


MEMORANDUM / UND UNIVERSITY OF NORTH DAKOTA

THE GRADUATE SCHOOL
Wayne E. Swisher, Ph.D.
Interim Dean

DATE: August 15, 2011

TO: Department Chairpersons, and Graduate Directors

FROM: Wayne E. Swisher, PhD 
Interim Dean

Re: **Nomination for Distinguished Thesis Creative Exhibition and Dissertation Award**

The Graduate School seeks nominations for awards in the categories of Distinguished Thesis, Distinguished Creative Exhibition, and Distinguished Dissertation. Nominations should be sent to Wayne E. Swisher, Interim Dean, The Graduate School by October 1, 2011 (Nomination packets must be submitted in paper). Nominees must have been awarded the graduate degree on which the nomination is based in the period from July 1, 2010 to June 30, 2011 (i.e., August 2010, December 2010 and May 2011 graduation dates). Departments or programs may nominate only one individual per category of award. Independent studies are not eligible for nomination. The thesis, dissertation or creative exhibition nominated must have been the capstone event on which the final examination of the candidate was based. Details of each award as well as information on the nomination process are provided in the attached pages.

The Graduate School Distinguished Dissertation Award

The Distinguished Dissertation Award is presented to a Ph.D. recipient whose doctoral dissertation best exemplifies original research and creative scholarship in a Doctor of Philosophy degree program offered at the University of North Dakota. The awardee will be honored during the annual Graduate School Scholarly Forum.

Guidelines:

- Nomination packets are due in The Graduate School by the end of the business day on **October 1, 2011**. Nominations will not be accepted after this deadline.
- Only one dissertation per Ph.D. degree program may be submitted.
- Nominations must be submitted by the Program Director on behalf of the program.
- The nominated work must be deemed by the faculty as exemplary in all areas which includes but is not limited to: writing clarity and style, appropriate citation of literature, rationale, presentation of the material, and the degree to which the work advanced knowledge in the field.
- Programs may choose not to nominate a dissertation if they believe that dissertations approved during the award period were not “exemplary” in all areas.

Nomination Packet:

- The nomination packet must be received in The Graduate School office by the end of the business day on October 1, 2011 and must include the following:
 - o **One unbound copy of the dissertation being nominated.** *(Please do not submit an original copy since this copy will not be returned.)*
 - o **Nomination Letter:** A nomination letter from the major advisor or a member of the advisory committee who is knowledgeable of the student’s work is required. The nomination letter should address why the work be considered for the award. The letter should provide a detailed discussion on the originality and significance of the dissertation as well as provide insight into how the dissertation advanced the field of study.
 - o **Graduate Program Director Letter:** A letter seconding the nomination must be submitted by the Graduate Program Director. The letter should also include a description of the process used by the program faculty to select the dissertation for submission to The Graduate School for consideration
 - o **Current contact information on the nominee:** Please include current contact information for the nominee.

Review Criteria:

The following will be considered in selecting the winner:

- Clarity of writing and organizational style
- Scope and significance of the work
- Contribution to the discipline
- Overall substantive quality

Award: The Distinguished Dissertation Award will be presented during the Spring 2012 Semester.

The Graduate School Distinguished Thesis Award

The Distinguished Thesis Award is presented to a Master's recipient whose master's thesis best exemplifies original research and creative scholarship in a degree program offered at the University of North Dakota. The awardee will be honored during the annual Graduate School Scholarly Forum.

Guidelines:

- Nomination packets are due in The Graduate School by the end of the business day on **October 1, 2011**. Nominations will not be accepted after this deadline.
- Only one thesis per master's degree program may be submitted.
- Nominations must be submitted by the Program Director on behalf of the program.
- The nominated work must be deemed by the faculty as exemplary in all areas which includes but is not limited to: writing clarity and style, appropriate citation of literature, rationale, presentation of the material, and the degree to which the work advanced knowledge in the field.
- Programs may choose not to nominate a thesis if they believe that the theses approved during the award period were not "exemplary" in all areas.

Nomination Packet:

The nomination packet must be received in The Graduate School office by the end of the business day on October 1, 2011 and must include the following:

- o **One unbound copy of the thesis being nominated** (*Please do not submit an original copy since this copy will not be returned.*)
- o **Nomination Letter:** A nomination letter from the major advisor or member of the advisory committee who is knowledgeable of the nominee's work is required. The nomination letter should address why the work be considered for the award. The letter should provide a detailed discussion on the originality and significance of the thesis as well as provide insight into how the thesis advanced the field of study.
- o **Graduate Program Director Letter:** A letter seconding the nomination must be submitted by the Graduate Program Director. The letter should also include a description of the process used by the program faculty to select the thesis for submission to The Graduate School for consideration.
- o **Composition of the Advisory Committee:** Please list the names of the members of the Thesis Advisory Committee. This information will be used to exclude reviewers who may have conflicts of interest.
- o **Current contact information on the nominee:** Please include current contact information for the nominee.

Review Criteria:

The following will be considered in selecting the winner:

- Clarity of writing and organizational style
- Scope and significance of the work
- Contribution to the discipline
- Overall substantive quality

Award: The Distinguished Thesis Award will be presented during the Spring 2012 semester.

The Graduate School Distinguished Creative Exhibition Award

The Distinguished Creative Exhibition Award is presented to a Master's recipient whose master's exhibition or performance best exemplifies creative scholarship in a degree program offered at the University of North Dakota. The nominated exhibition must have been the required capstone event of the master's program and must have been exhibited or performed in a public forum. The outcome of this event must have been considered by the advisory committee prior to recommending the final grade. The awardee will be honored during the annual Graduate School Scholarly Forum.

Guidelines:

- Nomination packets are due in The Graduate School by the end of the business day on **October 1, 2011**. Nominations will not be accepted after this deadline.
- The following degree programs are eligible for the award: Master's of Fine Art, Master's of Art in Theatre Arts, and Master's of Music in which a final exhibition, performance, recital or composition was required for the degree. (*Note: M.M. Thesis option students should be nominated for the thesis award.*) Only one nomination per master's degree program may be submitted.
- Nominations must be submitted by the Program Director on behalf of the program faculty.
- The nominated work must be deemed by the faculty as exemplary in all areas on which the exhibition or final project was evaluated. This includes written documents, exhibited materials, scores, and performances that were associated with the final project.
- Programs may choose not to nominate a thesis if they believe that theses approved during the award period were not "exemplary" in all areas.

Nomination Packet:

The nomination packet must be received in The Graduate School office by the end of the business day on October 1, 2011 and must include the following:

- o One copy of the materials that were evaluated by the faculty. Recordings of performances, photographs of artwork, musical scores, or other written documents required for fulfillment of degree requirements.
- o Nomination Letter: A nomination letter from the major advisor is required. The nomination letter should address why the work be considered for the award. The letter should provide a detailed discussion on the originality and scholarly significance of the creative exhibition as well as provide insight into how the creative work contributes to the advancement of the field.
- o Letter seconding the nomination: A letter seconding the nomination must be submitted by the Graduate Program Director. The letter should also include a description of the process used by the program faculty to select the dissertation for submission to The Graduate School for consideration.
- o Current contact information on the nominee. Please include current contact information for the nominee.

Review Criteria:

The following will be considered in selecting the winner:

- Scope of the work
- Contribution to the discipline
- Overall substantive quality

Award: The Distinguished Creative Exhibition Award will be presented during the Spring 2012