

WAYNE STATE UNIVERSITY

COLLEGE OF EDUCATION

Teacher Education Division Ph.D. Handbook

This handbook is intended for students who have been accepted to the Ph.D. program in the Teacher Education Division. The handbook provides students and advisors with a chronological set of requirements and procedures that they should follow from the time they begin the program to their application for graduation with a completed degree. When applicable, the various sections include links to forms and additional information. **If for any reason any of the links in this document are not active, please copy and paste the links in your Internet browser or use the links below to the Graduate School or College of Education to search for the information.**

All forms should be submitted to:

Graduate Education Office
489 Education
5425 Gullen Mall
Detroit, Michigan 48202
(313) 577-1606
(313) 577- 7904 FAX

<http://gradschool.wayne.edu/>
www.coe.wayne.edu

Table of Contents

Before Coursework	Page
Initial Advising.....	2
Transfer of Credits.....	2
During Coursework	
Course and Credit Requirements.....	3
Cognate.....	3
Residency Requirements.....	3
Full Time Graduate Status.....	4
Plan of Work.....	4
Changes in Plan of Work.....	4
Course Repeat Policy.....	4
Annual Progress Report.....	4
Formatting Guidelines for Writing.....	5
Qualifying Examination.....	5
Written Examination.....	5-6
Oral Examination.....	6
After Coursework	
Doctoral Candidacy.....	7
Dissertation Advisory Committee.....	7
Doctoral Research and Direction Course Credits.....	7-8
Maintenance Credits.....	8
Dissertation Proposal/Prospectus.....	8
Institutional Review Board (IRB) Approval.....	9
Dissertation Preparation.....	9
Degree Completion Deadlines and Checklist.....	9
Dissertation Public Lecture-Presentation Defense.....	9
Graduate Examiner.....	9-10
Final Degree Requirements.....	10
Time Extensions.....	10-11
Other Resources	
Funding.....	11
Graduate Writing Resources.....	11
Teacher Education Division Doctoral Student Learning Community.....	11

Overview and Sequence of the Ph.D. Process¹

Before Coursework:

- 1. Initial Advising:** An advisor is assigned to each student at the start of his/her program to help the student plan his/her studies and to provide academic guidance. This initial advisor may or may not become the dissertation advisor. Each student should **consult the acceptance letter for the name of the assigned advisor and contact the advisor at the beginning of the semester in which the student was admitted to schedule a meeting to discuss the student's scholarly aims and interests, learn program requirements, and complete a plan of work.**
 - The student may change advisors or members of the dissertation committee until the Qualifying Examination (written or oral). Once the student takes the Qualifying Examination, the committee should not be changed until the written or written and oral (as required) have been passed. If a change of advisor or committee member is desired before the Qualifying Exam, the student should discuss the change with the current advisor and identify another graduate faculty to be the new advisor or member of the committee. The student should acquire the signature of the current major advisor as well as the new major advisor or committee member and submit the Change form to the Graduate Education Office (Room 489).
 - **A single form is used to request a change in Advisor and/or Committee. The form is named "Change in Committee."**
http://gradschool.wayne.edu/current/change_in_committee_memo.doc
- 2. Transfer of Credits:** A maximum of 32 semester hours of graduate credit earned prior to admission as a doctoral applicant may be accepted, at the discretion of the major advisor, without regard to when courses were taken. 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 decision of whether or not a previously taken course should be used toward the student's doctoral program is made at the discretion of the student's major advisor.
 - **The Ph.D. Transfer of Credit form can be found here:**
http://www.gradschool.wayne.edu/current/transfer_of_credit.doc

¹ Information in this Handbook is subject to change.

During Coursework:

3. **Course and Credit Requirements:** A minimum of ninety (90) graduate credits beyond the baccalaureate degree are required for the Ph.D. program: 60 credits in coursework and 30 credits in dissertation research.

- A list of required courses can be found at the end of this document.

Minimum Required Semester Hours	
Major Field (Concentration)	24 minimum
Doctoral Seminars	6 minimum
Research Techniques	15 minimum
Dissertation Research	30
Electives	(as needed)
Minor Field/Cognate (Optional)	(12 minimum if chosen)
Total Minimum Semester Hours	90

- **Cognate:** Beginning Fall 2014, the cognate is an optional component of the student's program. Some students will find that a cognate strengthens their program. In addition, having a cognate outside of the College of Education may provide Ph.D. students with the necessary "outside member" of the dissertation committee. The student should determine in consultation with the major advisor if the cognate is warranted. If chosen, the cognate consists of twelve (12) semester hours and is included within the 90 minimum semester hours.
 - **If no minor field/cognate is chosen, the student in consultation with the advisor, will select additional coursework to meet the minimum 90 semester hours.**
4. **Residency Requirements:** Residency refers to courses taken "in residence" or at Wayne State University. The requirements are as follows:
- At least thirty (30) semester hours beyond the Master's degree must be taken in residence at Wayne State University. Dissertation credits may not be used to fulfill 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: 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).

- **Full Time Graduate Status:** Full-time status requires eight or more credits hours per semester in fall and winter semesters. The definition of normal course load will vary depending upon the requirements of each program. In the spring/summer, full-time status requires two or more credit hours.
5. **Plan of Work:** The Plan of Work is completed by the student and advisor and lists courses (taken as well as to be taken) in the program. The major advisor and the College Graduate Officer must approve the plan of work 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 of the College of Education with at least 24 semester hours of regular graduate coursework in Education. The total semester hours may not exceed 122. The plan must be submitted to the Graduate Education Office (Room 489) for approval before being forwarded to the Graduate School. An approved Plan of Work is a requirement for Ph.D. Candidacy.
- **The Ph.D. Plan of Work can be found here:**
http://www.gradschool.wayne.edu/current/plan_of_work.doc
 - **Changes in Plan of Work:** The courses in the approved Plan of Work may be changed by the student in consultation with the advisor. To make changes in the courses listed in the approved Plan of Work, the student should set up a meeting with his/her advisor to fill out a Change in Plan of Work Form.
 - **Change of Plan of Work Form can be found here:**
http://coe.wayne.edu/pdfs/doctoral_change_pow.pdf
6. **Course Repeat Policy**
- Students may repeat only courses in which they received a grade of B- or below. The original grade for the course will remain on the student's transcript, but only the second iteration of the grade will be used in calculating the student's Grade Point Average. Students will not receive University financial aid for repetition of courses.
 - 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 is available online: http://coe.wayne.edu/pdfs/graduate_repeat_form.pdf
7. **Annual Progress Report:** Every Ph.D. student/candidate must submit an Annual Progress Report each academic year. One of the purposes of the Annual Progress Report is to encourage conversations between the major advisor and the student regarding professional development, career pathways, and employment opportunities. The progress report outlines the student's scholarly progress during the academic year and lists goals for the following year. The Annual Progress Report must be completed by the student and advisor by **April 30th**.

- **Progress Report Form available at:**
http://coe.wayne.edu/pdfs/doctoral_annual_report.pdf

8. **Formatting Guidelines for Writing:** In TED, all scholarly writing is to be completed in the formatting style of the American Psychological Association (APA). It is recommended that the student purchase or obtain the Publication Manual of the APA and/or review formatting guidelines online at www.apastyle.org.
9. **Qualifying Examination:** The Qualifying Examination is an opportunity for doctoral students to demonstrate a comprehensive understanding of their field, specialized knowledge in their area of research, and skill in constructing an argument and analyzing and synthesizing ideas in the field. All Ph.D. students are required to pass the Qualifying Examination near the end of their coursework. Successful completion of the Qualifying Examination is a requirement for Ph.D. Candidacy.
 - The format of the Qualifying Examination is chosen in consultation with the advisor and will contain written and oral components.
 - Toward the end of the student's coursework, the major advisor and the student should choose a preferred semester in which to complete the Qualifying Examination and work together to develop a plan to prepare for the examination.
 - **The Qualifying Examination Committee** must consist minimally of three graduate faculty members from the major department (College of Education), 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. The Qualifying Examination Committee must have these members:
 - The major advisor will serve as the chairperson of the Qualifying Examination committee and as the Graduate Examiner. The committee should have two additional members of the graduate faculty from the major department (College of Education).
 - The membership of the Qualifying Examination Committee may not normally be changed until the Final Qualifying Examination has been passed.
 - The major advisor will convey to the student the results of the Qualifying Examination.

A list of faculty with Graduate Faculty Appointments can be found here:
<http://www.gradschool.wayne.edu/GradFaculty/db/GradFacultydb.asp>

- **Written Examination:** Effective Fall 2014, the Written Doctoral Qualifying Examination in the College of Education consists of four 3-hour writing sessions

totaling 12 hours. Students complete either 12 hours in the major field or 9 hours in the major field and 3 hours in the cognate.

- Students who successfully complete the written Qualifying Examination are required to take an Oral Qualifying Examination (see below).
- If the written component of the Qualifying Examination is not completed successfully, the student can repeat it only **once**. The major advisor will convey to the student the Examination Committee's specific recommendations concerning a second examination and any additional work to be completed prior to a second examination. **A second examination may not be held until at least one term has elapsed, but must be held within one calendar year following the first examination.** The result of the second examination shall be considered final.
- Students who fail the Written Examination in the Fall semester have only one option: to retest in the next Fall semester.
- Students who fail the Written Examination in the Winter semester have two options: 1) to retest in the upcoming Fall Semester, or 2) to retest in the next Winter semester.
- **Oral Examination:** The Oral Examination covers both the student's area of concentration and the cognate (if the student has a cognate). The Oral Examination occurs after the Written Examination and is required of all Ph.D. students who successfully complete the Written Qualifying Examination in the College of Education. The content of the Oral Examination can be similar to or different from the Written Examination. If a student's response to a section of the Written Examination is weak, the Oral Examination offers a further opportunity to demonstrate knowledge. If there are no weak areas, the Committee can use the Oral Examination as an opportunity to delve further into the student's understanding of the field and/or explore the student's plans related to the dissertation research. If the student does not successfully complete the Written Qualifying Examination, there will be no Oral Examination.
- **Check the following link to access important information, including policies and procedures, regarding the qualifying examinations as well as the form to be filled out at the beginning of the semester in which you plan to take the qualifying exams:** <http://coe.wayne.edu/admissions/examinations.php>

Report on Ph.D. Oral Qualifying Examination form (to be submitted after the oral examination) will be provided by Academic Services to the student's major advisor:

www.gradschool.wayne.edu/current/report_on_oral_examination_form.doc

After Coursework:

10. A Ph.D. student 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:

- a. Approval of the Plan of Work by the Graduate School
- b. Completion of all coursework as listed in the Plan of Work
- c. Satisfactory completion of the Final Qualifying Examination
- d. Identification of the membership of the student's Dissertation Advisory Committee

Form to be submitted for acceptance into doctoral candidacy:

www.gradschool.wayne.edu/current/candidacy_form.doc

- **Dissertation Advisory Committee:** The student selects a dissertation advisor and committee to guide him/her through the dissertation research and preparation. The Dissertation Advisory Committee may differ from the Qualifying Examination Committee. The naming of a dissertation advisory committee is a requirement for Ph.D. Candidacy. The Dissertation Advisory Committee shall consist minimally of four members (or 5 members if there are co-chairs). At least two committee members must be from the student's home department/program. The committee also must have an external member from a department outside the College of Education.
- **A single form is used to request a change in Advisor and/or Committee. The form is named "Change in Committee."**
http://gradschool.wayne.edu/current/change_in_committee_memo.doc
- **Doctoral Dissertation Research and Direction Course Credits:** The candidate is required by the Graduate School to complete thirty (30) dissertation credits. During the time the candidate is enrolled in the dissertation course credits, the candidate is expected to work toward completion of the dissertation, beginning with the prospectus/proposal. Although the student is not taking traditional courses during this time, the student should be in continuous contact with her/his major advisor in order to make satisfactory progress and complete the dissertation within the time limits established by the Graduate School.

With the attainment of candidacy, the student begins registration in the dissertation research courses: ED 9991, ED 9992, ED 9993, and ED 9994. Students must enroll in these four courses in consecutive academic year semesters (not including Spring/Summer). Each of the research courses is equivalent to 7.5 credits. The student

must contact the Graduate School for permission to register in these courses at phdstudents@wayne.edu.

- **Maintenance Credits:** If a student completes all four of the **Doctoral Dissertation Research and Direction courses**, but has not completed all the dissertation requirements, the student should register in Candidate Maintenance Status (ED 9995) each semester until completion of the program. The Candidate Maintenance fee is equivalent to the Registration Fee plus the Omnibus Fee for one graduate credit. The student must contact the Graduate School for permission to register in these courses at phdstudents@wayne.edu.
- **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.**
- **Dissertation Proposal/Prospectus:** Before the candidate can begin the dissertation work, s/he must compose and defend a prospectus or proposal of the dissertation research to the dissertation committee. Under the guidance of his/her advisor, the student prepares a description of the proposed research and dissertation for approval by his/her advisory committee. **In Teacher Education, the style for footnotes, bibliographies, tables, chapter headings, etc. follows APA guidelines (see #7 above).**

The dissertation proposal/prospectus (and later the dissertation), must be organized following the format guidelines provided by the Graduate School and available at: <http://gradschool.wayne.edu/phd-info/format-guidelines.php>

After successfully defending the dissertation proposal submit the following:

- Ph.D. Record of Approval of the Prospectus Form (signed by all members of the doctoral committee) available at:
http://gradschool.wayne.edu/current/prospectus_form.doc
- Ph.D. Conflict of Interest Form (signed by all members of the doctoral committee) available at:
http://gradschool.wayne.edu/phd-info/conflict_of_interest_form.pdf
- Memorandum of Approval of your dissertation research from the Institutional Review Board (IRB).
- Copy of prospectus/proposal

- **Institutional Review Board (IRB) Approval:**

The dissertation research may not begin until the committee has approved the prospectus/proposal and the IRB Office has approved the study.

The IRB Office regulates all university requirements for IRB approval. The student should access the IRB website for related information:

- **CITI Training:** <http://irb.wayne.edu/mandatory-training.php> [Note: The student/candidate may complete the CITI training at any time in his/her program; there is no cost.]
 - **IRB Regulations, Forms, and Procedures:** <http://www.irb.wayne.edu/>
- **Dissertation Preparation:** The dissertation presents the original scholarship or research completed by the candidate under the guidance of the dissertation advisor. **In Teacher Education, the style for footnotes, bibliographies, tables, chapter headings, etc. follows APA guidelines (see #7 above).**
 - The Graduate School is responsible for monitoring formatting requirements of dissertations and theses. **Below is the link to the university's format requirements:** <http://gradschool.wayne.edu/phd-info/format-guidelines.php>
 - **Degree Completion Deadlines and Checklist:** Review the documents in this website, using the link below, while completing the dissertation in order to access completion deadlines for each semester; a completion checklist; and forms to be filled out: <http://gradschool.wayne.edu/phd-info/defense.php>
 - **Dissertation Public Lecture-Presentation Defense:** The candidate presents and defends the dissertation in a public lecture. The results of the defense are conveyed to the Graduate School via the Defense Final Report form listed below.

Items Related to the Final Dissertation Defense:

- **At least two weeks** before the "Dissertation Public Lecture-Presentation Defense" takes place, fill out and secure committee signatures on Part I of the form available at: http://gradschool.wayne.edu/final_defense_report.pdf
- Part II of the same form is filled out after the student presents the dissertation as well as
- Conflict of Interest Form available at: http://gradschool.wayne.edu/phd-info/conflict_of_interest_form.pdf
- Title page of dissertation with original signatures of all committee members

Graduate Examiner

- A Graduate School-appointed Graduate Examiner is not required at the doctoral Dissertation Public Lecture Presentation and Final Defense.

- 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.
- 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.

Final Degree Requirements

- **Use the link below to access a list of final degree requirements and forms:**
<http://gradschool.wayne.edu/phd-info/deadlines.php>

All Program Forms Should be Submitted to:
Paul Johnson
Academic Services Graduate Office
Room 489 Education Building
313-577-1606

10. Time Extensions: Applicable to students who began their program in Winter 2004 and thereafter

Students have a seven (7) 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. If because of particular circumstances, additional time is needed, the following is required for an extension to be considered:

- The request must be submitted no later than 6 months following the student's time limit expiration.
- The dissertation prospectus must have received Graduate School approval prior to the request for an extension.
- The request must be supported by the student's advisor and the majority of the dissertation committee

The request must include:

- Time Extension Request Form available at:
<http://gradschool.wayne.edu/current/forms.php>
- Copies of **ALL** of the student's progress reports (i.e., annual reviews)
- Compelling evidence that the student's dissertation is in progress
- A timeline for the completion of the dissertation
- An explanation of how the student has remained current in the field

- An explanation of how the student's circumstances have changed to enable him/her now to complete the dissertation

The total time for earning the Ph.D. degree, including all time extensions and any required revalidation, is twelve (12) years. Approval of a time extension beyond the ten (10) year mark must include revalidation of credentials either by retaking the qualifying exams and/or additional coursework.

Other Resources:

- 1. Funding:** Support for graduate students is available from both institutional and non-institutional sources. Funding may be provided as graduate assistantships, fellowships, tuition scholarships, and grants. Check the following links for funding opportunities:
 - a. College of Education Scholarships:** <http://coe.wayne.edu/scholarships.php>
 - b. Graduate School Funding Source:**
<http://gradschool.wayne.edu/funding/sources.php>
 - c. Office for Financial Aid:** <https://finaid.wayne.edu/apply/grad-students.php>
- 2. Graduate Writing Resources:** The pages below provides a variety of resources to help graduate students in the process of writing dissertations, articles, theses, grant proposals, and prospectuses. There are also links to assist students with citations, grammar and punctuation, style, and ways to avoid plagiarism.
 - a. Graduate School:** <http://gradschool.wayne.edu/writing-resources.php>
 - b. WSU Library Guides:**
 - Education:** <http://guides.lib.wayne.edu/eddoc>
 - Plagiarism:** <http://www.lib.wayne.edu/blog/?p=3827>
 - How to Use EndNote:** <http://guides.lib.wayne.edu/endnote?hs=a>
 - Using APA style:** <http://guides.lib.wayne.edu/apastyle?hs=a>
 - How to use Microsoft Office:** <http://guides.lib.wayne.edu/apastyle?hs=a>
 - c. College of Education Writing Resources:** <http://coe.wayne.edu/writingresources/>
- 3. Teacher Education Division Doctoral Student Learning Community (TED-DLC):** In the TED-DLC, doctoral students in TED informally join with TED faculty to support each other in the pursuit of the doctoral degree. The TED-DLC is comprised of students who are new to their doctoral program as well as students who are well along the way to completion. All TED doctoral students are welcome to attend TED-DCL meetings. There is no charge or registration, but there is much to be gained from participating in this valuable community of learners. Please join us!

For more information, please contact: Dr. Justine M. Kane: jmkane@wayne.edu

	Requirements Curriculum & Instruction Ph.D.	
Major	24 credits minimum Required Courses	
	Content Specific TED 8130 (3) TED 8280 (3) [Note: Additional coursework may be required in the area of the concentration.]	K-12 General/ Curriculum Studies TED 8130 (3) TED 8270 (2-6) (Max 8) TED 8280 (3) TED 9130 (3)
Research	15 credits minimum Required Courses EER 7630, Fundamentals of Statistics (3) EER 7640, Fundamentals of Quantitative Research (3) EER 7870, Fundamentals of Qualitative Research (3) [Note: Additional coursework should be chosen from the list of approved courses.]	
Doctoral Seminars	6 credits minimum Choose two (2) of the following: EHP 9600, Doc Seminar in Philosophy of Education (3) EDP 9310, Doc Seminar in Educational Psychology (3) EDS 9620, Doc Seminar in Educational Sociology (3) EDA 9790, Doc Seminar in Educational Administration (3) [Note: TED 9130 is not an option for C&I majors to meet the seminar requirement.]	
Dissertation Research Credits	30 credits ED 9991 (7.5) ED 9992 (7.5) ED 9993 (7.5) ED 9994 (7.5) [Note: When the above credits are complete, register for ED 9995 (0 cr.), doctoral maintenance credits; equivalent to full-time enrollment.]	
Cognate (optional)	(12 credits minimum) Transferred and WSU credits can be used with approval of the major advisor.	
Electives (if needed)	(as needed) Transferred and WSU credits can be used with approval of the major advisor.	
Total	90 credits minimum	

	Requirements Special Education Ph.D.
Major	<p style="text-align: center;">24 credits minimum Required Courses</p> <p>SED 8700, Advanced Seminar (3) SED 7840, Advanced Internship (3-6) (Max 6)</p> <p>[Note: All courses in the major area are selected in consultation with and approved by the major advisor.]</p>
Research	<p style="text-align: center;">15 credits minimum Required Courses</p> <p>EER 7630, Fundamentals of Statistics (3) EER 7640, Fundamentals of Quantitative Research (3) EER 7870, Fundamentals of Qualitative Research (3)</p> <p>[Note: Additional coursework should be chosen from the list of approved courses in consultation and approved by your major advisor.]</p>
Doctoral Seminars	<p style="text-align: center;">6 credits minimum Choose two (2) of the following:</p> <p>TED 9130, Doc Seminar in Curriculum & Instruction (3) EHP 9600, Doc Seminar in Philosophy of Education (3) EDP 9310, Doc Seminar in Educational Psychology (3) EDS 9620, Doc Seminar in Educational Sociology (3) EDA 9790, Doc Seminar in Educational Administration (3)</p>
Dissertation Research Credits	<p style="text-align: center;">30 credits</p> <p>ED 9991 (7.5) ED 9992 (7.5) ED 9993 (7.5) ED 9994 (7.5)</p> <p>[Note: When the above credits are complete, register for ED 9995 (0 cr.), doctoral maintenance credits; equivalent to full-time enrollment.]</p>
Cognate (optional)	<p>(12 credits minimum) Transferred and WSU credits can be used with approval of the major advisor.</p>
Electives (as needed)	<p>(15 credits minimum) Transferred and WSU credits can be used with approval of the major advisor.</p>
Total	90 credits minimum