

School of Educational Policy and Leadership



Graduate Studies Handbook

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Preface

About the *Graduate Studies Committee Handbook*

The *Graduate Studies Committee Handbook* contains the rules, policies, and guidelines applicable to the graduate community in the School of Educational Policy and Leadership in the College of Education and Human Ecology at The Ohio State University. These rules, policies, and guidelines are reviewed by the Graduate Studies Committee and approved by the faculty of the School. All policies of the School of Educational Policy and Leadership are in addition to the rules policies and guidelines as presented in the *2008-2009 Graduate School Handbook*.

The *Graduate School Handbook* contains the rules, policies, and guidelines applicable to the graduate community at The Ohio State University. These rules, policies, and guidelines are reviewed by the Graduate Council and approved by the Vice Provost for Graduate Studies and Dean of the Graduate School. It is regularly updated through the year as the Graduate Council makes or revises rules and guidelines
<http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook.pdf>.

Section I—Administration of Graduate Education at Ohio State

Graduate education and its governance are shared responsibilities. The most visible activity of graduate education is the intellectual interaction of faculty and students involved in learning and devoted to advancing knowledge in their fields. Supporting these endeavors are academic leaders in departments, colleges, and central university positions who are committed to providing an atmosphere in which graduate education and research can flourish. Faculty, students, and administrators working together, dedicated to the ideals of scholarship and high standards that characterize graduate education, share the responsibility for ensuring the quality of graduate programs and research.

I.1 Graduate School

I.2 Vice Provost of Graduate Studies and Dean of the Graduate School

I.3 Graduate Faculty

I.4 Graduate Council

I.5 Graduate Studies Committees

Local Graduate Studies Committees are charged with the responsibility for conducting specific graduate programs within the context of the policies and rules established by the Graduate School. The Graduate School's rules and policies are the minimum standards within which local Graduate Studies Committees formulate, publish, and enforce their own graduate program policies, rules, and procedures. Graduate Studies Committees serve as the primary liaison between the Graduate Faculty and the Graduate School. Section XIV of the *Graduate School Handbook* summarizes the responsibilities of the Graduate Studies Committees and Graduate Studies Committee chairs.

Section II—Admission

II.1 General Information

Joint Responsibility for Admission.

Application.

Graduate Non-Degree.

GRE and GMAT.

The School of Educational Policy and Leadership does not accept GMAT scores in place of the GRE.

Application Deadlines.

Application deadline dates for the School are as follows:

- *December 1 – all PhD programs*
- *April 1 – a second round of PhD applications for Educational Administration only will be considered if the application and all the supporting documents are received by April 1. Only those applications received by December 1 will be considered for assistantships, fellowships and scholarships.*
- *December 1 – Higher Education and Student Affairs MA program*
- *November 1 – all other MA programs for winter and spring quarter*
- *May 1 – Educational Administration only for summer and autumn quarter*
- *March 1 – all other MA programs for summer and autumn quarter*
- *December 1 – all MA applicants who would like their application considered for a fellowship nomination*

All supporting application materials must be received within 7 days of the deadline date.

Application Fee.

Current application fees for domestic students are \$40 and for international students the fee is \$50.

II.2 Admission Criteria

- 1.
- 2.

Prospective students with combined undergraduate GPAs below the minimum 3.00 may be eligible for admission if the graduate program considers their performance on the Graduate Record Examination (GRE) to be satisfactory and their application materials promising. The graduate program may petition the Graduate School to admit a prospective student whose GPA is less than 3.00. The final decision rests with the Graduate School.

Beginning autumn 2009, EPL PhD applicants must present a combined GRE score of at least 950 or a combined GPA of at least 3.5 in their undergraduate or graduate studies to be considered for admission. Exceptions to these thresholds may be granted by the Chair of the EPL Graduate Studies Committee upon petition by a Section Head on behalf of the Section's faculty.

3. – 4.

5.

The School of Educational Policy and Leadership does not require a specific undergraduate field of study. Our students come from a variety of academic backgrounds. It is strongly recommended that students applying for curriculum studies, teacher education and administrative licensure have classroom teaching experience. Administrative Licensure students are required to have classroom teaching experience if they plan to be licensed in the state of Ohio.

Sections within the School may establish additional requirements that are available from the School office in 122 Ramseyer Hall (phone: 614-688-4007; email: edpls.sgs@osu.edu; or website: <http://ebe.osu.edu/epl>).

Affirmative Action - the School shall not discriminate against any individual for reasons of race, color, creed, religion, national origin, gender, age, handicap, sexual preference, or veteran status. Equal opportunity for admission to the academic programs of the School is extended to all persons.

Additional Admission Requirements

The School of Educational Policy and Leadership accepts only GRE General Test Scores. It does not accept GMAT scores.

II.3 Admission Credentials

1. – 5.

6. additional material required by the graduate program's Graduate Studies Committee
 - a. *A sample of academic, scholarly work is required for*
 - i. *all Ph.D. applicants to Cultural Foundations, Technology and Qualitative Inquiry;*
 - ii. *all Ph.D. applicants to Educational Psychology and Philosophy;*
 - iii. *all Ph.D. applicants to Educational Administration.*
 - iv. *all MA applicants to the Educational Psychology and Philosophy program.*
 - b. *Those required to submit Graduate Record Examination (GRE) scores include:*
 - i. *all Ph.D. applicants to all sections in the School of Educational Policy and Leadership*
 - ii. *all MA applicants for Educational Psychology and Philosophy*
 - iii. *all MA applicants for Higher Education and Student Affairs*
 - iv. *all MA applicants for Quantitative Research, Evaluation, and Measurement*
 - c. *Timeliness of GRE scores: GRE scores must be from the past five years to be considered current.*
 - d. *Benchmark GRE scores: While the School has no formal GRE minimum scores, it is strongly preferred that applicants have a combined verbal and quantitative score of at least 1000.*

7.

All applicants are required to submit a resume or curriculum vitae.

8.

Note:

II.4 Admission Classifications

Regular.

Special.

Graduate Non-Degree.

Conditional.

1. – 3.

The Graduate Studies Committee will review all conditional admits before forwarding them to the Graduate School for a final decision. The following procedure will be followed:

1. *All requests for conditional admission of an applicant will be forwarded to the Graduate Studies Committee with letters of support from the prospective advisor and the section chair. These letters must articulate the qualifications of the applicant that indicate why he or she is a good candidate for admission despite a low undergraduate GPA. The letters should also indicate that there is significant support within the section for the student's admission and that the assigned faculty advisor is willing to mentor the student over and above normal advising responsibilities.*
2. *A copy of the student's file, along with the two letters will be forwarded to the Graduate Studies Committee for review.*
3. *The Committee will forward those candidates for admission to the Admissions Coordinator for processing. They will be forwarded to the Graduate School for a final admission decision.*
4. *Those in need of additional review by the section will be returned to the Section Chair along with recommendations of the Committee.*

Provisional.

Specifying Conditions of Admission.

Educational Policy and Leadership section admission committees recommend to the Graduate School the conditions that must be satisfied by students admitted in the conditional classification.

Advisors will receive copies of the letters of admission that specify admission conditions.

Change in Admission Classification.

Conditional to Regular or Special.

The Graduate Studies Committee, with the help of the student's advisor and the Office of Student Services and Graduate Studies, monitors the student's progress.

When appropriate, extension of the time limit to fulfill admissions conditions can be requested from the Graduate School. Those requests will be initiated from the Graduate Studies Chair in consultation with the student's advisor.

Special to Regular.

II.5 Admission Decision Procedures

Admissions decisions at both the Master's and the Doctoral levels are made by the faculty of the program areas of the School. Each section shall establish its own admissions policies and procedures. The Graduate Studies Committee will review policies and procedures for consistency with School, Graduate School, and University policies and procedures.

Application Worksheet Form.

Admit.

Conditional.

Denial of Admission.

Admission Notice.

II.6 English as a Second Language (ESL) Requirement

II.7 Spoken English Requirement

II.8 Intra-University Transfer

*A transfer application packet is available to the students who have been **previously** admitted to the Graduate School and are planning to do one of the following:*

1. *Transfer from one section to another within the School of Educational Policy and Leadership or to another graduate program at The Ohio State University.*

Doctoral students, who wish to transfer from one section (prior to the candidacy examination) within the School to another, must apply to the section to which they request a transfer. The Graduate Faculty in the section shall make decisions on the

request. It should be noted that we encourage cross-program area committees and advisement.

2. *Apply to a Ph.D. program offered in the School of Educational Policy and Leadership after earning a Master's degree at Ohio State.*
3. *Apply to a Ph.D. program offered in the School of Educational Policy and Leadership prior to completion of a Master's degree.*

The transfer application packet can be obtained from the Office of Student Services and Graduate Studies, 122 Ramseyer Hall, 29 West Woodruff Avenue, Columbus, OH 43210; phone: 614-688-4007; edpls@osu.edu.

A student who has received a graduate degree (Master of Arts or PhD) in Education may not pursue the same degree a second time in the College, even in another school or another area of specialization.

Students wishing to transfer should provide the following information:

1. *Complete the form, "Application for Admission to a Graduate Program Area in the School of Educational Policy and Leadership" and return it to the Office of Student Services and Graduate Studies, 122 Ramseyer Hall, 29 West Woodruff Avenue, Columbus, OH 43210.*
2. *Submit to the Office of Student Services and Graduate Studies two letters of recommendation different from those submitted at the time of application to the Graduate School. Please use the recommendation forms included in the transfer application packet or print forms off the Graduate Admissions web site <http://www.gradadmissions.osu.edu/>. Click on Download Supplemental Application Materials and then on Reference Forms.*

Students applying to one of our Administrative Licensure programs should use a separate recommendation form available online at <http://ebe.osu.edu/epl/licensure/downloads/epl-reference-form-licensure-degree.pdf>

3. *Submit to the Office of Student Service and Graduate Studies a statement of intent that describes your current educational and professional goals.*
4. *Some program areas have additional requirements (e.g. GRE scores, writing sample, interview) that must be met. Please refer to the "Application Checklist" for each*

- degree program at <http://ebe.osu.edu/epl> or stop by the Office of Student Services and Graduate Studies in 122 Ramseyer Hall for additional information.*
5. *In some instances, students may need to provide the Office of Student Services and Graduate Studies with transcripts from other educational institutions. Students from departments at The Ohio State University outside the School of Educational Policy and Leadership should request their admission files from that department be forwarded to the Office of Student Services and Graduate Studies.*
 6. *A “Request for Transfer of Graduate Program” form must be completed if a change of school or department is requested. Section 1 of this form should be completed and signed by the student and the current Graduate Studies Committee Chair and submitted to the Graduate School, 247 University Hall, 230 North Oval Mall.*
 7. *Transfer applications follow the same application deadlines as new applications as specified in Section II.1 – Application Deadlines*

II.9 Transfer of Graduate Program

“Request for Transfer of Graduate Program” forms are available on line at <http://www.gradsch.ohio-state.edu/Depo/PDF/TransferGradProgram.pdf>. Copies are also available, along with the entire transfer application packet for the School of Educational Policy and Leadership, in the Office of Student Services and Graduate Studies, 122 Ramseyer Hall.

Transfer applications are reviewed with all other applications for admission. Faculty admission committees must specify the admission classification and the courses already completed that will count toward the degree from Educational Policy and Leadership. These items can be noted on the EPL Referral Form. The Graduate Studies Chair will indicate section decision on the Graduate School’s “Request to Transfer Graduate Program” form.

II.10 University Faculty and Administrators

Faculty.

Administrators.

Section III—Registration and Scheduling

III.1 Course Load

Maximum quarterly course load for Ed. P&L students is 20 credit hours. A student may, with the advisor's written permission, petition the Graduate School to exceed that limit. A letter of support from the student's advisor is required. The letter must be submitted to the Graduate Studies Committee chair who will provide a letter of support before forwarding to the Graduate School.

Post-candidacy doctoral students. Full-time status for all post-candidacy doctoral students is three credit hours per quarter.

Continuous Enrollment. All students who successfully complete the doctoral candidacy examination are required to be enrolled in every quarter (summer quarter is excluded) until graduation. These students must be enrolled at least 3 credits per quarter. This policy is effective for all students who were admitted to the Graduate School Autumn Quarter 2008 and after (Section VII.8).

All students admitted to EPL doctoral programs autumn 2008 and later must enroll continuously in at least three (3) credit hours each quarter after admission to candidacy. "Each quarter" excludes summer quarter. However, students must register for a minimum of three (3) credit hours during summer quarter if they are defending their dissertation, graduating and/or holding a Graduate Associate position.

International Students

Graduate Associates.

*All GAs in the School of Educational Policy and Leadership, holding a 50% GA appointment in the College of Education and Human Ecology, are strongly urged to enroll for **a minimum of 15** credit hours per quarter during which a School tuition fee payment authorization is utilized. GAs should meet with their advisors to discuss quarterly course schedules.*

Post candidacy students holding a 50% GA appointment are required to register for 3 credit hours, including summer quarter.

Fellows and Trainees Students holding the titles Graduate Fellow or Graduate Trainee, regardless of the source of the funds, must register for a minimum of 15 credit hours each quarter the appointment is held. Graduate Fellows or Graduate Trainees who

are post-candidacy doctoral students must register for at least three credit hours per quarter.

Monitoring of Registration.

- 1.
- 2.
- 3.
- 4.

Veterans' Benefits Loans.

Other.

III.2 Procedures

Registration Process.

Master Schedule.

New Students.

New students, who have officially accepted an offer of admission from the School of Educational Policy and Leadership, are sent an email explaining registration procedures by the Office of Student Services and Graduate Studies.

International Students.

Former Students.

Deactivation.

After an absence of two or more years, students must request readmission to their degree program.

1. *Master's Degree Students - To reactivate in their previous degree program, students must contact the Office of Student Services and Graduate Studies, 122 Ramseyer Hall. The staff will forward requests to reactivate to the student's previous academic section for approval before the student will be allowed to register for classes. The student's file, if it is still available, and the student's most recent advising report, will be forwarded for a decision.*

Students returning to take professional development courses two or more years after completing a degree in Educational Policy & Leadership can be reactivated immediately without asking faculty for permission.

Students returning to Educational Policy and Leadership without completing a degree may want to return after an absence of two or more years to take coursework. If they are not interested in returning to their degree program, students must complete and sign a form that states that they understand they are not being readmitted to their degree program. They are being readmitted for the purpose of taking coursework only.

2. *Pre Candidacy Doctoral Students - to reactivate in their previous degree program, students must contact the Office of Student Services and Graduate Studies, 122 Ramseyer Hall. The staff will forward requests to reactivate to the student's previous academic section for approval before the student will be allowed to register for classes. The student will be asked to write an updated statement of research interests and address the reason for his or her absence. The student's file, if it is still available, and the student's most recent advising report, will be forwarded along with the updated statement for a decision.*
3. *Post-candidacy students who have not exceeded the 5 year candidacy period – Students may be reactivated with the permission of their previous academic program. The section chair will be asked to sign a reactivation form permitting the student to re-enroll and to complete his or her dissertation requirements. The student will be asked to provide an updated statement of research interests and to address the reason for his or her absence. The student's file, if it is still available, and the student's most recent advising report, will be forwarded along with the updated statement for a revision.*
4. *Post-candidacy students who have exceeded the 5 year candidacy period – Students may petition the Graduate Studies Committee to be reactivated for the purpose of taking a Supplemental Candidacy Examination. Successful completion of the supplemental exam will reopen candidacy for the student for a period of two years.*

To initiate the petition process, the student must write a letter to the Graduate Studies Committee requesting reactivation. This letter should include a statement describing the status of the student's research and dissertation. The student must have a letter of support from his or her academic section and advisor verifying that a committee can be formed and that the student will be able to complete his or her work within the allowed two year time frame.

Once decisions to reactivate have been made, the Graduate School will be notified.

Continuing Students.

Early Autumn Registration.

Course Enrollment Permission.

Out-of-State Research.

Late Registration Penalty.

Fee Payment.

Late Fee Payment Penalty.

III.3 Health Insurance

International students.

Dependents and Same-Sex Partners.

III.4 Changes in Schedule

Course Addition.

Course Withdrawal.

a. – b.

Military Leave Course Withdrawal.

III.5 Official Permanent Record III.5

Section IV—Course Credit, Marks, and Point-Hour Ratio

IV.1 Course Credit

Graduate Credit.

Graduate Credit Only.

Senior Petition.

1. – 5.

Non-Graduate Credit.

1. – 6.

IV.2 Marks (Grades)

Audit.

Credit by Examination.

Transfer Credit.

1. – 3.

Transfer of Master's Degree from another University. Transfer credit decisions must be made during the student's first quarter of enrollment. The decision should be made by the faculty advisor in consultation with the student. The following forms should be filled out and turned in to the Office of Student Services and Graduate Studies:

1. *The EPL Request to Transfer Graduate Credit form, completed and signed by the student's advisor*
2. *The Graduate School Request to Transfer Graduate Credit form with "Part One – Student Information" completed*

After the two forms are submitted to the Office of Student Services and Graduate Studies, a copy of the student's transcript with the Master's degree designation will be attached to the Graduate School request form, reviewed and signed by the Graduate Studies Committee Chair, and forwarded to the Graduate School for final processing.

Transfer of Graduate Credit not Part of a Completed Degree. Some students may be admitted to the School of Educational Policy and Leadership with previous graduate credit on their academic record. Those graduate credits may be transferred to Ohio State, with the advisor's permission by completing and filling out the following forms:

1. *the EPL Request to Transfer Graduate Credit form and the Graduate School Request to Transfer Graduate Credit form. The EPL form should list the individual courses to be transferred. The form should be signed by the student's advisor.*
2. *the Graduate School Request to Transfer Graduate Credit form with part one (student information) filled out.*
3. *Students requesting equivalency credit with an EPL course must seek the written approval of the faculty member who regularly teaches the class. The faculty member must sign the EPL Request to Transfer Graduate Credit form or equivalency credit will not be awarded.*
4. *Transfer credit and equivalency credit decisions for administrative licensure students MUST be approved by the School's Licensure Committee to be binding for the purpose of licensure.*

After the two forms are submitted to the Office of Student Services and Graduate Studies, a copy of the student's transcript(s) with designated courses listed, will be attached to the Graduate School request form, reviewed and signed by the Graduate Studies Committee Chair, and forwarded to the Graduate School for final processing.

All transfer credit decisions will be made in accordance with Graduate School Policy.

Grade Grievance Procedure.

IV.3 Point-Hour Ratio (PHR)

Credit Points.

1. – 12.

Earned Hours.

Cumulative Hours.

Cumulative Point-Hour Ratio.

Repetition of Courses.

Fresh Start.

Section V—Academic and Professional Standards

The Graduate School and the local graduate program share responsibility for monitoring graduate student academic performance and degree completion. This section describes the minimum academic and professional standards of the Graduate School.

V.1 Good Standing V.1

To be in good standing in the Graduate School, a student must maintain a graduate cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate credit courses and must maintain reasonable progress toward Graduate School or graduate program requirements. A doctoral student who has had two unsatisfactory attempts at the candidacy examination or the final oral examination or professional doctoral examination is not in good standing.

V.2 Poor Performance

A student with fewer than 15 earned hours of graduate credit whose CPHR is below 3.0 will receive a “poor performance” letter from the Graduate School urging consultation with the advisor.

V.3 Probation

A student whose graduate CPHR falls below 3.0 after 15 graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School.

Advisors will be notified by the Graduate School when a student is placed on probation. The Graduate Studies Committee will inform both the student and the advisor of the detailed academic reasons for probation and potential solutions for dealing with probation.

Graduate Associate. A student who is on probation in the Graduate School may not be appointed or reappointed as a graduate associate.

Removal from Probation.

Special Warning.

V.4 Reasonable Progress

A student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, including those regarding professional standards and misconduct, may be denied further registration in that program by the Graduate School on the recommendation of the Graduate Studies Committee chair. No student may be denied further registration in a graduate program without first being warned by the Graduate School that such action may take place. The Graduate School specifies the conditions the student must satisfy in order to demonstrate reasonable progress and to continue enrollment in the graduate program. Conditions consist of completion of course work or other requirements as approved by the Graduate Studies Committee.

A student who has been warned that further registration in the graduate program may be denied and who then satisfies the specified conditions is placed in good standing by the Graduate School.

In normal circumstances, the advisor determines reasonable progress based on the criteria set forth in Section V.4 Reasonable Progress and recommends action to the Graduate Studies Committee.

When there are instances of concern about a student's progress, the advisor notifies the Office of Student Services to initiate consultation with the Graduate Studies Committee.

The advisor and section faculty along with the Graduate Studies Committee officially notify the Graduate School in writing what the expectations for reasonable progress are and how the student currently meets those criteria. Recommendations and performance benchmarks along with timelines for meeting recommendations are spelled out in detail to the student by the Graduate School.

V.5 Denial of Further Registration in the Graduate Program

A student who has been warned that further registration in the graduate program may be denied and who does not satisfy the specified conditions is denied further registration in the graduate program by the Graduate School after three quarters on warning unless a petition by the Graduate Studies Committee is approved by the Graduate School. The student is not permitted to reenroll in the Graduate School unless permission to reregister in the original graduate program is granted by the Graduate Studies Committee or acceptance is recommended by another Graduate Studies Committee.

V.6 Notification

The Graduate School notifies the student, the advisor, and the Graduate Studies Committee chair whenever any academic action is taken. In addition, when a student is dismissed or reinstated, the Graduate School records this academic action on the student's official permanent record. *Graduate School Handbook, 2008-09, page 18*

V.7 Dismissal from University

A student who is on probation and who does not raise the graduate CPHR to 3.0 or better at the end of the next quarter of enrollment in the Graduate School may be dismissed from the university at the discretion of the Graduate School following consultation with the student's Graduate Studies Committee chair. At the end of three consecutive quarters on probation, the student is automatically dismissed from the university unless good standing is achieved. If there are extenuating circumstances, the Graduate Studies Committee may petition the Graduate School for an exception to this policy.

Doctoral Students.

V.8 Reinstatement

V.9 Professional Standards

Research and Scholarly Misconduct

Academic Misconduct.

Section VI—Master’s Degree Programs

Master’s degree programs give students the opportunity to gain additional knowledge and necessary skills in a field in order to engage in research and other scholarly activities, to teach, and to become practitioners. At this university, master’s degree programs consist of a coherent pattern of courses and other educational experiences, a master’s examination, and, in many cases, a thesis or its equivalent.

VI.1 General Information

Program of Study.

Students are admitted to a Master of Arts degree program within a section in the School. Courses are selected by the student with the approval of the advisor.

Sections may establish requirements in addition to those specified by the Graduate School and the Graduate Studies Committee.

1. Foundations of Education Requirement

Students Admitted Prior to Autumn Quarter 2005

A minimum of six graduate credit hours in, philosophical, historical, social, or psychological foundations are required. Students must consult with their faculty advisor regarding what constitutes a foundations course. You will find a list of suggested foundations courses on-line at <http://ebe.osu.edu/epl/students/downloads/foundations-course-list-bf-au05.pdf>.

Students Admitted Autumn Quarter 2005 & After

Approved Foundations courses focus on the historical, philosophical, comparative, psychological, or sociocultural study of education, and are informed by both disciplinary and interdisciplinary fields of study. Students admitted beginning Autumn Quarter 2005 will choose their required Foundations Courses from a list of approved courses available at <http://ebe.osu.edu/epl/students/downloads/foundations-course-list-aftr-au05.pdf>. Students are required to complete a minimum of 6 credit hours at both the M.A. and Ph.D. level. Courses used to meet the M.A. requirements may not be used to meet the course requirements at the Doctoral level. Approved Multicultural courses may not be used to fulfill the Foundations of Education course requirements.

2. Multicultural Education Requirement

Students Admitted Prior to Autumn Quarter 2005

Approved multicultural courses have, as a major goal, one or more of the following:

- a. Facilitate understanding about hegemony and multicultural/ dominant culture theories of society;*
- b. Develop analytic and evaluative skills to address issues of hegemony, institutional and individual racism, sexism, and classism;*
- c. Assist in understanding the everyday reality confronting values and beliefs among diverse cultural groups; and*
- d. Facilitate the development of educational or organizational strategies for understanding and acting in ways that will serve to promote equity, social justice, and/ or diversity among small groups.*

A minimum of three graduate credit hours must relate to multicultural education. Courses which meet both the multicultural and foundations requirement may “double count” to meet both requirements. A list of courses approved to meet this requirement is available on-line at <http://ebe.osu.edu/epl/students/downloads/mult-cultural-course-list-bf-au05.pdf>.

Students Admitted Autumn Quarter 2005 & After

Approved multicultural courses for the School of Educational Policy and Leadership focus on both of the following criteria:

- a. Understanding diverse cultural experiences of education and*
- b. Developing skills or strategies to promote equity and social justice.*

Students admitted beginning Autumn Quarter 2005 will choose their required Multicultural Courses from a list of approved courses available at <http://ebe.osu.edu/epl/students/downloads/mult-cultural-course-list-aftr-au05.pdf>.

Students are required to complete a minimum of 3 credit hours at both the M.A. and Ph.D. level. Courses used to meet the M.A. requirement may not be used to meet the

multicultural course requirement at the Doctoral level. Approved Foundations courses may not be used to fulfill the Multicultural course requirement.

3. Research Requirement

For students pursuing the non-thesis option, courses in research are strongly recommended. For students pursuing the thesis option, a minimum of six graduate credit hours must be taken in educational research design and data analysis. Students in the School of Educational Policy and Leadership are strongly encouraged to take research methodology coursework from Quantitative Research, Evaluation, and Measurement or from Cultural Foundations, Technology, and Qualitative Inquiry.

4. Independent Study Requirement

Students Admitted Prior to Autumn 2008

Independent Study – A maximum of twenty (20) hours of graduate credit may be earned in individual study courses (e.g. 693.XX or 893.XX), internships (e.g. 930), planned field experience (884.XX), and practica (e.g. 945). Of these 20 credit hours, only 15 may be Individual Studies (e.g. 693 or 893) throughout the university.

Students Admitted Autumn 2008 and later

- a. Students pursuing the thesis option are required to take a minimum of twelve (12) credit hours of independent study coursework (EDU P&L 999.XX) related to the Master of Arts thesis.*
- b. Students pursuing the non-thesis option are required to take a minimum of six (6) credit hours of independent study in preparation for the Master's examination (EDU P&L 693.XX).*
- c. Students in Higher Education and Student Affairs are required to take EDU P&L 858 Case Studies in Higher Education Administration (three (3) credit hours) and three (3) credit hours of independent study coursework (EDU P&L 693.32) in preparation for the Master's case study examination.*
- d. Students in the Educational Administration program working on both a MA and Administrative Licensure are not required to complete independent study coursework.*

- e. *A maximum of twenty-four (24) hours of graduate credit may be earned in individual study courses (e.g. 693.XX or 893.XX); internships (930); planned field experiences (884.XX) and practica (945). Of these, 24 credit hours, only twenty (20) may be Individual Studies (693, 893).*

Area of Specialization.

The School of Educational Policy and Leadership offers areas of specialization within each of our five (5) sections. Most of these areas of specialization are not approved by the Graduate School and will not appear on student's transcripts. Exceptions are:

1. *an approved graduate specialization and an approved graduate minor in Educational Technology. (The specialization can be completed by students pursuing degrees in Education. The graduate minor can be completed by students pursuing graduate degrees outside of Education.) Completion of the requirements for the specialization or the minor will be designated on the student's transcript. Procedures to apply for applying to the specialization or the minor are located at <http://ebe.osu.edu/epl/academics/cftqi/edtech-grad.cfm>.*
2. *an approved Graduate Interdisciplinary Specialization in College and University Teaching. Completion of the requirements for the interdisciplinary specialization will be designated on the student's transcript. Procedures for applying to the interdisciplinary specialization are located at <http://ftad.osu.edu/gis/>.*

Foreign Language Requirement.

Credit Hours and Residence Requirement. A minimum of 45 graduate credit hours is required to earn a master's degree Eighty (80) percent of those required credit hours must be completed at this university of a period of at least two quarters. A student must be registered for at least three graduate credit hours the quarter in which graduation is expected.

1. Credit Hour Requirement

Students pursuing a thesis are required to complete a minimum of 45 credit hours.

Students pursuing the non-thesis option are required to complete a minimum of 50 credit hours.

2. Residency Requirement

Students must fulfill a residency requirement with a minimum of 12 hours of graduate credit. The residency requirement can be completed by choosing one of the following options:

- a. Satisfactorily completing 12 quarter hours of graduate credit during any given quarter.*
- b. Satisfactorily completing a total of 12 hours of graduate credit over two consecutive quarters.*
- c. Satisfactorily completing a total of 12 hours of graduate credit over two consecutive summer quarters.*
- d. Satisfactorily completing 10 hours of graduate credit during any given quarter if employed as a University teaching, administrative, or research associate.*

3. Program Coursework

Students Admitted Prior to AU 2008

- a. **Courses within the College of Education and Human Ecology:** students pursuing the thesis option must take a minimum of 20 hours of graduate credit from within the college. Students pursuing the non-thesis option must take a minimum of 25 hours of graduate credit from within the college.*
- b. **Special topics** – All 727's taught by university qualified instructors are considered special topics courses.*
 - i. Thesis Option – a maximum of 6 Special Topics credits may be applied toward the Master's Degree*
 - ii. Non-Thesis Option – a maximum of 12 Special Topics professional credits may be applied toward the Master's degree.*

Students Admitted Autumn 2008 and later

- a. **Courses within the School of Educational Policy and Leadership:** Students pursuing the thesis option must take a minimum of 20 graduate credit hours within the School. Students pursuing the non-thesis*

option must complete a minimum of 25 graduate credit hours within the School.

- b. **Special topics** - *All 727's taught by university qualified instructors are considered special topics courses.*
- *Thesis Option – a maximum of 6 Special Topics credits may be applied toward the Master's Degree*
 - *Non-Thesis Option – a maximum of 12 Special Topics professional credits may be applied toward the Master's degree.*

Time Limit.

Requirements for the Master of Arts of degree must be completed within a six year period.

Deactivation.

After an absence of two or more years, students must request readmission to their degree program.

Master's Degree Students - *To reactivate in their previous degree program, students must contact the Office of Student Services and Graduate Studies, 122 Ramseyer Hall. The staff will forward requests to reactivate to the student's previous academic section for approval before the student will be allowed to register for classes. The student's file, if it is still available, and the student's most recent advising report, will be forwarded for a decision.*

Students returning to take professional development courses two or more years after completing a degree in Educational Policy & Leadership can be reactivated immediately without asking faculty for permission.

Students returning to Educational Policy and Leadership without completing a degree may want to return after an absence of two or more years to take coursework. If they are not interested in returning to their degree program, students must complete and sign a form that states that they understand they are not being readmitted to their degree program. They are being admitted for the purpose of taking coursework only.

Once decisions to reactivate have been made, the Graduate School will be notified.

Thesis and Non-thesis.

1. *Thesis Option: (Minimum of 45 graduate credit hours) Students must submit a complete, typed thesis draft approved by the student's Master's Examination*

Committee before being examined over the thesis. The Master's Examination Committee is composed of at least two Graduate Faculty members, including the student's faculty advisor. The thesis must conform to Graduate School Format Requirements as described in the Graduate school Guidelines for Preparing Theses, Dissertations, and D.M.A documents.

2. *Non-Thesis Option: (Minimum of 50 graduate credit hours) Students must take and satisfactorily pass a minimum four-hour examination that has been constructed and evaluated by the student's Master's Examination Committee during the final quarter of the student's program. Approved alternatives of the Non-Thesis Option are the Action Research Project Option to be developed in consultation with the student's advisor; the Case Study Examination for MA students in Higher Education and Student Affairs; and a take home examination. In all cases the examinations must be equivalent in rigor and time length to the four-hour comprehensive examination.*

Earning Master's Degree On the Basis of Candidacy Examination.

1. – 5.

VI.2 Master's Examination

The master's examination is a test of the student's knowledge of the field. It is the final validation of performance for that degree. The master's examination is taken after submitting the Application to Graduate form and during the quarter in which the student plans to graduate. A student must be registered for at least three graduate credit hours during the quarter this examination is taken.

Responsibility.

Master's Examination Committee.

Attendance.

Video Conferencing.

Thesis.

The Master's Examination is an oral examination over the thesis and is scheduled for one hour.

Non-Thesis.

The Master's Comprehensive Examination is a four-hour written examination whose content and format is specified by the advisor within program area guidelines. The written examination will be taken at the time and place designated by the advisor, section or Office of Student Services and Graduate Studies and consistent with the University calendar. It may

include an oral portion which must take place during announced University business hours, Monday through Friday.

Three Alternative format examinations (take home examination, action research project, or case study examination) are permitted to accommodate the different interests of students as well as the requirements and curricula of School programs. All alternative format examinations are expected to be equivalent in rigor and time length as the four-hour Comprehensive Examination.

Exam Date – When five or more students sit for the Master’s Examination on the same day and time the staff of the Student Services Office will proctor the exam. The Master’s Comprehensive Examination will be conducted on a date agreed upon by the School of Educational Policy and Leadership, typically scheduled the sixth Friday of the quarter. When less than five students are scheduled to take the Comprehensive Examination, arrangements for the exam will be determined by the student’s advisor.

***Alternate Date and Format** – The Alternate Format or Alternate Date Form must be filled out when the student is not participating in the School proctored exam (during those quarters when we sponsor a proctored exam). Higher Education and Student Affairs students participating in the Case Study Exam do not have to complete this form. Checking the box on the Application to Graduate next to the blank line and writing in “Case Study Exam” is sufficient.*

Halting an Oral Examination in Progress

VI.3 Result of the Master’s Examination

Decision.

Satisfactory.

Unsatisfactory.

Second Master’s Examination.

Review.

VI.4 Thesis

Draft.

Approval.

Restricted Material.

Submission.**Fees.****VI.5 Graduation, Master's Students**

It is the dual responsibility of the Graduate Studies Committee and the Dean of the Graduate School to review the student's record and ensure that all degree requirements are completed at the end of the expected quarter of graduation.

Requirements.

1. – 4.

5. *must have met the program requirements of the section to which the student was admitted*

Application to Graduate.

The Office of Student Services and Graduate Studies is required to review all applications to graduate and MA Programs of Study prior to forwarding applications to the Graduate School. All applications to graduate must be submitted by the School deadline, announced each quarter by email so that applications can be delivered by the Graduate School deadline.

End of Quarter.**VI.6 Summary of Master's Degree Graduation Requirements VI.6**

1. – 8.

VI.7 Dual Master's Degree Programs**Program of Study.**

Higher Education and Student Affairs and the Fisher College of Business Labor and Human Resources programs have an approved MA/MLHR dual master's degree on file with the Graduate School.

Credit Hours.**VI.8 Master's Examination, Dual Degree Students VI.8**

1. -6.

Section VII—Doctoral Degree Programs

Doctoral degree programs give students the opportunity to achieve a high level of scholarly competence and to develop the capacity to contribute to the knowledge of their field. At this university, doctoral degree programs consist of a coherent pattern of courses and other educational experiences, a candidacy examination, a dissertation (Ph.D.) or document (D.M.A.), and a final oral examination.

VII.1 General Information

Program of Study.

Students are admitted to a Doctoral program within a section in the School. The program of study is developed by the student working with his or her committee.

Sections may establish requirements in addition to those specified by the Graduate School.

1. Foundations of Education Requirement.

For Students Admitted before Autumn Quarter 2005

At least two courses (a minimum of six graduate credit hours) in philosophical, historical, social, anthropological or psychological foundations are required. Courses which meet both the foundations of education and the multicultural requirement may be “double counted” to fulfill both requirements. A list of suggested courses that can fulfill the foundations requirement is available in the Office of Student Services, 122 Ramseyer Hall, as well as on-line at <http://ebe.osu.edu/epl/students/downloads/foundations-course-list-bf-au05.pdf> Students should consult their advisors to determine appropriate foundations courses for their programs of study.

For Students Admitted Autumn 2005 and After

Approved Foundations courses focus on the historical, philosophical, comparative, psychological, or sociocultural study of education, and are informed by both disciplinary and interdisciplinary fields of study. Students admitted beginning

Autumn Quarter 2005 will choose their required Foundations Courses from a list of approved courses available at <http://ebe.osu.edu/epl/students/downloads/foundations-course-list-aftr-au05.pdf> or in the Office of Student Services and Graduate Studies, 122 Ramseyer Hall.

Students are required to complete at least 2 foundations courses for a minimum of 6 credit hours at both the M.A. and Ph.D. level. Courses used to meet the M.A. requirements may not be used to meet the course requirements at the Doctoral level. Approved Multicultural courses may not be used to fulfill the Foundations of Education course requirements.

2. Multicultural Education Requirement.

For Students Admitted before Autumn Quarter 2005

Approved multicultural courses have, as a major goal, one or more of the following:

- a. Facilitate understanding about hegemony and multicultural/dominant culture theories of society;*
- b. Develop analytic and evaluative skills to address issues of hegemony, institutional and individual racism, sexism, and classism;*
- c. Assist in understanding the everyday reality confronting values and beliefs among diverse cultural groups; and*
- d. Facilitate the development of educational or organizational strategies for understanding and acting in ways that will serve to promote equity, social justice, and/or diversity among small groups.*

A minimum of three graduate credit hours in multicultural education is required. Courses which meet both the multicultural and foundations requirement may “double count” to meet both requirements. A list of courses approved to meet this requirement is available on-line at <http://ebe.osu.edu/epl/students/downloads/mult-cultural-course-list-bf-au05.pdf>.

At least one course (a minimum of three graduate credit hours) in multicultural education is required. Courses which meet both the multicultural and foundations requirement may be “double counted” to fulfill both requirements. A list of courses approved to meet this requirement is available in the Office of Student Services, 122 Ramseyer Hall, as well as on-line at <http://ebe.osu.edu/epl/students/downloads/mult-cultural-course-list-bf-au05.pdf> Students should consult with their advisors to determine an appropriate multicultural course for their program.

For Students Admitted Autumn 2005 and After

Approved multicultural courses for the School of Educational Policy and Leadership focus on both of the following criteria:

- a. Understanding diverse cultural experiences of education.*
- b. Developing skills or strategies to promote equity and social justice.*

Students admitted beginning Autumn Quarter 2005 will choose their required Multicultural Courses from a list of approved courses available at <http://ebe.osu.edu/epl/students/downloads/mult-cultural-course-list-afr-au05.pdf> or in the Office of Student Services and Graduate Studies, 122 Ramseyer Hall.

Students are required to complete one multicultural course for a minimum of 3 credit hours at both the M.A. and Ph.D. level. Courses used to meet the M.A. requirement may not be used to meet the multicultural course requirement at the Doctoral level. Approved Foundations courses may not be used to fulfill the Multicultural course requirement.

If the student and the student's advisor determine that an alternate multicultural or foundation course would better meet the needs of the student's program, a petition may be submitted to the Graduate Studies Committee to allow an alternate course on the plan of study. The petition should include a letter from the student explaining the choice of an alternate course and a letter of support from the student's advisor explaining how that course meets the criteria for multicultural courses as set forth by the Graduate Studies Committee, and a copy of the course syllabus. Petitions should be submitted to the Office of Student Services and Graduate Studies, 122 Ramseyer Hall.

3. Research Requirement:

Four graduate courses in research or scholarly methods (A minimum of twelve graduate credit hours) are required beyond the Master's degree. Consult with your advisor to determine a series of appropriate methodology courses.

4. Research Apprenticeship (for students admitted AU 2008 and later)

A research apprenticeship of at least 12 credit hours is required. This apprenticeship affords opportunities for students to work on educational research projects under the supervision of faculty members, and may be in preparation for conference presentations and/or publications; or study relevant to the dissertation.

EDU P&L 850 Internship in Educational Research and Development meets this requirement.

5. **Dissertation Proposal Development (for students admitted AU 2008 and later)** – *At least nine credit hours of independent study credit (893.XX) related directly to planning the dissertation is to be taken with members of the candidacy examination committee or dissertation committee.*

Area of Specialization.

The School of Educational Policy and Leadership offers areas of specialization within each of our five (5) sections. Most of these areas of specialization are not approved by the Graduate School and will not appear on student's transcripts. Exceptions are:

1. *an approved graduate specialization and an approved graduate minor in Educational Technology. (The specialization can be completed by students pursuing degrees in Education. The graduate minor can be completed by students pursuing graduate degrees outside of Education.) Completion of the requirements for the specialization or the minor will be designated on the student's transcript. Procedures to apply for applying to the specialization or the minor are located at <http://ehe.osu.edu/epl/academics/cftqi/edtech-grad.cfm>.*
2. *an approved Graduate Interdisciplinary Specialization in College and University Teaching. Completion of the requirements for the interdisciplinary specialization will be designated on the student's transcript. Procedures for applying to the interdisciplinary specialization are located at <http://ftad.osu.edu/gis/>.*

Foreign Language Requirement.

Second Doctoral Degree.

VII.2 Credit Hours and Residency Requirements

Minimum Hours.

Master's Credit.

If the Master's degree was earned at another university, the student may transfer those earned hours to this university for a total of 45 credit hours with approval of the faculty advisor. The transfer of credit should occur during the student's first quarter of enrollment at Ohio State.

Please follow this two-part process to complete the transfer of credit:

1. Please fill out the **Educational Policy and Leadership Request to Transfer Graduate Credit** form <http://ebe.osu.edu/epl/students/downloads/transfer-credit-another-univ.pdf>. This form must be signed by the student's faculty advisor.
2. At the same time, Section 1 ONLY of the **Graduate School Request to Transfer Graduate Credit** form <http://www.gradsch.ohio-state.edu/Depo/PDF/TransferCredit.pdf>

Turn both forms in to the Student Services Office 122 Ramseyer Hall.

If the Master's Degree was earned at Ohio State from a program area outside the School of Educational Policy and Leadership, notification must be sent to the Graduate School verifying that the credit hours from the Master's degree can be applied to the current Doctoral program in the School. This notification can be accomplished at the time of the admission decision by noting in Part III of the Request to Transfer Graduate Program form <http://www.gradsch.ohio-state.edu/Depo/PDF/TransferGradProgram.pdf> and on the EPL Referral Form that is part of each application file forwarded for an admission decision.

If the decision to allow the Master's degree from Ohio State to count is not completed at the time of admission, the student's advisor must send a letter to the Graduate Studies Committee Chair requesting that the Master's degree count. A letter from the Graduate Studies Chair will be forwarded to the Graduate School supporting that request.

Petition.

Residency.

1. – 3.

Deactivation.

After an absence of two or more years, students must request readmission to their degree program.

1. **Pre Candidacy Doctoral Students** - To reactivate in their previous degree program, students must contact the Office of Student Services and Graduate Studies, 122 Ramseyer Hall. The staff will forward requests to reactivate to the student's previous academic section for approval before the student will be allowed to register for classes. The student will be asked to write an updated statement of intent and to address the reason for his or her absence. The student's file, if it is still available, and

the student's most recent advising report, will be forwarded along with the updated statement for a decision.

2. ***Post-candidacy students who have not exceeded the 5 year candidacy period*** – *Students may be reactivated with the permission of their previous academic program. The section chair will be asked to sign a reactivation form permitting the student to re-enroll to complete his or her dissertation requirements. The student will be asked to provide an updated statement of intent that addresses his or her current research interests along with the reason for his or her absence. The student's file, if it is still available, and the student's most recent advising report, will be forwarded along with the updated statement for a decision.*

3. ***Post-candidacy students who have exceeded the 5 year candidacy period*** – *Students may petition the Graduate Studies Committee to be reactivated for the purpose of taking a Supplemental Candidacy Examination. Successful completion of the supplemental exam will reopen candidacy for the student for a period of two years.*

To initiate the petition process, the student must write a letter to the Graduate Studies Committee requesting reactivation. This letter should include a statement describing the status of the student's research and dissertation. The student must have a letter of support from his or her academic section and advisor verifying that a committee can be formed and that the student will be able to complete his or her work within the allowed two year time frame.

4. *Once decisions to reactivate have been made, the Graduate School will be notified.*

VII.3 Preliminary Examinations

Candidacy Examination VII.4

The candidacy examination is a single examination consisting of two portions, written and oral, administered under the auspices of the Graduate Studies Committee in conjunction with the student's candidacy examination committee and the Graduate School. The candidacy examination is a test of the student's comprehension of the field, allied areas of study, his or her capacity to undertake independent research, and his or her ability to think and express ideas clearly. Doctoral programs may emphasize these aspects of the candidacy examination in different ways. While the Graduate School does not impose a standard format, each Graduate Studies Committee must ensure that a rigorous examination is given and that the student's performance is evaluated at the time of the exam.

Timing.

Candidacy Examination Committee.

VII.5 Written Portion of the Candidacy Examination

Procedures.

Consistent with the Graduate School guidelines, the regular examination formats used in the School of Educational Policy and Leadership are:

- a. A series of scholarly papers in the area of concentration, or*
- b. A series of take-home questions from Advisory Committee members with a specified period of time to prepare responses, or*
- c. 12 hours written examination in a proctored setting covering the areas of concentration, or*
- d. 8 hours written examination in a proctored setting and a proposal, case study, major literature review or major paper*
- e. The diversity of program areas may recommend still other formats and procedures.*

Proposal of Candidacy Examination Committee Members.

*In addition to delivering the original to the Graduate School, a copy of the signed **Doctoral Notification of Candidacy Examination** form must be submitted to the Student Services Office, 122 Ramseyer Hall.*

Form.

*In addition to delivering the original to the Graduate School, a copy of the signed **Candidacy Examination Report** form must be submitted to the Student Services Office, 122 Ramseyer Hall upon completion of the examination*

Waiver.

VII.6 Oral Portion of the Candidacy Examination

Scheduling.

Deadlines involving Graduate Faculty Representative.

Attendance and Format.

Video Conferencing.

Halting an Oral Examination in Progress.

Postponement.

VII.7 Result of the Candidacy Examination

Decision.

Satisfactory.

Unsatisfactory.

Second Candidacy Examination.

Failure.

Review.

VII.8 Candidacy

Definition of Candidacy: Candidacy is defined as that period in a doctoral student's studies when she or he is deemed ready to undertake independent and original research resulting in a dissertation (Ph.D.) or to meet performance and document requirements (D.M.A.). Doctoral students achieve candidacy by passing the written and oral portions of the candidacy examination. Candidacy should be reached after doctoral students have taken enough coursework to become proficient in the field of study, which is generally two years after starting the doctoral program or one year after qualifying or preliminary exams. Doctoral students who have achieved candidacy are deemed to have:

1. acquired the necessary advanced knowledge of the subject (normally by meeting all of the course requirements for the particular Ph.D. program);
2. developed the needed technical skills (e.g., language, laboratory, computational, etc.) for work in the subject; and
3. demonstrated the ability to do the research or scholarship necessary to begin work on a dissertation.

Admission to Candidacy: Provided that the student is in good standing at the end of the quarter in which the candidacy examination is completed, satisfactorily completing that examination admits the student to candidacy for the doctoral degree in that program at the end of that quarter.

A student is normally expected to enroll primarily in 999 or in program-approved courses after satisfactorily completing the candidacy examination. Post-candidacy doctoral

students can enroll for three credit hours and be considered full time. Post-candidacy doctoral students must also fulfill the post-candidacy residency requirement of a minimum of six graduate credit hours over a period of at least two quarters after admission to candidacy. Candidacy status established in one doctoral program is not transferable to another doctoral program.

Continuous Enrollment: This policy is effective for all students who were admitted to the Graduate School Autumn Quarter 2008 and after.

All students who successfully complete the doctoral candidacy examination will be required to be enrolled in every quarter of their candidacy (summer excluded) until graduation. Students must be enrolled for at least 3 credits per quarter. While the Graduate School and the individual graduate programs will monitor the enrollment of all post-candidacy students, it ultimately will be the responsibility of each student to ensure that they are meeting the enrollment provisions of this policy.

Non-enrollment. Post-candidacy students who do not enroll in a required quarter will be withdrawn from active candidacy status. A student whose candidacy status has been withdrawn will not be allowed to continue on in the doctoral program until reinstated. A hold will be placed on the student's university record preventing any further registration or access to university resources. A student wishing to be reinstated to the doctoral program and active candidacy status will need to petition the Graduate Studies Committee in their program. If approved, the Graduate Studies Chair of the program will send to the Graduate School a formal request to allow the student to resume studies and register. Non-enrollment does not interrupt a student's five year candidacy period.

Upon approval of a post-candidacy reinstatement, the student will be retroactively enrolled in every quarter of missed enrollment for three credits of 999 research hours under their advisor. The student will be responsible for paying the past tuition charges as well as the current university per quarter late registration penalty. All past due charges will need to be paid before the Graduate School will approve the student for any future enrollment.

Leave of Absence. Post-candidacy students who cannot continue in their doctoral program due to extenuating circumstances can request a Leave of Absence from their doctoral studies on a quarterly basis for up to a maximum overall leave period of one year. While there are many situations upon which a leave can be requested, such as the birth or adoption of a child or a serious medical condition, a leave will not be granted with the sole reason of financial hardship. The initial request for a leave should be submitted by the student to the Graduate Studies Committee in the student's home program. If the leave is approved at the program level, the Graduate Studies Chair will formally request the leave in writing to the Dean of the Graduate School. A request for a leave needs to be submitted before the actual leave period begins. Verification of circumstances should be included as part of the leave request. If a leave is

granted, the student's candidacy period will be paused until the student returns to continuous enrollment status.

Condition of Reinstatement. Any student who was admitted to the Graduate School before Autumn Quarter, 2008 is not bound by the continuous enrollment policy. However, a student who is not enrolled for at least two years will need to be reinstated to their graduate program to resume doctoral studies. As a condition of reinstatement a student will be required to follow the continuous enrollment guidelines as a post-candidacy student regardless of when they were admitted to the Graduate School.

All students admitted to EPL doctoral programs autumn 2008 and later must enroll continuously in at least three (3) credit hours each quarter after admission to candidacy. "Each quarter" excludes summer quarter. However, students must register for a minimum of three (3) credit hours during summer quarter if they are defending their dissertation, graduating and/or hold a Graduate Associate position.

Time Limit.

See Appendix I in the School of Educational Policy and Leadership Handbook.

Supplemental Candidacy Examination. The nature of the supplemental candidacy examination and the membership of the candidacy examination committee are determined by the student's advisor within the rules of the Graduate Studies Committee. The examination committee is comprised of the advisor and at least three other authorized Graduate Faculty members. The supplemental candidacy examination must include a written and an oral portion that last approximately two hours. A Graduate Faculty Representative is appointed if a prior unsatisfactory examination result is on record. All other rules pertaining to candidacy examinations must be followed.

See Appendix I in the School of Educational Policy and Leadership Handbook.

Dissertation VII.9

The dissertation is a scholarly contribution to knowledge in the student's area of specialization. By researching and writing a dissertation, the student is expected to demonstrate a high level of knowledge and the capability to function as an independent scholar.

*An approved proposal/prospectus, along with the EPL form **Title of Research Proposal/Prospectus** must be signed by the student, his or her faculty advisor and committee. The form must be submitted to the Student Services Office, 122 Ramseyer Hall.*

Dissertation Committee. The dissertation committee is composed of the advisor who must be a Category P Graduate Faculty member in the student's graduate program and at least two other authorized Graduate Faculty members. Additional Graduate Faculty members also may serve on the dissertation committee. The advisor serves as chair of

the dissertation committee. Selection of the committee members is the responsibility of the advisor and is subject to the rules of the Graduate Studies Committee. Non-Graduate Faculty members may be appointed to the dissertation committee by approval of the Graduate Studies Committee in the student's home program and by petition to the Graduate School. Non-Graduate Faculty members are in addition to the required three, current Ohio State Graduate Faculty members. The dissertation committee is established at a time thought appropriate by the student and the advisor. Although it should be formed as early as possible in the research process, the dissertation committee must be formed no later than the second Friday of the quarter in which the student expects to graduate. Students who plan to complete the dissertation during the summer quarter are responsible for making certain that committee members are on duty in the summer.

External Members.

Format Review.

VII.10 Final Oral Examination

The final oral examination tests originality, independence of thought, the ability to synthesize and interpret, and the quality of research presented. The final oral examination concerns principles and historic perspective as well as data. The final oral examination includes but is not limited to discussion of the dissertation. The examiners often pursue lines of thought and argument from the data and concepts that have contributed to the research and to its critical evaluation by the student.

Final Oral Examination Committee. The final oral examination committee is composed of the student's dissertation committee, plus the Graduate Faculty Representative. Other Graduate Faculty members may be added to the committee, subject to the rules of the Graduate Studies Committee. The advisor serves as chair of the final oral examination committee. The advisor of a doctoral student must be a Category P member of the student's graduate program. Responsibility for conducting and evaluating the final oral examination rests with the student's final oral examination committee.

Draft Approval.

Proposal of the Final Oral Examination Committee Members.

*In addition to delivering the original to the Graduate School, a copy of the signed **Doctoral Draft Approval/Notification of Final Oral Examination** form must be submitted to the Student Services Office, 122 Ramseyer Hall.*

Graduate Faculty Representative.

Negative Judgment of Dissertation Draft, Graduate Faculty Representative.

Attendance and Format.¹ Except when video conferencing is approved by the Graduate School, all members of the final oral examination committee must be present during the entire examination. All committee members are expected to participate fully in questioning during the course of the examination and in the discussion of an d decision on the result. Other faculty members and graduate students may attend the examination, subject to the rules of the Graduate Studies Committee. The final oral examination lasts approximately two hours. A presentation of the dissertation research by the student is allowable. At least one hour of the two-hour examination period, however, must be allotted to discussion of the research and to questions of and answers by the student. Local programs may develop additional local protocols and procedures.

Video Conferencing.

Postponement.

Halting an Oral Examination in Progress.

VII.11 Result of the Final Oral Examination

Decision.

*In addition to delivering the original to the Graduate School, a copy of the signed **Final Oral Examination Report** form must be submitted to the Student Services Office, 122 Ramseyer Hall upon completion of the examination.*

Satisfactory.

Unsatisfactory.

Second Final Oral Examination.

Failure.

Review.

VII.12 Dissertation—Final Copy

Final Approval.

Restricted Material.

Electronic Submission.

Abstract.

Fees.

¹ This revised language was approved by the Graduate Council September 22, 2008.

VII.13 Graduation Requirements

Application to Graduate.

1. – 4.

End of Quarter.

VII.14 Summary of Ph.D. Degree Graduation Requirements

1. – 14.

VII.15 Doctor of Musical Arts Degree (D.M.A.)

D.M.A. Document.

D.M.A. Committee.

Final Oral Examination.

Electronic Submission of D.M.A. Document.

VII.16 Summary of D.M.A. Degree Graduation Requirements

1. – 15.

VII.17 Professional Doctoral Programs

Professional doctoral degree programs prepare students for advanced professional practice as required by the relevant licensing board and professional organization. The professional doctoral examination, final document, and exit requirement are components that provide examination and capstone experiences consistent with the profession's standards and the Graduate School's expectations for professional doctoral programs.

Admissions Criteria

1. – 5.

Program of Study.

Credit Hours.

Residency.

1. – 3.

Professional Doctoral Examination. Students are required to take a professional doctoral examination testing the student's understanding of the theoretical and applied fundamentals of the field as well as the student's readiness to engage in a sustained clinical or professional experience. The timing of the professional doctoral examination is set in accordance with the requirements of professional preparation but generally

precedes a sustained clinical or professional experience. Graduate Faculty Representatives do not serve on the professional doctoral examination.

Failure.

Final Document.

Final Document Committee. The final document committee is composed of the advisor, who must be a Category P Graduate Faculty member of the student's home program, and at least two other authorized Graduate Faculty Members. Graduate Faculty Representatives do not serve on the final document committee.

Exit Requirement.

External Reviewers.

Time to Degree.

Review.

Section VIII—Special Graduate Programs

VIII.1 Combined Programs

Students in combined programs are enrolled concurrently in the Graduate School and in either a professional or undergraduate college or school. The purpose of combined programs is to give outstanding students an opportunity to pursue simultaneously two degrees in different colleges or schools by reducing the amount of time required to complete both sets of degree requirements.

Programs. The following professional colleges and schools offer combined programs with the Graduate School:

Dentistry, Law, Medicine, Optometry, Pharmacy, and Veterinary Medicine

The following undergraduate colleges and schools offer combined programs with the Graduate School:

Agriculture; Allied Medical Professions; Arts; Arts and Sciences; Business; Engineering; Education and Human Ecology; Natural Resources; and Nursing.

Admission.

Criteria.

1. – 5.

Credentials.

Procedures.

Advisor.

Monitoring Progress.

Course Load.

Schedule Approval.

Withdrawal.

Course Credit.

Cumulative Point-Hour Ratio

Academic Standards.

Master's and Doctoral Degree Requirements.

Graduate Associates.

VIII.2 Graduate Certificate Programs

Certificates Offered.

Program of Study.

Credit Hours.

Academic Standards.

Application to Graduate.

VIII.3 One-of-a-Kind Doctoral Programs

VIII.4 Graduate Minors and Graduate Interdisciplinary Specializations

Program of Study.

Graduate Minors.

Graduate Interdisciplinary Specializations.

Minors and Interdisciplinary Specializations Offered.

The School of Educational Policy and Leadership offers a Graduate Interdisciplinary Specialization and Graduate Interdisciplinary Minor in College and University Teaching.

The School of Educational Policy and Leadership offers a Graduate Minor and a Graduate Specialization in Educational Technology.

Information is available on the school website <http://ebe.osu.edu>.

Section IX—Graduate Associates

IX.1 General Information

A graduate student's principal objective is to earn a graduate degree. Appointment as a GA contributes to that objective by providing an apprenticeship experience along with financial support. This apprenticeship complements formal instruction and gives the student practical, personal experience that can be gained only by performing instructional, research, or administrative activities. It is expected that GA responsibilities will not interfere with a student's reasonable progress toward completion of the graduate degree.

Graduate Associates appointed by the School of Educational Policy and Leadership will be assigned to specific positions with supervision provided for orientation, training, and performance feedback and evaluation.

Titles.

Responsibilities.

All supervisors will provide preliminary written job descriptions prior to the start of the GA appointment. Aspects of the job descriptions may be added or negotiated after the job starts. Final job descriptions are approved by the Director of the School.

Eligibility.

1. must be pursuing a graduate degree at this university

All graduate students holding an appointment in the School of Educational Policy and Leadership or in any other School or Department in the College of Education and Human Ecology must have achieved a minimum score of 500 on both the verbal and quantitative portions of the GRE.

2. must meet minimum Graduate School registration requirements:

nine credit hours during each quarter a 50 percent or greater GA appointment is held, except during the summer quarter, when the minimum is seven

seven credit hours during each quarter a 25 percent appointment is held

for doctoral students who have passed the candidacy examination, three credit hours each quarter a 50 percent GA appointment is held, including summer quarter

Audited courses do not count toward these requirements.

Effective Autumn Quarter 2007, all GAs in the School of Educational Policy and Leadership are strongly urged to enroll for a minimum of 15 credit hours per quarter during which a School tuition fee payment authorization is utilized. GAs should meet with their advisors to discuss quarterly course schedules. To reach the 15 credit hours, GAs may choose to enroll in EPL 930 Internship in Higher Education (6-12 credit hours.) or EPL 884.32 Field Experience in Higher Education (1-15 credit hours.). These enrollments are intended not to increase academic assignments, but to reflect the mentoring and learning that GAs obtain in the course of the assistantship. Enrollment in the course may be listed under the supervisor of the assistantship or the School Director.

3. Must be in good standing in the Graduate School when the appointment or reappointment becomes effective

A letter of exception for initial appointment can be requested of the Graduate Studies Committee by the admitting unit so student can hold a GA position.

4. must maintain reasonable progress toward a graduate degree. It is the responsibility of each Graduate Studies Committee to determine what constitutes reasonable progress in its degree programs

Satisfactory progress will be defined by the School as:

- a. *for PhD students already holding a Master's Degree – on track to graduate within 5 years.*
 - b. *for PhD students without a Master's Degree – on track to graduate within 6 years.*
 - c. *for MA students – on track to graduate within 2 years*
 - d. *a minimum 3.0 grade point average*
 - e. *satisfactory evaluation by advisor that courses taken are reasonable for the degree sought*
5. must certify proficiency in spoken English before assuming GTA duties involving direct student contact (applies only to international non-English speaking graduate students)
 6. must satisfy other requirements published by the Graduate Studies Committee or appointing unit

Students must also satisfy other requirements stipulated by the Graduate Studies Committee of the School of Educational Policy and Leadership, the Director's Office of the School, or the College of Education and Human Ecology.

7. must, if enrolled in a bachelor's/master's combined program, hold only a GA appointment that does not involve teaching of other students

Monitoring.

Monitoring of Graduate Associate's eligibility for appointment or reappointment is delegated to the Director of the Office of Student Services and the student's advisor.

IX.2 Terms of Appointment, Reappointment or Termination

Offer of Appointment.

Time of Offer.

If possible, offers of appointment and reappointment should be made prior to April 15 with a response date for acceptance or non-acceptance of April 15.

If possible, TA course assignments should be made at least one quarter in advance in order that the TA have time to organize and plan the course, and to get copyright clearance for course materials, if necessary.

Period of Appointment.

1. *The period of appointment will be specified on the appointment form as well as starting and termination dates. Typical appointments are for nine months.*
2. *Appointments of shorter duration are determined by the School Director*
3. *Availability of summer appointments is based on need and availability of funding. Offers for summer appointments are only for summer quarter and will typically be made early in spring quarter.*

Percent Time.

1. *For GAs, a 25% appointment will average 10 hours per week*
2. *For GAs, a 50% appointment will average 20 hours per week*
3. *For GAs, a 75% appointment or combination of appointments will average 30 hours per week*

Generally, the guidelines below are desired; however, the Director of the School will set final, actual conditions in line with the needs of the School. The Director also sets enrollment limits for TA classes based on School needs.

1. *a 25% appointment is one 3-hour class per quarter*
2. *a 50% appointment is two 3-hour classes or one 5-hour class per quarter*
3. *a 75% appointment is three 3-hour classes or one 5-hour and one 3-hour class per quarter.*

Stipend.

Stipend levels are set by the Director of the School. Currently, stipend levels are determined by degree and progress toward degree. Master's degree students' stipend levels will be based on the students' status as first or second year students. Doctoral degree students' stipend levels will be based on the pre- or post-candidacy status of the students. Copies of the student's signed Candidacy Examination Report Form must be turned in to both the Student Services Office (122 Ramseyer Hall) so that post-candidacy pay increases can be posted.

Reappointments.

Appointments and reappointments are initiated by the person responsible for overseeing and supervising the GA position for the term of appointment and are approved and assigned by the School Director's office.

All GA appointments and reappointments are subject to University and School funding.

Reappointment is based on the following criteria:

1. *GA appointments are normally made for three academic quarters with the possibility of a fourth quarter of support. PhD students are normally eligible for reappointment up to three academic years unless otherwise stipulated in their letter of offer of admission or appointment. MA students are normally eligible for reappointment up to two academic years unless otherwise stipulated in their letters of offer of admission or appointment.*
2. *Maintaining a 3.0 grade point average.*
3. *Satisfactory evaluation by advisor that courses are reasonable for the degree sought.*
4. *Satisfactory evaluation by supervisor(s) of positions held.*

Final employment decisions rest with the Director. Contracts for appointment or reappointment are issued from the School Director's office.

Termination Criteria.

1. – 6.

Volunteer GAs.

GAs Teaching Graduate Students.

Outside Employment

The School of Educational Policy and Leadership does not encourage outside employment of Graduate Associate appointees during the time of their appointment. Students, advisors and GA supervisors must work in consultation with one another to insure that academic progress and GA responsibilities are not compromised by outside employment. This consultation should occur annually.

IX.3 Appointing Unit Responsibilities

Within the above-stated rules, each unit appointing GAs must develop, publish, and make available its GA rules, processes, and procedures. In addition, all GAs should be informed in writing of the person or persons from whom they should seek guidance and advice about their GA responsibilities. Each unit appointing GAs must provide the following information or direct students to a publication where it is located:

- 1.
2. local criteria and procedures for selecting GAs

Candidates for GA positions are currently recommended to the Director of the School by faculty and/or staff. Final employment decisions rest with the Director.

3. – 5.
6. stipend levels

Current EPL stipend levels are available from the School's Fiscal Officer.

7. – 8.
9. criteria and procedures for evaluating and reporting GA performance, including information about the Student Evaluation of Instruction (SEI) form and other student evaluations

The main purpose of positive and corrective performance feedback is to improve competence and performance of the GA.

If termination during the term of appointment or disqualification for reappointment is the judgment to be made, the supervisor shall justify the recommendation in writing to the Director, advisor, and GA. The Director shall make the final decision.

10. – 12.

IX.4 Grievance Procedures

If the above informal discussions do not result in a resolution and before the formal procedure of Appendix C in the Graduate School Handbook, GAs with a grievance are referred to the Director of the School. The Director will seek information from parties concerned in the grievance and render a formal decision on the grievance.

If the Director is a party concerned in the grievance, the grievance is referred to the Graduate Studies Committee. The Graduate Studies Committee will seek information from parties concerned in the grievance and render a formal decision on the grievance to the Graduate School.

IX.5 Benefits Information

Fee Authorizations.

Fourth Quarter Fee Authorization.

GAs must inform the EPL GA coordinator of their intent to use a fourth quarter fee authorization.

Time Off.

GAs are expected to work during quarter breaks unless released by their supervisors.

Short-Term Absences and Leaves of Absence.

In the School of Educational Policy and Leadership, a six-week leave of absence must normally be taken consecutively.

Military Leave.

Parking Permits.

Change in Status.

Health Insurance.

Workers' Compensation.

Retirement.

Unemployment Compensation.

Section X—Graduate Fellowships

X.1 Graduate School Fellowships X.1

A Graduate School fellowship is a financial award made by the university directly to a graduate student to provide support during a portion of the graduate degree program. Fellows are selected on the basis of academic merit through a university-wide competition without respect to financial need. Graduate fellows cannot be required to perform a service in return for receiving a stipend. Two distinct kinds of Graduate School fellowships are awarded on a competitive basis: 1) first-year fellowships (University and Graduate Enrichment) for students applying to begin a graduate program at Ohio State and 2) Presidential Fellowships, which provide support to students completing their dissertation, D.M.A. document, or terminal projects in an M.F.A. program. The purpose of a first-year fellowship is to attract and retain a diverse, high quality graduate student population. Some first-year fellowships include a second and/or dissertation year of support. The Presidential Fellowship provides support to students so that they may complete the dissertation, D.M.A. document, or terminal M.F.A. projects unencumbered by other duties. This award recognizes the student's demonstrated research potential and scholarly achievements.

Eligibility.

1. – 5.

The following additional eligibility criteria apply to the first-year fellowships. The student

1. – 3.

Nomination.

Credit hours.

Dissertation Year of Multi-Year Fellowships.

1. – 2.

Presidential Fellowships.

Selection.

X.2 Terms of Appointment and Termination

Tenure.

Stipend.

Award.

Termination Criteria.

1. – 7.

Supplemental Appointments.**X.3 Benefits Information****Fee Authorization.****Short-Term Absences and Leaves of Absence.****Military Leave.****Parking Permits.****Health Insurance.****Taxes.****X.4 Non-Graduate School Funded Fellowships/Traineeships****Administration and Approval.****25 percent GA.****Payment of Tuition and Fees.****Tenure.****Taxes.****Insurance.**

Section XI—CIC Traveling Scholar Program

The Committee on Institutional Cooperation (CIC), the consortium of the Big Ten universities and the University of Chicago, established the Traveling Scholar Program to increase the cooperative use of its member institutions' resources. The program enables doctoral students at any CIC university to take advantage of educational opportunities at any other CIC university.

Eligibility.

Enrollment.

Time limit.

Section XII—Petitions: Graduate School Rules and Graduate Associate Policies

Students are expected to follow the rules approved by the Graduate Council and presented in this handbook. A student who believes that circumstances warrant a waiver of a rule may submit a petition to the Graduate School.

Graduate School Rules. Petitions about Graduate School rules must be directed to the Dean of the Graduate School, must include a written statement from the student requesting the waiver of a specific rule and describing the circumstances, and must include written statements from the student's advisor, the course instructor (if appropriate), and the Graduate Studies Committee chair, reacting to the student's request and providing any additional information pertinent to the waiver request.

Graduate Associate Policies. Petitions about GA appointments are considered by the Graduate Studies Committee, the Dean of the Graduate School, or the head of the appointing unit, depending on the nature of the petition. The Graduate Studies Committee considers eligibility petitions from students who wish to hold a GA appointment but who are on probation, who are not maintaining reasonable progress toward a degree, or who need to take non-graduate courses. The Graduate Studies Committee must notify the Dean of the Graduate School of its decision. The Dean of the Graduate School considers petitions concerning the other rules presented on graduate associates. The head of the appointing unit considers petitions concerning waiver of rules established by the appointing unit.

Section XIII—Graduate Council

This section summarizes the Rules of the University Faculty starting with 3335-5-32 regarding the Graduate Council. The Graduate Council is a revision of the former Council on Research and Graduate Studies, and its form and purpose follows recommendations made by the Committee to Review the Graduate School (Beck Committee) in its February 2006 report.

XIII.1 Purpose and Responsibilities

Purpose and Responsibilities.

XIII.2 Membership

Faculty Members.

Alternate Faculty Members.

Graduate Student Members.

Alternate Student Members.

Non-Voting Members.

Chair.

Administrator.

XIII.3 Committees

Curriculum Committee.

Ad hoc Committees.

Section XIV—Graduate Studies Committee

Each graduate program authorized to offer a graduate degree must have a Graduate Studies Committee. The Graduate Studies Committee oversees and administers its graduate degree programs and is the liaison between the Graduate School and the Graduate Faculty members in the graduate program.

Membership. Only Graduate Faculty members and graduate students in the graduate program are eligible to serve on the Graduate Studies Committee. The committee must have a minimum of three members.

The Graduate Studies Committee in the School of Educational Policy and Leadership consists of five faculty members elected by the graduate faculty of the School for staggered two-year terms. A faculty alternate is elected for a two-year term. A student representative shall be appointed by the committee for a one-year term.

Chairperson. *The Chairperson of the Committee is elected annually from the members of the Committee by simple majority*

Duties. *The Chairperson performs an administrative function for the Committee, assuring that necessary policy decisions are made and that the work of the Committee is carried on.*

Selection. The Graduate Faculty members in the graduate program determine the rules by which the Graduate Studies Committee's members and its chair are selected and their terms of office specified. The head of the academic unit or department chair may be a member of the committee but normally does not serve as its chair.

Nomination and selection of committee members shall be in accordance with School By-Laws.

XIV.1 General Responsibilities

The Graduate Studies Committee is responsible for the conduct and administration of its graduate programs, although some duties may be delegated to other faculty members. Actions taken by the committee are subject to approval, modification, or reversal by the Graduate Faculty members in the graduate program. Decisions made by Graduate Studies Committees must comply with Graduate School rules. The Graduate Studies Committee assumes other responsibilities as assigned to it by the Graduate School, the Graduate Faculty members in the graduate program, the head of the academic unit, or the committee members. The committee reports on its actions taken during the year to Graduate Faculty members in the graduate program. The following list summarizes the responsibilities of the Graduate Studies Committee. This list is not exhaustive.

Program Areas. *The graduate programs in the School are comprised of **five** graduate level sections (see Appendix II):*

- *Cultural Foundations, Technology, and Qualitative Inquiry*

- *Educational Administration*
- *Educational Psychology & Philosophy*
- *Higher Education & Student Affairs*
- *Quantitative Research, Evaluation and Measurement*

Office of Student Services and Graduate Studies. *The Committee has assigned certain other responsibilities to the Office of Student Services and Graduate Studies located in 122 Ramseyer Hall. The responsibilities assigned are enumerated in Appendix III.*

Rules. Formulates rules and procedures relevant to its own graduate programs within the policies established by the Graduate Council and the Graduate Faculty members in the graduate program.

Publishes and makes available to students and faculty in the graduate program a graduate program handbook containing the policies, rules, and procedures relevant too its own graduate programs.

The Graduate Studies Committee publishes a Graduate Studies Committee Handbook for faculty use, an MA Handbook; and a PhD Handbook; a Graduate Associate Handbook. Each handbook publishes the School rules applicable to each group. These handbooks must be used in conjunction with the Graduate School Handbook.

Establishes procedures for assigning and changing advisors

Section admissions committees make initial advisor assignments.

The Office of Student Services and Graduate Studies notifies students of initial advisor assignments in the letter containing the offer of admission.

Change of advisor forms are available in the Office of Student Services and Graduate Studies. This form must be signed by the new advisor(s).

Advisors must be from the School of Educational Policy and Leadership. Students must have an advisor or co-advisor from the Section to which the student was admitted.

Considers and acts on student petitions that pertain to its rules. Considers and recommends action to the Graduate Council on student petitions that pertain to the policies and rules of the Graduate Council or the university faculty

The Office of Student Services and Graduate Studies maintains the forms, completes correspondence and maintains records of the petitions from Educational Policy and Leadership, including petitions related to waiver of the six-year rule, course drop and

withdrawal, hours from other Schools or departments, hours from Graduate Non-degree, Fresh Start Rule, reinstatement, and status changes.

Establishes rules respecting thesis and non-thesis master's degree programs

Curricula, Program Changes, and Graduate Courses. Considers and recommends action on curricula, program changes, and graduate courses proposed for graduate credit to Graduate Council.

***Technical Accuracy.** Proposed programs and courses and changes to programs and courses are reviewed for technical accuracy and possible conflict with the stated mission, goals, and purposes of the School, the College, and the Graduate School.*

***Quality.** The Committee also reviews proposed programs and courses and program and course changes with a concern for overall quality. After review, the Committee submits positive recommendations to the College Curriculum Committee and returns proposals not approved to the originating faculty members. Appendix IV presents criteria and procedures for submitting courses or course changes to the Committee.*

Considers and acts on requests for non-Graduate Faculty members to teach courses for graduate credit (500-, 600-, 700-level courses)

May propose other plan options for tagged master's degrees to the Graduate Council

Graduate Faculty. Appoints faculty for Category M membership on the Graduate Faculty and nominates faculty for Category P membership to the Graduate School. Approves emeritus faculty members to continue specified Graduate Faculty functions. Reviews Graduate Faculty membership.

See Section XV for the School of Educational Policy and Leadership's policy for nominating faculty to P status.

The Graduate Studies Committee supports emeritus faculty who wish to continue advising their current students to completion of their degree. Emeritus faculty must, at least 60 days prior to retirement, inform the Graduate Studies Committee in writing of the students they plan to continue advising. This letter should also include the student's current status and the faculty member's role on the student's committee. The EPL Graduate Studies Committee will review requests for emeritus advising appointments. Unless there is a compelling reason put forward by a student, advisor and section, the committee will only consider such appointments for students who have achieved candidacy at the time of retirement.

Emeritus faculty advisors are expected to remain current on Graduate School policies and are expected to be available to advise their students.

The Graduate Studies Committee will forward a letter of support to the Graduate School.

Admission. Specifies admission criteria and admission credentials in addition to those required by the Graduate School. Makes admission recommendations.

The Graduate Studies Committee determines admissions policy for the School of Educational Policy and Leadership.

The Office of Student Services and Graduate Studies publishes policies, dispenses information to prospective students and enforces admissions policies.

The Office of Student Services and Graduate Studies collects admissions credentials, reminds students of missing materials, and forwards completed files to the section admissions committees.

Specifies and monitors the conditions that must be satisfied by students admitted in the conditional classification

Approves provisional classification extensions and may withdraw the provisional offer of admission or recommend denial of further registration

Approves changes in a student's admission classification

Approves extensions of the English as a Second Language time limit

Educational Policy and Leadership sections recommend extensions of the English as a Second Language time limit. The Graduate Studies Committee approves extensions of the English as a Second Language time limit and forwards those requests to the Graduate School for approval. The Office of Student Services and Graduate Studies assists with monitoring the students and processing the necessary paperwork for extensions.

Transfers, Re-entry, Senior Petition, Fresh Start. Reviews requests from current and former graduate students for changes in program, registration, and credits.

The Educational Policy and Leadership sections consider and act on requests from students to transfer into their academic sections. Policies and procedures are located in Section II.8 Intra-University Transfer

The Graduate Studies Committee approves the recommendations of the sections.

The Office of Student Services and Graduate Studies processes the paperwork and forwards it to the Graduate School for final approval.

Considers and acts on requests from students to transfer into its graduate program

The Educational Policy and Leadership sections consider and act on requests from students to transfer into their academic sections.

The Graduate Studies Committee approves the recommendations of the sections.

The Office of Student Services and Graduate Studies processes the paperwork.

Policies and procedures are located in Section II.8 Intra-University Transfer

Establishes rules for reentry of students

Considers petitions to reenroll from students who have been denied further registration or dismissed or whose enrollment eligibility has been deactivated

Decisions by the Graduate Studies Committee are made in consultation with the student's advisor and the section admissions committee.

Petition information is available in the Office of Student Services and Graduate Studies.

Approves courses taken under Senior Petition to be counted toward the graduate degree

Determines achievement level required and number of graduate credits that may be earned through credit by examination ("EM" credit)

Recommends approval of graduate courses to be transferred from another university

(see Section IV.2 Marks [Grades]).

Determines if the fresh start rule applies to former graduate students

Academic Standards and Program Quality. Establishes and enforces rules, procedures, and practices consistent with high quality graduate programs

Determines policies on time limits for completing degree requirements consistent with Graduate School rules. Such policies are then published in the graduate program handbook

All Master's Degrees must be completed within six years of admission to the degree program.

Reviews students' academic performance

The Graduate Studies Committee along with students' advisors and the Director of the Office of Student Services and Graduate Studies will monitor academic performance. The Director of

the Office of Student Services and Graduate Studies will notify advisors when an advisee has been placed on probation, academic warning, or dismissal by the Graduate School.

Determines reasonable progress and recommends action

In normal circumstances, the advisor determines reasonable progress based on the criteria set forth in Section V.4 Reasonable Progress and recommends action to the Graduate Studies Committee.

Where there are instances of concern about a student's progress, the advisor notifies the Office of Student Services to initiate consultation with the Graduate Studies Committee.

The advisor and section faculty along with the Graduate Studies Committee officially notify the Graduate School in writing what the expectations for reasonable progress are and how the student currently meets those criteria. Recommendations and performance benchmarks along with timelines for meeting recommendations are spelled out in detail to the student by the Graduate School.

May establish a foreign language requirement

The School of Educational Policy and Leadership does not require a foreign language.

Master's Degree Programs. In addition to enforcing Graduate School rules regarding master's degree programs, Graduate Studies Committees

The Office of Student Services and Graduate Studies publishes, explains and enforces the rules as set forth by the Graduate Studies Committee.

The Graduate Studies Committee recommends policies and guidelines to the faculty for the development of a list of approved courses that students can take to meet the School's Multicultural and Foundations of Education requirements.

(See Appendix V for clarification of the Policies and Guidelines for the Foundations of Education requirement.)

(See Appendix VI for clarification of the Policies and Guidelines for the Multicultural Course requirement.)

May recommend awarding a Master's degree on the basis of passing the doctoral candidacy examination

May establish rules for designating Master's degree areas of specialization to be recorded on student transcript

Establish rules and procedures for the conduct of the Master's examination, including attendance by graduate students and faculty members other than the Master's examination committee members

See Section VI.2 Master's Examination

Reviews student records to ensure that Master's degree requirements are met

The Office of Student Services and Graduate Studies reviews student records to ensure that the School's Master of Arts degree requirements are met.

The Office of Student Services and Graduate Studies Committee processes recommendations of the advisor and second reader upon final review of the examination and communicates results to the Graduate School.

Doctoral Degree Programs. In addition to enforcing Graduate School rules regarding doctoral degree programs, Graduate Studies Committees

The Office of Student Services and Graduate Studies publishes, explains and enforces the rules as set forth by the Graduate Studies Committee.

The Graduate Studies Committee recommends policies and guidelines to the faculty for the development of a list of approved courses that students can take to meet the School's Multicultural and Foundations of Education requirements.

(See Appendix V for clarification of the Policies and Guidelines for the Foundations of Education requirement.)

(See Appendix VI for clarification of the Policies and Guidelines for the Multicultural Course requirement.)

May establish rules for designating doctoral degree areas of specialization to be recorded on student transcript

May establish a foreign language requirement

The School of Educational Policy and Leadership does not require a foreign language.

Approves credit hours in excess of the master's degree to be counted toward the doctoral degree

Petitions the Dean of the Graduate School to waive the 120 minimum graduate credit-hour requirement

Establishes rules and procedures for the conduct of preliminary examinations

The School of Educational Policy and Leadership does not require preliminary exams.

Establishes rules and procedures for the conduct of the candidacy examination

(See section VII.5 Written Portion of the Candidacy Examination for a detailed explanation of School approved formats and procedures for Candidacy Examinations.)

Determines whether students may take the supplemental candidacy examination

Establishes rules and procedures for selecting the dissertation committee

Establishes rules and procedures for selecting the final oral examination committee

Determines if other faculty members and graduate students may attend the final oral examination

Decides whether the advisor or another member of the Graduate Faculty serves as chair of the candidacy examination committee and whether the advisor is a member of this committee and reports this decision to the Graduate School

Combined Programs.

Certificate Programs.

Graduate Associates. In addition to enforcing Graduate School rules regarding graduate associates, Graduate Studies Committees

Determine if students are eligible to hold graduate associate appointments

Monitors appropriateness of non-graduate credit courses in meeting minimum graduate associate registration requirements

May establish policy on outside employment by GAs in the graduate program

See Section IX.2 Terms of Appointment, Reappointment or Termination for School policy.

Section XV—Graduate Faculty Membership

The Graduate Faculty are those members of the general faculty approved to conduct graduate education at this university. Although appointment to the faculty must precede appointment to the Graduate Faculty and is a condition of it, a faculty appointment does not in itself confer Graduate Faculty membership.

XV.1 Eligibility

Regular Faculty.

Emeritus Faculty.

The Graduate Studies Committee supports emeritus faculty who wish to continue advising their current students to completion of their degree. Emeritus faculty must, at least 60 days prior to retirement, inform the Graduate Studies Committee in writing of the students they plan to continue advising. This letter should also include the student's current status and the faculty member's role on the student's committee. The EPL Graduate Studies Committee will review requests for emeritus advising appointments. Unless there is a compelling reason put forward by a student, advisor and section, the committee will only consider such appointments for students who have achieved candidacy at the time of retirement.

Emeritus faculty advisors are expected to remain current on Graduate School policies and are expected to be available to advise their students.

Auxiliary Faculty.

Ex Officio Members.

XV.2 Functions

Preclusion.

Graduate Faculty Representative.

XV.3 Category Level

The appropriate category level (P or M) is determined by the faculty member's qualifications and the functions the faculty member is expected to perform by the graduate program.

Nominations, Appointment, and Notification.

Multiple Appointments.

Advisor's Appointment.

XV.4 Qualifications and Special Rights and Responsibilities

Appointment can be directly to either Category P or M. The two categories do not imply a sequence.

Minimum Category P Qualifications. The faculty member

1. holds appointment as a regular, tenure-track, faculty member
2. holds an earned Ph.D., D.M.A., Ed.D., or equivalent
3. is engaged in an active program of research, scholarship, or creative activity, or demonstrates significant promise of establishing such a program

The Graduate Studies Committee may nominate new Educational Policy and Leadership tenured associate and full professors to the Policy and Standards Committee of the Council on Research and Graduate Studies for P status at the beginning of their appointment.

New Educational Policy and Leadership tenure-track professors with an earned doctorate may be nominated by the Graduate Studies Committee for P status after completing one year of service.

Nominees for P status are expected to be engaged in an active program of research since date of hire and to demonstrate a record of successful advising at the MA level, or a record of co-advising and committee service at the Doctoral level.

Section chairs nominate such faculty for P status with a letter to the Graduate Studies Committee. The Graduate Studies Committee reviews credentials and forwards a recommendation to the Graduate School along with a letter from the nominee stating his or her willingness to take on the special rights and responsibilities of Category P Graduate Faculty as specified in the Graduate School Handbook.

Rights and Responsibilities of Graduate Faculty. The faculty member

1. acts as the advisor for Master's and Doctoral students
2. participates in the governance of graduate education at all levels within the university
3. serves on doctoral examination committees
4. serves as a Graduate Faculty Representative on candidacy examinations and final oral examinations

Minimum Category M Qualifications. The faculty member

1. holds a regular, tenure-track, or regular clinical faculty appointment

2. holds a master's degree or higher, or equivalent

Rights and Responsibilities of Graduate Faculty. The faculty member

1. acts as the advisor for master's students
2. participates in the governance of graduate education at all levels within the university
3. serves on doctoral examination committees at the discretion of the Graduate Studies Committee.

XV.5 Committee Service and Advising by Non-Members of the Graduate Faculty

Committee Service.

Advising.

XV.6 Review

Graduate School Handbook Appendices

APPENDICES for the GRADUATE SCHOOL HANDBOOK can be found in the handbook itself, starting on page 55, which is located online at <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>.

Appendix A--Guidelines for Video Conferencing Relating to Master's and Doctoral Examinations

Appendix B— Research Standards and Misconduct

- I. Graduate Student Code of Research and Scholarly Conduct
Approved by the Council on Research and Graduate Studies, May 2004
- II. Graduate School Policy on the Investigation of Allegations of Research Misconduct by a Graduate Student

Appendix C--Graduate Student Grievance Review Guidelines
(For grievances related to graduate examinations and graduate associate appointments)

Appendix D—Guidelines for Short-Term Absences and Leaves of Absence for Graduate Students Appointed as GAs, Fellows and Trainees

SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP

Appendix I

Time Limits for the Ph.D. Degree

Knowledge is developing at a very rapid pace in contemporary academic disciplines. Limits on time permitted to complete the Ph.D. are based on the concern that doctoral graduates be current in their respective fields. Two options are open to students who are unable to meet the 5-year time limit on completion of the dissertation.

(1) Extension of Time

Petitions for extension of time for completion of the degree may be granted by the Graduate School in consideration of special circumstances surrounding the student's work. Such extensions are limited to one quarter.

Given the concern for currency of knowledge, criteria for approval of these requests are stringent. Petitions are acted upon by the School's Graduate Studies Committee, and if approved are forwarded to the Graduate School for final action. Evidence of unusual circumstances that prevented completion of the degree is usually required. Under such circumstances, an extension may be approved at the discretion of the Graduate School, but only if the dissertation is virtually complete, requiring only the very final stages for graduation, e.g., completion of the oral exam and/or final revisions and typing.

(2) Supplemental Candidacy Examination

The student may petition the School's Graduate Studies Committee for permission to take a supplemental candidacy examination. Upon successful completion of the examination, the student is granted two additional years in which to complete the degree. Note that no additional extensions of time will be granted by the Graduate School.

The general purpose of the examination is to verify the currency of the student's knowledge in those domains central to the student's professional work. These domains may in fact be substantially reflected in the literature base of the dissertation itself.

Petitions to take a Supplemental Candidacy Examination are acted upon by the School's Graduate Studies Committee, and if approved are forwarded the Graduate Studies Committee Chair will sign the Notification of Candidacy Examination form and note on the form that this is for a supplemental examination.

Upon approval, the student and advisory committee formulate the objectives, format, and tasks appropriate to the examination. Supplemental Candidacy Exams must include both written and oral portions.

All other requirements follow the same procedures as the standard Candidacy Examination.

There is no time limit or restriction following the initial 5-year period for petitioning and scheduling the supplemental candidacy examination. A period of several years could, in fact, have elapsed. However, students who have not been registered for 2 or more years must be readmitted to their degree programs before they can register for classes and take a supplemental exam. Faculty may deny readmission to the degree program. Students should follow procedures set forth in section VII.2 of the Graduate School Handbook.

Note also, that the procedure for taking a supplemental examination may be initiated even following an unsuccessful attempt to complete the degree through an extension of time granted on the initial 5-year period. Students thus have considerable flexibility in dealing with serious and prolonged interruptions in the progress of their dissertation.

Approved by the Graduate Studies Committee

February 24, 1988

Revised

October 2005

February 2009

SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP

Appendix II

Sections, Specializations and Culture

The School of Educational Policy and Leadership is composed of five graduate level sections: Cultural Foundations, Technology and Qualitative Inquiry; Educational Administration; Educational Psychology and Philosophy; Higher Education; and Quantitative Research, Evaluation and Measurement.

In each section, faculty have areas of expertise and research interests on which students can concentrate. Those sections and specializations include:

1. *Cultural Foundations, Technology and Qualitative Inquiry*
 - a. *Cultural Foundations including: Comparative Studies in Education, Curriculum and Instruction Studies, Diversity Studies and Historical Studies of Education.*
 - b. *Educational Technology*
2. *Educational Administration including administrative licensure and non-licensure tracks*
3. *Educational Psychology and Philosophy*
 - a. *Educational Psychology including Self Regulation and Motivation and Affective and Social Contexts of Education*
 - b. *Philosophical Studies in Education*
4. *Higher Education and Student Affairs*
5. *Quantitative Research, Evaluation, and Measurement*

Each program area offers Master of Arts and Doctor of Philosophy degree programs. In each section, students enrolled in a Masters of Arts program may take a comprehensive examination, complete and action research project or case study examination, or complete a Master's thesis. The School also offers administrative licensure programs including, Principal Licensure (ages 3 – 14 or ages 8 – 21), and Superintendent Licensure. Students who

graduate from this School find leadership and career opportunities in settings such as colleges and universities, public and private schools, state departments of education, educational research and development agencies, business and industry, the health professions and governmental agencies.

Approximately 130 Master's students and 146 PhD students are currently enrolled in the programs of the School of Educational Policy and Leadership. The School currently has 2 faculty who have Graduate Faculty Status M and 28 with Graduate Faculty Status P. The School's degree programs are graduate level programs; therefore, all faculty are expected to take an active role in student advisement, teaching, service and research. Faculty members are also expected to have on-going programs of research or scholarship. A variety of approaches to research or scholarship can be defined. The individual faculty member's program of scholarship and research is evaluated in light of the expected norms of his/ her particular area of expertise (e.g. philosophical analysis, criticism, historiography, field research, empirical, and qualitative research). Faculty members are expected to publish in refereed and respected journals. However, given the mission of the School in bridging between theory and practice, a variety of scholarly and research activities is expected including translation, conceptual chapters or articles, and development of conceptually based, externally reviewed educational products.

Faculty members nominated for Graduate Faculty status P are expected to be engaged in an active program of research, scholarship or creative activity, or demonstrated significant promise of establishing such a program.

*Approved by the Graduate Studies Committee
Revised*

*February 24, 1988
October 2005
February 2009*

SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP

Appendix III

Graduate Studies and 122 Ramseyer Hall Responsibilities

A Copy of this document is available in Ramseyer Hall 122.

SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP

Appendix IV – PROPOSED REVISION

Course Review: Criteria and Procedures

Course proposals must satisfy certain criteria in order to receive approval by the responsible university agencies. Materials which provide information to the reviewing committees must be completed in such a way as to present a persuasive argument; the committees' decisions normally are based exclusively on these materials. The guidelines are intended to help faculty members understand the course approval process and to enable them to organize materials so they can receive expeditious and fair consideration.

Required Materials

1. *Course Request Forms – all requested information on these forms to be completed and submitted electronically to the appropriate EPL Section Head for approval. The EPL Section Head will forward them to the EPL Course Initiator for entry into the ECA (Electronic Course Approval) system. Faculty should contact the EPL Course Initiator for access to electronic versions of the appropriate forms.*
2. *Syllabus – attach a syllabus indicating that the learning resources and activities planned (e.g., required readings, student activities) are substantial, challenging, and appropriate to the task of students achieving excellence. The College of Education and Human Ecology (EHE) has published syllabus guidelines available on the Carmen web site by linking to EHE Exchange and clicking on Content.*

The Syllabus includes:

- a. *Rationale for the course*
- b. *Set of objectives*
- c. *Topical outline*
- d. *Evaluation criteria and levels of expectation for the students who successfully complete the course*
- e. *Required test(s) and/or reading list*

Letters of Concurrence – If appropriate, letters indicating concurrence, objections and/or suggestions from tenure initiating units within the College that might have jurisdictional interests if the proposed course should be included in the proposal. Faculty submitting academic proposals for new courses must document a good-faith effort in securing letters of concurrence. With the proposal, faculty will submit either a letter(s) of concurrence and/or documented communication requesting the letter.

Course Request Information

The EPL Course Initiator will have this information available for Section Heads and faculty who wish to propose new courses, course changes or flexible scheduling requests. Copies of these documents are also available in the Office of Student Services, 122 Ramseyer Hall.

- a. Deadlines for Submitting Course Requests*
- b. Course Requests Checklist*
- c. Required documents to process a course request*

Graduate Course Approval Criteria

It is essential that peer review processes be used in order to ensure that appropriate standards of excellence are achieved in the course offerings of the University. "Appropriate standards" have not been spelled out in detail and may never be, given the variety and complexity of issues involved. Nevertheless, review committees are concerned with two main issues in addition to those discussed above:

- 1. Does the course provide "graduate level" learning?, and*
- 2. Are appropriate and sufficient staff resources available?*

The following steps will be taken for approving all new course requests, course change requests, group studies requests, flexibly scheduled off-campus workshop requests, and course withdrawal requests within the School, College and University:

- 1. Course initiation by professor(s)*
- 2. Program area review and section head approval*
- 3. Course request documents sent electronically to the EPL Course Initiator*
- 4. Course requests entered into the Electronic Course Approval (ECA) system*
- 5. EPL Graduate Studies Committee review and approval*
- 6. EPL School Director review and approval*
- 7. EHE Department/Program Chair review and approval*
- 8. EHE Associate Dean for Academic Affairs review and approval*
- 9. EHE College Council review and approval*
- 10. Office of Academic Affairs review*
- 11. Graduate School review*
- 12. Entry into the SIS (scheduling system)*
- 13. Entry into the University Bulletin (Course Catalog)*

The course can now be added to the EPL course schedule.

Approved by the Graduate Studies Committee

February 24, 1988

Revised

October 2005

(proposed revision)

September 2010

SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP

Appendix V

Foundations of Education Requirement

Foundations of Education courses focus on the historical, philosophical, comparative, psychological, or sociocultural study of education and are informed by both disciplinary and interdisciplinary fields of study.

The following courses were approved in May 2005 to meet the Foundations of Education requirement for all degree seeking students in School of Educational Policy and Leadership:

EDUPL 650.01	<i>Philosophy of Education</i>
EDUPL 650.02	<i>History of Modern Education</i>
EDUPL 717	<i>Comparative Education</i>
EDUPL 718	<i>Pedagogical Studies: Intro. to Educational Psychology</i>
EDUPL 802	<i>Comparative Perspectives on Education and Democratization</i>
EDUPL 811	<i>Sources of Progressive Thought in American Education</i>
EDUPL 812	<i>American Schools and American Society</i>
EDUPL 871	<i>Theories of Gender in Education</i>
EDUPL 907	<i>Themes and Theories in Cultural Studies</i>
EDUPL 909	<i>Cultural Process in Education</i>
EDUPL 927	<i>History of the University</i>
EDUPL 885.01	<i>Educational Leadership, Learning and Teaching: Early Childhood</i>
	<i>-- or --</i>
EDUPL 885.02	<i>Educational Leadership, Learning and Teaching: Middle Childhood, Adolescence to Young Adulthood</i>

Guidelines for degree requirements:

- 1. Students admitted beginning Autumn Quarter 2005 will choose their required Foundations courses from this list.*
- 2. Students are required to complete at least two foundations courses for a minimum of six credit hours at both the M.A. and Ph.D. level Courses used to meet the M.A. requirement may not be used to meet the course requirements at the doctoral level.*

3. *Approved Foundations courses may not be used to fulfill the Multicultural requirement.*
4. *The following courses have been approved as meeting School Foundations requirements for the Educational Administration Licensure Program only:*
 - a. *EDUPL 845 Politics and Political Leadership in American Education*
 - b. *EDUPL 726 Educational Change*

Guidelines for course submissions:

1. *In cases of multiple submissions for single courses, only those syllabi meeting the stated criteria were approved. Any syllabi submitted for such courses that did not meet the stated criteria must be revised and approved by the Committee before they can be used.*
2. *The Graduate Studies Committee will review new courses and course offerings by new faculty intended to fulfill either requirement on an ongoing basis.*
3. *The Graduate Studies Committee will review the list of approved courses from each requirement after a period of five years.*
4. *Submitted courses that were not approved may not be resubmitted to the Graduate Studies Committee for reconsideration until a period of one year has elapsed.*

Approved by the Graduate Studies Committee

May 18, 2005

SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP

Appendix VI

Multicultural Requirement

Approved Multicultural courses focus on both of the following:

- 1. Understanding diverse cultural experiences of education*
- 2. Developing skills or strategies to promote equity and social justice*

The following courses were approved in May 2005 to meet the Multicultural Course requirement for all degree seeking students in School of Educational Policy and Leadership:

<i>EDUPL 801</i>	<i>Comparative Perspectives on Education and Community Violence</i>
<i>EDUPL 825</i>	<i>Visualizing the Curriculum</i>
<i>EDUPL 834</i>	<i>An Interpretive History of African-American Education II: 1950 – present</i>
<i>EDUPL 853</i>	<i>Women, Technology and Education</i>
<i>EDUPL 863</i>	<i>An Interpretive History of African-American Education I: 1700 – 1950</i>
<i>EDUPL 870</i>	<i>Internationalizing Colleges and Universities</i>
<i>EDUPL 887</i>	<i>Diversity in Higher Education</i>

Guidelines for degree requirements:

- 5. Students admitted beginning Autumn Quarter 2005 will choose their required Foundations courses from this list.*
- 6. Students are required to complete one multicultural course for a minimum of 3 credit hours at both the M.A. and Ph.D. level. Courses used to meet the M.A. requirement may not be used to meet the multicultural course requirement at the doctoral level.*

7. *Approved Foundations courses may not be used to fulfill the Multicultural requirement.*
8. *The following courses have been approved as meeting School Multicultural requirements for the Educational Administration Licensure Program only:*
 - a. *EDUPL 953 School Community Relations*

Guidelines for course submissions:

5. *In cases of multiple submissions for single courses, only those syllabi meeting the stated criteria were approved. Any syllabi submitted for such courses that did not meet the stated criteria must be revised and approved by the Committee before they can be used.*
6. *The Graduate Studies Committee will review new courses and course offerings by new faculty intended to fulfill either requirement on an ongoing basis.*
7. *The Graduate Studies Committee will review the list of approved courses for each requirement after a period of five years.*
8. *Submitted courses that were not approved may not be resubmitted to the Graduate Studies Committee for reconsideration until a period of one year has elapsed.*

Approved by the Graduate Studies Committee

May 18, 2005

SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP

Appendix VII

Dossier Guidelines for Categories M and P Nominations

Vita Format

The Candidate for category P status should format his or her vita in accord with Office of Academic Affairs (OAA) guidelines. Those guidelines are presented below:

The following categories should appear as separate categories in the vita:

- a) Books (other than edited volumes) and monographs*
- b) Edited books*
- c) Chapters in edited books*
- d) Bulletins and technical reports*
- e) Peer-reviewed journal articles*
- f) Editor-reviewed journal articles*
- g) Reviews and abstracts (indicate whether peer reviewed)*
- h) Papers in proceedings (indicate whether peer reviewed)*
- i) Unpublished scholarly presentations (indicate whether peer reviewed)*
- j) Potential publications under review (indicate authorship, date of submission, and to what journal or publisher the work has been submitted)*

General Instructions to the Faculty Being Nominated:

- 1. Only papers and other scholarly works that have been formally accepted without qualification for publication or presentation, or have actually been published or presented, should be listed in items a – g above.*

2. *Works under review must be listed separately in item j*
3. *In cases of multiple authorship for items a – e only, a narrative description of your intellectual contribution is required.*
 - a. *Acceptable: I completed and wrote the literature review for the paper, shared equally with the co-author in the analysis and interpretation of the data, and reviewed the complete draft manuscript.*
 - b. *Not Acceptable: All authors contributed equally; 50% effort*
4. *If your venues include newly issued journals, e-journals or alternative presentation fora, please include a narrative description of the forum and its review procedures in addition to the information above.*

General Instructions to the Section when Supporting a Colleague for Nomination to Category M or P Status:

1. *The Section's nomination letter should be supportive and also indicate its support for the candidate in the care of its review and inquiry.*
 - a. *Please indicate in the nomination letter the extent of the candidate's committee service, advising and / or co-advising experience to date.*
 - b. *If the candidate has advising experience at another institution of comparable standing, please indicate the level and extent of the experience.*
 - c. *Please examine the candidate's vita for accuracy and format [guidelines listed above]. If you find new journals or presentation fora, please make the inquiry and provide a brief description.*
 - d. *Include the candidate's letter of self-nomination. If it includes much of the required information, the Sectional letter can usefully refer to it.*
2. *Keep in mind that these petitions represent the faculty of the School of Educational Policy and Leadership. We want to be supportive our colleagues just as we want to be supportive of our graduate program.*