



# Doctoral Student Handbook



School of Education

## **Welcome to the Department of Curriculum & Teaching!**

Graduate education in the Department of Curriculum and Teaching at the University of Kansas is a shared responsibility. A major purpose of graduate education is to instill in each student an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. Graduate education is an opportunity for the student to develop into a professional scholar. It is the joint responsibility of faculty and graduate students to work together through relationships that encourage freedom of inquiry, demonstrate personal and professional integrity, and foster mutual respect.

The Curriculum and Instruction program in the Department of Curriculum and Teaching offers a variety of degree and licensure choices tailored to meet the needs of individuals. The Doctor of Philosophy (Ph.D.) and the Doctor of Education (Ed.D.) degrees provide students the highest level of competence in curriculum and instruction, with subspecialties in: reading education, mathematics education, language arts education, science education, multicultural education, curriculum studies, teaching English as a second language (TESL), gifted and talented education, social studies education, foreign language education, and economic education.



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## Graduate Student Responsibilities

All graduate students are responsible for informing themselves of requirements of the Office of Research and Graduate Studies in effect at the time they are admitted. The 2013-2014 *Academic Catalog* can be accessed at: <http://catalog.ku.edu/201314/>

They are also expected to be familiar with the regulations and requirements of their Graduate Divisions and departments and of their graduate programs.

**It is each graduate student's responsibility to know and observe all regulations and procedures relating to the graduate degree program the student is pursuing. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the requirements, regulations, procedures, and deadlines.**

**Responsibility for following all policies and meeting all requirements and deadlines of graduate programs and the Office of Research & Graduate Studies rests with the student.**

## Graduate Student Enrollment

Full-time Student Classification and Residence Requirement [https://documents.ku.edu/policies/Graduate\\_Studies/full-time\\_enrollment\\_graduate\\_students.htm?uniq=buias8](https://documents.ku.edu/policies/Graduate_Studies/full-time_enrollment_graduate_students.htm?uniq=buias8)

The following student loads for course work and/or appointments at KU for teaching or research represent full-time graduate student status for degree-seeking students for purposes of qualifying for fellowship tenure, student loan deferment, and similar certification, and for meeting residence requirements for doctoral degrees.

- 9 credit hours
- 6 credit hours plus GTA or GRA appointment at KU, regardless of percentage of appointment.

These figures are the minimum number of credit hours a student may carry and still be certified full time. A student may enroll for more hours with the approval of the department or program adviser, within general guidelines.

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session for the [School of Education](#).

Degree-seeking graduate students who are employed by KU must be enrolled for at least 6 hours per semester to be certified as full-time students.

For a student who is a full-time employee at KU to fulfill the residence requirement, the KU employment must contribute substantially to the student's graduate program.

The enrollment of those with foreign student (F-1) visas must conform to the minimum established by the regulations of the Immigration and Naturalization Service (INS). International students must conform to the residence requirements of Graduate Studies, even if the minimal enrollment of the INS is lower.

## Enrollments by Non-Native Speakers of English

The School of Education Policy regarding Enrollment by Non-Native Speakers of English in School of Education Courses and Programs is detailed below:

1. Enrollment of *non-admitted* students in SoE courses:  
Non-native speakers who are not yet admitted (as provisional or regular students) to a program in the School of Education may complete no more than one SOE academic course per semester for a maximum total of two courses prior to formal admission to a program in the School of Education. Prior to enrolling in any SoE course, the student must:
  - a) have written permission of both department chair and course instructor, and
  - b) have passed at least one of the three areas of English proficiency as determined by the AEC.
2. Enrollment of *admitted* students in SoE courses:  
Non-native speakers who are admitted (as provisional or regular students) to a program in the School of Education but who have not fully met KU English proficiency requirements may enroll in SoE courses with the following provisions:
  - a) the student must have prior written permission of both department chair and course instructor, and
  - b) the student must have already passed at least one of the three areas of proficiency as determined by the AEC.

Following their first semester of enrollment in any SoE course as admitted/degree-seeking students, non-native speakers may continue to enroll in one graduate level course the following semester only if they also achieve at least one AEC level of progress in any remaining English proficiency area or until they have passed all three areas of proficiency. Failure to make one level of progress will preclude further enrollment in SoE courses.

## Graduate Studies – Grading/Credit General Guidelines

The basic grading system in Graduate Studies is an **A, B, C, D, F** system, where **A** designates above-average graduate work; **B**, average graduate work; **C**, passing but not average graduate work (C- is not considered a passing grade); **D** and **F**, failing graduate work. C-, D, and F work does not count toward a degree. In any semester, an instructor may, at his or her option, assign a letter grade of A, B, C, D, or F when evidence about performance is available.

The letter **P** is used only to indicate participation in thesis, dissertation, and research enrollments (related to thesis or dissertation), and in the first semester enrollment of a two-semester sequence course.

Upon completion of thesis/dissertation or research hours leading to a master's or doctoral degree, the **P** remains on the final transcript *except for the last semester of enrollment*. A letter grade (A, B, C, D, or F) is assigned in the last semester of enrollment to characterize the quality of the final product. The **I** grade is not appropriate for enrollment in thesis, dissertation, or research, and is not accepted.

For enrollments other than thesis, dissertation, or research, the letter **I** indicates course work that has been of passing quality, some part of which is, for good reason, unfinished. As stated in University Senate Rules and Regulations, Article II, Section 2.2.3.2: "A student who has an I posted for a course must make up the work by the date determined by the instructor, in consultation with the student, which may not exceed one calendar year, or the last day of the term of graduation, whichever comes first. An I not removed according to this rule shall automatically convert to a grade of F or U, or the lapse grade assigned by the course instructor, and shall be indicated on the student's record."

The grades of S and U may be used to designate satisfactory and unsatisfactory performance, respectively, in continuing education, workshop, and institute courses upon the recommendation of the department offering the course. **No more than six (6) hours total of graduate courses graded S are permitted to count toward a degree.**

In courses numbered 800 or above for which specific authorization has been given, the instructor may report a grade of **S** for students who have satisfactorily attended the course but for whom it has not been possible to evaluate the quality of performance.

Once the **S** grade for a particular course (or a particular faculty member's section of a multi-section course) has been recommended by the department and approved by the Graduate Division and Graduate Studies, it must be applied to the entire student enrollment in the course or section. This applies to those 800- or 900-level courses eligible for the **S** grade (or **U** is alternative of **F**), as well as to Continuing Education, institute, and workshop courses. The **S** and **U** grades are not used in computing the grade-point average.

**The Credit/No Credit option is not authorized for graduate students' enrollments**, including, but not limited to, courses taken to fulfill the research skills requirements, undergraduate deficiencies, etc.

**The School of Education has the option of using +/-, according to the policy adopted. B- does not represent satisfactory work in Graduate Studies.**

Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B. Courses graded P, S, U or I are excluded from the computation of the average.

### **Graduate Exam Grading**

Performance is graded Honors, Satisfactory or Unsatisfactory for the following examinations:

1. The general examination for the degree of Specialist in Education.
2. The comprehensive oral examination for the doctorate.
2. The final examination for the doctorate.

## Graduate Credit

3 conditions must be met for a student to receive graduate credit for work satisfactorily completed at KU:

1. The student must have gained graduate admission.
2. The course must have been approved for the award of graduate credit.
3. The instructor must have gained appointment to the Graduate Faculty.

## Credit by Examination

Credit by examination is not accepted toward graduate degrees.

## Transfer of Credit

No credit is actually transferred toward the doctorate, but departments may take relevant prior graduate work into consideration in setting up programs of study.

View current policies on [graduate credit](#).

## Graduate Studies - Academic Probation

### Probation

**Upon falling below a cumulative graduate grade point average (GPA) of 3.0, or B, computed with the inclusion of grades earned at KU for all courses acceptable for graduate credit, the student is placed on probation by the Graduate Division of the school or Graduate Studies.**

The grades of P, S, U, and I, for which no numerical equivalents are defined, are excluded from the computation. If the student's overall graduate average has been raised to B by the end of the next semester of enrollment after being placed on probation, the student may be returned to regular status. If not, the student will not be permitted to re-enroll in a graduate program unless the School of Education Graduate Division or Graduate Studies acts favorably on a departmental recommendation for the student to continue study.

If admitted provisionally, a student must earn an overall graduate point average (GPA) of at least 3.0, or B, during the initial 12 hours of graduate enrollment in the student's program to be permitted to re-enroll. A student admitted provisionally who fails to earn a B average in the first 12 hours of graduate enrollment is dismissed from the program.

## Graduate Studies - Grievances

A graduate student who believes himself or herself to be unfairly or unlawfully treated in an academic matter may present a grievance to the academic department or program chair. Each academic unit, all Graduate Divisions, and the college have established grievance policies and procedures. Appeal of a grievance heard at one of these levels is made to the Judicial Board. Graduate Studies has established a set of guidelines for graduate student petitions in certain categories that may not be under the jurisdiction of other hearing bodies. The Executive Committee of the Graduate Council has identified two categories as the purview of Graduate Studies:

1. Cases involving the Graduate Divisions of two or more schools or colleges.
2. Cases involving the interpretation of Graduate Studies policy as it pertains to the Graduate Division of a school or college.

For disputes involving alleged academic misconduct or alleged violations of student rights, the initial hearing normally is held at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or if either party petitions the Judicial Board chair to hold the hearing at the Judicial Board level and the petition is granted. The petition

must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition.

## **Procedures for Graduate Student Grievances**

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the [University Senate Rules and Regulations](#) of the University of Kansas, Lawrence, the Office of Graduate Studies establishes the following procedures to hear the individual grievances of graduate students. Except as provided in USRR 6.5.4, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure. The Office of Graduate Study shall provide a copy of this procedure to anyone who requests it.

A sub-committee of the Executive Council of Graduate Faculty is charged to “establish policies governing the handling of individual grievances of graduate students brought to the attention of the Office of Graduate Studies and to carry out or delegate the investigation of individual grievances presented to the Office of Graduate Studies,” and to “make and report final recommendations to the Dean of the Office of Graduate Studies with respect to individual grievances.” Since the committee has the responsibility to adjudicate and hence to hear grievances, it cannot function to develop evidence on behalf of either complainant or respondent. It is appropriate, however, for the Office of Graduate Studies, in its administrative capacity, to look into complaints prior to scheduling a grievance hearing, to interview parties, to secure documents, and to seek a conciliatory solution. Before pursuing formal grievance procedures, a grievant should ordinarily attempt to resolve the matter informally through direct or indirect consultation with the other party, through discussions with supervisory personnel or through informal mediation. If the problem is not solved in this fashion the dean shall refer the complainant to the committee or, if appropriate, to another appropriate unit charged with jurisdiction to resolve the dispute. If it is referred to the committee, the Office of Graduate Studies shall make available to the committee what it has learned that bears on the complaint. This shall not be construed, however, to deny the right of a student to file a complaint directly with the committee.

1. To start the grievance process, the complainant must submit a written grievance to the Office of Graduate Studies. The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the Faculty Code of Conduct, University Senate Code, the University Senate Rules and Regulations, the Code of Student Rights and Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied on by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.
2. At the time the complaint is submitted to the Office of Graduate Studies, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).
3. Upon receipt of the complaint, the Office of Graduate Studies shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.
4. Pursuant to University Senate Code 14.2.c, a respondent has the privilege of remaining silent and refusing to give evidence in response to a complaint. The respondent also has the right to respond and give evidence in response to the complaint.
5. The respondent shall submit a written response to the Office of Graduate Studies within 14 calendar days of receiving the complaint. The response shall contain the respondent’s statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the witnesses or other evidence relied on by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complaining party.
6. Upon receipt of the response, the Office of Graduate Studies shall contact the complaining party to verify that a copy of the response has been provided.
7. Upon receiving the complaint and response, or if the respondent fails to respond within the 14-day time period, the Office of Graduate Studies shall appoint a committee to consider the complaint. Normally, a complaint shall be heard by a sub-committee of the Executive Council of Graduate Faculty from among the members of the committee. The committee members shall be disinterested parties who have not had previous involvement in the specific situation forming the basis of the complaint. In the summer, if the complainant requests a hearing before the full committee he or she must waive the right to timely hearing (see 11 below) and a hearing date will be scheduled early in the fall.
8. Pursuant to USRR 6.8.4.2, the chair of the committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.
9. Time limits. To use this procedure, the complainant must file the written complaint with the Office of Graduate Studies within six months from the action or event that forms the basis of the complaint. The six-month time period shall be calculated using calendar days (including weekends and days during which classes are not in session).

10. Upon receiving the complaint, if the chair of the committee determines that any of the following grounds exist, he or she may recommend to the dean that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) the Office of Graduate Studies lacks jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because he or she has not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.
11. If the chair of the committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Dean send the grievance to the appropriate hearing body without further proceedings in the Office of Graduate Studies. The Dean will send a copy of the referral to the complainant(s) and any responding parties.
12. If not previously attempted, prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.
13. If mediation is successful, the mediator will forward to Dean, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the Dean. The Dean will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.
14. If mediation is not successful, the mediator will notify the Dean, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.
15. Each party may represent himself or herself or be represented by an adviser or counsel of his or her choice.
16. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.
17. Each party shall be entitled to question the other party's witnesses. The committee may question all witnesses.
18. Witnesses other than parties shall leave the hearing room when they are not testifying.
19. The chair of the committee shall have the right to place reasonable time limits on each party's presentation.
20. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.
21. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information he or she deems irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.
22. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the Dean. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.
23. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the Dean. The committee shall base its recommendations solely upon the information presented at the hearing.
24. The committee will send its written recommendation to the Dean and the parties as soon possible and no later than 14 calendar days after the end of the hearing.
25. Within 14 calendar days of receiving the committee recommendation, the Dean will notify the parties of the acceptance, modification, or rejection of the recommendation. The Dean will advise the parties of the procedure available to appeal the decision.

These procedures have been reviewed by Graduate Council Executive Committee and the Office of the University General Counsel and are effective immediately. View current Lawrence and Edwards Campus policies on [grievances](#).

## **School of Education Student Academic Misconduct Policy**

Academic integrity requires the honest performance of academic responsibilities by students. Academic responsibilities include, but are not limited to, the preparation of assignments, reports and term papers, the taking of examinations, and a sincere and conscientious effort by students to abide by the policies set forth by instructors.

Any subversion or compromise of academic integrity thus constitutes academic misconduct. Examples of misconduct include (among others) falsification, unauthorized assistance with or plagiarism of reports, term papers, research papers or other written documents; giving or receiving unauthorized aid on examinations; disruption of classes; the offering of gratuities or favors in return for grades.

When an instructor determines that a student has violated academic integrity as described above, the instructor may charge the student with academic misconduct. Please review the School of Education Academic Misconduct Policy and Procedure Summary <http://www.soe.ku.edu/sites/soe.drupal.ku.edu/files/docs/documents/academic-misconduct/AcademicMisconductPolicy.pdf>, and detailed filing procedures: <http://www.soe.ku.edu/sites/soe.drupal.ku.edu/files/docs/documents/academic-misconduct/Filing%20a%20Charge%20of%20Academic%20Misconduct.docx>.

## **Intellectual Property Policy**

All enrolled students are subject to the Board of Regents and KU Intellectual Property Policies. The ownership of student works submitted in fulfillment of academic requirements is retained by the creator(s). By enrolling, the student gives the institution a nonexclusive royalty-free license to mark on, modify, retain the work in the process of instruction, or otherwise handle the work, as set out in the institution's Intellectual Property Policy or in the course syllabus. The institution does not have the right to use the work in any other manner without the written consent of the creator(s). The policy is available in its entirety on the [Provost's website](#).

View current policies on [intellectual property](#).

## **Doctoral Program Time Constraints**

### **Time Limit**

**Normally doctoral degree students complete all requirements in eight years after first enrollment in a doctoral program leading directly to a doctoral degree.**

Except for the core requirements, coursework submitted to complete doctoral degree requirements must be completed within school or department time limits or extensions thereto.

The School of Education Graduate Division has the authority to grant a one-year extension of the normal 8-year time limit for compelling reasons, on the written advice of the dissertation committee.

If more than nine years are requested, the appropriate appeals body of the School considers petitions for extensions and, where evidence of continuous progress, currency of knowledge, and other reasons are compelling, may grant further extensions. Graduate Studies policy requires a 10-year limit on combined master's and doctoral programs.

**Doctoral Degree Time Limit Chart - Eight-year time to degree  
(Ten-year time limit on combined master/doctoral degree)**

<b>Semester Start Date</b>	<b>Eight-year limit for doctoral degree</b>	<b>Ten-year limit for combined master/doctoral degree</b>
Fall 2012	Summer 2020	Summer 2022
Spring 2013	Fall 2020	Fall 2022
Summer 2013	Spring 2021	Spring 2023
Fall 2013	Summer 2021	Summer 2023
Spring 2014	Fall 2021	Fall 2023
Summer 2014	Spring 2022	Spring 2024
Fall 2014	Summer 2022	Summer 2024
Spring 2015	Fall 2022	Fall 2024
Summer 2015	Spring 2023	Spring 2025
Fall 2015	Summer 2023	Summer 2025
Spring 2016	Fall 2023	Fall 2025
Summer 2016	Spring 2024	Spring 2026
Fall 2016	Summer 2024	Summer 2026
Spring 2017	Fall 2024	Fall 2026
Summer 2017	Spring 2025	Spring 2027
Fall 2017	Summer 2025	Summer 2027
Spring 2018	Fall 2025	Fall 2027
Summer 2018	Spring 2026	Spring 2028
Fall 2018	Summer 2026	Summer 2028
Spring 2019	Fall 2026	Fall 2028
Summer 2019	Spring 2027	Spring 2029
Fall 2019	Summer 2027	Summer 2029
Spring 2020	Fall 2027	Fall 2029
Summer 2020	Spring 2028	Spring 2030

## Leave of Absence

A student may petition the School of Education Graduate Division through the department for a leave of absence during either the pre- or post-comprehensive period to pursue full-time professional activities related to the student's doctoral program and long-range professional goals (<http://soe.ku.edu/sites/soe.drupal.ku.edu/files/docs/documents/other/SoE%20Petition%20revised.docx>).

A leave of absence also may be granted because of illness or other emergency. A leave of absence cannot exceed one academic year. If additional time is requested due to extraordinary circumstances, the student must petition for another leave of absence.

After an absence of five years, however, a doctoral aspirant or candidate loses status as such and, in order to continue, must apply for readmission to the program and to the Graduate Division.

The School of Education approved clarification regarding grounds for granting a leave of absence:

## Clarifying grounds for granting “leaves of absence”

**Background:** Graduate Studies policy states: “A student...may petition the Graduate Division through the department for a leave of absence during either the pre-or post-comprehensive period to pursue full-time professional activities related to the doctoral program and long-range professional goals. Leaves of absence also may be granted because of illness or other emergency...”

The GSC discussed grounds for granting a leave of absence. The Office of Graduate Studies policy is permissive in the sense that leaves MAY be granted, but there is no requirement that they be. Nevertheless, having some reasonable basis for denying a leave seems prudent. The GSC advises departments and the Graduate Division that if conditions are such that a student’s completion of degree requirements would be impossible subsequent to the leave, granting a leave would be inappropriate—regardless of the reason for the requested leave (effective date: June, 2011).

At any given time, a graduate student is categorized in one of 4 statuses: (a) regular enrollment, (b) leave of absence, (c) discontinued (voluntary resignation from the program—return from which requires reapplication), or (d) dismissed. If a student is not enrolled during one of the regular academic semesters, the department must determine whether the student’s status is (b) (c) or (d). Failure to make satisfactory academic progress may be grounds for placing the student in the dismissed status. A student’s taking a leave of absence (not enrolling) without the approval of the department may be understood as indicating the student’s discontinuance of her/his program of studies, but is a determination best made by the department in consultation with the student’s program advisor.

## Doctoral Committee Information

### Advisory Committee

At least three members of the Graduate Faculty; one serves as chair. One member must be from a graduate department outside of the student’s major area.

### Comprehensive Oral Exam Committee

Policy: [https://documents.ku.edu/policies/Graduate\\_Studies/Graduate\\_Student\\_Oral\\_Exam\\_Committee\\_Composition.htm](https://documents.ku.edu/policies/Graduate_Studies/Graduate_Student_Oral_Exam_Committee_Composition.htm)

The majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular or dissertation graduate faculty status in the candidate’s department/program of study. Graduate student oral examinations include the doctoral comprehensive oral exam, and the doctoral final oral exam (i.e., dissertation defense).

Doctoral committees are composed of at least five voting members and must adhere to the following requirements:

1. Three committee members must be faculty holding regular or dissertation graduate faculty status and be members of the student’s department/program.
2. One member must meet the requirements for serving as an outside member; i.e., be a KU faculty member (which includes faculty who are affiliated with KU but do not have their tenured home in the candidate’s department/program) holding regular or dissertation graduate faculty status, and s/he cannot be a member of the candidate’s department/program. The outside member represents Graduate Studies and is a voting member of the committee, has full rights to participate in the examination, and reports any unsatisfactory or irregular aspects of the examination. For more information, see the links provided in this policy.
3. One member may hold any graduate faculty status, including regular, dissertation, or special status. For information, see the policy on [Graduate Faculty appointments](#).

While committees are not required to have a co-chair, the student or the committee members may decide to select a co-chair. For doctoral committees, the chair must hold dissertation status; the co-chair can hold any graduate faculty status.

## Dissertation Committee

Upon passing the comprehensive oral examination, the aspirant becomes a candidate for the doctorate. If it has not begun before, the traditional, close student-mentor apprenticeship relationship comes into being. The student is expected to learn by both precept and example of the mentor, and often in collaboration. The chosen field of scholarship is explored using acquired research tools. The principles and customs of academic inquiry and the codes of ethics traditional to the various disciplines and professional fields become part of the student's thinking and working.

When the student passes the comprehensive oral examination, the Graduate Division of the appropriate school designates the candidate's dissertation committee based on the recommendations of the candidate's major department. The dissertation committee must consist of at least five members and may include members from other departments and divisions or, on occasion, members from outside the university. All members of the committee must be chosen from the Graduate Faculty, and the chair must, in addition, be authorized to chair doctoral dissertations. A prospective member of the committee from outside the university must have gained appointment as a Special member of the Graduate Faculty before appointment to the committee.

## Final Oral Exam Committee

Policy: [https://documents.ku.edu/policies/Graduate\\_Studies/Graduate\\_Student\\_Oral\\_Exam\\_Committee\\_Composition.htm](https://documents.ku.edu/policies/Graduate_Studies/Graduate_Student_Oral_Exam_Committee_Composition.htm)

The majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular or dissertation graduate faculty status in the candidate's department/program of study. Graduate student oral examinations include the master's comprehensive oral exam, the master's final oral exam (i.e., thesis defense), the doctoral comprehensive oral exam, and the doctoral final oral exam (i.e., dissertation defense).

Doctoral committees are composed of at least five voting members and must adhere to the following requirements:

1. Three committee members must be faculty holding regular or dissertation graduate faculty status and be members of the student's department/program.
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3. One member may hold any graduate faculty status, including regular, dissertation, or special status. For information, see the policy on [Graduate Faculty appointments](#).

While committees are not required to have a co-chair, the student or the committee members may decide to select a co-chair. For doctoral committees, the chair must hold dissertation status; the co-chair can hold any graduate faculty status.

## [Graduate Assistantships](#)

The Department of Curriculum and Teaching offers a limited number of graduate teaching assistantships that allow students to be employed while completing an advanced degree. Graduate assistantships may be available for student teacher supervision, undergraduate teaching, and work on research projects. Applicants pursuing a doctorate in the Department of Curriculum and Teaching are preferred. Classroom teaching experience at the K-12 level, in a school in the United States, is highly preferred.

The application may be found on the Curriculum and Teaching website, under "Resources":

<http://ct.soe.ku.edu/sites/ct.soe.drupal.ku.edu/files/docs/resources/GTA%20Application%20Rev.%202-2013.pdf>

## Ph.D. Overview

The Doctor of Philosophy degree is awarded for mastering a field of scholarship, for learning the methods of investigation appropriate to that field, and for completing original research.

Although the courses and the research leading to the Ph.D. are necessarily specialized, the attainment of this degree should not be an isolated event in the enterprise of learning. The aspirant for the Ph.D. is expected to be a well-educated person with a broad sense of general knowledge, not only as preparation for more advanced work but also as a means of knowing how the chosen specialty is related to other fields of human thought.

### Ph.D. Resident Study

Policy: [https://documents.ku.edu/policies/Graduate\\_Studies/docprogramtimeconstraints.htm](https://documents.ku.edu/policies/Graduate_Studies/docprogramtimeconstraints.htm)

The student must spend the equivalent of three academic years, including the time spent attaining the master's degree, in resident study at KU or another approved university. Because the Graduate School does not prescribe a minimum number of hours for the degree, **no transfer of credit is appropriate**. Departments do, however, consider relevant prior graduate work in setting up programs of study leading to the doctorate.

### **Ph.D. Resident Requirement**

Policy: [https://documents.ku.edu/policies/Graduate\\_Studies/docprogramtimeconstraints.htm](https://documents.ku.edu/policies/Graduate_Studies/docprogramtimeconstraints.htm)

**Two semesters (which may include one summer session), usually consecutive, at any time beginning with the first semester of doctoral study, must be spent in resident study at KU.**

Residence is not merely a period measured in hours. During this period the student must be involved full time in academic pursuits, which may include up to half-time on-campus teaching or research, or under certain circumstances, a greater percentage of research if it is directed specifically toward the student's degree objectives. Such activities permit commensurate decreases in the hourly enrollment minima. The student must continue to be enrolled in at least 6 hours under any special conditions. Hourly enrollment requirements must be met through courses at the program's home campus and, if appropriate internal employment is not involved, at least 9 hours must be in regularly scheduled courses.

Increased research involvement must be fully supported and documented by the dissertation adviser as contributing to the student's dissertation. The research work must be performed under the direct supervision of the student's adviser.

Special circumstances such as internal employment for more than half time as a teaching or research assistant, or as another type of university employee, must have advance approval on an individual basis by petition to the Graduate Division of the School of Education.

The student, with the assistance of the advisory committee, **must file in the department for the Graduate Division Office a residence plan congruent with School of Education requirements before the beginning of the formal residence period**

The residence plan may be filed as a part of the overall program plan.

<http://soe.ku.edu/sites/soe.drupal.ku.edu/files/docs/documents/other/PhD%20Residency%20Agreement-1.doc>

One course each period may be taken away from the home campus, e.g., on the KU Edwards Campus, provided that scheduling needs can be demonstrated.

### Ph.D. Curriculum Information

The student, with the assistance of the advisory committee, must file in the department for Graduate Division Office a Doctoral Program Plan congruent with School of Education requirements, **within the initial 12 hours of graduate enrollment in the program**. <http://www.soe.ku.edu/sites/soe.drupal.ku.edu/files/docs/documents/general-graduate-policies/SoE%20PHD%20%20Program%20Plan%20Form-REVISED%201-30-12.doc>

The Doctoral Program Plan must include the components described below:

The **Doctoral Seminar, Education as a Field of Scholarship** (EDUC 800) is required of all PhD students except those in HSES, and students in the CPSY and SPSY programs in PRE. The **Responsible Conduct of Research** requirement may be fulfilled with satisfactory completion of EDUC 800.

## **Program/Major Area**

The student specifies a program area in which classes and research work are to be done and in which she or he expects to become a scholar. This is an area of concentration (major) that includes at least 36 graduate credit hours taken at the University of Kansas, exclusive of dissertation credits and research skills requirement.

50% of the coursework in the major must be at the 800-level or above. At least 6 credit hours must be taken outside of the student's home department—not including courses required to fulfill the student's research skills component or the doctoral core (EDUC 800) requirement.

## **Research Skills**

Before being admitted to the comprehensive examination, the student must present satisfactory evidence of research skills.

The Ph.D. research skills requirement includes completion of at least 12 graduate hours representing at least two of the following areas relevant to the aspirant's research area: statistics, measurement and assessment, qualitative methods, historical and philosophical methods, which may include up to 6 hours for credit for a reading knowledge in one foreign language (excluding English or one's native language).

Up to six of the required 12 hours of research skills hours may be waived using prior B-level or higher graduate research coursework completed as part of a prior master's degree. A statement concerning specific research skills should be secured from the student's major department. Any waiver of research skills coursework is contingent upon the coursework meeting current and relevancy criteria as determined by the advisory committee and the Graduate Division.

Upon admission to doctoral study, **students who have not completed a research and evaluation methods course for the education master's degree must take the course during the first doctoral enrollment.** The course **does not** count toward any doctoral requirements.

## **Ph.D. Teaching Experience**

In addition to the requirements detailed above, the student must satisfactorily complete course C&T 996, College Teaching Experience, for two hours of credit.

In this course, the candidate assists a major professor for one semester. **The course may be completed during the semester in which the student takes the comprehensive examination, but ordinarily it should be completed before admission to the comprehensive exam.**

The course may be waived with written documentation of prior supervised, successful teaching experience and the approval of the appropriate program or departmental committee.

### **College Teaching Experience (C&T 996)**

Graduate students in the various Ph.D. programs in the School of Education occasionally petition for a waiver of the College Teaching Experience. This course, taken for a minimum of two credit hours) is a requirement for all Ph.D. students in the School of Education. (It is not a requirement for Ed.D. students.)

The approved catalog description for this course is:

C&T 996 College Teaching Experience in — (2). To meet the college teaching experience requirement for doctoral programs, a student shall engage in a semester-long, planned, instructional activity that shall include college classroom teaching under supervision. Planning shall be done with the advisor and/or the member of the faculty who will supervise the experience. The activity shall be one under the supervision of a member of the University of Kansas faculty or by an individual or individuals designated by the candidate's committee.

As pertains to a petition for a waiver of this course, there are several points in this course description that warrant attention:

1. the experience is to be semester-long;
2. it is to be planned instructional activity;
3. it is to include college classroom teaching;
4. such teaching is to be done under supervision; and
5. supervision is to be done by the student's advisor or another KU graduate faculty member or by an individual designated by the candidate's committee.

Many times, petitions have requested the waiver based on prior teaching experience—experience that was accrued prior to the student's beginning doctoral study. In virtually all instances, this experience was not a planned college level instructional activity, it was not done under supervision, or if it were, then it was not done by a KU graduate faculty member or by someone designated by the candidate's graduate committee.

There is a common misunderstanding that the teaching experience must entail the student teaching undergraduate classes. This is not the case. Students may complete their college teaching experience through involvement with a faculty member in the classroom for a graduate course. These, of course, would not be courses for which they have formal responsibility (for grading, etc.), such as might be the case for certain GTA's, but they may be involved in the class, including some classroom lecturing. There is nothing in the college teaching requirement to suggest that a student must assume responsibility for the course. This is NOT a GTA position; it is a learning experience that the faculty of the School of Education have indicated they believe our Ph.D. students should have. At the same time, a student in a GTA position, if under the supervision of a faculty member, may enroll in C&T 996 and use the GTA experience as a way to meet the college teaching experience requirement for the Ph.D.

The college teaching experience, like the Doctoral Seminar and Responsible Conduct of Research requirements, is a matter of School policy, and adherence to that policy is simply following the School's agreed-upon and published program requirements for its Ph.D. students.

## **Ph.D. Comprehensive Examination**

Doctoral aspirants must complete, at a level satisfactory to the graduate degree program and school, the Doctoral Seminar and Responsible Conduct of Research requirements, the major portion of the course work, and all other program, school, and general requirements prerequisite to the comprehensive oral examination, including the research skills requirement as appropriately applied and established for the student's particular program, **before the comprehensive examination is scheduled** or by the end of the semester in which it is scheduled.

Students may have no more than six (6) credit hours of uncompleted coursework (including incompletes) in regularly scheduled courses required in their graduate program or plan of study at the time of their comprehensive exam (effective 6/06).

Upon request from the doctoral student's faculty advisor, the department will submit an online Progress to Degree (PtD) form to secure students' clearance to take comprehensive exams. **The request is required in the Office of Graduate Studies at least two weeks prior to the date of the written portion of the examination. The request for submission of the PtD clearance form is a responsibility of the faculty advisor,** and students whose applications for clearance for the exam are not received in the sufficient time for processing will not be permitted to take the exam.

Faculty should review the exam clearance checklist to be sure their students are cleared/approved to proceed with their exam. If the student is not cleared for the exam, the student and faculty member must resolve the identified clearance problems **before** the exam can be held.

Faculty is asked to notify the department and School of Education Graduate Office as soon as practicable if a scheduled exam is not or will not be held.

Faculty are expected to submit/return the Progress to Degree exam form indicating their student's exam results (pass/fail) as soon after the completion of the exam as possible. Failure to submit exam results may significantly delay students' degree completion and graduation. **The submission/return of the Progress to Degree form to the department is a responsibility of the faculty.**

The comprehensive examination must be taken by deadlines established by the Office of Graduate Studies. The deadlines for completion are available on the Graduate Studies Academic Calendar ([http://www.graduate.ku.edu/sites/graduate.drupal.ku.edu/files/docs/studentresources/Graduate\\_calendar\\_2013-2014.pdf](http://www.graduate.ku.edu/sites/graduate.drupal.ku.edu/files/docs/studentresources/Graduate_calendar_2013-2014.pdf)) or in the department office. **Students must be enrolled when they take the examination.**

The committee for the comprehensive examination must consist of at least five members, all members of the Graduate Faculty (see "Doctoral Committee Information" under General Information). Unless petitioned by the student with compelling justification, and approved by the student's advisor and department, and the Graduate Office, the oral committee shall consist of a majority of faculty from the student's department. Consistent with Graduate Studies regulations, doctoral exam committees must include one regular graduate faculty member from outside of the student's department to represent Graduate Studies. No more than one committee member on the exam may hold a Special graduate appointment. All committee members must hold graduate faculty status at the University (effective 1/06).

The comprehensive examination consists of both written and oral parts and covers the major area pursued by the student. The student passes the comprehensive examination if a majority of the official examining committee (including the chair) approves the student's performance. The grade on this examination is Honors, Satisfactory, or Unsatisfactory. **The duration of the entire written component of the comprehensive examination is to be a minimum of 16 hours.**

An aspirant who receives a grade of Unsatisfactory may be allowed, upon the recommendation of the department, to repeat it, but it may not be taken more than three times. The aspirant may not repeat the examination until at least 90 days have elapsed since the last unsuccessful attempt.

**Students in Ph.D. education programs must pass both written and oral components of the comprehensive examination. Satisfactory performance on the written component must be attained before the oral component may be attempted. To fail either written or oral component is to fail the examination.**

All five members of the student's comprehensive examination committee are involved in the evaluation process. The written component of the comprehensive examination, like the oral, focuses on advanced knowledge in the major and any appropriate related areas. If a student fails any portion of the written comprehensive component, the examining committee determines if the entire written component of the examination, or only the failed portion(s) must be retaken. If a student passes the written component but fails the oral, the examining committee determines if both components or only the oral need to be repeated, after the minimal 90-day interim period.

## **Dissertation Proposal**

Doctoral aspirants may begin work on the dissertation proposal upon completion of the equivalent of one full-time semester of doctoral study in regular student status and may use their research practicum experience in preparation for the dissertation.

**However, students may first enroll in dissertation credit hours only during the semester in which they take their comprehensive examination. Dissertation hours taken during that semester count toward the minimum of 18 hours of dissertation credit only if the examinations are passed during that same semester.**

Upon passing the comprehensive examination, the aspirant becomes a candidate for the Ph.D. The Graduate Division, using the recommendations of the candidate's department, designates the dissertation committee at this time.

The dissertation proposal must be read by all members of the dissertation committee. An electronic copy of the entire approved dissertation proposal must be submitted to the School of Education Graduate Division Office for subsequent deposit in the reserve section of the Learning Resource Center. One original dissertation proposal title page, signed by all members of the dissertation committee, must be submitted to the School of Education Graduate Division Office, with a copy given to the department.

## Human Subjects Committee Approval

The University requires prior review by the Advisory Committee on Human Experimentation of all research projects involving human subjects. There are no exceptions. Although certain types of research may be exempt from record keeping, the committee decides which projects which projects fall in the exempt class. It is the student's responsibility to become acquainted with the University's guidelines for research involving human subjects, to submit an application, and to observe the conditions of the committee-approved applications. Expedited projects may be approved within one week. Committee-reviewed projects may take four weeks. Detailed information and applications about the IRB, known as the Human Subjects Committee Lawrence (HSCL), are available at <http://www.rcr.ku.edu/hsc/index.shtml>. The office of the HSCL is located in Youngberg Hall, 2385 Irving Hill Road, Lawrence, KS 66045.

## Ph.D. Continuous Enrollment

**After passing the comprehensive examination, the candidate must be continuously enrolled, including summer sessions, until the degree is completed. A student must be continuously enrolled in accordance with the following schedule:**

- Until the degree is completed or until 18 post-comprehensive hours have been completed (whichever comes first).
- The student must enroll for at least 6 hours each fall or spring semester and 3 hours in the summer session.

Students who have not completed the degree after completing 18 hours of post-comprehensive enrollment must continue to enroll for the amount of credit that best reflects their demands on faculty time and university resources each semester and each summer session until they pass the final oral examination.

Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive examination has been passed.

**Students may enroll for dissertation hours as well as other courses when the examination is taken. However, students who do not pass the examination cannot apply dissertation hours to degree requirements.** Under certain conditions, the candidate may petition the School of Education Graduate Division for a leave of absence during the period between the comprehensive examination and the final oral examination.

## Ph.D. Dissertation

The candidate must present a dissertation showing the planning, conduct, and results of original research and scholarly creativity. The purpose of the dissertation is to encourage and ensure the development of broad intellectual capabilities as well as to demonstrate an intensive focus on a problem or research area. The dissertation for the Ph.D. considers applied or basic concerns and results in conclusions that have broad theoretical implications.

The dissertation itself should be an evident product of the candidate's growth and attainment of the ability to identify significant problems; organize, analyze, and communicate scholarly results; and bring to bear on a useful area of interest a variety of research skills and scholarly or creative processes. It must show some original accomplishment, but it should also demonstrate without doubt the candidate's potential to make future contributions to knowledge and understanding.

The dissertation is to be a coherent scholarly work, not a collage of separate, distinct pieces. Its unity of theme and treatment may still accommodate several subtopics by demonstrating their relationships and interactions. If previously published material by other authors is included in the dissertation, it must be quoted and documented. It should be noted that prior publication does not guarantee acceptance of the dissertation by the dissertation committee. Final acceptance of the dissertation is subject of the approval of the dissertation committee. The dissertation — or one or more substantial portions of it, often rewritten — is expected to be publishable and indeed to be published.

Both the dissertation research and the dissertation itself are to be completed under the guidance and direction of the committee appointed. Instructions about the proper form of the dissertation may be obtained from Graduate Studies or from the Graduate Division of each program. Visit the Office of Research and Graduate Studies' website for complete information for preparing and submitting your dissertation. [http://www.graduate.ku.edu/04-02\\_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml)

Candidates and faculty members are reminded that the dissertation is to be a coherent, logically organized scholarly document. Because the demands and practices of different disciplines are varied, the format is somewhat flexibly described, and moderate departures from the norm are allowed when justified by the nature of the work or the circumstances or presentation. Any substantial divergences must be approved in advance as prescribed by the instructions, and candidates and faculty members are urged to seek early approval to avoid last minute disappointments over unacceptable format or reproduction. The norm for dissertation enrollment is about 24 credit hours. The minimal number of dissertation hours in any degree program is 18.

## **Ph.D. Final Oral Examination**

When the dissertation has been tentatively accepted by the dissertation committee, the chair of the dissertation committee may request the School of Education Graduate Division Office to schedule the final oral examination. **This request must be made at least two weeks before the desired examination date.**

**At least five months must elapse between the successful completion of the comprehensive examination and the date of the final oral examination.**

The final examination must be partly oral and may be wholly so. The examination covers the dissertation and the candidate's concentration area. The candidate passes the final examination if a majority of the official examining committee members (including the chair) approves the candidate's performance. When the final oral examination has been passed, the dissertation committee reports a grade of Honors, Satisfactory, or Unsatisfactory. Candidates who fail the final oral examination may be allowed to repeat it upon recommendation of the dissertation committee.

## Ed.D. Overview\*

*\*The current Ed.D. program is under revision. Please check with the department.*

The Doctor of Education (Ed.D.) is a professional degree designed primarily for practitioners in the field of education. Therefore, when making application for admission as an aspirant for the degree, the student must present evidence of at least 18 months of successful experience in professional education. The Ed. D. applies current research and theory to instructional practice and is intended for teacher leaders and supervisors.

Because the Ed.D. program emphasizes preparation for high-level professional practice, the degree is awarded only upon the completion of three years of advanced work in both theory and practice of education. Doctoral work includes at least 27 credit hours in the major, additional hours in basic and applied research skills, a Doctoral Practicum/Field experience, and at least 12 hours of dissertation involving original research in the student's specialization.

After completion of course work and the comprehensive examination, the candidate must present a dissertation which involves research exhibiting the application of existing knowledge in the major field of professional study.

### Ed.D. Period of Continuous Study

The Ed.D. student must spend the equivalent of three academic years, including the time spent in attaining the master's degree, in a period of continuous study at this or another approved university.

During the time the student is engaged in the Ed.D. program at KU, one of the following options must be satisfied:

- A. Two consecutive semesters, one of which may be a summer, of full-time enrollment in regularly scheduled courses normally at the program's home campus (full-time = 9 hrs, fall or spring, and 6 hrs in the summer).
- B.\*\* Two consecutive semesters of at least 6 hours and adjacent summer session of at least 3 hours, all in regularly scheduled courses at the program's home campus.\*\*\*
- C.\*\* Three consecutive semester enrollments (excluding summer session) of at least 6 hours each in regularly scheduled courses at the program's home campus.\*\*\*
- D.\*\* Eighteen (18) hours taken during the period encompassed by two consecutive summer sessions with enrollment in each of the four semesters: Summer, Fall, Spring, Summer.
- E.\*\* Twenty-seven (27) hours taken during any five consecutive semesters (including summer sessions), with enrollments in each semester. During the period, the student must be employed full-time in a field directly related to the student's academic field.

\*\*\* One KU course each semester may be taken at an off-campus location at advisor's recommendation.

\*\* For options B, C, D & E at least quarter time appropriately related professional involvement on or off-campus is required during the academic year.

These options include the following stipulations:

Only course work taken after the first year of graduate study, that is, after the master's degree or its equivalent, may satisfy the period of continuous study requirement.

Dissertation, individual study, field experience, and off-campus practicum hours may not be included in the stated minimal requirements.

For all enrollments of 8 hours or more, one course may be taken away from the program's home campus, e.g., on the KU Edwards Campus, if need can be demonstrated from a scheduling standpoint.

The period of continuous study is not merely a requirement measured in hours of enrollment or of credit in courses counted toward a degree, but may include other academic and professional activities appropriate to the field of study.

The student, with the help of the advisory committee, must file in the School of Education Graduate Division Office a period of continuous study plan congruent with School of Education requirements before the beginning of the formal period of continuous study: <http://www.soe.ku.edu/sites/soe.drupal.ku.edu/files/docs/documents/general-graduate-policies/EdD%20Continuous%20Study.pdf> This plan may be filed as a part of the overall program plan.

The period of continuous study requirement for the Ed.D., ensures a minimum period of *bona fide* on-campus study and related academic and professional involvement. It is not merely a requirement measured in hours of enrollment or of credit in courses toward the degree. Because of the particular professional nature of the degree, appropriately related professional endeavors may include off-campus activities. However, the credit-hour elements of the requirement must be fulfilled by course work at the program's home campus. (Note the stated exceptions above.)

Exceptional circumstances or plans must be approved in advance on an individual basis by petition to the Graduate Division of the School of Education.

## **Ed.D. Hours Beyond Master's Degree**

All candidates for the Ed.D. must complete a minimum of 51 semester credit hours above the master's degree level or its equivalent at KU. Credit for the dissertation may be part of these hours.

The candidate's committee determines the total number of hours required.

Candidates for the Ed.D. degree do not specify a minor area of study. The concentration must contain a minimum of 39 semester hours of appropriate and related course work. Credit for the dissertation is considered part of the concentration.

## **Ed.D. Curriculum Information**

Approved fulfillment of **Responsible Conduct of Research** is required of all students admitted to doctoral study. Within the program, completion of C&T 808 fulfills this requirement.

### **Program/Major Area**

The student specifies a program area in which classes and research work are to be done and in which she or he expects to become a scholar. This is an area of concentration (major) that includes at least 27 graduate credit hours taken at the University of Kansas, exclusive of dissertation credits, research skills credits and the doctoral practicum requirement. 50% of the coursework in the major must be at the 800-level or above.

### **Ed.D. Research Skills**

Before being admitted to the comprehensive examination, students must present satisfactory evidence that they possess the professional research skills of advanced practitioners in their concentrations by meeting the following research skills requirements:

- Complete a minimum of 9 hours of graduate study in one or more supporting areas that develop skills relevant to understanding, promoting, and evaluation professional practice. Supporting areas may include statistics, assessment and evaluation, qualitative methods, or historical or philosophical methods.
- For all programs, students must take at least one course in evaluation.

**Upon admission to doctoral study, students who have not completed a research and evaluation methods course for the education master's degree must take the course during the first doctoral enrollment. The course does not count toward any doctoral requirements.**

## Ed.D. Doctoral Practicum Enrollment

Ed.D. aspirants must complete at least one structured 3-credit hour practicum in a supervised internship setting. A description of the practicum prepared by the student and approved by the advisory committee must be filed with the department and the graduate office.

## Ed.D. Comprehensive Exam Information

Doctoral aspirants must complete, at a level satisfactory to the graduate degree program and school, the Doctoral Seminar and Responsible Conduct of Research requirements. Additionally, the major portion of the course work, research skills requirement, and all other program, school, and general requirements prerequisite to the comprehensive oral examination must be completed **before the comprehensive examination is scheduled** or by the end of the semester in which it is scheduled.

Students may have no more than six (6) credit hours of uncompleted coursework (including incompletes) in regularly scheduled courses required in their graduate program or plan of study at the time of their comprehensive exam (effective 6/06).

Upon request from the doctoral student's faculty advisor, the department will submit an online Progress to Degree (PtD) form to secure students' clearance to take comprehensive exams. **The request is required in the Office of Graduate Studies at least two weeks prior to the date of the written portion of the examination.** The request for submission of the PtD clearance form is a responsibility of the faculty advisor, and students whose applications for clearance for the exam are not received in the sufficient time for processing will not be permitted to take the exam.

Faculty should review the exam clearance checklist to be sure their students are cleared/approved to proceed with their exam. If the student is not cleared for the exam, the student and faculty member must resolve the identified clearance problems **before** the exam can be held.

Faculty is asked to notify the department and School of Education Graduate Office as soon as practicable if a scheduled exam is not or will not be held.

Faculty are expected to submit/return the Progress to Degree exam form indicating their student's exam results (pass/fail) as soon after the completion of the exam as possible. Failure to submit exam results may significantly delay students' degree completion and graduation. **The submission/return of the Progress to Degree form to the department is a responsibility of the faculty.**

The comprehensive examination must be taken by deadlines established by the Office of Graduate Studies. The deadlines for completion are available on the Graduate Studies Academic Calendar ([http://www.graduate.ku.edu/sites/graduate.drupal.ku.edu/files/docs/studentresources/Graduate\\_calendar\\_2013-2014.pdf](http://www.graduate.ku.edu/sites/graduate.drupal.ku.edu/files/docs/studentresources/Graduate_calendar_2013-2014.pdf)) or in the department office. **Students must be enrolled when they take the examination.**

The committee for the comprehensive examination must consist of at least five members, all members of the Graduate Faculty (see "Doctoral Committee Information" under General Information). Unless petitioned by the student with compelling justification, and approved by the student's advisor and department, and the Graduate Office, the oral committee shall consist of a majority of faculty from the student's department. Consistent with Graduate Studies regulations, doctoral exam committees must include one regular graduate faculty member from outside of the student's department to represent Graduate Studies. No more than one committee member on the exam may hold a Special graduate appointment. All committee members must hold graduate faculty status at the University (effective 1/06).

The comprehensive examination consists of both written and oral parts and covers the major area pursued by the student. The student passes the comprehensive examination if a majority of the official examining committee (including the chair) approves the student's performance. The grade on this examination is Honors, Satisfactory, or Unsatisfactory.

An aspirant who receives a grade of Unsatisfactory may be allowed, upon the recommendation of the department, to repeat it, but it may not be taken more than three times. The aspirant may not repeat the examination until at least 90 days have elapsed since the last unsuccessful attempt.

**Students in Ed.D. education programs must pass both written and oral components of the comprehensive examination. Satisfactory performance on the written component must be attained before the oral component may be attempted. To fail either component is to fail the examination.**

All five members of the student's comprehensive examination committee are involved in the evaluation process. The written component of the comprehensive examination, like the oral, focuses on advanced knowledge in the major and any appropriate related areas. If a student fails any portion of the written comprehensive component, the examining committee determines if the entire written component of the examination, or only the failed portion(s) must be retaken. The entire written component lasts a minimum of 16 hours. If a student passes the written component but fails the oral, the examining committee determines if both components or only the oral need to be repeated, after the minimal 90-day interim period.

## **Human Subjects Approval**

The University requires prior review by the Advisory Committee on Human Experimentation of all research projects involving human subjects. There are no exceptions. Although certain types of research may be exempt from record keeping, the committee decides which projects fall in the exempt class. It is the student's responsibility to become acquainted with the University's guidelines for research involving human subjects, to submit an application, and to observe the conditions of the committee-approved applications. Expedited projects may be approved within one week. Committee-reviewed projects may take four weeks. Detailed information and applications about the IRB, known as the Human Subjects Committee Lawrence (HSCL), are available at <http://www.rcr.ku.edu/h scl/index.shtml>. The office of the HSCL is located in Youngberg Hall, 2385 Irving Hill Road, Lawrence, KS 66045.

## **Ed.D. Continuous Enrollment**

**After passing the comprehensive examination, the candidate must be continuously enrolled, including summer sessions, until the degree is completed.**

Each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities.

A student must be continuously enrolled in accordance with the following schedule:

- Until the degree is completed or until 12 post-comprehensive hours have been completed (whichever comes first). The student must enroll for a minimum of six hours a semester and three hours a summer session.
- Students who have not completed the degree after completing 12 hours of post-comprehensive enrollment must continue to enroll for the amount of credit that best reflects their demands on faculty time and university resources each semester and each summer session until they pass the final oral exam.
- Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive examination has been passed. Students may enroll for dissertation hours as well as other courses when the examination is taken.

**Students who do not pass the examination cannot apply dissertation hours to degree requirements.**

The candidate may petition the School of Education Graduate Division for a leave of absence during the period between the comprehensive examination and the final oral examination. Again specific degree programs may have more stringent rules than Graduate Studies.

## **Ed.D. Dissertation Proposal**

Doctoral aspirants may begin work on the dissertation proposal upon completion of the equivalent of one full-time semester of doctoral study in regular student status and may use their research practicum experience in preparation for the dissertation.

**However, students may first enroll in dissertation credit hours only during the semester in which they take their comprehensive examination. Dissertation hours taken during that semester count toward the minimum of 18 hours of dissertation credit only if the examinations are passed during that same semester.**

Upon passing the comprehensive examination, the aspirant becomes a candidate for the Ph.D. The Graduate Division, using the recommendations of the candidate's department, designates the dissertation committee at this time.

The dissertation proposal must be read by all members of the dissertation committee. An electronic copy of the entire approved dissertation proposal must be submitted to the School of Education Graduate Division Office for subsequent deposit in the reserve section of the Learning Resource Center. One original dissertation proposal title page, signed by all members of the dissertation committee, must be submitted to the School of Education Graduate Division Office, with a copy given to the department.

## **Ed.D. Dissertation**

The candidate must present a dissertation showing the planning, conduct, and results of research. The purpose of the dissertation is to encourage and ensure the development of broad intellectual capabilities as well as to demonstrate an intensive focus on a problem or research area. Ed.D. candidates may satisfy the dissertation requirement by completing a comprehensive, critical assessment of the relevant literature on a major educational issue or problem.

The dissertation itself should be an evident product of the candidate's growth and attainment of the ability to identify significant problems; organize, analyze, and communicate scholarly results; and bring to bear on a useful area of interest a variety of research skills and scholarly or creative processes. It must show some original accomplishment, but it should also demonstrate without doubt the candidate's potential to make future contributions to knowledge and understanding.

The dissertation is to be a coherent scholarly work, not a collage of separate, distinct pieces. Its unity of theme and treatment may still accommodate several subtopics by demonstrating their relationships and interactions. If previously published material by other authors is included in the dissertation, it must be quoted and documented. It should be noted that prior publication does not guarantee acceptance of the dissertation by the dissertation committee. Final acceptance of the dissertation is subject of the approval of the dissertation committee. The dissertation — or one or more substantial portions of it, often rewritten — is expected to be publishable and indeed to be published.

Both the dissertation research and the dissertation itself are to be completed under the guidance and direction of the committee appointed. Instructions about the proper form of the dissertation may be obtained from Graduate Studies or from the School of Education Graduate Division.

The dissertation format is somewhat flexibly described since the demands and practices of different disciplines are varied and moderate departures from the norm are allowed when justified by the nature of the work or the circumstances or presentation. Any substantial divergences must be approved in advance as prescribed by the instructions, and candidates and faculty members are urged to seek early approval to avoid last minute disappointments over unacceptable format or reproduction.

Visit the Office of Research and Graduate Studies' website for general guidelines for preparing and submitting the dissertation. [http://www.graduate.ku.edu/04-02\\_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml)

## **Ed.D. Final Oral Examination**

When the dissertation has been tentatively accepted by the dissertation committee, the chair of the dissertation committee may request the School of Education Graduate Division Office to schedule the final oral examination. **This request must be made at least two weeks before the desired examination date.**

**At least five months must elapse between the successful completion of the comprehensive examination and the date of the final oral examination.**

The final examination must be partly oral and may be wholly so. The examination covers the dissertation and the candidate's concentration area. The candidate passes the final examination if a majority of the official examining committee members (including the chair) approves the candidate's performance. When the final oral examination has been passed, the dissertation committee reports a grade of Honors, Satisfactory, or Unsatisfactory. Candidates who fail the final oral examination may be allowed to repeat it upon recommendation of the dissertation committee.

## Graduate Faculty Appointments

Describes the organization, privileges and responsibilities of the various types of Graduate Faculty appointments:  
[https://documents.ku.edu/policies/Graduate\\_Studies/gradfacappnts.htm](https://documents.ku.edu/policies/Graduate_Studies/gradfacappnts.htm)

## Graduate Education Privileges

This table shows the organization and privileges of the various types of Graduate Faculty appointments:

Type of Graduate Faculty appointment	Employed by	Type of faculty appt.	Teach graduate courses	Serve on master's & doctoral committees <sup>1</sup>	Chair master's committees <sup>2</sup>	Serve as outside member on doctoral committees	Chair doctoral committees	Co-chair doctoral committees
Regular Graduate Faculty	KU	Tenure-track	Yes	Yes	Yes	Yes	No	Yes, unless dissertation was discontinued
Graduate Faculty with dissertation status	KU -	Tenure-track	Yes	Yes	Yes	Yes	Yes	Yes
Special Graduate Faculty	KU, its affiliates, or non-KU	Non-tenure-track	Yes	Yes	No <sup>3</sup>	No	No	Yes, if a Graduate Faculty member with dissertation status serves as chair

<sup>1</sup> The term "doctoral committee" refers to both oral comprehensive and dissertation defense committees.

<sup>2</sup> A faculty member with the appropriate status may chair a degree committee alone or co-chair a degree committee with another faculty member (i.e., both co-chairs have equal status).

<sup>3</sup> For approved professional master's degree programs (listed in exclusions and special circumstances), the committee may be composed as described above, or any number of the committee members may be professors of the practice in the department/program.

## [Resources](#)

Libraries available to students in the School of Education include the Learning Resource Center, on the first floor of JRP, and the KU Libraries of Anschutz and Watson as well as a library at Edwards campus. The JRP library is more limited to books about teaching, Special Education, and textbook materials that would be used in Elementary or Secondary schools that can be used to make up sample lessons, as well as a Children's book section. The larger KU libraries have more books and more for research purposes. Libraries also have copiers that can be used usually requiring the KU Card for payment. The Learning Resource Center includes the Gale Sayers Computer Lab and also large poster printing capability. Copies of dissertation proposals are digitally stored at the LRC as well. If you need access to see a full dissertation, check the KU Libraries catalog to see which library may have it – often Anschutz.

**KU Libraries:** <http://www.lib.ku.edu/>

When looking through the library catalog at this site, please notice that some books are e-books so can be clicked on and opened right online.

### **Reference Management Software**

**EndNote** and **Refworks** are also available from KU Libraries: <http://www.lib.ku.edu/technology/citing/> (software workshops).

### **KU Online Technology Resources**

Resources to help you get started: <http://technology.ku.edu/new2ku>

**IDS (Instructional Development & Support):** <http://blackboard.ku.edu/training-resources-students>

**School of Education Technology Department:** <http://soe.ku.edu/technology>

• **Atomic Learning -- Software tutorials** & lessons using popular software to support standards. The school has a subscription to this helpful tool. On this you can watch video clips that will show you a computer screen and how to use popular software programs such as Powerpoint, iMovie, and more. The site also has lesson plan ideas.  
<http://www.atomiclearning.com/>

### **Education Databases** (click on Databases, then Social Sciences, then Education)

<http://infogateway.ku.edu/index.cfm?type=dbs&sid=43>

These databases include the ERIC database and Wilson Omni file database, which has full-text. Also new, and great is the **Educator's Reference Complete**. This database has Education Journals on it that can be opened right online. Many of the same journals that are down in the LRC are also in this database – good to know in case an issue is missing from the library and to access anywhere. Many of these journals are not also available under the e-journals on the library site, but some journals may be found there also.

## **Graduate Student Support Services**

### **Research and Graduate Studies**

As a graduate student, you will receive important information regarding workshops and seminars. We encourage you to participate in these programs as appropriate. Please be sure to reach out to the many opportunities both within and outside your graduate program. For more information about services available to current KU graduate students, go to <http://research.ku.edu/>.

### **Counseling and Psychological Services**

Counseling and Psychological Services (CAPS) offers a variety of counseling services for graduate students. Located on the 2nd floor of Watkins Health Center, CAPS is staffed with professional social workers, counseling and clinical psychologists and a psychiatrist to assist graduate students in dealing with personal concerns. Services available include individual and couples counseling, as well as a support group called "**Dissertation Distress/Thesis Torment Group**," described in the Groups section. To contact CAPS, please call 864-2277, or visit the website: <http://www.caps.ku.edu/>.

### **KU Writing Center**

<http://www.writing.ku.edu/graduate/>

Whether you are preparing for your comprehensive exams, writing your dissertation or dissertation prospectus, editing a paper for publication, writing a book review or fellowship application, the Graduate Student Research/Write-Ins can be an ideal space to work on your writing goals.

The KU Graduate Writing Program offers writing and presentation classes, a writing group, and workshops for graduate students and faculty. Classes include GS 750 (Professional Writing); GS 700 (Thesis and Dissertation Writing); GS 706 Professional Presentations, and GS 710 (Thesis and Dissertation Writing Tutorial).

**PLEASE NOTE:** While these classes do count for graduate credit, they **do not count** toward doctoral degree requirements.