

WAYNE STATE UNIVERSITY

COLLEGE OF EDUCATION

Policies and Procedures for the

***DOCTOR OF EDUCATION DEGREE (Ed.D.) AND
DOCTOR OF PHILOSOPHY DEGREE (Ph.D.) IN EDUCATION***

Doctoral programs in the College of Education are designed to offer opportunities for advanced study and research to persons who have demonstrated superior scholarship, promise in the area of research, and potential for professional leadership. Advanced graduate degrees are conferred not merely upon the completion of a prescribed number of courses, but rather in recognition of outstanding ability and high attainment in coursework, examinations, research, and scholarly writing.

The doctoral program provides avenues through which students develop deep and lasting collegial relations with their advisor and members of their committee. Doctoral degrees signal to the larger academic world that you are a product of Wayne State's long tradition as an institution committed to addressing complex societal challenges and issues.

Wayne State University
College of Education
Division of Academic Services
Graduate Office
Room 489, Education Building
Detroit, MI 48202-3489
Phone (313) 577-1605
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www.coe.wayne.edu

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If you are in the process of applying for admission and have questions regarding this document, please see a graduate advisor in Division of Academic Services, Room 489, College of Education. If you have already been admitted to the doctoral program, please consult with your major advisor.

Program Areas and Admission Requirements

Program Areas	3.0 UG GPA or 3.5 Graduate GPA	Four (4) Professional and/or Academic Recommendations	Autobiography or Vita	Departmental Writing Exam	Formal Letter of Application or other Departmental Requirements	Faculty Interview
Curriculum and Instruction with concentrations in the following areas:						
Art Education	X	X	X	X	X	X
Career & Technical Education	X	X	X	X	X	X
Early Childhood Education	X	X	X	X	X	X
Elementary Education	X	X	X	X	X	X
English Education (Secondary)	X	X	X	X	X	X
Foreign Language Education (Secondary)	X	X	X	X	X	X
K-12 Curriculum	X	X	X	X	X	X
Mathematics Education	X	X	X	X	X	X
Science Education	X	X	X	X	X	X
Secondary Education	X	X	X	X	X	X
Social Studies Education (Secondary)	X	X	X	X	X	X
Counseling	⊖	X	X	X	GRE and Quality Performance in a taped counseling session.	X
Education Leadership and Policy Studies	GPA: UG 3.0 or GRAD 3.75	X	Autobiography in Narrative Form Only	X	Graded Research Paper submitted for college credit and GRE or Miller Analogies Test.	X
Evaluation & Research	X	X	X	College Writing Exam		X
Instructional Technology	GPA: UG 2.8 or GRAD 3.5	Four (4) Academic Letters	Resume	See GRE information in next column.	GRE: Verbal Reasoning, Quantitative Reasoning, and Analytical Writing.	X
Special Education	X	X	X	X		X
Ed.D. Only						
Curriculum and Instruction with concentration in: Bilingual-Bicultural Ed.	X	X	X	X	X	X
Reading, Language, and Literature	X	X	X	X		X
Ph.D. Only						
Educational Psychology	X	X	X	X	X	X

X College Requirement
GRE Graduate Record Examination

⊖ 3.35 Master's GPA in Counseling or 3.60 Ed Specialist GPA in Counseling

General Admission Policies

Some programs have specific prerequisites that may exceed or be in addition to those listed below. Students should consult program area advisors for policies specific to any given program.

General Prerequisites

1. A Masters degree from an accredited graduate school.
2. An undergraduate grade point average of "B" or above (3.0 on a 4.0 point scale). Applicants with grade point averages of less than 3.0 for the baccalaureate must present evidence of superior academic achievement in a Masters Degree program (3.5 or above) before being considered for admission.
3. Some program areas require a minimum of three years teaching experience or the equivalent.

Please review the Program Areas and Admission Requirements chart on page 2.

Application Process

1. Application Form

- a. Applicants not previously enrolled at Wayne State University Graduate School are required to submit an Application for Graduate Admission form and **all** official transcripts from each college or university (undergraduate and graduate) attended to the University Admissions Office (see address below). A transcript is considered official only if it is sent directly from the institution where the work was completed and bears an official seal. A \$50.00 fee must accompany the application. In addition to having official transcripts sent, we recommend that you attach unofficial transcripts to your application.

The Application for Graduate Admission is available online at <http://gradadmissions.wayne.edu/> or on the campus of Wayne State University at The Welcome Center or in Room 489, College of Education.

Office of Graduate Admissions
The Welcome Center, 4th Floor
Wayne State University
Detroit, MI 48202

- b. A graduate student in good standing with the Wayne State University Graduate School should file the Change of Status application in the Division of Academic Services, Room 489, College of Education. Official transcripts of all college level work, both undergraduate and graduate, may be required; if so, they should be mailed directly to the Division of Academic Services, Room 489, College of Education by the institution where the applicant was enrolled.

The Change of Status application is available online at <http://www.coe.wayne.edu/AS/Admissions.html> (select *Education Specialist / Doctoral*)

Change of Status Form link) or on the campus of Wayne State University in Room 489, College of Education.

Please Note: *The Division of Academic Services will forward forms and directions for items 2, 3 and 4 below to the applicant after the application and transcripts have been received.*

All programs require an autobiographical statement, references, interview and writing examination. Some programs have additional requirements. After the initial application has been submitted, a letter of response will be sent to the applicant listing specific items that must be submitted to Division of Academic Services, Room 489, College of Education.

2. Examinations

All applicants are required to complete a writing examination. They will be evaluated on writing ability and knowledge of the field. Additional written and/or oral examinations may be required by program areas at their discretion.

3. Autobiographical Statement or Vita

An autobiographical statement or vita is required of all applicants. It should reveal significant information about educational training and experience as well as community, vocational, and avocational involvements. It is important to know about the applicant's current professional activities including memberships in professional organizations and publications.

4. References

Four professional and/or academic references may be required from persons who have knowledge of the applicant's academic and/or professional career potential. Two academic recommendations must be from college or university professors who have known the applicant as a student.

**** Note: Instructional Technology applicants must submit four academic references. ****

5. Departmental Interview

When all required transcripts, test results, recommendations, the autobiographical statement, and other materials have been received, the applicant will be invited to meet with an interview committee from the major area of concentration. If admission is recommended, an advisor will be assigned to direct the student's work.

6. Transfer Credit

A maximum of 32 semester hours of graduate credit earned prior to admission as a doctoral applicant may be accepted without regard to lapse of time. Any credits earned beyond the 32 semester hours initially accepted may not be more than 10 years old at the time of admission.

Only grades of "B" or better (3.0 on a 4 point grade scale) are acceptable for transfer. Grades of "B-" are considered less than "B" and are not acceptable. Grades of "P" or "S" are not transferable.

The Doctor of Education and Doctor of Philosophy Programs

Degree Choices: Ed.D. or Ph.D.

Doctoral applicants in some programs may choose between either the Doctor of Education (Ed.D.) or the Doctor of Philosophy (Ph.D.) degree programs. At the time of application, you will designate which program you choose to enter. Typically the difference between the two degrees is summarized in the following manner: The Doctor of Education is more applied oriented and the Doctor of Philosophy is more theory oriented. In essence, then, the distinction between the two degrees relates to the extent to which the program emphasizes:

- the development of specialized practitioner skills in the Ed.D. or the theoretical foundations in the field in the Ph.D.
- research which typically addresses localized practitioner problems in the Ed.D. or research which typically addresses theoretical problems in the Ph.D.

Therefore, an Ed.D. student would typically be a person who is: 1) planning on working in the field primarily as a practitioner; 2) especially interested in developing practices, strategies, materials, and the like in either curriculum and/or instruction; and 3) interested in research which tends to be applicable in a fairly localized setting such as a school district, an educational institution, or a corporation.

The Ph.D. student, on the other hand, would typically be a person who is: 1) anticipating an academic career or an area of practice which demands theoretical research expertise; 2) especially interested in theory and conceptual analysis; and 3) interested in research which typically is more widely generalized and has potential for advancing educational theory and practice.

Difference of Emphasis Not of Quality

It is important to recognize that the two programs differ only in terms of emphasis as describe above. The two programs do not differ in terms of quality of experience nor of the prestige of the degree.

Required Semester Hours

The College of Education's Doctoral Academic Standards Committee has established the following requirements, which are established to meet College and University policies. Electives are only required to reach the total minimum semester hour requirement (100 semester hours).

	Required Semester Hours	Ed.D.	Ph.D.
I.	Major Field (Concentration)	30 minimum	24 minimum
II.	Minor Field (Cognate)	12 minimum	10 minimum
III.	Doctoral Seminars	06 minimum	06 minimum
IV.	Research Techniques	11 minimum	15 minimum
V.	Dissertation Research	20 required	30 required
VI.	Electives	21 optional	15 optional
	Minimum Semester Hours	100	100

General Requirements

1. The minimum credit hour requirement for the Doctor of Education and Doctor of Philosophy in Education Degrees are 100 semester hours of graduate work.
2. Residency Requirements:
 - At least thirty (30) semester hours beyond the Masters degree must be taken in residence at Wayne State University. Dissertation credits may not be used in fulfilling the 30 semester hour residency requirement.
 - At least six (6) semester hours of regular graduate coursework must be completed in each of two successive semesters anytime **after** official admission to the program. Dissertation credits are not considered regular graduate coursework. Successive semesters include the following: Fall and Winter, Winter and Spring/Summer, Winter and Fall, Spring/Summer and Fall.
 - A minimum of thirty (30) semester hours, exclusive of dissertation credit, must be elected in coursework open only to graduate students (7000 course level or above).
3. An Annual Progress Report is to be submitted to the Division of Academic Services, Graduate Office, Room 489 College of Education and is available online from the College of Education website at <http://www.coe.wayne.edu/AS/Forms.html>. The Annual Progress Report form is to be completed by the student and advisor prior to May 1st of each academic year.

Doctoral Seminars

The Ed.D. and Ph.D. programs require a minimum of six (6) semester hours of approved doctoral seminars. Approved doctoral seminars are:

EHP	9600	Doctoral Seminar in Philosophy of Education (Cr. 3)
EDP	9310	Doctoral Seminar in Educational Psychology (Cr. 3)
EDS	9620	Doctoral Seminar in Educational Sociology (Cr. 3)
EDA	9790	Doctoral Seminar in Educational Administration (Cr. 3)
TED	9130	Doctoral Seminar in Curriculum & Instruction (Cr. 3)

These seminars are open only to the students officially admitted to the doctoral program and are to be selected in areas **outside** the student's area of concentration.

Students in the Ph.D. program in Educational Psychology are exempt from the Doctoral Seminars listed above. Instead, students in this program are required to complete the following three doctoral seminars during their first year of study:

EDP	8210	Fundamental Studies in Educational Psychology I – Learning (Cr. 3)
EDP	8230	Fundamental Studies in Educational Psychology II – Growth & Development (Cr. 3)
EDP	8250	Fundamental Studies in Educational Psychology IV (Cr. 3-9 - Max. 9)

Research Techniques

A minimum of eleven (11) semester hours of research courses in the Ed.D. program and fifteen (15) semester hours of research courses in the Ph.D. program are required from the following:

EER	7620	Practicum in Evaluation (Cr. 2-6 – Max. 6)
EER	7630	Fundamentals of Statistics (Cr. 3)
EER	7640	Fundamentals of Quantitative Research (Cr. 3)
EER	7650	Computer Use in Research (Cr. 3)
EER	7660	Advanced Statistics Laboratory (Cr. 1)
EER	7900	Fundamentals of Qualitative Research (Cr. 3)
EER	8700	Advanced Qualitative Evaluation: Theory & Practice (Cr. 3)
EER	8720	Advanced Quantitative Evaluation: Theory & Practice (Cr. 3)
EER	8760	Advanced Measurement I (Cr. 3)
EER	8770	Advanced Measurement II (Cr. 3)
EER	8800	Variance and Covariance Analysis (Cr. 3)
EER	8820	Multivariate Analysis (Cr. 3)
EER	8840	Structural Equations (Cr. 3 – Max. 9)
EER	8860	Nonparametric, Permutation, Exact, & Robust Methods (Cr. 2-6)
EER	8880	Monte Carlo Methods (Cr. 1)
EER	8900	Qualitative Design for School Research (Cr. 3)
EER	8992	Research and Experimental Design (Cr. 3-4)

Approved Substitutes:

Counseling Majors:

CED	8070	Advanced Seminar in Counseling Research (Cr. 3)
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Educational Leadership & Policy Studies Majors:

EPS	8180	Research Seminar (Cr. 2-6 – Max. 8)
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Instructional Technology Majors:

IT	9105	Conducting Research in Industrial Technology (3)
IT	9110	Advanced Research Seminar & Practicum (3)

The Doctor of Education Program

Area of Concentration (Major Field)

- a. The minimum number of semester hours in an area of concentration is thirty (30).
- b. Courses constituting the area of concentration will be specified by the major advisor.
- c. Courses in the area of concentration need not be restricted to offerings in the College of Education. Non-education courses may be included where appropriate.

Cognate (Minor Field)

- a. The cognate may be an approved area in Education or a single subject field outside of Education.
- b. One member of the Qualifying Examination Committee and the Dissertation Advisory Committee must be from the cognate area.
- c. Courses included in the cognate will be selected by the student and the major advisor in consultation with the cognate area committee member.

Electives

Electives may be chosen, in consultation with the Major Advisor to fulfill the minimum Ed.D. degree requirement of 100 semester hours.

Plan of Work

The plan of work must be approved by the major advisor and the College Graduate Officer during the semester in which the student is completing the **first 18 semester hours** of coursework under advisement. The Plan of Work must conform to the Policy and Procedures stated in this document.

The Qualifying Examination Committee

The Qualifying Examination Committee must consist minimally of three graduate faculty members:

- a. The major advisor (Chairperson of the Committee) holding Regular Graduate Faculty Status.
- b. The Cognate Advisor.
- c. A third member of the graduate faculty from inside or outside the College of Education. If all three members of the doctoral committee are from within the College of Education,

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The Doctor of Education Program

at least one member of the committee must be from outside the division in which the major area of concentration resides.

- d. The membership of the Qualifying Examination Committee may not normally be changed until the Final Qualifying Examination has been passed.

The Final Qualifying Examination: Written & Oral

- a. All doctoral students are required to pass the Final Qualifying Examination near the end of their coursework. The written portion is to be taken during the sixth or seventh week of the fall or winter term. Actual dates are specified by the college Doctoral Academic Standards Committee. All doctoral students are notified via U.S. mail of the testing dates. Procedures for test registration are included in the mailing.
- b. The written examination shall be a minimum of nine (9) hours for the area of concentration (major field) and a minimum of three (3) hours for the cognate (minor) area. Students with a concentration (major field) in Instructional Technology shall have a minimum of twelve (12) hours for the area of concentration and a minimum of three (3) hours for the cognate area.
- c. Prior to the date of the written exam, the major advisor and the student, in consultation with the committee, shall schedule a preferred date and time for the oral exam. This exam is to be administered within thirty (30) days following the written exam. The oral exam will proceed only if the written exam was successfully completed.
- d. The oral examination shall cover both the area of concentration (major field) and the cognate (minor field). The content of the oral examination can be similar to or different from the written examination.
- e. If the written component of the Final Qualifying Examination is not completed successfully at the first administration, the examination may be repeated only once. A second examination may not be held until at least one semester has elapsed, but must be held within one calendar year following the first examination. The same examination committee must preside over both examinations. The second written examination will be considered final.
- f. If the oral component of the Final Qualifying Examination is not completed successfully at the first administration, the examination may be repeated only once. The major advisor shall convey to the student the Qualifying Examination Committee's specific recommendations as to admitting the applicant to a second examination and specify any additional work that should be completed prior to such an examination. A second examination may not be held until at least one semester has elapsed, but must be held within one calendar year following the first examination. The same examination committee must preside over both examinations. The second oral examination will be considered final.

The Doctor of Education Program

Candidacy

Candidate status is assigned when the student has submitted the approved doctoral plan of work, completed all required coursework, satisfied the residency and research techniques requirements, passed the Final Qualifying Examination, and has had the dissertation outline and prospectus approved by the dissertation committee and the College Graduate Officer.

The Dissertation Advisory Committee

The student's Dissertation Advisory Committee shall consist of a minimum of three graduate faculty members:

- a. The major advisor (Chairperson of the Committee) holding Regular Graduate Faculty Status.
- b. The Cognate Advisor.
- c. A third member of the graduate faculty from inside or outside the College of Education. If all three members of the doctoral committee are from within the College of Education, at least one member of the committee must be from outside the division in which the major area of concentration resides.

Dissertation

A total of twenty (20) semester hours of dissertation credit (ED 9989 or for those registered before Fall 2002, ED 9999) are required. The dissertation is required of all doctoral students. It is expected to be directly related to the student's area of concentration, and is to be completed under the direction of the major advisor at Wayne State University. Students with advisor approval may register for no more than seven (7) semester hours of dissertation credit prior to the approval of the prospectus. Registration of additional dissertation credits is prohibited until the prospectus is approved.

Final Oral Defense of the Dissertation

The Final Oral Defense of the dissertation is conducted by the student's dissertation committee under the auspices of the Education Graduate Office.

Change in the Graduate Examiner Requirement

The Graduate School has made a change in the requirement that a Graduate School-appointed Graduate Examiner be present at the doctoral Dissertation Public Lecture-Presentation Defense. This change is effective beginning Summer 2003.

- a. A Graduate School-appointed Graduate Examiner is not required at the doctoral Dissertation Public Lecture-Presentation Defense.

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The Doctor of Education Program Continued

- b. The dissertation committee chair assumes the responsibility for overseeing the procedures of the Defense, serving as the advocate for the student and resolving conflicts.
- c. The dissertation committee chair completes the Defense form, obtains the required signatures and is encouraged to convene a pre-Defense meeting of the student and committee.
- d. The option to request a Graduate Examiner from the Graduate School is available to the student, the dissertation committee chair or any member of the dissertation committee. The request should be made at least two weeks prior to the Defense.

Full-Time Graduate Status

A full-time student is one who is enrolled for eight or more credits during the fall and winter semester. The definition of normal course load will vary depending upon the requirements of each program. Effective with the spring/summer term 1999, a graduate student is considered full time during the spring/summer if he/she is enrolled for two or more hours of credit.

Course Repeat Policy

Graduate students may repeat no more than two (2) courses during their entire graduate career at Wayne State University (this includes work completed in a premasters, masters, postmasters, education specialist, or doctoral program). The number may be further limited by individual programs.

A "Request to Repeat a Graduate Course" form must be completed and filed before registration for the repeated course. The original grade for the course will remain on the student's transcript, but only the grade received in repetition of the course will be used in computing the student's grade point average. This form may be obtained in the Division of Academic Services, Room 489 Education Building.

Program Time Limitation

Students have a seven-year time limit to complete all requirements for the Ed.D. degree. The seven-year period begins with the end of the semester in which the student was admitted to doctoral study.

Because of particular circumstances, additional time may be required. A time extension should be discussed with the individual's advisor and requires the advisor's approval. If approval is granted by the major advisor, a written request must be forwarded to the Assistant Dean in the Division of Academic Services, College of Education, Room 489. The following documentation is required when applying for a time extension:

The Doctor of Education Program Continued

- a. A letter from the student to the advisor requesting a time extension (including the proposed date of completion) and the reason why the program was not completed in the time allowed.
- b. A current Annual Progress Report (Doctoral Student Annual Progress Report form).
- c. A timeline for completion (Request for Time Extension to Complete Doctoral Requirements form).
- d. A memorandum of support from the Advisor.

Students who have not completed the Ed.D. requirements within ten years of their application date are required to re-take the Final Qualifying Examination and may need to complete additional coursework to prepare for the examination.

It is the practice of the College of Education to entertain time extensions after the Final Qualifying Examination has been passed.

The Doctor of Philosophy Program

Area of Concentration (Major Field)

- a. A minimum of twenty-four (24) semester hours of graduate work in Education with at least twenty (20) semester hours in regular coursework is required in the major.
- b. Directed study may be authorized in the major filed provided it does not duplicate regular coursework.

Cognate (Minor Field)

- a. A minimum of ten (10) semester hours are required in any one subject field in an approved area within or outside of the College of Education.
- b. It is strongly suggested that one member of the Qualifying Examination Committee be from the cognate area. Please note that the Dissertation Advisory Committee must consist of one graduate faculty member from outside the College of Education. For this reason, students are encouraged to select a cognate area outside of the College of Education.
- c. Courses included in the cognate will be selected by the student and the major advisor in consultation with the cognate area committee member.

Electives

Elective credit may be distributed over coursework and/or directed study considered germane to the student's doctoral program objectives.

Plan of Work

The plan of work must be approved by the major advisor and the College Graduate Officer during the semester in which the student is completing the **first 18 semester hours** of coursework under advisement. The Plan of Work must conform to the Policy and Procedures stated in this document.

The Qualifying Examination Committee

The Qualifying Examination Committee must consist minimally of three graduate faculty members from the major department. The department is strongly encouraged to select an additional member from the student's cognate area. Two of the members must have Regular Graduate Faculty Status. An outside member (outside the College of Education) is optional for the Qualifying Examination Committee, but required for the Dissertation Advisory Committee.

The membership of the Qualifying Examination Committee may not normally be changed until the Final Qualifying Examination has been passed.

The Doctor of Philosophy Program

The Final Qualifying Examination: Written & Oral

- a. All doctoral students are required to pass the Final Qualifying Examination near the end of their coursework. The written portion is to be taken during the sixth or seventh week of the fall or winter term. Actual dates are specified by the college Doctoral Academic Standards Committee. All doctoral students are notified via U.S. mail of the testing dates. Procedures for test registration are included in the mailing.
- b. The written examination shall be a minimum of nine (9) hours for the area of concentration (major field) and a minimum of three (3) hours for the cognate (minor) area. Students with a concentration (major field) in Instructional Technology shall have a minimum of twelve (12) hours for the area of concentration and a minimum of three (3) hours for the cognate area.
- c. Prior to the date of the written exam, the major advisor and the student, in consultation with the committee, shall schedule a preferred date and time for the oral exam. This exam is to be administered within thirty (30) days following the written exam. The oral exam will proceed only if the written exam was successfully completed.
- d. The oral examination shall cover both the area of concentration (major field) and the cognate (minor field). The content of the oral examination can be similar to or different from the written examination.
- e. If the written component of the Final Qualifying Examination is not completed successfully at the first administration, the examination may be repeated only once. A second examination may not be held until at least one semester has elapsed, but must be held within one calendar year following the first examination. The same examination committee must preside over both examinations. The second written examination will be considered final.
- f. If the oral component of the Final Qualifying Examination is not completed successfully at the first administration, the examination may be repeated only once. The major advisor shall convey to the student the Qualifying Examination Committee's specific recommendations as to admitting the applicant to a second examination and specify any additional work that should be completed prior to such an examination. A second examination may not be held until at least one semester has elapsed, but must be held within one calendar year following the first examination. The same examination committee must preside over both examinations. The second oral examination will be considered final.

The Doctor of Philosophy Program

Candidacy

A Ph.D. applicant will be advanced to the rank of Ph.D. Candidate by the Graduate School upon the recommendation of the department and the College of Education Graduate Officer and completion of the following requirements: 1) Approval of the Plan of Work by the Graduate School; 2) completion of didactic coursework, or approximately fifty credits, as required by the Plan of Work; 3) satisfactory completion of the Final Qualifying Examination; and 4) identification of the membership of the student's Dissertation Advisory Committee.

The Dissertation Advisory Committee

The student's Dissertation Advisory Committee shall consist of a minimum of four graduate faculty members or if there are co-chairs, a minimum of five graduate faculty members.

- a. The major advisor (Chairperson of the Committee) holding Regular Graduate Faculty Status from the student's home department/program. If there are co-chairs, then one of the advisors must hold Regular Graduate Faculty status from the student's home department/program.
- b. At a minimum, another member of the graduate faculty from the student's home department/program.
- c. An external member: A member of the graduate faculty from outside the College of Education who broadens the dissertation committee beyond the home program to represent a different perspective by virtue of his/her field, location or knowledge application; who does not hold any salaried or contractual appointment, tenure line or retreat rights in the home program; and, who is familiar with the standards for doctoral research. The expertise of the extra-departmental member must be appropriate to the student's dissertation work.

Note: Two of the four (or five) members, including the major advisor or one of the co-advisors, must hold Regular Graduate Faculty status.

The major advisor and advisory committee should be identified as early as possible, and by the time coursework is completed at the latest. The Dissertation Advisory Committee membership must be submitted to the Division of Academic Services and then to the Graduate School as a condition for attaining candidacy.

The committee membership may be changed up to the time the dissertation prospectus is submitted. Changes to the committee membership after this point may be made with the approval of the College Graduate Officer and the Graduate School. Any changes in committee membership will require written justification.

The Doctor of Philosophy Program

Dissertation

A total of thirty (30) semester hours of dissertation credit are required for the Ph.D. degree. The dissertation must be an original work in, or definitely related to, the student's major area of concentration. Neither the results of the research nor the publication of the findings may be subject to restrictions by non-university agencies, nor may it be published prior to acceptance by the Graduate School unless approval of such publication has been secured from both the advisor and the Graduate School. The dissertation must be completed under the direction of the candidate's advisor at Wayne State University. (For additional information regarding appropriate course and credit requirements refer to page 6 of this document.)

Final Oral Defense of the Dissertation

The final oral defense of the dissertation is conducted by the student's Dissertation Advisory Committee under the auspices of the Education Graduate Office.

Change in the Graduate Examiner Requirement

The Graduate School has made a change in the requirement that a Graduate School-appointed Graduate Examiner be present at the doctoral Dissertation Public Lecture-Presentation Defense. This change is effective beginning Summer 2003.

- a. A Graduate School-appointed Graduate Examiner is not required at the doctoral Dissertation Public Lecture-Presentation Defense.
- b. The dissertation committee chair assumes the responsibility for overseeing the procedures of the Defense, serving as the advocate for the student and resolving conflicts.
- c. The dissertation committee chair completes the Defense form, obtains the required signatures and is encouraged to convene a pre-Defense meeting of the student and committee.
- d. The option to request a Graduate Examiner from the Graduate School is available to the student, the dissertation committee chair or any member of the dissertation committee. The request should be made at least two weeks prior to the Defense.

Full-Time Graduate Status

A full-time student is one who is enrolled for eight or more credits during the fall or winter semester. The definition of normal course load will vary depending upon the requirements of each program. Effective with the spring/summer term 1999, a graduate student is considered full time during the spring/summer if he/she is enrolled for two or more hours of credit.

The Doctor of Philosophy Program

Course Repeat Policy

Graduate students may repeat no more than two (2) courses during their entire graduate career at Wayne State University (this includes work completed in a premasters, masters, postmasters, education specialist, or doctoral program). The number may be further limited by individual programs.

A "Request to Repeat a Graduate Course" form must be completed and filed before registration for the repeated course. The original grade for the course will remain on the student's transcript, but only the grade received in repetition of the course will be used in computing the student's grade point average. This form may be obtained in the Division of Academic Services, Room 489 Education Building.

Program Time Limitation

Students have a seven-year time limit to complete all requirements for the Ph.D. degree. The seven-year period begins with the end of the semester in which the student was admitted to doctoral study and was completing work toward meeting the requirements for the degree.

Because of particular circumstances, additional time may be required. A time extension should be discussed with the individual's advisor and requires the advisor's approval. If approval is granted by the major advisor, a written request must be forwarded to the Assistant Dean in the Division of Academic Services, College of Education, Room 489. The following documentation is required when applying for a time extension:

- a. A letter from the student to the advisor requesting a time extension (including the proposed date of completion) and the reason why the program was not completed in the time allowed.
- b. A current Annual Progress Report (Doctoral Student Annual Progress Report form).
- c. A timeline for completion (Request for Time Extension to Complete Doctoral Requirements form).
- d. A memorandum of support from the Advisor.

All of the above documentation is sent to Academic Services, Room 489, for review.

Note: Students who have not completed the Ph.D. requirements within ten years of their application date are required to re-take the Final Qualifying Examination and may need to complete additional coursework to prepare for the examination.

It is the practice of the College of Education to entertain time extensions after the Final Qualifying Examination has been passed.

Responsibilities of the Doctoral Student (Ed.D. & Ph.D.)

1. Students are responsible for understanding and adhering to all Wayne State University rules and regulations governing doctoral programs. These rules and regulations are published in the *University Graduate Bulletin*, which may be obtained from Room 50 Student Center Building.
2. All students should be assigned a major advisor upon admission to the doctoral program. The student is responsible for meeting with the major advisor to develop a plan of work that covers all courses included in the student's program (a minimum of 100 semester hours). The plan of work form for the Ed.D. program may be downloaded from the College of Education Academic Service's website (<http://www.coe.wayne.edu/AS/Forms.html>). The plan of work form for the Ph.D. program may be downloaded from the Graduate School Website (<http://www.gradschool.wayne.edu/>) by selecting "Current Student" and then "Ph.D. Information." The plan of work must be approved and signed by the major advisor and student, and submitted to the Division of Academic Services, Room 489, College of Education.
3. The student must form a Qualifying Examination Committee and a Dissertation Advisory Committee in accordance with regulations previously detailed in this document.
4. The major advisor and the student are responsible for scheduling the Final Qualifying Examination (written and oral) in accordance with previous information outlined in this document. The Final Qualifying Examinations should be taken near the end of the student's coursework.
5. In consultation with the major advisor, the student must select a dissertation topic, develop a dissertation proposal or prospectus and obtain approval from all committee members prior to undertaking the study. (Normally, the student meets with his or her dissertation committee and formally presents the proposal prior to obtaining committee's approval.) A Human or Animal Investigation Committee waiver or approval must be attached. The approved dissertation proposal must be submitted to the Division of Academic Services, Room 489, College of Education, along with a Record of Approval form, which can be obtained from that office.
6. The student must apply for graduation **by the fourth week of classes** of the semester in which they expect to complete the degree program.
7. At the beginning of the final semester, the doctoral student should obtain a graduation schedule. This schedule lists dates by which required tasks must be completed to qualify for graduation in a given semester. These include:
 - a. Oral defense of the dissertation
 - b. Approval of the dissertation format by the Graduate School
 - c. Submission of dissertation and abstract to the Graduate School, and payment of appropriate fees
 - The Ed.D. student may obtain this information from the Division of Academic Services, Room 489, College of Education.
 - The Ph.D. student may obtain this information from the Graduate School's website (<http://www.gradschool.wayne.edu/Current/Phd/phddeadline.html>).

Ph. D. Candidate Status, Registration and Tuition Summary

1. Registration in Candidate Status Doctoral Dissertation Research and Direction is required of Ph.D. Candidates. (Candidates who have previously enrolled for Doctoral Dissertation Research and Direction under the 30-credit 9999 registration system will continue in that system.) Candidate Status registration is not available to students in Ed.D., Pharm. D., Au.D., J.D., or M.D. programs.
2. Under this system, the Ph.D. Candidate is required to register for four consecutive semesters of Candidate Status; spring/summer registration is optional. During each of the four semesters, the Candidate is assessed tuition at a flat rate equivalent to 7.5 credits of graduate level tuition (i.e., one fourth the cost of 30 graduate credits).
3. Candidate Maintenance Status registration is available if a student has not completed the dissertation and the defense by the end of the four semesters of Candidate Status registration. Candidate Maintenance Status allows students access to University resources – libraries, computer systems, laboratories and faculty advising. The Candidate Maintenance fee is equal to the registration fee plus the omnibus fee for one credit hour.
4. Candidate Maintenance Status registration is also available to Ph.D. Candidates completing their degrees under the 9999 registration system. After completion of 30 credit hours of 9999, they may enroll in the Candidate Maintenance Status as described.
5. If a student finishes the dissertation before registering for all four semesters of Ph.D. Candidate Status, the student must complete payment of the remaining semester(s)' tuition before his/her degree will be certified. In case of early completion, the student may use the spring/summer as one of the required semesters. Alternatively the student may arrange multiple tuition payment within the final semester.
6. For all internal and external purposes, students registered in Candidate Status and in Candidate Maintenance Status are full-time students.
7. Students may register for regular courses in the same semester they register in Candidate Status. Normal tuition for such coursework will be assessed in addition to the Candidate Status tuition or Maintenance Status fee.
8. The student is considered withdrawn from the Ph.D. program if he or she fails to register for any of the required four consecutive semesters, beginning with the term following the advancement to Ph.D. Candidate.

9. To return to the program after withdrawal for non-registration, the student must seek reinstatement from the Graduate School and pay Candidate Status tuition for all semesters missed, up to a maximum of four.
10. Students eligible for Candidate Maintenance Status are required to register if they are using University resources during a semester. They must be registered in Candidate Maintenance Status for the semester in which they defend the dissertation.
11. Supported students (Rumble Fellows, Graduate Professional Scholars, GTAs, GRAs and GSAs) are allowed to receive support for Candidate Status tuition assessment up to the maximum permitted by their funding sources. Students in the Candidate Maintenance Status are eligible for support (if they haven't exceeded their six-year limit of support); the support mechanism pays the Candidate Maintenance fee.
12. A leave of absence from the program is possible if the candidate has serious medical problems or compelling personal problems. He/she must petition the Graduate School for a leave of absence. The petition must be supported by the dissertation advisor, the dissertation committee and the departmental graduate director. Leaves of absence may not be approved retroactively. No payment is required for a leave of absence semester.
13. The sequence of courses for the Candidate Status and Candidate Maintenance Status registrations is as follows:

ED 9991 Candidate Status I Doctoral Dissertation Research and Direction
ED 9992 Candidate Status II Doctoral Dissertation Research and Direction
ED 9993 Candidate Status III Doctoral Dissertation Research and Direction
ED 9994 Candidate Status IV Doctoral Dissertation Research and Direction
ED 9995 Candidate Maintenance Status

The Ph.D. Candidate must register for each of these courses in sequence, and, if needed, the Maintenance Status course, until the dissertation and defense have been completed. No course credit will be attached to any of these courses. The S and U grading system is in effect, and Y grades are the appropriate grades until completion. Ph.D. Candidacy is a prerequisite for registration in these courses.

14. Ph.D. Applicants who wish to register for dissertation research may register in ED 9990, Pre-Doctoral Candidacy Research, for up to 10 credits. These registrations do not substitute for any of the Candidate Status registrations.
15. To register for any of the Candidate Status or Candidate Maintenance Status courses, (or for 9999 credits for students continuing in this registration system), Ph.D. Candidates should call the Graduate School (Pam Salisbury at 577-2171) to receive an override that authorizes registration.