of University financial support to the student are some of the factors used to evaluate requests.

The faculty advisor needs to forward, with the endorsement of the Graduate Program Director, to the Associate Provost for Graduate Studies a request for Dissertation Writing Support. The letter/memo/message must, at a minimum, contain the following information:

- description of the research the student is conducting and has accomplished to date;
- financial support provided to the student, i.e., assistantship stipend, research supplies, etc.;
- presentations made (at the University and/or conferences) as well as scholarly articles published as a result of the student's research work; and
- anticipated date of completion of dissertation and defense.

Dissertation Writing Support is awarded for a maximum duration of one semester (support during the summer months is pro-rated) and it is expected that the student will successfully complete all degree requirements and any other required steps by the end of the semester (summer) for which the support is given. In addition, students who accept Dissertation Writing Support will not be eligible for any further funding or university employment of any type which is inclusive of the semester the award is accorded and beyond should the student not complete by the end of the semester (summer).

Students who are also University employees are not eligible to receive Dissertation Writing Support. Employees of the Commonwealth of Massachusetts may be subject to other restrictions.

Requests for Dissertation Writing Support, with all required information and appropriate endorsements, must be received in the Office of the Associate Provost for Graduate Studies by September 10<sup>th</sup> for the fall semester, February 4<sup>th</sup> for the spring semester, and May 25<sup>th</sup> for the summer months. Requests for support during the summer months will not exceed the equivalent of the one semester rate and will be pro-rated accordingly.