

The Ohio State University
College of Education and Human Ecology
SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP

REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY DEGREE
For students admitted autumn 2008 and afterward

The purpose of this sheet is to describe the general requirements for the Doctor of Philosophy degree offered through the School of Educational Policy and Leadership. Additional details regarding the PhD are available in the EPL PhD Handbook <http://ehe.osu.edu/epl/students/downloads/epl-phd-handbook.pdf> and in the Graduate School Handbook at <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>. All policies set forth by the School of Educational Policy and Leadership supplement the policies set forth in Section VII of the Graduate School Handbook.

I. Program Requirements

Specific program requirements must be developed (within the Section) and approved in cooperation with the student's advisor and the Candidacy Examination Committee. The student should complete the *Ph.D. Program Sheet* <http://ehe.osu.edu/epl/students/downloads/phd-program-sheet-1.pdf> with the Committee and submit a copy to the Office of Student Services and Graduate Studies, 122 Ramseyer Hall, prior to the Candidacy Examination.

II. Foundations Requirement

At least six graduate credit hours in historical, philosophical, comparative, psychological, or sociocultural foundations are required. A list of approved foundations courses is available online at <http://ehe.osu.edu/epl/students/downloads/foundations-course-list-aftr-au05.pdf>. Be sure to choose the list appropriate for your date of admission to your current doctoral program.

III. Multicultural Requirement

A minimum of three hours of graduate credit must relate to multicultural education. A list of courses approved to meet the multicultural education requirement is available online at <http://ehe.osu.edu/epl/students/downloads/mult-cultural-course-list-aftr-au05.pdf>.

IV. 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.

Students in the School of Educational Policy and Leadership are strongly encouraged to take research methodology coursework from Quantitative Research, Evaluation and Measurement and/or from Cultural Foundations, Technology and Qualitative Inquiry.

V. 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 used 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.

VI. Independent Study Requirement:

At least nine credit hours of independent study credit (893.XX) are to be taken with members of your candidacy examination committee.

VII. Residency Requirement:

The purpose of the residency requirement is to give students 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 (*Graduate School Handbook*, Section VII.2). The following requirements must be fulfilled after the Master's degree has been earned or after the first 45 hours of graduate credit have 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.

VIII. Minimum Hours:

A minimum of 120 graduate hours beyond the baccalaureate degree is required to earn the doctoral degree. If a Master's degree has been earned, then a minimum of 75 graduate credit hours beyond the Master's degree is required. However,

students often exceed the minimum required hours as the length of the program ultimately depends on the nature of study and the individualized plan created between the student and the advisory committee.

IX. Candidacy Examination Committee

The candidacy examination committee is composed of at least four authorized Graduate Faculty members and includes the student's advisor as chair. The advisor of a doctoral student must hold membership at the Category P level in the graduate program of the student. A Graduate Faculty Representative may be assigned to an initial candidacy exam at the request of the student and advisor.

The chair of candidacy examination committee is responsible for coordinating the preparation and conduct of both the written and oral portions of the candidacy examination. The responsibility for the written and oral portion of the candidacy examination and responsibility for evaluating the entire candidacy examination rest with the candidacy examination 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. Non-Graduate Faculty members may be appointed to the candidacy examination committee by approval of the Graduate Studies Committee in the student's home program and by petition to the Graduate School. Non-Graduate Faculty are in addition to the required four, current Ohio State Graduate Faculty members.

X. Candidacy Examination:

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.

The student's Candidacy Examination Committee develops the written portion of the examination. The examination may be administered within a limited time period or given sequentially over an extended time period. The oral portion of the candidacy examination lasts approximately two hours and is held after completion of the written portion. The Graduate School must be notified at least two weeks in advance of the oral's proposed time and place by submission of a Notification of Doctoral Candidacy Exam form. The candidacy examination must take place during announced University business hours, Monday through Friday. The *Notification of Doctoral Candidacy Exam form* is available online at http://www.gradsch.ohio-state.edu/Depo/PDF/Doc_Notify.pdf.

Timing: The Candidacy Examination may be taken or begun at any time thought appropriate by the student's Candidacy Examination Committee and the Graduate Studies Committee but no later than two quarters before graduation. The student must be in good standing in the Graduate School 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 in the summer.

XI. Dissertation Prospectus/Proposal

All candidates are required to submit an approved dissertation prospectus/proposal form signed by all members of their dissertation committee. The form should be submitted to the Office of Student Services and Graduate Studies in Ramseyer 122 following successful completion of the candidacy examination. The form is available online at <http://ehe.osu.edu/epl/students/downloads/title-research-proposal-prospectus.pdf>. This can be done in conjunction with your IRB proposal submission.

XII. 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. 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.

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 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.

XIII. 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.

XIV. Dissertation

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.

XV. 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.

XVI. 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.

Students in their final quarter prior to graduation should pay close attention to the *Final Quarter, Doctoral Student Procedures* form located on the Graduate School web site at <http://www.gradsch.ohio-state.edu/Depo/PDF/DoctoralProcedure.pdf>.

XVII. 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.

Upon completion of the draft copy of the student's dissertation and at the approval of the student's Dissertation Committee, a date for the Final Oral Examination can be set. No later than two weeks prior to the final oral examination a draft copy of the student's dissertation, along with a signed copy of the form, *Doctoral Draft Approval/Notification of Final Oral Examination*, must be delivered to the Graduate School by the student. The form is available online at http://www.gradsch.ohio-state.edu/Depo/PDF/Doc_Oral.pdf. The Graduate School will conduct a format review of the dissertation at that time.

XVIII. Time Limits:

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.