

# WAYNE STATE UNIVERSITY

---

## COLLEGE OF EDUCATION

### ***Policies and Procedures for the Doctor of Education degree (Ed.D.) and the Doctor of Philosophy degree (Ph.D.) in Education.***

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

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

---

Graduate Education Office  
489 Education  
5425 Gullen Mall  
Detroit, Michigan 48202  
(313) 577-1635  
(313) 577- 7904 FAX

[www.coe.wayne.edu](http://www.coe.wayne.edu)

## **Table of Contents**

Program Areas and Admission Requirements .....	2
General Admission Policies.....	3
Application Process.....	3
The Doctor of Education & Doctor of Philosophy Programs.....	5
Minimum Program Requirements (Ed.D & Ph.D.) .....	5
Doctoral Seminar Courses .....	6
Research Technique Courses.....	7
The Ed.D. Program .....	8
The Ph.D. Program .....	13
Responsibilities of the Doctoral Student (Ed.D. & Ph.D.) .....	19
Ph.D. Candidate Status, Registration & Tuition Summary .....	20
Plagiarism – Academic Dishonesty .....	22

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

## Program Areas and Admission Requirements

Program Areas	3.0 UG GPA or 3.5 Graduate GPA	Four (4) Professional and/or Academic Recommendations	Autobiography or Vita	Writing Exam	Formal Letter of Application or other Departmental Requirements	Faculty Interview
Curriculum and Instruction with the following concentrations:	✓	✓	✓	Academic Paper	✓	✓
	K-12/General , Art Education, Early Childhood Education, Elementary Education, English Education, Mathematics Education, Science Education and Social Studies Education					
	<i>Admissions Moratorium on the following concentrations: Bilingual-Bicultural Education, Career &amp; Technical Education and Foreign Language Education</i>					
Counseling	GPA in Counseling Master's 3.35 or Ed Spec 3.60	✓	✓	College Writing Exam in Counseling	Graduate Record Exam (all 3 sections) and Quality Performance in a taped counseling session	✓
Education Leadership and Policy Studies	GPA UG 3.0 or GRAD 3.75	✓	Autobiography in Narrative Form Only	College Writing Exam in Educational Leadership & Policy Studies	Graded Research Paper submitted for college credit and Miller Analogies Test	✓
Educational Psychology (Ph.D. only)	✓	✓	✓	Departmental Written Admission Examination	✓	✓
Evaluation and Research	✓	✓	✓	College Writing Exam (General)		✓
Instructional Technology	GPA UG 2.8 or GRAD 3.5	Four (4) Academic Letters	Resume	See GRE information in next column	Graduate Record Exam Verbal Reasoning, Quantitative Reasoning, and Analytical Writing	✓
Kinesiology* with concentrations in Exercise Science and Physical Education Pedagogy	GPA UG 3.0 and GRAD 3.5	✓	✓	See GRE information in next column	Graduate Record Exam Verbal Reasoning and Quantitative Reasoning	✓
Reading, Language, and Literature (Ed.D. only)	✓	✓	✓	College Writing Exam in Reading, Language & Literature	✓	✓
Special Education	✓	✓	✓	Academic Paper	✓	✓

\* The admission requirements listed are subject to change pending final review and approval.

## **General Admission Policies**

*Some programs have specific prerequisites that may exceed or be in addition to those listed below. For example, some program areas require a minimum of three years teaching experience or the equivalent. Students should consult program area advisors for policies specific to any given program.*

### **Prerequisites**

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

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

## **Application Process**

### **1. Application Form**

- a. Applicants not previously enrolled at Wayne State University Graduate School are required to submit an Application for Graduate Admission form and **all** official transcripts from each college or university (undergraduate and graduate) attended to the University Admissions Office (see address below). A transcript is considered official only if it is sent directly from the institution where the work was completed and bears an official seal. A \$50.00 fee must accompany the submission of the application. The Application for Graduate Admission is only available online at <http://gradadmissions.wayne.edu>

Office of Graduate Admissions	(313) 577-4723
The Welcome Center, 4 <sup>th</sup> Floor	(313) 577-0131 FAX
42 West Warren	
Wayne State University	
Detroit, MI 48202	

- b. A graduate student in good standing with the Wayne State University Graduate School should file the Change of Major application in the Division of Academic Services, Room 489, College of Education. Official transcripts of all college level work, both undergraduate and graduate, may be required; if so, they should be mailed directly to the Division of Academic Services, Room 489, College of Education by the institution where the applicant was enrolled. The Change of Major application is available online at <http://www.coe.wayne.edu/AS/Forms.html> (select *Graduate Change of Status Application*) or on the campus of Wayne State University in Room 489, College of Education.

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

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

## **2. Examinations**

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

## **3. Autobiographical Statement or Vita**

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

## **4. References**

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

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

## **5. Departmental Interview**

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

## **6. Transfer Credit**

A maximum of 32 semester hours of graduate credit earned prior to admission as a doctoral applicant may be accepted without regard to lapse of time. Any credits earned beyond the 32 semester hours initially accepted may not be more than 10 years old at the time of admission. The total number of transfer courses may not exceed 40 semester hours.

Only grades of "B" or better (3.0 on a 4.0 point grade scale) are acceptable for transfer. Grades of "B-" are considered less than "B" and are not acceptable. Grades of "P" or "S" are not transferable.

## **The Doctor of Education and Doctor of Philosophy Programs**

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

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

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

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

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

## Difference of Emphasis Not of Quality

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

## Required Semester Hours

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

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

## General Requirements

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

## **Doctoral Seminars**

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

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

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

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

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

## **Research Techniques**

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

*Note: Any transfer course proposed to meet the research technique requirement must be reviewed and approved.*

### **Quantitative Courses**

EER 7630	Fundamentals of Statistics (3)
EER 7640	Fundamentals of Quantitative Research (3)
EER 7650	Computer Use in Research (3) <i>Prerequisite of EER 7630</i>
EER 8720	Advanced Quantitative Evaluation: Theory & Practice (3) <i>Prerequisite of EER 7630, EER 7640 &amp; EER 7650</i>
EER 8760	Advanced Measurement I (3) <i>Prerequisite of EER 7610</i>
EER 8770	Advanced Measurement II (4) <i>Prerequisite of EER 8760</i>
EER 8800	Variance and Covariance Analysis (4) <i>Prerequisite of EER 7630</i>
EER 8820	Multivariate Analysis (4) <i>Prerequisite of EER 7630</i>
EER 8840	Structural Equations (4) <i>Prerequisite of EER 8820</i>
EER 8860	Nonparametric, Permutation, Exact, & Robust Methods (4) <i>Prerequisite of EER 7630 &amp; EER 8800</i>
EER 8880	Monte Carlo Methods (1) <i>Prerequisite of EER 7630 &amp; EER 8800</i>
EER 8992	Research & Experimental Design (3-4) <i>Prerequisite of EER 7630</i>

### **Qualitative Courses**

EER 7870	Fundamentals of Qualitative Research (3)
EER 7880	Fundamentals of Ethnographic Research (3) <i>Prerequisite of EER 7870</i>



- EER 8700      Advanced Qualitative Evaluation: Theory & Practice (4)  
*Prerequisite of EER 7870*
- EER 8710      Advanced Ethnographic Research (4)  
*Prerequisite of EER 7880*
- EER 8900      Qualitative Design for School Research (3)  
*Prerequisite of EER 7870 & EER 8700*
- EER 8910      Practicum in Evaluation (2-6) (Max. 6)  
*Open to EER Qualitative majors only*

Approved substitutions

**Counseling Majors:**

- CED 8070      Advanced Seminar in Counseling Research (Cr. 3)  
*Prerequisite: Admitted to doctoral program with at least one course completed in statistics or research methods*

**Educational Leadership & Policy Studies Majors:**

- EPS 8180      Research Seminar (Cr. 2-6 – Max. 8)  
*Prerequisite: Admitted to doctoral program*

**Instructional Technology Majors:**

- IT 9105      Conducting Research in Industrial Technology (3)  
*Prerequisite of six hours of EER coursework*
- IT 9110      Advanced Research Seminar & Practicum (3)  
*Prerequisite: Doctoral student near completion of major coursework and research method courses*

<b>The Doctor of Education Program</b>	
<b>Area of Concentration (Major Field)</b>	
a.	A minimum of thirty (30) semester hours of regular coursework is required in the concentration.
b.	Courses constituting the area of concentration will be specified by the Major Advisor and approved by the Graduate Officer of the College.
<b>Cognate (Minor Field)</b>	
a.	A minimum of twelve (12) semester hours are required in any one subject field in an approved area within or outside of the College of Education.
b.	One member of the Qualifying Examination Committee must be from the cognate area.
c.	Courses included in the cognate will be selected by the Major Advisor in consultation with the cognate area committee member and approved by the Graduate Office of the College.
<b>Electives</b>	
Elective credit may be distributed over coursework considered germane to the student's doctoral program objectives to fulfill the minimum degree requirement of 100 semester hours.	
<b>Plan of Work</b>	
The plan of work must be approved by the Major Advisor and the College Graduate Officer during the semester in which the student is completing the <b>first 18 semester hours</b> of coursework under advisement. The Plan of Work must conform to the Policy and Procedures stated in this document with at least 30 semester hours of regular graduate coursework in Education. In addition, the total semester hours may not exceed 122.	
<b>The Qualifying Examination Committee</b>	
The Qualifying Examination Committee must consist minimally of three graduate faculty members:	
a.	The Major Advisor from the Program Area of the concentration holding a Regular Graduate Faculty Appointment valid through the completion of the Qualifying Examination period. The Major Advisor serves as the Chairperson of the Committee and as the Graduate Examiner.
b.	A member of the graduate faculty from the Program Area of the concentration.
c.	A member of the graduate faculty from the Program Area of the cognate (Cognate Advisor).
d.	The membership of the Qualifying Examination Committee may not normally be changed until the Final Qualifying Examination has been passed.

## **The Doctor of Education Program Continued**

### **The Final Qualifying Examination: Written & Oral**

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

### **Candidacy**

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

## **The Doctor of Education Program Continued**

### **The Dissertation Advisory Committee**

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

- a. The Major Advisor from the Program Area of the concentration holding a valid Regular Graduate Faculty Appointment. The Major Advisor serves as the Chairperson of the Committee and as the Graduate Examiner in the Dissertation Public Lecture Presentation and Final Defense.
- b. A member of the graduate faculty from the Program Area of the concentration.
- c. A member of the graduate faculty from a Program Area outside of the concentration. This member need not necessarily be from the cognate area, but rather a person who has an interest and expertise in the area of the dissertation research.

### **Dissertation**

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

### **Public Lecture Presentation and Final Defense of the Dissertation**

The Dissertation Public Lecture Presentation and Final Defense of the Dissertation is conducted by the student's dissertation committee under the auspices of the Education Graduate Office.

### **Change in the Graduate Examiner Requirement**

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

- a. A Graduate School-appointed Graduate Examiner is not required at the doctoral Dissertation Public Lecture Presentation and Final Defense.
- b. The dissertation committee chair assumes the responsibility for overseeing the procedures of the Defense, serving as the advocate for the student and resolving conflicts.
- c. The dissertation committee chair completes the Defense form, obtains the required signatures and is encouraged to convene a pre-Defense meeting of the student and committee.

*Continued on the next page*

## **The Doctor of Education Program Continued**

- d. The option to request a Graduate Examiner from the Graduate School is available to the student, the dissertation committee chair or any member of the dissertation committee. The request should be made at least two weeks prior to the Defense.

### **Full-Time Graduate Status**

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

### **Course Repeat Policy**

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

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

### **Program Time Limitation**

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

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

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

*Continued on the next page*

## **The Doctor of Education Program Continued**

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

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

### **Candidate Maintenance Status (ED 9995)**

Doctoral students are required to register if they are using University resources during a semester. Candidate Maintenance Status (ED 9995) registration is available if a student has not completed the dissertation and the defense by the end of dissertation registration (20 semester hours of ED 9989 or 9999).

Candidate Maintenance Status allows students access to University resources – libraries, computer systems, laboratories and faculty advising. The Candidate Maintenance fee is equal to the registration fee plus the omnibus fee for one credit hour.

## The Doctor of Philosophy Program

### Area of Concentration (Major Field)

- a. A minimum of twenty (20) semester hours of regular coursework is required in the concentration.
- b. Courses constituting the area of concentration will be specified by the Major Advisor and approved by the Graduate Officer of the College.

### Cognate (Minor Field)

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

### Electives

Elective credit may be distributed over coursework considered germane to the student's doctoral program objectives to fulfill the minimum degree requirement of 100 semester hours.

### Plan of Work

The plan of work must be approved by the Major Advisor and the College Graduate Officer during the semester in which the student is completing the **first 18 semester hours** of coursework under advisement. The Plan of Work must conform to the Policy and Procedures stated in this document with at least 24 semester hours of regular graduate coursework in Education. In addition, the total semester hours may not exceed 122.

### The Qualifying Examination Committee

The Qualifying Examination Committee must consist minimally of three graduate faculty members from the major department, at least two of whom hold a Regular Graduate Faculty Appointment valid through the completion of the Qualifying Examination period. The Major Advisor must be one of the two members with a valid Regular Graduate Faculty Appointment.

- a. The Major Advisor serving as the Chairperson of the Committee and as the Graduate Examiner.
- b. A second member of the graduate faculty from the major department.

*Continued on the next page*

## The Doctor of Philosophy Program Continued

- c. A third member of the graduate faculty from the major department.
- d. The department is strongly encouraged to select an additional member from the student's cognate area. The student must be tested in the Cognate area and therefore, a faculty member from the cognate is strong encouraged. *An outside member (outside the College of Education) is optional for the Qualifying Examination Committee, but required for the Dissertation Advisory Committee.*
- e. The membership of the Qualifying Examination Committee may not normally be changed until the Final Qualifying Examination has been passed.

### The Final Qualifying Examination: Written & Oral

- a. All doctoral students are required to pass the Final Qualifying Examination near the end of their coursework. The written portion is to be taken during the sixth or seventh week of the fall or winter term. Actual dates for the examination are specified by the college Doctoral Academic Standards Committee. All doctoral students are notified via U.S. mail of the testing dates. Procedures for test registration are included in the mailing. This information is also posted online at [http://www.coe.wayne.edu/AS/Final\\_Qualifying.html](http://www.coe.wayne.edu/AS/Final_Qualifying.html)
- b. The written examination shall be a minimum of nine (9) hours for the area of concentration (major field) and a minimum of three (3) hours for the cognate (minor) area. Students with a concentration in Instructional Technology shall have a minimum of twelve (12) hours for the area of concentration and a minimum of three (3) hours for the cognate area.
- c. Prior to the date of the written exam, the Major Advisor and the student, in consultation with the committee, shall schedule a preferred date and time for the oral exam. This exam is to be administered within thirty (30) days following the written exam and the two-week grading period. The oral exam will proceed only if the written exam was successfully completed.
- d. The oral examination shall cover both the area of concentration and the cognate. The content of the oral examination can be similar to or different from the written examination.
- e. If the written component of the Final Qualifying Examination is not completed successfully at the first administration, the examination may be repeated only once. A second examination may not be held until at least one semester has elapsed, but must be held within one calendar year following the first examination. The same examination committee must preside over both examinations. The second written examination will be considered final.
- f. If the oral component of the Final Qualifying Examination is not completed successfully at the first administration, the examination may be repeated only once. A second examination may not be held until at least one semester has elapsed, but must be held within one calendar year following the first examination. The same examination committee must preside over both examinations. The second oral examination will be considered final.

*Continued on the next page*



## **The Doctor of Philosophy Program Continued**

- g. In the event that the written or oral component is failed, the Major Advisor shall convey to the student the Qualifying Examination Committee's specific recommendations as to admitting the applicant to a second examination and specify any additional work that should be completed prior to such an examination.

### **Candidacy**

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

### **The Dissertation Advisory Committee**

The student's Dissertation Advisory Committee shall consist of a minimum of four graduate faculty members or if there are co-chairs, a minimum of five graduate faculty members. Two of the four (or five) members, including the Major Advisor or one of the co-advisors, must hold a valid Regular Graduate Faculty Appointment.

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

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

Changes to the committee membership may be made with the approval of the College Graduate Officer and the Graduate School. Any changes in committee membership will require written justification.

## **The Doctor of Philosophy Program Continued**

### **Dissertation and Registration of Dissertation Credits**

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

Dissertation Credits are completed by registering for ED 9991 through ED 9994:

ED 9991 Doctoral Dissertation Research and Direction (7.5)	Candidate Status I
ED 9992 Doctoral Dissertation Research and Direction (7.5)	Candidate Status II
ED 9993 Doctoral Dissertation Research and Direction (7.5)	Candidate Status III
ED 9994 Doctoral Dissertation Research and Direction (7.5)	Candidate Status IV

Registration is permitted for students that have advanced to the rank of Ph.D. Candidate. If a student achieves Candidacy prior to the last day to add a class for the semester, they are eligible to register for ED 9991, Doctoral Dissertation Research and Direction Candidate Status I (7.5), the first sequence of Dissertation Credits.

PhD Applicants may register for ED 9991 in the semester in which they are completing their Qualifying Examination. To register, the student must provide to the Graduate School written approval from both his/her adviser and the Graduate Director of the College of Education.

Upon the student's successful completion of the Qualifying Examination and approval for Candidacy Status, the student will continue with the registration of remaining dissertation credits in sequence (ED 9992, ED 9993 and ED 9994).

Students who do not complete the Qualifying Examination successfully cannot continue to ED 9992. Students in this case may enroll in required coursework or in ED 9990, Pre-Doctoral Candidacy Research, to meet any enrollment requirements. When the Qualifying Examination is successfully completed and Candidacy Status approved, the student may continue to ED 9992 and the remaining dissertation credits in sequence.

### **Public Lecture Presentation and Final Defense of the Dissertation**

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

## **The Doctor of Philosophy Program Continued**

### **Change in the Graduate Examiner Requirement**

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

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

### **Full-Time Graduate Status**

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

### **Course Repeat Policy**

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

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

### **Program Time Limitation**

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

*Continued on the next page*

## **The Doctor of Philosophy Program Continued**

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

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

All of the above documentation is sent to the Graduate Officer of the College of Education in the Division of Academic Services, Room 489, for review.

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

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

### **Candidate Maintenance Status (ED 9995)**

Doctoral students are required to register if they are using University resources during a semester. Candidate Maintenance Status (ED 9995) registration is available if a student has not completed the dissertation and the defense by the end of dissertation registration (a total of 30 semester hours of ED 9991, 9992, 9993, and 9994).

Candidate Maintenance Status allows students access to University resources – libraries, computer systems, laboratories and faculty advising. The Candidate Maintenance fee is equal to the registration fee plus the omnibus fee for one credit hour.

During the semester of the Final Defense, Ph.D. students must be registered (usually ED 9994 or ED 9995).

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

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

## **Ph. D. Candidate Status, Registration and Tuition Summary**

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

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

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

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

14. Ph.D. Applicants who wish to register for dissertation research may register in ED 9990, Pre-Doctoral Candidacy Research, for up to 10 credits. These registrations do not substitute for any of the Candidate Status registrations.
15. To register for any of the Candidate Status or Candidate Maintenance Status courses (or for 9999 credits for students continuing in this registration system), Ph.D. Candidates should contact Ms. LoriGoe Nowak of the Graduate School. Ms. Nowak may be reached through e-mail at [al9639@wayne.edu](mailto:al9639@wayne.edu). Please provide your name, WSU student ID number and the desired course number.

## **Plagiarism – Academic Dishonesty**

Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. If you're in doubt about the use of a source, cite it.

Students caught plagiarizing information from other sources will be subject to the Student Code of Conduct, which states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty.