

THE OHIO STATE UNIVERSITY
College of Education and Human Ecology

DEPARTMENT OF TEACHING AND LEARNING
GRADUATE STUDIES HANDBOOK:

*Master's of Arts (M.A.), Education Specialist (Ed.S.),
and Doctor of Philosophy (Ph.D.)*

Revised: July 22, 2019
Approved GSC Chair: August 7, 2019
Updated June 2019 (includes new Graduate School rules)
Updated June 2019 (includes online forms information)

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PREFACE

The Department of Teaching & Learning (T&L) Graduate Handbook outlines policies and procedures to ensure the highest quality of academic and professional development for all graduate students. The T&L Graduate Handbook also provides essential information about all phases of graduate education, including but not limited to admissions, transfer credit, curricular requirements, committee formation, and exam and research requirements. In addition, items such as Graduate Associate (GA) positions, funding, and annual student evaluations are also addressed.

Many of the rules and guidelines that govern graduate education at the university can also be found in the [Graduate School Handbook](#), which is updated annually. **Students are responsible for understanding and following all of the policies and procedures of both T&L and the Graduate School.** Therefore, it is important for students to consult the [T&L Academic Services staff](#) and the Graduate Studies Chair with any questions or concerns.

The T&L Graduate Handbook is divided into five parts:

**PART 1:
Introduction to the
Department of
Teaching &
Learning**

**PART 2:
Administration
of Graduate
Education**

**PART 3:
General Policies
and Procedures for
all Graduate
Students**

**PART 4:
The Master of
Arts (M.A.) in
Teaching &
Learning**

**PART 5:
The Education
Specialist (Ed.S.)
Degree**

**PART 6:
Doctoral
(Ph.D.)
Degree**

PART ONE

Introduction

Mission

The mission of the Department of Teaching and Learning (T & L) is to generate and transmit knowledge about learning and teaching processes affecting people in diverse schools, families, and communities through world-class research, innovative teaching, and responsive service that addresses pressing educational problems both locally and globally.

Purpose

Research and scholarship in T&L focuses on the centrality of learners across the lifespan, from young children to adults, both in and outside of school settings. This ecological systems perspective shapes our vision and goals to:

- Be leaders in the field, helping to critique, rethink, and re-conceptualize knowledge related to academic content and conceptual knowledge and learning processes;
- Provide exemplary leadership in the research-based preparation and professional development of teachers and teacher leaders; and
- Prepare educators with the knowledge, skills, and dispositions and pedagogical content knowledge to reach and effectively teach all learners in ways that are community and culturally responsive.

As a department of one of the nation's largest land grant universities, as well as an urban-serving university, we share and seek to fulfill the goal of advancing the well-being of the people of Ohio and the global community through the creation and dissemination of knowledge. Through our research, course work, and engagement with local communities, we make an active effort to lead the field, nationally and internationally, while working collaboratively with our local school and community partners. Department faculty share a commitment to scholarship, teaching, and service that emphasizes educational equity, diversity, and social justice; values collaborative, interdisciplinary scholarship; and embraces opportunities to lead, learn from, and partner with Ohio education professionals.

PART TWO

Administration of Graduate Education

Organization related to the university

Graduate School	<ul style="list-style-type: none"> • Establishes rules and guidelines for all graduate programs in the university (all campuses), and serves as final approval for many decisions regarding admissions, examination procedures, and graduation requirements.
College of Education & Human Ecology	<ul style="list-style-type: none"> • Comprised of 3 departments that are governed by Graduate School policies and decisions made by the faculty serving on each Graduate Studies Committee (GSC): 1) Teaching & Learning, 2) Educational Studies, and 3) Human Sciences.
Department of Teaching and Learning	<ul style="list-style-type: none"> • T&L's Graduate Studies Committee (GSC) evaluates and implements department-specific policies and reviews and makes decisions on requests and appeals submitted by students.
Areas of Study	<ul style="list-style-type: none"> • T&L non-licensure graduate programs are divided into Areas of Study (AOS), which vary by degree. T&L Faculty are primarily part of one AOS but can be affiliated with others.

Organization of T&L (graduate-level)

Department Chair	<ul style="list-style-type: none"> • Responsible for the administration of all aspects in T&L. • Collaborates with the Associate Chair.
Associate Chair	<ul style="list-style-type: none"> • Assist Chair in administration of all aspects in T&L.
Graduate Studies Committee (GSC)	<ul style="list-style-type: none"> • Consists of elected T&L faculty members serving staggered, 2-year terms: 4 regular, tenure-track Columbus campus members and 1 regular, tenure-track Regional campus member. • Responsible for all matters affecting graduate studies.
Graduate Studies Committee Chair (GSCC)	<ul style="list-style-type: none"> • Appointed by the Department Chair to provide leadership to GSC. • Responsible for presenting topics of discussion and facilitating GSC meetings. • Reviews and aligns departmental procedures with Graduate School Handbook.
Areas of Study (AOS) Conveners	<ul style="list-style-type: none"> • Selected by faculty members in AOS • Oversees, facilitates, and organizes discussions and decisions within the AOS such as the application review process, assigning faculty advisors, AOS course scheduling and curriculum, etc.

*Refer to [Graduate School Handbook, Section 14](#) for more information about the GSC and its general responsibilities

Additional Roles/Units in T&L (graduate-level)

Graduate Student Representative for GSCC	<ul style="list-style-type: none">• Appointed by the GSCC in consultation with the Department Chair.• Provides graduate student representation and perspective in GSC discussions.
T&L Academic Services	<ul style="list-style-type: none">• Serves as academic support center for prospective and current T&L graduate students as well as T&L faculty and staff.• Maintains student information and has access to university and student records.

*Visit the [T&L Academic Services website](#) to learn more about its functions and the T&L Academic Services staff.

PART THREE

General Policies and Procedures for all Graduate Students

SECTION 1: Admissions Process

All prospective applicants to T&L M.A., Ed.S., and Ph.D. programs are encouraged to review information on the [T&L website](#), including the [T&L faculty profiles](#), to ensure that the candidate's academic and/or research interests are aligned with the department's and can therefore be accommodated.

Once a candidate decides to move forward with applying to a graduate program in T&L, he or she must follow one of two different application and admissions processes:

- 1) **NEW** Graduate School applicants to OSU begin with the online Graduate School application via the [Office of Graduate & Professional Admissions website](#). This includes anyone who was previously or is currently enrolled as a Graduate Non-Degree student at OSU.
- 2) Candidates who have been admitted to an OSU graduate degree program and paid fees for at least one term will need to complete and submit the Graduate Inter-University Transfer application via the [Office of Graduate & Professional Admissions website](#). This **does not** include those who are currently or have been previously enrolled as Graduate Non-Degree students at OSU. More information about this process can be found in the [Graduate School Handbook, Section 2, 2.9](#).

I.1 Application Deadlines and Process/Admission Requirements

Applicants should refer to the [“How to Apply” page](#) on the T&L website. Any candidate (particularly those who are sponsored and/or funded) who is seeking admission to a T&L program after the published deadlines or for a different term is required to contact [T&L Academic Services](#) to request permission to do so. The decision to review late applications is dependent upon the graduate program in question as well as the faculty involved in the specific Area of Study (AOS) and the Graduate Studies Committee.

I.2 Notification of Admission

Although admissions recommendations are made by the T&L faculty, applicants are officially admitted into the Graduate School and notified by Graduate & Professional Admissions (new OSU applicants) or the Graduate School (Intra-University Transfer or IUT). For more information about the different Admission Classifications, refer to the [Graduate School Handbook, Section 2, 2.4](#).

International Applicants

- Candidates recommended for admission will receive an email notification from the Office of Graduate and Professional Admissions with the Affidavit of Financial Support, which must be completed and submitted along with additional documentation that demonstrates proof of financial support (i.e. a bank statement)*.
- Candidates who are not admitted will have access to the decision online**.

Domestic Applicants

- All candidates, whether they are or are not recommended for admission, will have access to the decision online**.

Conditional Applicants/Admission

- If T&L faculty wish to recommend for admission an applicant who the Graduate School identifies as conditional***, a formal request must be made to the Graduate Studies Committee Chair (GSCC).
- If approved, the GSCC is required to write a formal letter indicating the department's/faculty's support for the conditional admission request. This process is facilitated through T&L Academic Services staff, who has direct communication with the Graduate School.

*More information about this process can be found in the [Graduate and Professional Admissions website](#).

**Applicants can check their [Applicant Center](#). For more information or feedback about the final decision, applicants should contact [T&L Academic Services](#).

***More information about Conditional Status can be found in the [Graduate School Handbook, Section 2, 2.4](#).

All students who are offered admission will also be notified by [T&L Academic Services](#) and will be provided with information about their next steps and details about their graduate program.

Section II: Faculty Advisors

To be eligible to serve as a Faculty Advisor, a faculty member must hold Graduate Faculty membership with the Graduate School. Membership includes “M” or “P” status. For more information, refer to each sub-section of the [Graduate School Handbook, Section 15](#).

Faculty Advisors have relevant expertise in the discipline their advisees are pursuing. They guide students in the development of their degree programs and serve as mentors throughout their graduate study.

Students are initially assigned a faculty advisor by the Area of Study (AOS) faculty upon admission to the graduate program. The student and the faculty advisor work together to form an examination committee which oversees the student’s completion of the exit option selected for completion of the degree.

II.1 Change of Faculty Advisor

It is important for students to first communicate with the faculty member he or she wishes to request as the new Faculty Advisor to confirm that he or she is willing and able to take on more advisees. Once this conversation takes place and the faculty member approves the request, students are required to complete the [Change of Advisor form](#), obtain the signature of the new Faculty Advisor, and submit the document to [T&L Academic Services](#) for the official change in the student’s university record. **It is highly recommended for students and/or the new Faculty Advisor to notify the current Faculty Advisor about the change as a professional courtesy.** However, if he or she has any concerns about making such a change, the student should contact the Graduate Studies Committee Chair (GSCC) first. If a student’s faculty advisor leaves the university or is no longer able to serve as the student’s advisor for other reasons, the student should contact the AOS Convener first for assistance in finding another Faculty Advisor.

Section III: Academic and Professional Standards

The Graduate School and the Department of Teaching and Learning share responsibility for evaluating graduate student academic performance and degree completion. Students, faculty, and staff should refer to the [Graduate School Handbook, Section 5](#) for a list and description of the academic and professional standards, since many of these points may significantly impact a graduate student’s academic progress. In addition, the [Graduate School Handbook, Appendix C](#) provides an outline of the Graduate Student Code of Research and Scholarly Misconduct as well as Graduate School Policy on the Investigation of Allegations of Research Misconduct by a Graduate Student.

All members of T&L, including students, are expected to adhere to the highest professional and ethical behavior both on-campus and in university-related activities off-campus (including university-related

online activities). Students are expected to understand and adhere to the professional and ethical standards of the education and research profession, including the following:

- [International Literacy Association \(ILA\)](#)
- [American Educational Research Association \(AERA\)](#)
- [Association for Supervision and Curriculum Development](#)
- [National Council of Teachers of Mathematics](#)
- [National Council for the Social Studies](#)
- [National Council of Teachers of English](#)
- [National Science Teachers Association](#)
- [American Anthropological Association](#)

By applying to, being admitted, and accepting the offer of admission to any of the academic programs of T&L, students agree to adhere to the policies listed above. In particular, all T&L students, staff, faculty, and others engaged in Department activities are to be treated with dignity, integrity, respect for culture, language, and sexual orientation, respect for individual and collective intellectual and academic work, and respect for academic freedom and freedom of speech.

Each student, staff member, and faculty member has the responsibility to promote the policies above for ethical behavior and to report violations of these policies. Failure to report a violation of university policies and T&L policies for ethical behavior (as listed above) is itself a violation and subject to punitive action.

Section IV: Course Registration and Enrollment

Outside of the mandatory “core” courses, students are expected to meet with their faculty advisor prior to course registration to ensure a focused progression through required and elective coursework. Once this has been determined, all T&L graduate students register online through their Student Center located in [BuckeyeLink](#), which also provides access to information regarding Financial Aid, their Statement of Account, their personal contact information, and online payment for tuition and fees. The [SIS Student Center Reference Guide](#) offers assistance and step-by-step guides to accessing all of this information via [BuckeyeLink](#).

IV.1 Course Registration

Financial Responsibility Statement (FRS)*	Enrollment Appointment**	Courses Requiring Permission	Registration & Fee Payment Deadlines***	Auditing a Course+
For every term a student intends to register for courses, the FRS needs to be completed in the Student Center to remove the Registration Lock placed in the student's account by University Registrar.	The Enrollment Appointment is the date and time the university assigns each student which determines when he or she will be permitted to register for the following term. Registering early rather than later during the student's Enrollment Appointment increases the chances of securing a place in a specific course.	If a course has any type of restriction which keeps the student from registering, he or she must obtain permission from the instructor via email. Should the instructor grant permission, T&L graduate students are required to forward the email confirmation to tl-academicsservices@osu.edu so that the student can be registered.	Students are responsible for meeting all published deadlines for procedures such as registering, paying fees, adding or dropping courses.	Students are required to select the "Audit the Course" option on the Course Enrollment Permission form as well as obtain the required signatures. The completed and signed form needs to be submitted to T&L Academic Services.

* Refer to the "To Do List" section in their Student Center via [BuckeyeLink](#) to complete the FRS.

** Refer to the "Enrollment Information" section in Student Center via [BuckeyeLink](#) to determine the date and time of their Enrollment Appointment.

*** For information to add, drop, or audit a course after the published university deadlines, refer to Section IV.3 below.

+ The completed and signed [Course Enrollment Permission form](#) can be submitted in person to 227 Arps Hall or as a document attachment via email to tl-academicsservices@osu.edu (T&L Academic Services' organizational email address).

IV.2 Graduate-Level Courses at OSU

At OSU, courses that are 5000-level and above are considered graduate level. However, 4000-level courses offered through different departments at OSU and taught by faculty members in those areas may count toward a T&L graduate degree **if approved by a student's Faculty Advisor**.

IV.3 Late Course Add/Drop/Audit

The *Late Course Petition* form must be completed and submitted through the GRADFORMS.OSU.EDU system by students who wish to:

ADD a course for credit or audit **after the 2nd Friday of the semester/session.**

DROP a course for credit or audit **after the 10th Friday of the semester, the 5th Friday of Autumn or Spring Session, or equivalent Summer deadline.**

For a list of the university published deadlines for each Semester, Autumn/Spring Session, or Summer, students can refer to [BuckeyeLink](#), the [Registrar's website](#) (see “Important Dates”), or the [Graduate School Handbook – Appendix A](#).

IV.4 Non-enrollment and Reactivation

- T&L graduate students who do not enroll in graduate courses for a time period of one semester to two years should complete and submit the [Permission to Reactivate Enrollment Eligibility form](#) to [T&L Academic Services](#).
- T&L graduate students who do not enroll for a time period of over two years are also required to complete the [Permission to Reactivate Enrollment Eligibility form](#). However, the document must be submitted to [T&L Academic Services](#) along with a formal statement prepared by the student which addresses the request to the Graduate Studies Committee (GSC). The decision to approve or disapprove the student’s reactivation request is made by the GSC in consultation with the relevant Area of Study and requires the assigning of a new academic advisor if the previous advisor is no longer available. The student cannot be reactivated if no faculty members agree to serve as advisor. [T&L Academic Services](#) will facilitate the communication between the student and the GSC around this process.

Section V: Transferring Course Credit

For more details, refer to the “Transfer Credit” information in the [Graduate School Handbook, Section 4, 4.2.](#)

Credit from an OSU Graduate Degree Program outside of T&L

- Requires faculty advisor approval
- Once approved, the course(s) should be listed in student's Program Sheet, which is to be completed, signed, and submitted

OSU Graduate Non-Degree Credit

- to GSS once student applies to graduate.
- A maximum of 7 semester hours of OSU Graduate Non-Degree credit can be transferred into a graduate program.
- Requires faculty advisor approval
- Once approved, student must complete and submit the Transfer of Graduate Credit form online.*

Graduate Credit from another Institution

- Requires faculty advisor approval
- Once approved, student must complete and submit the Transfer of Graduate Credit form online.*

*The *Transfer of Graduate Credit* form is available through the GRADFORMS.OSU.EDU system by selecting the “View Enrollment Forms” option.

Section VI: Dual Degree

The *Dual Degree Program* form must be completed through the GRADFORMS.OSU.EDU system within one semester or term of planning the integrated course of study with both advisors. There are for options for pursuing Dual Degrees:

- 1) Dual Master's degree program: More information is available in the [Graduate School Handbook, Section 6, 6.7](#) and [6.8](#).
- 2) Dual Master's/Ph.D. degree program
- 3) Dual Master's/Professional Doctorate degree program
- 4) Dual Ph.D./Professional Doctorate program

Section VII: Graduate Associates

A limited number of Graduate Associate appointments (also known as “GA Positions”) are available through the Department of Teaching and Learning. For more detailed information, refer to the [Graduate School Handbook, Section 9](#) and the [T&L Graduate Associate Appointment Guidelines](#). The GA application and information can be found [here](#).

Returning T&L graduate students with and without appointments in the current academic year will be provided with the appropriate Graduate Associateship (GA) application during December of each year. [T&L Academic Services](#) will communicate the details around the application process and link to the application via students’ OSU email account.

Prospective graduate students currently in the process of applying to the Department of Teaching and Learning must complete the appropriate GA application to be considered for a position. Final decisions of appointments and reappointments are made by the Department Chair and Associate Chair based on:

T&L's budget for GA Funding	T&L Faculty/Supervisor Recommendations	T&L Needs and Vacancies	Existing GA's performance, progress toward degree completion, and whether he or she is in good academic standing.
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Appointment and reappointment offers for the following academic year are made typically between April 1 and May 15. Once these selections are finalized, students are notified via their OSU email address and are provided with the GA appointment contract.

Pre-candidacy GAs with 50% appointments in the Autumn and Spring semesters who wish to utilize fee authorizations during Summer Term must register for a minimum of 4 credit hours. Those who are post-candidacy are required to register for 3 credit hours.

For GTA selection, international students with a TOEFL score of less than 28 on the spoken category must work with the English as a Second Language (ESL) program to obtain certification for proficiency in Spoken English. This must be completed prior to the acceptance of an appointment within the department. A copy of the certificate must be submitted to the T&L HR office: 338B Arps Hall; and the Graduate School: Grad-registrationservices@osu.edu. For more information about the ESL Program, call (614) 292-1364 or stop by 356 Arps Hall.

VII.1 Evaluation and Reporting Graduate Associate Performance

The evaluation of GAs is primarily the responsibility of the supervisor, who should include the GA in the discussion. In certain cases, participation by the Department Chair, Associate Chair, or GSC may be appropriate. Access to the evaluation should also be provided to the GA by the supervisor or the Department Chair.

All GAs are expected to perform their given duties accurately, efficiently, and with initiative. The degree of success in achieving these goals will be assessed by the supervisor. Procedure for evaluation of GAs by supervisors includes completion of the standard [T&L GA Performance Evaluation](#) at least once per appointment period.

VII.2 Termination of GA Appointments

A GA appointment may be terminated prior to the end of the appointment period for any of the reasons found in “Termination Criteria” of the [Graduate School Handbook, Section 9, 9.2](#) as a student who exceeds 260 total graduate credit hours per the College of Education and Human Ecology’s policy. A terminated appointment is based upon recommendation to the Graduate School from the supervisor and the Chair of the Department. The Chair will notify the student in writing no later than the end of the fifth working day before the last day of classes of the semester.

VII.3 Grievance Procedures

The student may file a grievance regarding the termination of appointment with the Graduate Studies Committee Chair, who will confer with the Department Chair and the supervisor. The policies and guidelines for the student grievance process are detailed in the as the [Graduate School Handbook, Appendix D](#).

Section IV: Graduate Funding

Numerous funding opportunities are available through the Department, the College, and the University, as well as from external sources. Students are encouraged to actively seek information from a variety of sources:

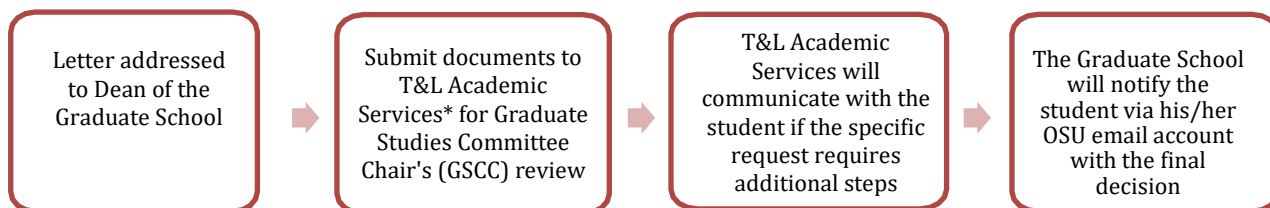
- 1) [EHE Scholarships](#)
- 2) [T&L Graduate Associate Appointments](#)
- 3) [First-Year and Multiple-Year Fellowships](#) through the Graduate School
- 4) Other funding information through the [Graduate School website](#)
- 5) Other funding information through the [Student Financial Aid website](#)
- 6) [EHE Office of Research](#) funding opportunities
- 7) [T&L Travel Grants](#)

It is also recommended that T&L students consult their Faculty Advisors about other external funding opportunities or awards that require a faculty member nomination.

Section X:
Requesting Exceptions to Graduate School and Department Policies

To seek an exception to normal procedures, T&L graduate students should first discuss their intended request with their Faculty Advisor. If the Faculty Advisor agrees to support the request, the student is required to write a formal letter addressed to the appropriate administrator explaining the situation, and if applicable, any extenuating circumstances that should be taken into consideration. The specific steps to be followed are outlined below.

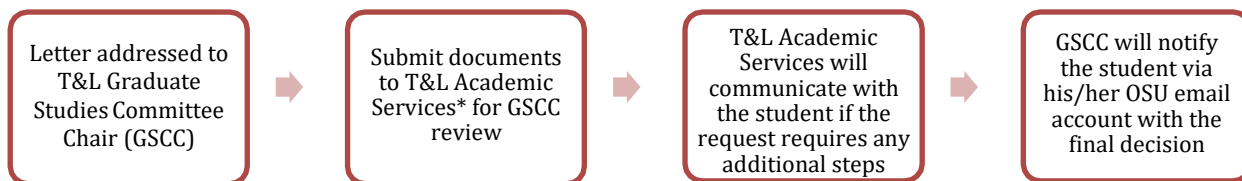
X.1. Requesting exceptions to University/Graduate School Policies



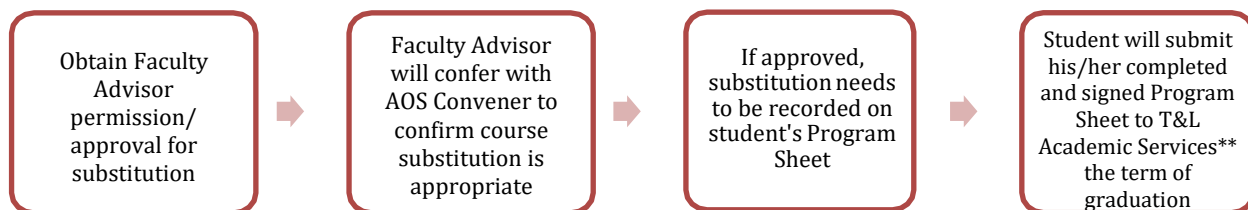
*This can be submitted in person or electronically to [T&L Academic Services](#).

X.2. Requesting exceptions to College/Department Policies

To request to add, drop, or audit courses after the university registration deadlines, refer to **Section V.2 on page 8 of this Handbook**. All Students should frequently check [BuckeyeLink](#), the [Registrar's website](#) (see "Important Dates"), or the [Graduate School Handbook – Appendix A](#) for registration and other important deadlines.



*This can be submitted in person or electronically to [T&L Academic Services](#).

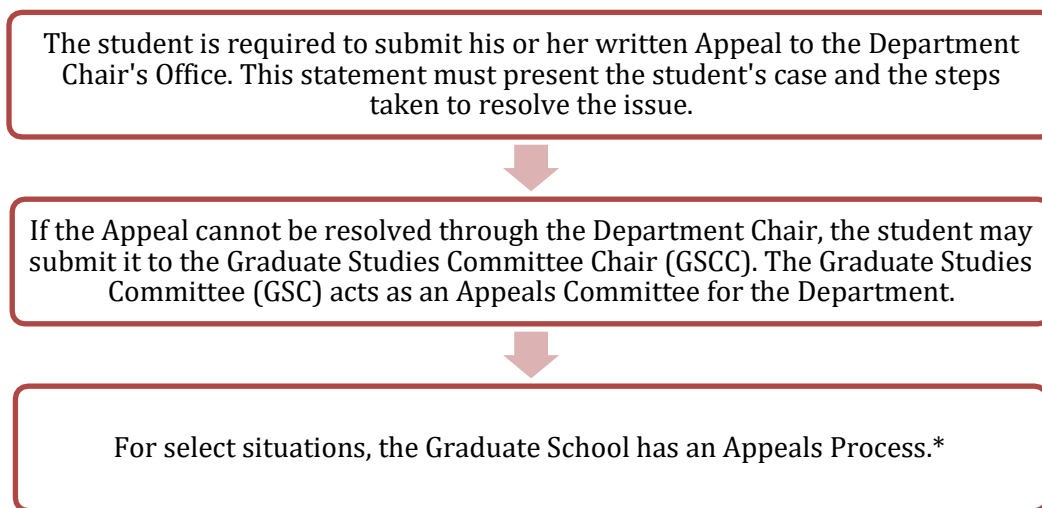
X.3. Requesting substitution(s) to the Area of Study (AOS) coursework*

*T&L Core coursework **CANNOT** be substituted.

**The completed Program Sheet (addressed in the Parts Three, Four, and Five of this Handbook) can be submitted in person or electronically to [T&L Academic Services](#).

X.4. Appeals

T&L has an Appeals Process highlighted below to assist and support students in acquiring a resolution to any type of academic-related grievance involving a T&L faculty or staff member. Students should attempt to settle these problems through constructive discussions with the individual(s) closely connected to the problem before seeking the formal appeal.



*Students can refer to the [Graduate School Handbook, Appendix D](#) for more information.

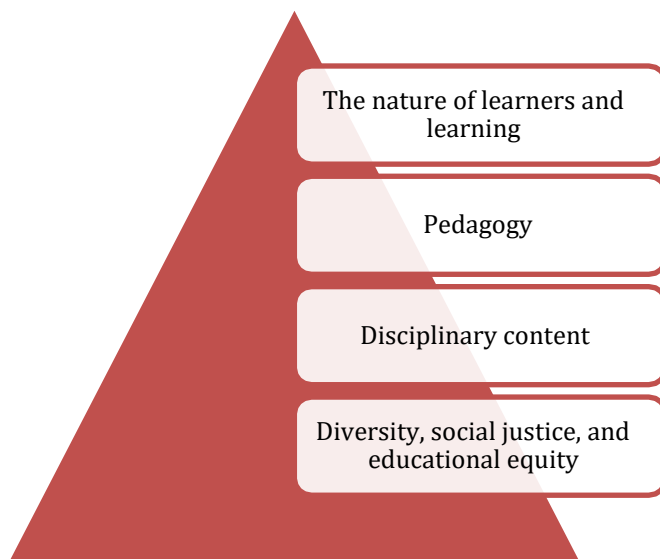
PART FOUR

Master of Arts (M.A.) in Teaching & Learning Degree

The Master of Arts (M.A.) in Teaching and Learning provides a post-baccalaureate degree for:

- 1) Trained and experienced educators at various levels of education.
- 2) Individuals interested in eventually pursuing a doctoral level degree and becoming scholars and teachers at the college or university level.
- 3) Professionals who are interested in offering educational services in a wide variety of social and community settings outside the public schools. Such settings may include social service fields that provide educational programs and services for children and young adults; education departments of art, history, and science museums; and educational service programs connected with parks and recreation systems.

The structure and content of the M.A. aims to broaden and deepen perspectives around four areas central to high quality education for all learners:



Prospective M.A. students are required to select one of the following Specializations when completing the Graduate School Application or Intra-University Transfer (IUT) Application:

APCL	Adolescent, Post-secondary and Community Literacies
DARTL	Dramatic and Arts-based Research, Teaching, and Learning
FSMLE	Foreign, Second and Multilingual Language Education
LES	Language, Education, and Society
LCYA	Literature for Children and Young Adults
MESE	Multicultural and Equity Studies in Education
RLEMC	Reading and Literacy in Early and Middle Childhood
STEM	Science, Technology, Engineering and Mathematics Education

Those applying to the M.A. program are not required to submit GRE scores as part of the application process unless a conditional admission may be necessary.

Faculty Advisor and Committee Member(s)

As discussed in Part Two, Section III on page 6 of this Handbook, each T&L graduate student is assigned a Faculty Advisor once admitted to the program. With the assistance of the Faculty Advisor, M.A. students are required to identify a second faculty member who will serve as their Committee Member (also known as the “Second Reader”). Like the Faculty Advisor, the Committee Member must hold a minimum [Category M appointment](#) with the Graduate School. It is highly recommended that the Committee Member be selected in the term prior to graduation.

M.A. Program Sheet and Degree Requirements

Students who accept their admission offer to the M.A. will be provided with the [M.A. Program Sheet](#). In addition to the required credit hours, this document lists the curriculum for the program, which consists of core departmental courses, a research course, and specialization courses. **It is crucial for students to communicate with their Faculty Advisor AT LEAST once every term to consult the selection of specialization/elective coursework and ensure satisfactory progress toward their degree.** With the approval of the Faculty Advisor, the M.A. curriculum may also include coursework leading to state licensure programs (i.e., [endorsements offered by T&L](#) or [through the Department of Educational Studies](#)).

The second page of the [M.A. Program Sheet](#) provides details about the Exit Examination (both the Thesis and Non-Thesis options) as well as the residency/degree requirements that must be met through the “Graduation Checklist.” Once students are preparing for their final term in the program, they are required to submit a completed Program Sheet to [T&L Academic Services](#) signed by their faculty advisor. This serves as the official contract for the student’s program of study as defined by the college, the department, and the student’s specialization.

Transferring from the M.A. to the T&L Ed.S. or Ph.D.

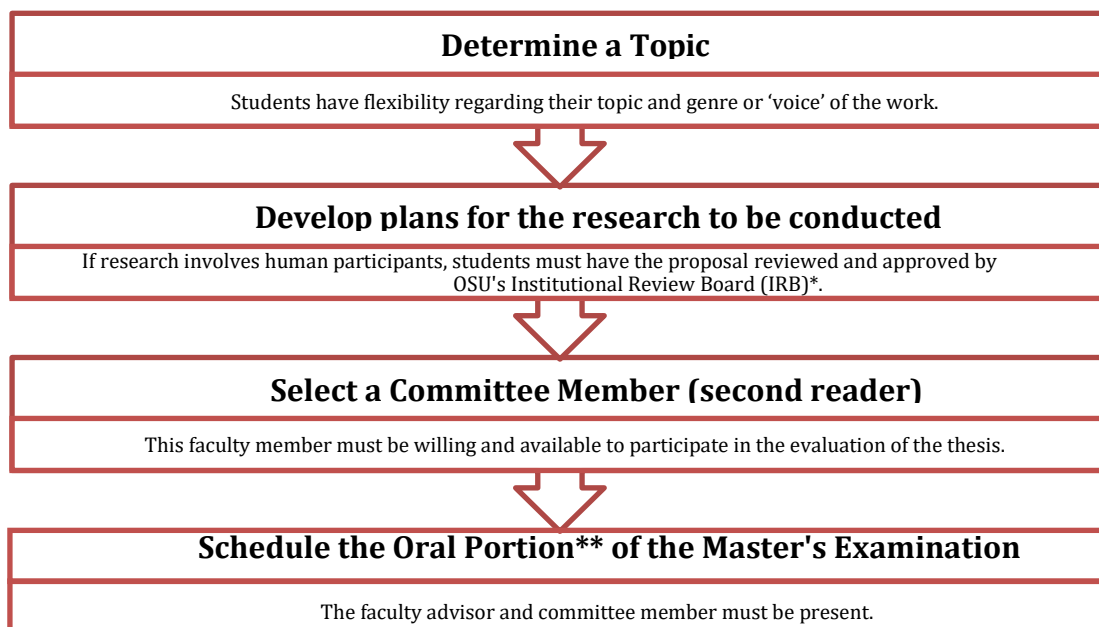
Students who successfully complete and are awarded the M.A. degree have the option of applying to transfer to the Ed.S. or Ph.D. program in T&L. These candidates will need to complete and submit the Graduate Inter-University Transfer application via the [Office of Graduate & Professional Admissions website](#). The documents will be reviewed by the appropriate Area of Study (AOS), and the student will be notified of the final decision by the Graduate School. More information about this process can be found in the [Graduate School Handbook, Section 2, 2.9](#).

Graduation Options

M.A. students must select an “exit” or Final Examination option that supplements the completion of their required coursework for the M.A. degree: the Thesis option or Non-Thesis option. The decision as to which option to select, as well as the variety of choices available within the Non-Thesis category, should be made in consultation with the student’s Faculty Advisor. For students pursuing the Thesis option, the decision should be made at least two semesters prior to graduation to allow sufficient time for the planning and completion of the thesis. Those who select the Non-Thesis option should do so before their graduation semester.

Thesis Option

The purpose of the Master's thesis is to reflect the student's growing understanding of scholarship in an academic field. Thus, a thesis is beneficial for students who plan to pursue a doctoral degree, since it provides them with research experience. To develop a thesis and adhere to a structured timeline, M.A. students are required to consult closely with their faculty advisor to:



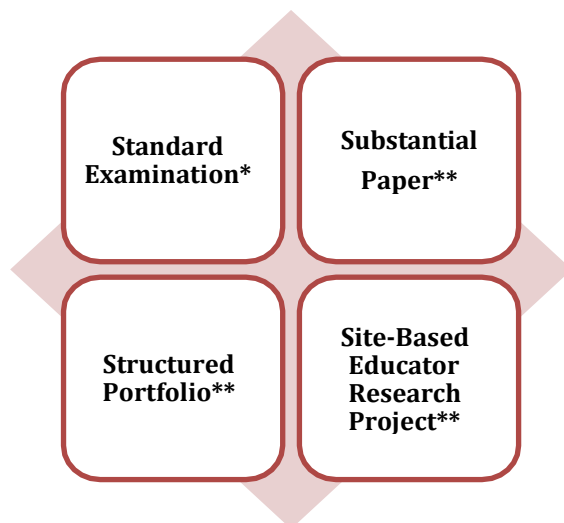
*More information is available in the [Office of Responsible Research Practices website](#). Students should contact the Human Subjects Review administrative staff in order to discuss the process for review of the proposal, to learn about the online proposal submission process, and to factor in the time it will take for the human subject's approval process.

**More information is available in the [Graduate School Handbook, Section 6, 6.2](#) under "Thesis."

Non-Thesis Option

More information is available in the [Graduate School Handbook, Section 6, 6.2](#) under “Non-Thesis.”

M.A. students who select the non-thesis option will need to consult with their Faculty Advisor to determine the appropriate form of the Final Examination. Options include:



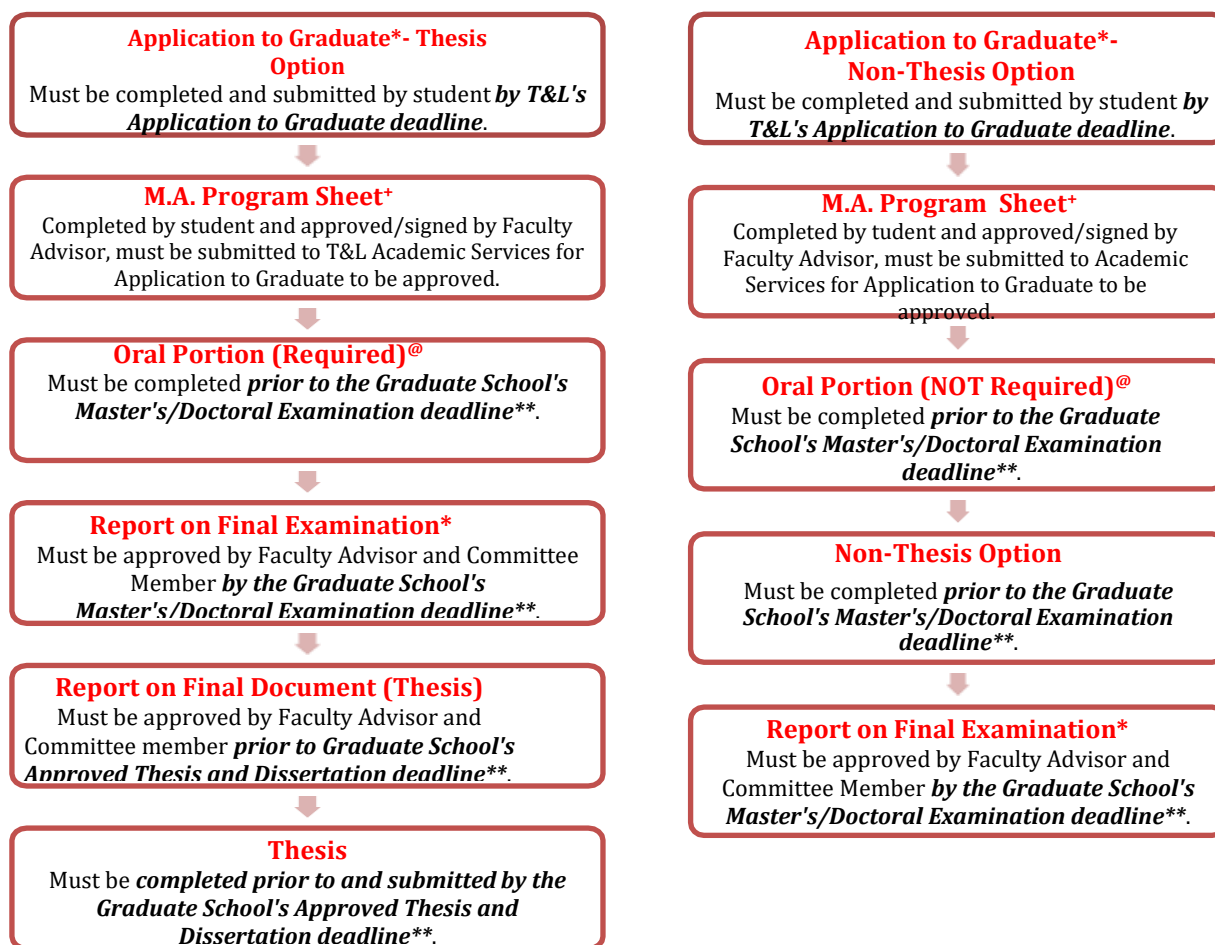
*T&L Guidelines for the **Standard Examination**:

- 4-hour written exam
- Must be 3 to 5 questions developed by Faculty Advisor and Committee Member
- Students are NOT permitted to use notes, books, or other resources during the exam. Typically, faculty advisors provide their advisees with the questions prior to the exam to adequately prepare.
- Must take place during announced university business hours, Monday through Friday
- M.A. students are responsible for making arrangements for a campus location. It is recommended that students complete the [T&L Room Reservation Form](#), which is a room request specifically for classrooms/conference rooms in Arps and Ramseyer Halls.
- The date and time of the exam must take place within normal operating hours for T&L administrative offices: Monday through Friday, 8 to 5 pm.
- The student's Faculty Advisor must submit the examination to [T&L Academic Services](#) at least **one week prior to the date of the exam.**

** T & L Guidelines for other MA options are developed within each Area of Study. Each option requires an oral defense in addition to completion of the designated written work. Specifications for the oral defense are developed by the student's Area of Study.

Applying to Graduate

General information is available in the [Graduate School Handbook, Section VI, 6.5](#). In addition, M.A. students need to refer to the [M.A. Graduation Guide](#) for detailed instructions and T&L-specific deadlines around the graduation process, which is summarized in the chart below:



* Forms available via the GRADFORMS.OSU.EDU system.

** The completion/approval deadlines for the *Master's and Doctoral Examination* and *Approved Thesis and Dissertation* can be found in the Graduate School's [Graduation Deadlines](#) listed in the "Semester Deadlines" section where one should select the "Graduation" option. **M.A. students should disregard the Application to Graduate deadlines on this document and instead adhere to the deadlines listed**

in the [M.A. Graduation Guide](#). Students who are not able meet the T&L Application to Graduate deadlines or have questions about the graduation process must contact [T&L Academic Services](#).

+ Students should only follow the [M.A. Program Sheet](#) that corresponds with their semester of matriculation as requirements and curriculum may change.

@ If more than one committee members need to be video-conferenced for the Oral Portion of an examination, the student is required to complete and submit the *Committee and Examination Petition* via the [GRADFORMS.OSU.EDU](#) system. For more information about the guidelines for video-conferencing, students can refer to the [Graduate School Handbook, Appendix B](#).

Applying to Graduate in Summer Term

Faculty members are officially on duty from August 15th to May 15th each academic year and are **not required or expected to participate in any Masters Examination-related work during the summer off-duty period**. Students wishing to receive responses to their work or to hold a Master's Examination defense during Summer Term should consult with their Faculty Advisor and committee members well in advance regarding faculty availability for that period of time.

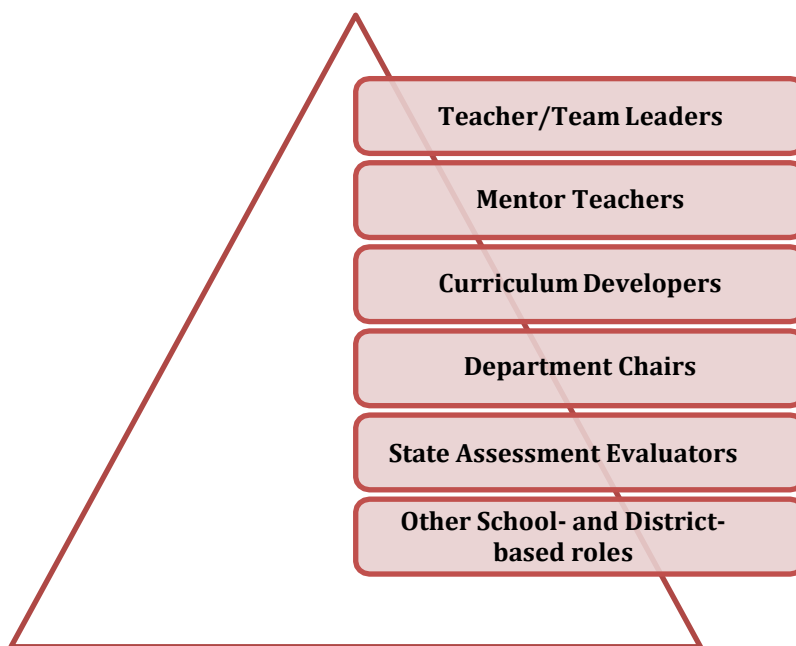
End of Semester (EOS) Option for Graduation

More information can be found in the [Graduate School Handbook, Section 6, 6.5](#). Students should note that **this pertains to those who are not able to meet the Graduate School's *Application to Graduate deadline***, which can be found in the Graduate School's [Graduation Deadlines](#) listed in the "Semester Deadlines" section where one should select the "Graduation" option.

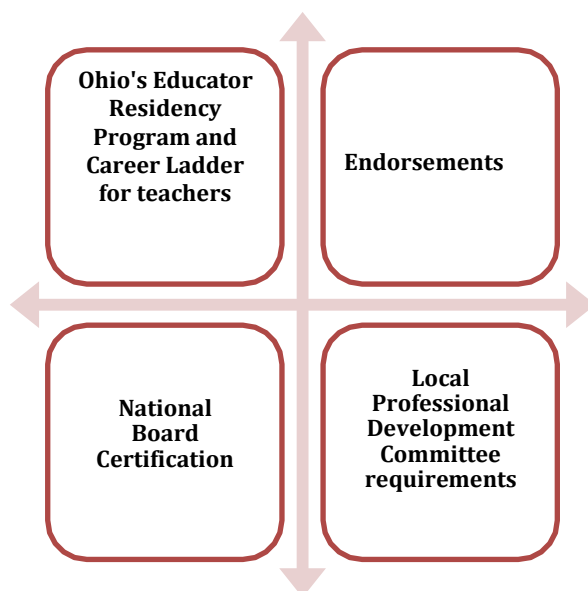
PART FIVE

Educational Specialist (Ed.S.) Degree

The Education Specialist degree (Ed.S.) provides the opportunity for school- and community-based educators with a Master's degree to further their professional development with a strong grounding in and application of diverse theory and research. The Ed.S. offers a set of significant experiences and courses for specialists in PK-16 instructional leadership positions, such as (but not limited to):



In such roles, highly qualified, experienced educators may serve as catalysts for school change, reform, and program/curriculum development. In short, the Ed.S. program provides candidates with coherent academic and professional development that can be aligned with professional goals such as:



Ed.S. specializations are determined through the student's affiliation with an Area of Study (AOS) that offers coursework and work with an advisory committee which supports the completion of an apprenticeship and a culminating project/thesis. GRE scores are not required when applying to the Ed.S. With the approval of the Faculty Advisor, the Ed.S. curriculum may also include coursework leading to state licensure programs (i.e. [endorsements offered by T&L](#) or [through the Department of Educational Studies](#)). Applicants to the Ed.S. are required to select one of the following AOS when completing the Graduate School Application or Intra-University Transfer (IUT) Application:

APCL	Adolescent, Post-secondary and Community Literacies
DARTL	Dramatic and Arts-based Research, Teaching, and Learning
FSMLE	Foreign, Second and Multilingual Language Education
LES	Language, Education, and Society
LCYA	Literature for Children and Young Adults
MESE	Multicultural and Equity Studies in Education
RLEMC	Reading and Literacy in Early and Middle Childhood
STEM	Science, Technology, Engineering and Mathematics Education

Faculty Advisors and Committee Member(s)

Each Ed.S. student is assigned a Faculty Advisor once admitted to the program. **With the assistance of the Faculty Advisor and prior to completing 9 credit hours, Ed.S. students must identify and select at least one other faculty member who holds a [Category P Appointment](#) as their graduate faculty status with the Graduate School to serve as the Committee Member(s).** If the student wishes to have a faculty member who holds a [Category M appointment](#) as their graduate faculty status with the Graduate School as a Committee Member, the student will be required to complete and submit the *Committee and Examination Petition* online via the [GRADFORMS.OSU.EDU](#) system. Once submitted, the *Committee and Examination Petition* will need to be reviewed and approved by the T&L Graduate Studies Committee Chair (GSCC). If approved, the final decision will be made by the Graduate School.

Ed.S. Program Sheet and Degree Requirements

Students who accept their admission offer to the Ed.S. will be provided with the [Ed.S. Program Sheet](#). In addition to the required credit hours, this document lists the curriculum for the program, which consists of core departmental courses, a multicultural education/diversity in education requirement, a minimum of two research methods courses, research apprenticeships, and Area of Study (AOS) required and elective coursework. **It is crucial for students to communicate with their Faculty Advisors AT LEAST once every term to consult the selection of AOS coursework and ensure satisfactory progress toward their degree.**

The second page of the [Ed.S. Program Sheet](#) provides details about the Applied Project as well as the residency/degree requirements that must be met. Once students are preparing for their final term in the program, they are required to submit a completed Program Sheet to [T&L Academic Services](#) signed by their Faculty Advisor. This serves as the official contract for the student's program of study as defined by the college, the department, and the student's AOS.

Applied Project

Completed in the student's final term, the Applied Project is the only Final Examination option for the Ed.S. degree. It must embody the results of a study of an issue directly related to the student's AOS and should also benefit the student's professional goals. It should demonstrate the candidate's ability to apply his or her knowledge of the program and ability to conduct practice-based research/inquiry. The topic of the Applied Project must be approved in advance by the student's Ed.S. committee. It must include a written product (or an electronic equivalent – e.g., a multimodal, digital thesis with the quality and rigor equivalent to a traditionally written thesis) and meet the Ed.S. committee's approval of its design.

A 90 minute oral examination is also required and must be conducted by the student's Ed.S. committee.

Transferring from the Ed.S. to the Ph.D.

In some cases, the Ed.S. degree may also serve as the foundation for the pursuit of a Doctoral (Ph.D.) degree. Transfer to the PhD does not require the submission of GRE scores. Although students pursuing the Ed.S. have the option to request to transfer to the Ph.D., **candidates who have completed and graduated with the Ed.S. degree are not permitted to pursue the Ph.D. in T&L.** Current Ed.S. students who would like to request to transfer to the Ph.D program:

Should not exceed 10 hours of coursework* in the Ed.S. program, which includes the two core courses: EDUTL 8003 and 8015

Obtain permission and support from their Faculty Advisor

Complete the required Graduate School form**

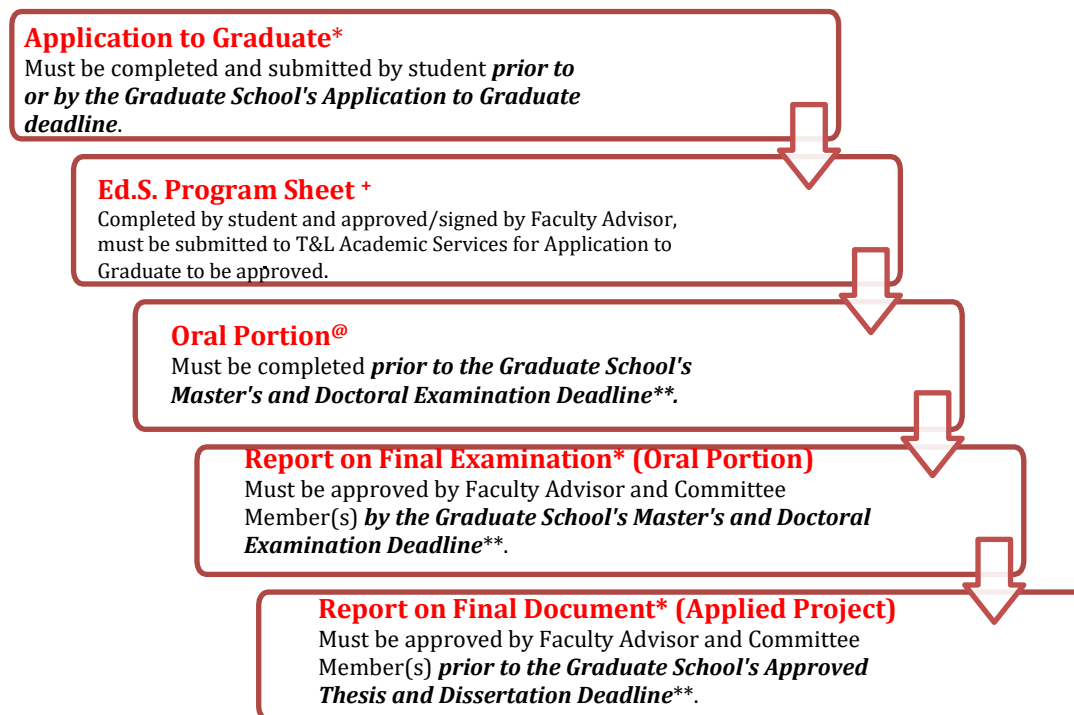
Submit a letter of recommendation from the professor of one of the candidate's core courses (EDUTL 8003 or 8015) to T&L Academic Services

*Ed.S. students who have completed beyond 10 hours in the Ed.S. program will be required to request an exception to the department policy to the T&L Graduate Studies Committee (refer to **Part Two, Section XI, XI.2** on page 13 of this Handbook for instructions).

** Candidates will need to complete and submit the Graduate Inter-University Transfer application via the [Office of Graduate & Professional Admissions website](#). More information about this process can be found in the [Graduate School Handbook, Section 2, 2.9](#).

Applying to Graduate

Ed.S. students need to refer to the [Ed.S. Graduation Guide](#) for detailed instructions and deadlines around the graduation process, which is summarized in the chart below:



* Forms available via the GRADFORMS.OSU.EDU system.

** The completion/approval deadlines for the *Application to Graduate*, *Master's and Doctoral Examination*, and *Approved Thesis and Dissertation* can be found in the Graduate School's [Graduation Deadlines](#) listed in the "Semester Deadlines" section where one should select the "Graduation" option

+ Students should only follow the [Ed.S. Program Sheet](#) that corresponds with their semester of matriculation as requirements and curriculum may change.

@ If more than one committee members needs to be video-conferenced for the Oral Portion of an examination, the student is

required to complete and submit the *Committee and Examination Petition* via the GRADFORMS.OSU.EDU system. For more information about the guidelines for video conferencing, students can refer to the [Graduate School Handbook, Appendix B](#).

Applying to Graduate in Summer Term

Faculty members are officially on duty from August 15th to May 15th each academic year and are **not required or expected to participate in any Final Examination-related work during the summer off-duty period.** Students wishing to receive responses to their work or to hold the Oral Portion of their Final Examination during Summer Term should consult with their Faculty Advisor and committee members well in advance regarding faculty availability for that period of time.

End of Semester (EOS) Option for Graduation

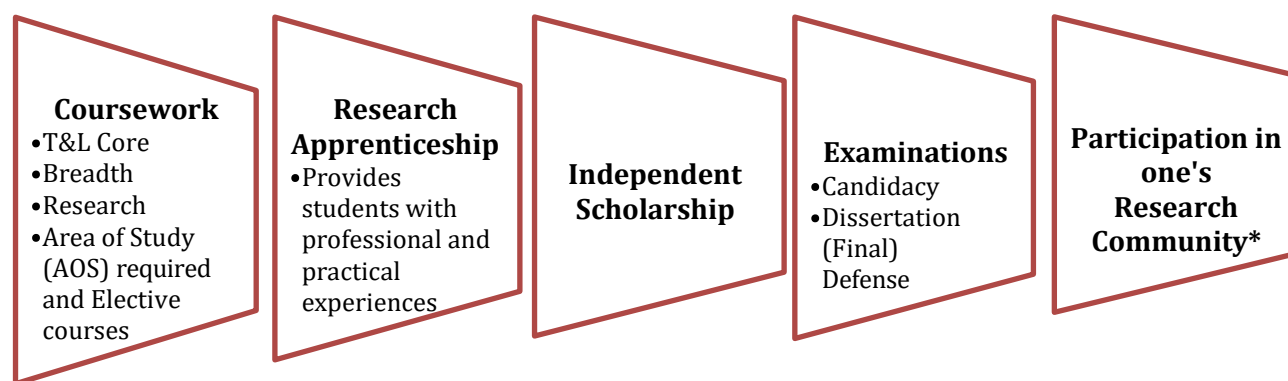
More information can be found in the [Graduate School Handbook, Section 6, 6.5](#) as well as the [Graduate School website](#). Students should note that **this pertains to those who are not able to meet the Graduate School's *Application to Graduate* deadline**, which can be found in the Graduate School's [Graduation Deadlines](#) listed in the "Semester Deadlines" section where one should select the "Graduation" option.

PART SIX

Doctoral (Ph.D.) Degree

The Nature of Doctoral Study in the Department of Teaching and Learning

The Ph.D. is a rigorous research-based degree designed to prepare graduates to work and succeed in research-intensive settings. T&L doctoral students are engaged in nationally recognized research, and continue to receive prestigious national awards, complete peer-reviewed journal publications prior to graduation, and present papers and posters at national and international conferences. Applicants to the PhD program are required to submit GRE scores unless they are transferring from the T & L M.A. or Ed.S; how GRE scores are used is determined by each Area of Study. Doctoral study in T&L consists of five kinds of activities:



*Doctoral students are expected to be active participants in the community of researchers that constitute one's Area of Study (AOS) at the department level, the university level, and at the national level. It is the responsibility of the student's Faculty Advisor and of faculty in the student's designated AOS to communicate their expectations and standards for participation in that particular research community.

Among the activities that AOS faculty may recommend are:

- Participation in informal seminars, lectures, discussions, and colloquia held at the university,
- Attendance and participation at national research conferences,
- Assisting in the review of manuscripts for a journal or of proposals submitted to a conference.

Although faculty have the responsibility to communicate their expectations for participation in one's research community, it is the student's responsibility to pursue and initiate opportunities.

Expectations of Doctoral Students and Faculty Advisors

T&L faculty expect doctoral students to pursue their education vigorously and to engage in educational activities independently and beyond those specified in courses and in the [Ph.D. Program Sheet](#). In addition, a student's Faculty Advisor and the faculty in the student's AOS ensure that the student has the appropriate coursework, educational experiences, and professional experiences to constitute an appropriate level of expertise in the AOS and in the conduct of research by:

- Monitoring the student's progress and learning
- Recommending or requiring additional coursework beyond the minimum
- Recommending or requiring the student to engage in professional and scholarly activities beyond coursework

The judgment of faculty in this matter supersedes the minimum list of requirements for the AOS in the Program Sheet (and maintains consistency with policies and rules of the Graduate School).

Ph.D. specializations are determined through the student's affiliation with an Area of Study (AOS) that offers coursework, research apprenticeships, and independent research opportunities. Applicants to the Ph.D. are required to select one of the following AOS when completing the Graduate School Application or Intra-University Transfer (IUT) Application:

APCL	Adolescent, Post-secondary and Community Literacies
DARTL	Dramatic and Arts-based Research, Teaching, and Learning
FSMLE	Foreign, Second and Multilingual Language Education
LES	Language, Education, and Society
LCYA	Literature for Children and Young Adults
MESE	Multicultural and Equity Studies in Education
RLEMC	Reading and Literacy in Early and Middle Childhood
STEM	Science, Technology, Engineering and Mathematics Education

Faculty Advisors and Committee Members

As discussed in Part 2, Section III of this Handbook, each Ph.D. student is assigned a Faculty Advisor once admitted to the program. Upon successful completion of the **Candidacy Examination**, Ph.D. students may wish to seek a new Faculty Advisor who is more closely aligned with their dissertation plans. If this is the case, the student must complete the [Change of Advisor form](#), obtain the signature of the new Faculty Advisor, and submit the document to [T&L Academic Services](#) for the official change in the student's university record. In cases where, at any time during a doctoral student's participation in the program, there is a need for an advisor to be replaced (e.g., retirement or departure from the university), the student should consult with the Area of Study Convener. In circumstances where a new advisor is not available, the student, AOS Convener, Graduate Studies Chair, and Department Chair may work together to resolve the issue.

With the assistance of the Faculty Advisor, Ph.D. students are required to identify and select Committee Members who hold a [Category P Appointment](#) as their graduate faculty status with the Graduate School for his or her:

Candidacy Committee

- At least 3 faculty members in addition to the Faculty Advisor

Dissertation Committee

- At least 2 faculty members in addition to the Faculty Advisor. The Graduate School will also assign a Graduate Faculty Representative (GFR) 7 to 10 days prior to the student's final defense date.

In addition, the student must complete and submit the *Committee and Examination Petition* online via the GRADFORMS.OSU.EDU system for the following requests:

Changes to his or her Candidacy or Dissertation Committee.	
Videoconferencing of an Examination.	
For a Committee Member who holds a Category M Appointment as their graduate faculty status with the Graduate School to serve on the student's Candidacy or Dissertation Committee.	
For the student to add to his or her existing Candidacy or Dissertation Committee an inactive faculty member, a non-member of OSU graduate faculty, or an external individual to the university.	

Once submitted, the *Committee and Examination Petition* will need to be reviewed and approved by the T&L Graduate Studies Committee Chair (GSCC). If approved, the final decision for the request will be made by the Graduate School.

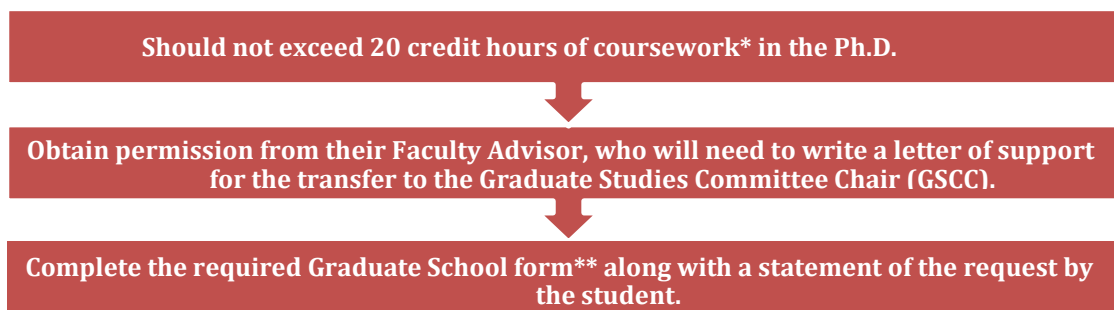
Ph.D. Program Sheet and Degree Requirements

Students who accept their admission offer to the Ph.D. in T&L will be provided with the [Ph.D. Program Sheet](#). In addition to the required credit hours, this document lists the curriculum for the program, which consists of core departmental courses, Area of Study (AOS) required and elective coursework, a Breadth Requirement, Research Methodology courses, and Research Apprenticeships. **It is crucial for students to consult with their Faculty Advisors AT LEAST once every term the selection of AOS, Breadth, and Research coursework and ensure satisfactory progress toward their degree.** With the approval of the Faculty Advisor, the Ph.D. curriculum may also include coursework outside of T&L.

In addition, the [Ph.D. Program Sheet](#) provides details about the Candidacy Examination, the residency/degree requirements that must be met, and the Dissertation. Once students are preparing for their final semester or term in the program, they are required to submit a completed Program Sheet to [T&L Academic Services](#) signed by the Faculty Advisor. This serves as the official contract for the student's program of study as defined by the college, the department, and the student's AOS.

Transferring from the Ph.D to the Ed.S.

Some students who are admitted into the Ph.D. program may decide that their professional interests and goals can be met more appropriately within the Ed.S. program. Current Ph.D. students who would like to request to transfer to the Ed.S. program:



*Students who have exceeded 20 hours in the Ph.D. program will be required to request an exception to the department policy to the T&L Graduate Studies Committee (refer to **Part Two, Section XI, XI.2** on page 13 of this Handbook for instructions).

** Candidates will need to complete and submit the Graduate Inter-University Transfer application via the [Office of Graduate & Professional Admissions website](#). More information about this process can be found in the [Graduate School Handbook, Section 2, 2.9](#).

Pre-Candidacy Examination Requirements

Coursework: Full-time Ph.D. students typically use their first two years in the Ph.D. program to complete required and elective coursework. As indicated in the [Ph.D. Program Sheet](#), this includes the two required core courses (EDUTL 8003 and 8015) in addition to AOS required and recommended courses, the “breadth” course outside the AOS but within T&L, research methods courses (at least 9 credit hours), and the Research Apprenticeship (at least 6 credits), which is described below.

Research Apprenticeship: All Ph.D. students must complete a minimum of 6 research apprenticeship hours (and additional hours as determined by a faculty advisor or an Area of Study) prior to the candidacy exam but no earlier than the beginning of the second year into the student’s doctoral studies. The purpose of the research apprenticeship is to provide students with directed experiences in the research enterprise in addition to the dissertation work. Each student who holds a research apprenticeship should work directly with selected faculty member(s) to plan and implement all or part of a research project—and must play a non-peripheral role therein. Upon completion of a research apprenticeship, each student is expected to

produce demonstrable outcomes deemed as appropriate by the faculty member. A Research Apprenticeship form, outlining the approved topic and research plan, should be completed and submitted to the faculty member who supervises the apprenticeship

The Candidacy Examination

With the direction of the faculty advisor, the Candidacy Examination Committee administers and evaluates the student's Candidacy Examination overall performance. The candidacy examination marks the passage of a doctoral student to doctoral candidacy and the opportunity to conduct dissertation research.

The Candidacy Examination must be completed independently by the student. The student may not include co-authored work or work that has been previously reviewed by faculty or others. For an **overview, definition, timing, responsibility, candidacy committee, and chair selection** information, students should refer to the [Graduate School Handbook, Section 7, 7.4](#). In addition, students can refer to the more information about the Result of the Candidacy Examination in the [Graduate School Handbook, Section 7, 7.7](#).

There are two parts to the exam: the Written Portion and the Oral Portion. For more information about the Written Portion, students should refer to the [Graduate School Handbook, Section 7, 7.5](#). For **scheduling, attendance, general format, halting, or postponement of the Oral Portion**, students should refer to the [Graduate School Handbook, Section 7, 7.6](#).

Important Information about Candidacy Examination

Students are encouraged to refer to the "Candidacy" section of the [Ph.D. Examination and Graduation Process](#) document for an overview of the steps they will be required to complete.

The T&L Graduate Studies Committee (GSC) fully expects all faculty and students to conduct the exam in a way that is fair to all students. This means that all conditions for the exam should be as equal as possible for all students. In order to create equal conditions for the exam, the following practices are highly recommended:

1. Prior to beginning the written portion of the exam period, the student and faculty members should plan to have sufficient time to meet (using independent study credit hours) to review the range of readings and concepts relevant to an exam question or topic.
2. A summer pre-writing period must be negotiated and not expected. Faculty may not be available during the summer to support a process of reviewing bibliographies or related concepts.
3. Students and faculty should refrain from discussion of the exam questions or topics during the writing period.

4. The Graduate School requires all committee members to attend the oral exam, including the student's Faculty Advisor. However, if a committee member or external member is not able to attend, they can be permitted to participate through video conferencing. In these cases, the student is required to complete and submit the *Committee and Examination Petition* through the [GRADFORMS system](#).
5. Students are required to complete and submit the *Application for Candidacy* through the [GRADFORMS system](#) at least two weeks prior to the date of the Oral Portion.
6. During the Oral Portion of the exam, only minimal food and beverages (water, fruit) should be provided, if at all.
7. The *recommended* timeframe for the two-hour Oral Portion should approximately include:
 - 15 minutes for faculty discussion of the written portion of the exam before the oral exam begins (while candidate is not present)
 - 1.5 hours of questions and discussion, with focused attention on the student's knowledge and synthesis of research, concepts, and applications
 - 15 minutes of deliberation among faculty (while candidate is not present)

Additional Information on Written Portion

The exam format (e.g., length and number of questions and topics discussed) and timeline for writing will be determined by the faculty advisor and committee members in accordance with guidelines agreed upon within the Area of Study. In most cases, T&L doctoral students respond to 3-4 synthesizing questions, with the approximate expected length of each essay determined by the exam committee. Final written exams are presented as electronic and/or hardcopy depending on the faculty members' preferences. For more information, students should refer to the [Graduate School Handbook, Section 7, 7.5](#).

Admission to Candidacy

For information about the **definition of** and **admission to Candidacy** as well as **Continuous Enrollment, Non-enrollment, Leave of Absence, Condition of Reinstatement, Time Limit, Supplemental Candidacy Examination, and Withdrawal from Doctoral Program**, students need to refer to [Graduate School Handbook, Section 7, 7.8](#).

Conferring a Master of Arts (M.A.) Degree based on Admission to Candidacy

Students may receive a Master of Arts in Teaching and Learning (M.A.) degree based upon successful completion of the Candidacy Exam relative to the following circumstances:

- a. Doctoral students who did not complete a master's degree prior to admission to the Ph.D. program may receive the M.A. upon successful completion of the Candidacy Examination and approval by the faculty advisor.
- b. Doctoral students who did complete a master's degree prior to admission to the Ph.D. program may receive a second master's degree upon successful completion of the Candidacy Examination if they meet the following criteria:
 - i. the M.A. is in a different area than the student's first/previous Master's degree;
 - ii. the student has completed an additional 30 graduate credit hours over and above the minimum number of hours required prior to candidacy (30 hours for the first Master's plus an additional 50 hours); and
 - iii. the Faculty Advisor approves the pursuit of an additional program of study.

Students who are approved to receive the M.A. based on the successful completion of their Candidacy Examination will need to complete and submit the *Application to Graduate* through the [GRADFORMS.OSU.EDU system](http://GRADFORMS.OSU.EDU) by selecting "Master's-Candidacy Exam" for the "Graduation Level" option.

Dissertation Research and Draft Development

Students are encouraged to refer to the "Post-Candidacy," "Application to Graduate," and "Application for Final Examination" sections of the [Ph.D. Graduation Guide](#) for an overview of the steps they will be required to complete after admission to Candidacy. In addition, students are required to produce a Dissertation Proposal that is formally approved by the dissertation committee. Specific expectations for the content of the proposal are determined by the student's Area of Study and dissertation committee. The approved proposal should be completed no later than two semesters after completion of the candidacy examination. The dissertation research must consist of independent, original scholarly work that is rigorous, of high quality, and that makes a substantial contribution to its scholarly field. Once the Dissertation Proposal is approved by the dissertation committee, students are required to complete and obtain signatures for the [Approval of Dissertation Proposal form](#) to [T&L Academic Services](#).

Dissertation: Final Examination and Graduation

For more information about the Dissertation and Final Examination procedures, students should refer to the [Graduate School Handbook, Section 7, 7.9](#) and [7.10](#), respectively. **It is the responsibility of the candidate to schedule his or her Final Examination for a date and time that is convenient to all members of the examination committee.** Faculty who are part of a Dissertation Committee should not be expected to participate in a Final Examination during an off-duty semester.

Timeline for Final Oral Examination and Final Dissertation Approval

For a general timeline, students should refer to the “Final Examination” section of the department’s [Ph.D. Graduation Guide](#).

- 1) Typically, **three to four** weeks prior to the Final Oral Examination date, the Dissertation Committee reviews the Dissertation Draft. Because committee members may wish for revisions of the draft before approving it for the Final Oral Examination, it is recommended for students to provide the review Dissertation Draft sooner than the aforementioned timeline. In addition, the student should seek the Dissertation Committee members’ preference of a hard copy or electronic version of the draft to review.
- 2) The student must complete and submit the Application to Graduate form through the [GRADFORMS.OSU.EDU system](#) by the **third Friday of the semester or term of graduation**.
- 3) At least **two weeks** before the Final Oral Examination, the student must complete and submit the *Application for Final Examination* form through the [GRADFORMS.OSU.EDU system](#). If a committee member needs to be video conferenced for the Oral Portion of an examination, the student is required to complete and submit the *Committee and Examination Petition* via the [GRADFORMS.OSU.EDU](#) system. For more information about the guidelines for video conferencing, students can refer to the [Graduate School Handbook, Appendix B](#).
- 4) The student must bring a complete, paper copy of the Dissertation Document to the [Graduate School](#) for format check by the “Approved Thesis & Dissertation” deadline, which can be found in the Graduate School’s [Graduation Deadlines](#) listed in the “Semester Deadlines” section where the “Graduation” option should be selected. The student should allow at least 30 minutes, and it should be noted that the Graduate School office closes at 4:30 pm in Autumn and Spring semesters and at 4 pm in Summer Term.
- 5) At least **seven to ten days** before the Final Oral Examination, the candidate will be notified by the Graduate School via email regarding his/her assigned [Graduate Faculty Representative](#)

- [\(GFR\)](#). The student must contact and deliver a copy of the dissertation to the GFR **at least 7 days** prior to the Final Oral Examination.
- 6) Following successful completion of the Final Oral Examination, each Dissertation Committee member must indicate approval by posting their decision on the ***Report on Final Examination*** form through the [GRADFORMS.OSU.EDU system](#) by the Graduate School's [Graduation Deadlines](#) listed in the "Semester Deadlines" section where one should select the "Graduation" option. For more information, refer to the [Graduate School Handbook, Section 7, 7.11](#).
- a. The Dissertation Committee may request changes to the Dissertation Document prior to submission to the [Graduate School](#), and may prefer to review the final revisions before approving the ***Report on Final Document*** form through the [GRADFORMS.OSU.EDU system](#). It is the student's responsibility to ensure that the completion of the revisions and the Dissertation Committee's approval are done prior to the "Approved Thesis & Dissertation" deadline, which can be found in the Graduate School's [Graduation Deadlines](#) listed in the "Semester Deadlines" section where one should select the "Graduation" option
- 7) Each Dissertation Committee member must also indicate approval by posting their decision on the ***Report on Final Document*** form through the [GRADFORMS.OSU.EDU system](#) by the Graduate School's [Graduation Deadlines](#) listed in the "Semester Deadlines" section where one should select the "Graduation" option. For more information, refer to the [Graduate School Handbook, Section 7, 7.12](#).

Public Defenses

The Graduate Studies Committee and Department of Teaching and Learning faculty support the opportunity for doctoral candidates to share their research with invited students, faculty and other guests who may learn from the research during the Oral Examination. Students must seek approval from their Faculty Advisor and Committee Members for attendance of guests, including those who are not graduate students or other faculty members. If the candidate and Faculty Advisor wish to open the exam to invited guests, **only the first thirty minutes of the exam time should be dedicated to the public portion of the exam**, such as the candidate's research overview and questions from attendees who are not Dissertation Committee Members. Depending on specific Area of Study policies regarding public defenses, students may be encouraged to post announcements of their defense, electronically and/or in print form, at least one week prior to the defense date.

Final Oral Examination: Additional Information

Following the public portion of the Oral Examination (if applicable), the exam would then proceed in the next hour and a half with the advisor/s, candidate, Dissertation Committee Members, and the [Graduate Faculty Representative](#). The Faculty Advisor, who chairs the Final Oral Examination, determines whether and how the option will be implemented.

Students are normally expected to give a presentation based on the dissertation at the beginning of the Dissertation Defense. To insure sufficient time for the question period that follows, this presentation should be brief and succinct (e.g., 20 minutes in length), and the student should arrange details about the presentation with the advisor well before the defense.

Final Oral Examination Evaluation

As the [Graduate School Handbook, Section 7, 7.10](#) explains, the Final Oral examination must:

test originality, independence of thought, the ability to synthesize and interpret, and the quality of the research presented

concern principles and historic perspective as well as data

include but is not limited to discussion of the dissertation

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

Second Final Oral Examination

If the performance during the first Final Oral Examination is judged unsatisfactory, the Dissertation Committee will decide whether a second Final Oral Examination will be permitted and will record that decision on the ***Report on Final Examination*** form through the [GRADFORMS.OSU.EDU system](#). For more information about the Second Final Oral Examination and Failure, students should refer to the appropriate sub-sections of the [Graduate School Handbook, Section 7, 7.1](#).

Candidacy Defenses, Dissertation Work, or Dissertation Defenses in Summer Term

Faculty members are officially on duty from August 15th to May 15th each academic year and are **not required or expected to participate in any candidacy defense or dissertation-related work during the summer off-duty period.** Students wishing to receive responses to their work or to hold a candidacy or dissertation defense during the summer off-duty period should consult with their advisor and committee members well in advance of the summer semester regarding faculty availability for that period of time.

End of Semester (EOS) Option for Graduation

More information can be found in the [Graduate School Handbook, Section 7, 7.13](#) as well as the [Graduate School website](#). Students should note that **this pertains to those who are not able to meet the Graduate School's Application to Graduate deadline**, which can be found in the Graduate School's [Graduation Deadlines](#) listed in the "Semester Deadlines" section where one should select the "Graduation" option.

Annual Evaluation and Good Standing Status

The Department of Teaching and Learning conducts a mandatory "Annual Review of Doctoral Student Progress" that is administered by each Area of Study in consultation with the Graduate Studies Committee. All Ph.D. students must participate in this process, and upon completion of the review are deemed by faculty in their AOS to be in "Good Standing" or "Not in Good Standing." Ph.D. students must be in "Good Standing" in order to maintain enrollment in the Ph.D. degree program. Faculty and students are responsible for reviewing and understanding the timelines, regulations, and implications for unsatisfactory progress at all stages of the Ph.D. program.

In addition to the criteria for being in good standing listed in the *Graduate School Handbook*, the Department of Teaching and Learning also requires students in the doctoral degree program to act in a professional and ethical manner in all aspects of the program, including their interactions with faculty, staff, and other students.

Annual Review of Academic Progress

Each year, in April and May, the faculty in the student's Area of Study conduct an evaluation of the students' progress toward the Ph.D. degree. Students will complete and submit an annual self-evaluation form and an up-to-date curriculum vitae. These documents are submitted to the Faculty Convener of the student's Area of Study and are reviewed by the faculty members in that AOS.

This evaluation is a required process according to Graduate School rules, but the information from this evaluation is only circulated internally among Teaching and Learning faculty. The Graduate School only becomes involved in student evaluation when the student's cumulative GPA is below 3.0, which prompts a warning and potential dismissal from the graduate program.

Following the annual evaluation, the faculty in the Area of Study recommend students for 'Good Standing' or 'Not in Good Standing' to the Graduate Studies Committee and to the Department Chair. In the case of a decision that a student is 'Not in Good Standing', both the Graduate Studies Chair and Department Chair must concur that the decision meets one or all of the following criteria:

- A GPA below 3.0 (Note: if this occurs within the first 9 semester hours, the Graduate School will notify the student and advisor)
- Failure to make adequate progress toward the degree (e.g., failure to submit an approved dissertation proposal in a timely manner)
- Lack of contact or lack of activity by a student for two semesters
- Failure to engage in appropriate professional and scholarly activities beyond course work as required by the faculty in an Area of Study (e.g., participation in and attendance at professional conferences, authoring or co-authoring manuscripts for publication, participating in research or other professional projects, etc.) Faculty in an Area of Study may include criteria beyond those listed above provided they are made explicit to students in a timely manner.

The faculty's recommendation of 'Not in Good Standing' will include a list of actions the student needs to take to remediate a status of not in good standing. A student found not in good standing through the process of annual evaluation will be provided no more than 12 months to remedy the situation (unless a longer period for remediation is approved by the Department Chair). However, a GPA below 3.0 will also initiate a review by the Graduate School that may result in notification of probation or, after two or more semesters without remedy, dismissal.

The faculty in an Area of Study will inform the Department Chair and the chair of the Graduate Studies Committee of students who are found to be "not in good standing". The Department Chair will send a letter to the student informing him/her that she/he has been found to be "not in good standing" by faculty in the Area of Study.

Ongoing Consideration of Status

The actions needed to return to being 'in good standing' will be listed in the letter from the Department Chair. That letter will be considered a "Warning letter." Students who do not return to a status of being in 'Good Standing' may be placed on probation or dismissed at the recommendation of the GSC to the Department Chair and the Graduate School.

A doctoral student who has had two unsatisfactory attempts at the candidacy examination or the final oral examination is not in good standing.