

School of  
Educational Policy and Leadership  
PhD Handbook



Autumn 2010

**School of Educational Policy and Leadership (EPL)**  
**PhD Handbook**  
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<p>The <i>Student Services Office</i> refers to The Office of Student Services and Graduate Studies, 122 Ramseyer Hall.</p>
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## **I. Requirements for the Doctor of Philosophy Degree**

The [Graduate School Handbook](#) is available on the Graduate School web site. The section of the handbook pertaining to the Ph.D. is located in Section VII. **Students are held responsible for all degree requirements listed in both the Graduate School Handbook and in the School of Educational Policy and Leadership MA Handbook.**

### **Program of Study**

Upon admission to your program, you and your advisor should begin to develop a program of study. The [Ph.D. Program Sheet](#) outlines your course of study, including the required and elective courses appropriate to your program. Your course of study must include a reasonable concentration and breadth of study designed to foster research, scholarship, and knowledge of a specialization interrelated with other academic areas. It must be approved by your advisor and your advisory committee, and is subject to the rules of the Graduate Studies Committee. (ref. Graduate School Handbook, Section VII.1). A copy of your approved program should be submitted to the *Student Services Office in 122 Ramseyer Hall* prior to your Candidacy Examination.

### **Credit Hours Requirement**

1. A minimum of 120 graduate credit hours beyond the baccalaureate degree is required to earn a doctoral degree. A minimum of 75 graduate credit hours beyond the Master's degree is required. (ref. Graduate School Handbook, Section VII.2).
2. If the Master's degree was earned at another university, you may transfer those earned hours to this university with approval from your advisor for a total of 45 credit hours. You should discuss the transfer of graduate hours with your advisor during your first quarter of enrollment at Ohio State.

To transfer your Master's degree or other graduate course work, please follow this two-part process:

- a. Whenever you want to transfer credit from another university to Ohio State, you must first get your advisor's permission. You and your advisor should fill out and sign the [Educational Policy and Leadership Request to Transfer Graduate Credit](#) form.
- b. At the same time, please fill out Section 1 only of the [Graduate School Request to Transfer Graduate Credit](#) form (ref. Graduate School Handbook, Part II, section 6.7.1).

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

The *Student Services Office* will process the request for transfer of graduate credit. As long as your advisor has approved the transfer of credit and your request meets the Graduate School policy for transfer credit, the Graduate Studies Committee chair will sign the Graduate School form and forward it to the Graduate School for final approval. (ref. Graduate School Handbook, Section VII.2)

If you are requesting equivalence with an EPL course, you must secure the signature of the faculty member who regularly teaches that EPL course before equivalent credit can be awarded.

Please note:

“For transferred graduate credit to count toward the 75 post-Master’s graduate credit hours required for the doctoral degree, it must be **in excess** of the Master’s degree requirements in the field in which the doctoral degree is awarded at the other university. It must be coursework normally taken by doctoral students at the other university.” (ref. Graduate School Handbook, Section IV.2).

3. If you have previously earned a Master’s degree at OSU and have earned graduate credit in excess of the minimum required for that degree, your advisor, with the approval of the Graduate Studies Committee, may notify the Graduate School of the courses to be counted toward the 75 graduate credit hours required for the doctoral degree. This notification must occur no later than the end of the first quarter of enrollment beyond completion of the Master’s degree. Such graduate credit hours would be those normally earned as part of the doctoral degree program, with no more than 20 hours being research (998 or 999) credits. You must complete and sign a [Recommendation of Status Beyond the Master’s Degree: Transfer of Excess Master’s Hours to the Doctoral Degree](#) form (ref. Graduate School Handbook, Section VII.2). This form must be signed by your advisor and returned to the *Student Services Office* for the Graduate Studies Committee Chair’s signature.
4. You must be in good standing with the Graduate School and registered for at least 3 graduate credit hours in any quarter in which any part of the Candidacy Examination is taken. This rule also applies during the quarter of the Final Oral Examination, and the quarter of expected graduation. (ref. Graduate School Handbook, Section VII.4)

## **Foundations Requirement**

### *For Students Admitted before Autumn Quarter 2005*

A minimum of six graduate credit hours in philosophical, historical, social, 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. You should consult with your advisor to determine appropriate foundations courses for your program 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. 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.

## **Multicultural Education Requirement**

### *For Students Admitted before Autumn Quarter 2005*

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

1. Facilitate understanding about hegemony and multicultural/dominant culture theories of society
2. Develop analytic and evaluative skills to address issues of hegemony, institutional and individual racism, sexism, and classism
3. Assist in understanding the everyday reality of confronting values and beliefs among diverse cultural groups
4. 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 all groups

A minimum of three graduate credit hours in multicultural education is required.

You should consult with your advisor to determine an appropriate multicultural course for your program. A course that meets the multicultural education requirement may “double count” for one of the foundations of education requirements with your advisor’s permission.

*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.

Students are required to complete a minimum of 3 credit hours of multicultural education 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 you and your advisor determine that an alternate multicultural or foundation course would better meet the needs of your program, you may petition the Graduate Studies Committee to allow an alternate course on your plan of study. The petition should include a letter from you explaining why you have chosen the alternate course, a letter of support from your 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. Your petition should be submitted to the *Office of Student Services, 122 Ramseyer Hall*.

## **Research Requirement**

A minimum of four courses (at least twelve graduate credit hours) in research or scholarly methods, beyond the Master's degree, is required.

*For Students Admitted Autumn 2008 and after*

### Research Apprenticeship

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 and/or publications; or study relevant to the dissertation (EDU P&L 850: Internship in Educational Research and Development meets this requirement).

### Dissertation Proposal Development

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.

**Residency Requirement** (ref. Graduate School Handbook, Section VII.2)

The purpose of the residence requirement is to give you the opportunity to engage in intensive, concentrated study over an extended period of time in association with faculty members and other students in an atmosphere conducive to a high level of intellectual and scholarly activity.

The following requirements must be fulfilled **after** the Master's degree has been earned or **after the first 45 hours of graduate credit has been completed:**

1. a minimum of 45 graduate credit hours must be completed at this University;
2. a minimum of three out of four consecutive quarters with an enrollment of at least nine graduate credit hours per quarter must be completed while in residence at this University;
3. a minimum of 6 graduate credit hours over a period of at least two quarters must be completed **after** admission to candidacy.
4. 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, you must register for a minimum of three (3) credit hours during summer quarter if you are defending your dissertation, graduating and/or holding a Graduate Associate position.

**Time Limit**

Within five years of being admitted to candidacy, the student must submit the final copy of the dissertation to the Graduate School. If the document is not submitted within five years, the candidacy is cancelled. (ref. Graduate School Handbook, Section VII.8)

**Deactivation and Reactivation** (ref. Graduate School Handbook, Section VII.2)

*Pre Candidacy Doctoral Students*

Enrollment eligibility for a pre-candidacy doctoral student who has not been registered in the Graduate School within the preceding two full calendar years will be automatically deactivated.

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.

*Post Candidacy Doctoral Students Who have not Exceeded the Five Year Candidacy Period*

Enrollment eligibility for post-candidacy doctoral students will be deactivated after a two year absence.

You may be reactivated with the permission of your previous academic program. The section chair will be asked to sign a reactivation form permitting you to re-enroll to complete your dissertation requirements. You will be asked to provide an updated statement of intent that addresses your current research interests along with the reason for your absence. Your file, if it is still available, and your most recent advising report, will be forwarded along with the updated statement for a decision.

*Post-Candidacy Students who have Exceeded the Five-Year Candidacy Period*

Eligibility for doctoral students who have passed the Candidacy Examination is automatically deactivated at the end of the five-year candidacy period if they have not graduate by then (ref VII.8). To reenroll, you must petition the Graduate Studies Committee for reactivation. If the petition is approved, the Graduate Studies Committee notifies the Graduate School, which reactivates your enrollment eligibility.

- a. Students may petition the Graduate Studies Committee to be reactivated for the purpose of taking a Supplemental Candidacy Examination. Successful completion of the supplemental examination will reopen candidacy for the student for a period of two years (ref. VII.8).
- b. To complete the petition process, you must write a letter to the Graduate Studies Committee requesting reactivation. This letter should include a statement describing the status of your research and dissertation. You must have a letter of support from your advisor verifying that a committee can be formed and that you will be able to complete your work within the allowed two year time frame.

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

## **II. Guideline for Doctoral Candidacy Examination**

### **Preliminary Examinations** (ref. Graduate School Handbook, Section VII.3)

The Graduate Studies Committee may require you to take preliminary or qualifying examinations prior to taking the Candidacy Examination. These examinations are under the jurisdiction of the Graduate Studies Committee, and results are not reported to the Graduate School. Although successful completion of such examinations may be a prerequisite for taking the Candidacy Examination, these examinations are not part of the Candidacy Examination. At this time, the School of Educational Policy and Leadership does not require Preliminary Examinations.

### **Candidacy Examination Information** (ref. Graduate School Handbook, Section 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 your comprehension of the field, allied areas of study, your capacity to undertake independent research, and your 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*

The Candidacy Examination may be taken or begin at any time thought appropriate by your Advisory Committee and the Graduate Studies Committee but no later than two quarters before graduation. You must be in good standing in the Graduate School (a graduate cumulative point-hour ratio of 3.0 or better in all graduate credit courses and reasonable progress toward graduate program requirements) and registered for at least three graduate credit hours each quarter in which any part of the Candidacy Examination is taken. Students who plan to take the Candidacy Examination during the Summer Quarter are responsible for making certain that committee members are on duty.

#### *Chair of Examination Committees*

Your advisor must hold membership at the Category P level in your graduate program.

#### *Candidacy Examination Committee*

The Committee is composed of at least four authorized graduate faculty members, and may include your advisor consistent with Graduate Studies Committee policy (ref. Section VII.4). If one of the committee members has Category M status the approval of the Graduate Studies Committee is required. The Candidacy Examination Committee should be established approximately by the end of the first year of study. The

responsibility for the written portion of the Candidacy Examination rests with the Committee. Within the rules of the Graduate Studies Committee, other graduate faculty members may participate in generating, administering, or scoring parts of the written portion of the Candidacy Examination.

### *Coursework Requirements*

The program of study should be developed in cooperation with your advisor and Advisory Committee. Your program of study should be documented on the [Ph.D. Program Sheet](#), signed by your advisor and members of Advisory Committee, and submitted to the *Student Services Office*.

### **Written Portion of the Candidacy Examination**

(ref. Graduate School Handbook, Section VII.5)

### *Procedures*

The written portion of the Candidacy Examination may be administered within a limited time period or given sequentially over an extended time period. Rules for the form, timing, scheduling, sequence, and conduct of the written portion are determined individually by each Candidacy Examination Committee, within a framework approved by the Graduate Studies Committee.

Consistent with the guidelines set forth in the Graduate School Handbook. The regular examination formats used in the School of Educational Policy and Leadership are:

- A series of scholarly papers in the area of concentration; or
- A series of take home questions from Advisory Committee members, and a specified period of time to prepare responses; or
- Twelve (12) hours written examination in a proctored setting covering the areas of concentration; or
- Eight (8) hours written examination in a proctored setting covering areas of concentration and a proposal, case study, major literature review, or major paper.

The diversity of program areas may still recommend other formats and procedures. If an alternative examination procedure is to be used, the doctoral Candidacy Examination Committee should develop an examination format that reflects tasks appropriate to the program objectives and submit a proposal to the School's Graduate Studies Committee; select dates and a setting for the examination appropriate to the specified activities or tasks, and file the plan with the Graduate Studies Committee at least one month prior to the date of the examination.

### *Notification*

The [Doctoral Notification of Candidacy Examination](#) form must be turned into the Graduate School no later than 2 weeks prior to the oral portion of the exam. Please leave a copy of the signed form in the Student Services Office prior to delivering it to the Graduate School.

Submit the [Doctoral Candidacy Exam Schedule](#) to the *Student Services Office* at least one week before beginning the written portion of the Candidacy Examination, if you need to pick up your examination questions in the *Student Services Office*. This schedule confirms the date of the examination and the pick-up time and location for the examination questions. The **Doctoral Examination Schedule** form is specific to EPL and is not available through the Graduate School.

In setting up the Candidacy Examination, you must make arrangements to submit a copy of the written examination to the *Student Services Office* (if required by your committee), your advisor and each member of your Candidacy Examination Committee. These arrangements may vary depending on the format of the examination.

### *Waiver of Oral Portion of Candidacy Examination*

If, based on evaluating the written portion, the Candidacy Examination Committee members see no possibility for a satisfactory overall performance on the Candidacy Examination, you may waive the right to take the oral portion. The Advisory Committee may not, however, deny a student the opportunity to take the oral portion.

If you decide to waive the right to take the oral portion, a written statement requesting the waiver must be presented to your Advisory Committee. In such a case, the Candidacy Examination Committee records an “unsatisfactory” on the Candidacy Examination Report form and returns it with a copy of the your waiver request to the Graduate School.

### **Oral Portion of the Candidacy Examination**

(ref. Graduate School Handbook, Section VII.4 and VII.5)

### *Scheduling*

The oral portion of the Candidacy Examination, which lasts approximately two hours, is held after completion of the written portion. The oral examination normally must be completed within *one month* of the written portion. It must be scheduled at least two weeks in advance, and the Graduate School must be notified of its proposed time and place by the Candidacy Examination Committee chairperson. The oral examination must take place during university business hours, Monday through Friday.

### *Halting an Oral Examination in Progress*

If, for reasons of illness, fire, or other emergency, the committee members, including the Graduate Faculty Representative (during second examinations), agree that it is necessary to halt the oral portion of the Candidacy Examination, then the examination shall be rescheduled without prejudice to the student. If, however, the committee members unanimously decide that the examination has been sufficient to reach a decision to pass the student, then they shall consider the examination concluded and report the result to the Graduate School.

### *Form*

After scheduling a mutually agreeable time for the oral portion of the examination with your Candidacy Examination Committee, complete the [Doctoral Notification of Candidacy Examination](#) form. Submit a photocopy to the *Student Services Office* and then submit the original form to the Graduate School. The oral examination must be scheduled and the form submitted to the Graduate School *at least two weeks prior to the date of the oral portion of the examination*.

After the Candidacy Examination Committee has been approved by the Dean of the Graduate School, the **Candidacy Examination Report Form** is sent by email to the Chairperson of your Committee.

### *Deadlines Involving Graduate Faculty Representative*

For second examinations, a typed copy of the questions, your responses, together with a statement of the program's examination format, policies, and procedures, must be presented to the Graduate Faculty Representative no less than one week before the oral portion of the exam.

### *Postponement*

The oral portion of the Candidacy Examination is expected to be held as scheduled; however, circumstances (other than failure to pass the written portion) may prompt your advisor to postpone it. Before taking this action, the Candidacy Examination Committee Chairperson must consult you and other members of the Committee. Prior to the scheduled examination, the Chairperson must notify the Dean of the Graduate School of the postponement.

### *Attendance*

Attendance at the oral portion of the Candidacy Examination is limited to the student and members of the Candidacy Examination Committee. Except when teleconferencing is involved, all members of the Candidacy Examination Committee must be present during the entire oral examination (ref. Graduate School Handbook, Section VII.4). Oral presentation of any proposal or other prepared materials must be made prior to, or after, the oral examination. Questioning of the student should occupy the entire period of the examination. All committee members are expected to participate fully in the questioning

during the course of the examination and in the discussion of and decision on the result of the Candidacy Examination.

### *Videoconferencing*

With the prior approval of the Graduate School, one remote examination site may be linked through videoconferencing. All Doctoral Candidacy Oral Examinations involving videoconferencing must adhere to the guidelines for videoconferencing available in Appendix B of the [Graduate School Handbook](#). The [Video Conference Request](#) form must be submitted to the Graduate School after the form is signed by the Graduate Studies Committee.

## **Result of the Candidacy Examination** (ref. Graduate School Handbook, Section VII.5)

### *Decision*

The decision about the outcome of the Candidacy Examination is reached in your absence. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by signing the Candidacy Examination Report form that must be submitted to the Graduate School.

### *Satisfactory*

You are considered to have completed the Candidacy Examination successfully only when the decision of Candidacy Examination Committee is **unanimously** affirmative.

### *Unsatisfactory*

If the examination is judged unsatisfactory, the Candidacy Examination Committee must decide whether you will be permitted to take a second Candidacy Examination and must record that decision on the **Candidacy Examination Report** form.

### *Second Candidacy Examination*

The nature of the second Candidacy Examination is determined by the Candidacy Examination Committee, but it must include a written and an oral portion. If a second examination is held, the Candidacy Examination Committee must be the same as the original one, unless a substitution is approved by the Dean of the Graduate School. A Graduate School Faculty Representative will be assigned to serve on the second attempt of the candidacy exam. The second Candidacy Examination must be completed no later than two quarters before graduation.

*Repeat*

You are not permitted to take the Candidacy Examination more than twice. If your performance is recorded as unsatisfactory on two attempts at the Candidacy Examination, you are not permitted to be a doctoral candidate in the same or in any other graduate program at this University. A doctoral student in this situation is automatically dismissed from the Graduate School and is not eligible to use the transfer-of-graduate-program procedure.

*Review*

On written appeal by you or a member of the Candidacy Examination Committee, the Graduate School Grievance Committee reviews that Candidacy Examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to you. The Council on Research and Graduate Studies has established review procedures, printed in Appendix C of the [Graduate School Handbook](#).

**Doctoral Candidacy** (ref. Graduate School Handbook, Section VII.8)

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 you are in good standing at the end of the quarter in which the candidacy examination is completed, satisfactorily completing that examination admits you 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.

### *Time Limit*

You must submit the final copy of your dissertation to the Graduate School within five years of being admitted to candidacy. If not submitted within five years, your candidacy is cancelled.

The rationale for the time limit is that 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 available to you if you are unable to meet the five-year time limit.

- (a) You may petition for extension of time to complete the dissertation. Such extensions are limited to one quarter. After talking to your advisor, you should submit letter of petition to the Graduate Studies Committee along with a letter of support from your advisor. If your petition is approved by the Committee, it will be forwarded to the Graduate School for final action.
- (b) With approval of your advisor and the Graduate Studies Committee, take a Supplemental Candidacy Examination. If you pass the Supplemental Candidacy Examination, you are readmitted to candidacy and must then complete your dissertation within two years. No additional time extensions will be granted.

### *Supplemental Candidacy Examination:*

The nature of the Supplemental Candidacy Examination and the membership of the Candidacy Examination Committee are determined by your advisor within the rules of the Graduate Studies Committee; however, the Supplemental Candidacy Examination must include a written and an oral portion. A Graduate Faculty Representative is appointed if a prior unsatisfactory examination result is on record. All other rules pertaining to Candidacy Examination must be followed.

### **Continuous Enrollment**

*This policy was approved in Autumn Quarter 2008 and is effective for all students who were admitted to the Graduate School Autumn Quarter 2008 and after. See Section VII.8 of the Graduate School Handbook.*

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 2 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.

### **III. Guideline for Doctoral Dissertation and Final Oral Examination**

(Re: Graduate School Handbook, Section VII.9)

#### **Dissertation**

##### *Purpose*

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

##### *Dissertation Committee*

The Dissertation Committee is composed of your advisor, who must be a Category P Graduate Faculty member and at least two other authorized Graduate Faculty members. Additional Graduate Faculty members also may serve on the Dissertation Committee. Your advisor serves as chairperson of the Dissertation Committee. Selection of the committee members is the responsibility of your 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 within the student's home program and by petition to the Graduate School. Non-graduate faculty must be in addition to the required three, current Ohio State graduate faculty members.

##### *External Members*

With the approval of the Graduate School, faculty from other universities or persons with special academic or technical expertise may be appointed to the Dissertation Committee. Adjunct appointments are not needed for those members.

##### *Timing*

The Dissertation Committee is established at a time thought appropriate by you and your 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 you expect to graduate. If you plan to complete the dissertation during the Summer Quarter, you are responsible for making certain that committee members are on duty in the summer.

##### *Dissertation Prospectus*

You should meet with your committee to discuss your dissertation proposal/prospectus at time deemed appropriate by your advisor. An approved proposal/prospectus, along with the [EPL Title of Research Proposal/Prospectus](#) must be signed by you, your advisor and members of your Committee immediately following the meeting and submitted to the *Student Services Office*.

## **Dissertation–Draft**

### *Draft Approval*

You must submit a complete, typed dissertation draft to the Dissertation Committee for review. Approval of the dissertation draft means that the Dissertation Committee members judge it to be of sufficient merit to warrant holding the Final Oral Examination. Each Dissertation Committee member indicates approval of the dissertation draft by signing the [Doctoral Draft Approval/Notification of Final Oral Examination](#) form that must be submitted to the Graduate School, along with the draft copy of your dissertation, no later than two weeks before the date of the Final Oral Examination. In addition, please submit a photocopy of the form to the *Student Services Office*. Upon receipt of the **Doctoral Draft Approval** form, the Graduate School will appoint a representative to participate in the Oral Examination. The Graduate School representative should receive a copy of the draft 7 days before oral defense.

### *Format Review*

You must submit the complete, typed dissertation draft to the Graduate School for format review at the time the **Doctoral Draft Approval** form is submitted. The dissertation must conform to Graduate School format requirements as described in the [Guidelines for Preparing Theses, Dissertation, and D.M.A. Documents](#).

**Final Oral Examination** (ref. Graduate School Handbook, Section VII.10)

### *Purpose*

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 your 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. Your advisor serves as chairperson of this committee. Responsibility for conducting and evaluating the Final Oral Examination rests with your Final Oral Examination Committee. Your advisor must be a Category P faculty member of your graduate program.

### *Notification*

Once the Dissertation Committee has signed the Draft Approval form, your advisor proposes the names of the Final Oral Examination Committee members to the Graduate Studies Committee and the Graduate School and informs them of the date, time, and place of the examination. The Final Oral Examination must take place during announced University business hours, Monday through Friday.

### *Form*

After the Final Oral Examination Committee has been approved by the Dean of the Graduate School, the **Final Oral Examination Report** and the **Final Approval** form are sent by email to your advisor by the Graduate School.

### *Representative*

Once the Final Oral Examination is scheduled, the Dean of the Graduate School appoints the Graduate Faculty Representative. The Graduate Faculty Representative is a “Category P” Graduate Faculty member who is neither a Graduate Faculty member in your graduate program nor a member of your Dissertation Committee. No less than one week before the Final Oral Examination, a complete, typed dissertation draft must be presented to the Graduate Faculty Representative. In addition to being a full voting member of the Final Oral Examination Committee, the Graduate Faculty Representative reports a judgment of the quality of the examination, of the dissertation, and of your performance to the Graduate School.

If the examination is reviewed, the Graduate Faculty Representative also reports on the fairness of the conduct of the examination and its conformity to Graduate School rules to the Policy and Standards Committee of the Council on Research and Graduate Studies.

### *Negative Judgment of Graduate Faculty Representative*

If the Graduate Faculty Representative judges the dissertation unsatisfactory, your advisor and the Dean of the Graduate School are to be informed no later than one day prior to the Final Oral Examination. After consulting with you and the Dissertation Committee members, your advisor may elect to hold the examination as scheduled or postpone it until the situation is resolved.

### *Postponement*

The Final Oral Examination is expected to be held as scheduled; however, circumstances may prompt your advisor to postpone it. Before taking such action, your advisor must consult you and the other members of the Dissertation Committee, which does not include the Graduate Faculty Representative. Prior to the examination, your advisor must notify the Dean of the Graduate School of the postponement.

### *Attendance*

Except when videoconferencing is involved, 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 and decision on the result.

### *Videoconferencing*

With the prior approval of the Graduate School, one remote examination site may be linked through videoconferencing. All Final Oral exams involving videoconferencing must adhere to the guidelines for videoconferencing available in Appendix B of the [Graduate School Handbook](#). The [Video Conference Request Form](#) must be submitted to the Graduate School after being signed by the Graduate Studies Committee.

### **Results of the Final Oral Examination**

(ref. Graduate School Handbook, Section VII.11)

### *Decision*

Only the Final Oral Examination Committee members are to be present for discussion of your performance and the decision about the outcome. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by signing the **Final Oral Examination Report Form** that must be submitted to the Graduate School no later than Wednesday *two weeks* prior to commencement.

### *Satisfactory*

You are considered to have completed the Final Oral Examination successfully only when the decision of the Final Oral Examination Committee is **unanimously** affirmative.

### *Unsatisfactory*

If the examination is judged unsatisfactory, the Final Oral Examination Committee must decide whether you will be permitted to take a second Final Oral Examination and must record that decision on the **Final Oral Examination Report Form**.

### *Second Final Oral Examination*

If a second examination is held, the Final Oral Examination Committee must be the same as the original one unless a substitution is approved by the Dean of the Graduate School.

*Repeat*

You are not permitted to take the Final Oral Examination more than twice. A student whose performance is recorded as unsatisfactory on two attempts at the Final Oral Examination is not permitted to be a doctoral candidate in the same or in any other graduate program at this University. A doctoral student in this situation is automatically dismissed from the Graduate School and is not eligible to use the transfer-of-graduate-program procedure.

*Review*

On written appeal by you or a member of the Final Oral Examination Committee, the Graduate School Grievance Committee reviews that Final Oral Examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. The Graduate Council has established review procedures, which are printed in Appendix C of the [Graduate School Handbook](#).

**Dissertation – Final Copy** (ref. Graduate School Handbook, Part II, section 6.14)

*Final Approval*

Final approval of your dissertation cannot occur until the Final Oral Examination has been completed satisfactorily. Each Dissertation Committee member indicates approval by signing the **Dissertation Final Approval** form. Submit the **Dissertation Final Approval** form to the Graduate School and leave a copy in the *Student Services Office* by the published deadline for the quarter of graduation. The **Dissertation Final Approval** form will be mailed by the Graduate School to your faculty advisor the week of the Final Oral Exam. The advisor signs the title page of final copy of the dissertation.

*Restricted Material*

Dissertations must not contain material restricted from publication.

*Submission*

All doctoral dissertations must be submitted electronically. Please see the [Graduate School Guidelines for Access to and Distribution of Ohio State Dissertations through OhioLink and ProQuest/UMI](#) for complete information about electronic submission.

*Abstract*

An external abstract of 500 words or less must be available to enter onto the OhioLink submission screen. It must contain the principal findings of your research.

### *Fees*

Graduation fees must be paid no later than Wednesday by the published deadline for the quarter of graduation.

## **IV. Additional Graduation Requirements** (ref. Graduate School Handbook, Section VII.13)

### **Application to Graduate**

You must complete and submit the [Application to Graduate - Doctoral Degree](#) form to the Graduate School via the *Student Services Office* no later than the *second Friday* of the quarter in which graduation is expected. The application is valid for that quarter only. Submitting this application indicates that you expect to complete all degree requirements by the end of that quarter. It must be signed by you, your advisor, and the Graduate Studies Committee Chairperson. The names of the Dissertation Committee members must be listed on the form.

### **Additional Requirements**

In addition to the doctoral degree requirements described in this section, you:

1. must have earned a cumulative point-hour ratio of at least 3.0 for all graduate credit hours completed at this University;
2. must have fulfilled all requirements published by the Graduate Studies Committee;
3. must have final grades for all courses received in the Graduate School by the deadline published on the [University Registrar's web site](#);
4. must have fulfilled all other requirements by the [deadlines](#) established by the Graduate School; and
5. must have paid all outstanding fines

### **End of Quarter**

If you do not meet published graduation deadlines but you do complete all degree requirements by the last business day prior to the first day of classes for the following quarter, you may graduate the following quarter without registering or paying fees.

## V. Summary of Ph.D. Degree Graduation Requirements

(ref. Graduate School Handbook, VII.14)

1. Satisfactory completion of the Candidacy Examination and submission of the Candidacy Examination Report to the Graduate School.
2. Registration for at least three graduate credit hours during the quarters when the Candidacy and Final Oral Examinations are taken and during the quarter in which graduation is expected.
3. Submission of the Application to Graduate form to the Graduate School no later than the second Friday of the quarter in which graduation is expected.
4. Completion of a minimum of 120 graduate credit hours, at least 75 of which must be completed beyond the Master's degree.
5. Completion of the following residence requirements **after** the Master's degree has been earned or **after the first 45 hours of graduate credit have been completed**:
  - a. a minimum of 45 graduate credit hours at this University;
  - b. a minimum of three out of four consecutive quarters with an enrollment of at least nine graduate credit hours per quarter at this University;
  - c. a minimum of 6 graduate credit hours over a period of at least two quarters after admission to candidacy.
6. Graduate cumulative point-hour ratio of at least 3.0.
7. Approval of dissertation draft by the Dissertation Committee members and submission of the Draft Approval form and the dissertation draft to the Graduate School by the published deadline for the quarter of graduation.
8. Satisfactory completion of the Final Oral Examination and submission of the Final Oral Examination Report form to the Graduate School no later than Wednesday two weeks prior to commencement.
9. Submission of the approved dissertation and abstract and the Final Approval form to the Graduate School no later than one week before commencement.
10. Completion of Ph.D. degree requirements within five years after being admitted to candidacy.
11. Receipt of final grades in the Graduate School by the deadline published on the University Registrar's website. Click on "Important Dates" in the "Quicklinks" box and then click on the appropriate quarter under "Important Dates."
12. Completion of the Ph.D. requirements established by the Graduate Studies Committee.
13. Payment of doctoral hood, microfilming, and binding fees no later than one week before commencement.

An [EPL PhD Degree Checklist](#) is on-line.

You should also review the [Doctoral Student Procedures – Final Quarter](#) form provided by the Graduate School.

## Appendix A Frequently used Links for Doctoral Students

Most Graduate School forms are located on the Graduate School web site at <http://www.gradsch.ohio-state.edu/>. Just click on Forms, Guidelines and Policy.

Most EPL forms are available on the School of Educational Policy and Leadership web site at <http://ehe.osu.edu/epl>. Just click on “For Students” and then on “Current Students.”

Individual hyperlinks are listed below:

1. Graduate School Handbook - <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook.pdf>.
2. PhD Program Sheet - <http://ehe.osu.edu/epl/students/downloads/phd-program-sheet-1.pdf>
3. EPL Request to Transfer Graduate Credit - <http://ehe.osu.edu/epl/students/downloads/epl-request-transfer.pdf>.
4. Graduate School Request to Transfer Graduate Credit - <http://www.gradsch.ohio-state.edu/Depo/PDF/TransferCredit.pdf>
5. Recommendation of Status Beyond the Master’s Degree: Transfer of Excess Master’s Hours to the Doctoral Degree - <http://www.gradsch.ohio-state.edu/Depo/PDF/StatusBeyond.pdf>
6. Foundation Courses Requirements:
  - a. Students admitted prior to Autumn Quarter 2005 - <http://ehe.osu.edu/epl/students/downloads/foundations-course-list-bf-au05.pdf>
  - b. Students admitted Autumn Quarter 2005 and After - <http://ehe.osu.edu/epl/students/downloads/foundations-course-list-afr-au05.pdf>
7. Multicultural Course Requirements:
  - a. Students admitted prior to Autumn Quarter 2005 – <http://ehe.osu.edu/epl/students/downloads/mult-cultural-course-list-bf-au05.pdf>
  - b. Students admitted Autumn Quarter 2005 and After - <http://ehe.osu.edu/epl/students/downloads/mult-cultural-course-list-afr-au05.pdf>
8. Doctoral Notification of Candidacy Examination - [http://www.gradsch.ohio-state.edu/Depo/PDF/Doc\\_Notify.pdf](http://www.gradsch.ohio-state.edu/Depo/PDF/Doc_Notify.pdf)

9. Doctoral Candidacy Exam Schedule - <http://ehe.osu.edu/epl/students/downloads/doctoral-candidacy-exam-schedule.pdf>
10. Petition Form for Graduate Committee and Examinations (to be used for requesting video conferencing exams) - [http://www.gradsch.ohio-state.edu/Depo/PDF/Committee\\_and\\_Exam\\_Petition\\_form.pdf](http://www.gradsch.ohio-state.edu/Depo/PDF/Committee_and_Exam_Petition_form.pdf)
11. EPL Title of Research Proposal/Prospectus - <http://ehe.osu.edu/epl/students/downloads/title-research-proposal-prospectus.pdf>
12. Doctoral Draft Approval/Notification of Final Oral Exam - [http://www.gradsch.ohio-state.edu/Depo/PDF/Doc\\_Oral.pdf](http://www.gradsch.ohio-state.edu/Depo/PDF/Doc_Oral.pdf)
13. Guidelines for Preparing Theses, Dissertations, and DMA Documents - <http://www.gradsch.ohio-state.edu/Depo/PDF/Guidelines.pdf>
14. Graduate School Guidelines for Access to and Distribution of Ohio State Dissertations through OhioLink and ProQuest/UMI - <http://www.gradsch.ohio-state.edu/Depo/PDF/GuidelinesSubmissionandAccess.pdf>
15. Application to Graduate – Doctoral Degree - <http://www.gradsch.ohio-state.edu/Depo/PDF/DoctoralGraduate.pdf>
16. EPL PhD Degree Checklist - <http://ehe.osu.edu/epl/students/downloads/phd-checklist.pdf>
17. Doctoral Student Procedures – Final Quarter - <http://www.gradsch.ohio-state.edu/Depo/PDF/DoctoralProcedure.pdf>