



## **Doctor of Public Administration (DPA) Program**

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### **Memorandum of Understanding (MOU)**

(The MOU must be completed before enrolling in DPA 803)

**Name of Doctoral Student:**

**Date:**

**Student ID:**

**Name of Dissertation Supervisor and Committee Chairperson:**

The Doctor of Public Administration Program requires Dissertation Supervisors and their students to develop a written Memorandum of Understanding (MOU) so that expectations about the responsibilities of both parties are explicit throughout the dissertation process. The purpose of the MOU is to provide guidance to the faculty member and the student, in an effort to support a successful research mentoring relationship. The MOU should be revisited at the beginning of each academic year and updated as necessary.

Dissertation Supervisor and students should be familiar with policies in the Graduate Catalog ([www.wcupa.edu/gradcatalog](http://www.wcupa.edu/gradcatalog)). Dissertations are submitted to West Chester University through Digital Commons (<https://digitalcommons.wcupa.edu/>). Additional information from The Graduate School, including deadlines, forms and procedures, along with a Manual for Culminating Graduate Student Research that should be reviewed by both parties, are available at: [www.wcupa.edu/thesisdoc](http://www.wcupa.edu/thesisdoc).

#### **The Dissertation Supervisor will:**

- Schedule regular meetings. The Dissertation Supervisor and student parties will agree on the frequency and type of meetings that will best support the development of the dissertation. It is recommended that monthly or bi-weekly meetings are scheduled. To allow for flexibility, both parties may agree to postpone or reschedule scheduled meetings.
- Collaborate with the student to establish short-term objectives and milestones for reaching dissertation goals. Make sure all required DPA specific and WCU requirements are included.
- Review drafts and final dissertation for academic integrity concerns, APA formatting, and adherence to The Graduate School formatting guidelines.
- Communicate with the student directly about concerns. Although initial communication may be in written form (e.g., email, text), the Dissertation Supervisor will make reasonable efforts to discuss ongoing concerns in person or via telephone/video call and follow-up with written communication regarding proposed solutions for addressing the identified concerns.
- Consult with the DPA Program Director if attempts to resolve concerns directly with the student are unsuccessful.

**The Doctoral student will:**

- Attend scheduled meetings with the Dissertation Supervisor, unless both parties jointly elect to postpone a scheduled meeting.
- Work with Dissertation Supervisor to develop a timeline and outline of tasks. Adhere to timelines and objectives for the project that have been jointly established with the chair.
- Submit all required forms, such as IRB Protocol (when necessary)
- Take responsibility for communicating with the Dissertation Supervisor before an assignment or task is overdue.
- Adhere to University guidelines and requirements for academic integrity, research procedures, and dissertation format.
- Communicate with the Dissertation Supervisor directly about concerns. Although initial communication may be in written form (e.g., electronic mail, text), the student will make reasonable efforts to discuss ongoing concerns in person or via telephone/video call and follow-up with written communication regarding proposed solutions for addressing the identified concerns.
- Consult with the DPA Program Director if attempts to resolve concerns directly with the Dissertation Supervisor are unsuccessful.

**Additional expectations (e.g., authorship, data ownership, hourly time commitment):**

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Doctoral Student's Signature

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Dissertation Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**\*After completing the MOU, the Dissertation Supervisor should submit the completed form to [dpa@wcupa.edu](mailto:dpa@wcupa.edu)**

**\*\*The student should submit this information here: <https://tinyurl.com/yykuw284>**

