College of Education
<u>Graduate Student Guide</u>

2024-2025

Purdue University

Office of Graduate Studies (OGS)
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https://www.education.purdue.edu/graduate-students/

About This Guide

The Office of Graduate Studies (OGS) acts as a liaison between the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) (formerly called the Purdue University Graduate School), and the students, faculty, and staff in the College of Education (COE). Questions and requests for assistance should be directed to the student's faculty advisor or the Office of Graduate Studies.

Overall, the goals of this guide are:

1. To provide information related to the requirements for completion of your program of study;

2. To outline policies and processes related to graduate students;

3. To provide graduate students with resources that might be able to assist them;

4. To serve as a general resource for those interacting with the Office of Graduate Studies in the College of Education.

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Updates and Reminders

Important – COE Grad Student Listserv

The COEGRAD@lists.purdue.edu email list is an open list for all College of Education graduate students. All College of Education graduate students are strongly advised to subscribe to this list for the duration of their stay in the College of Education. The COEGRAD email list will be used to distribute important announcements, graduation deadlines, and information related to graduate programs in the College of Education. In addition, job announcements, graduate assistantships from other University offices, and graduate student campus activities will also be sent via this listserv.

Failure to subscribe could result in missing important information and deadlines critical to an individual's graduate studies. This list is moderated by the College of Education Office of Graduate Studies staff.

To subscribe…

1. Address an email TO: listserv@lists.purdue.edu
   a. Enter anything in the SUBJECT such as: Subscribe
2. In the BODY of the email enter: Subscribe COEGRAD
   a. Send the email.
   b. A confirmation email will be returned by the list server.

Graduate Student Orientation

For your convenience, OGS has created a graduate student orientation in Brightspace. If you have not completed the Graduate Student Orientation, email edgrad@purdue.edu to request access to the orientation.

If you have been granted access but still cannot find the orientation, be sure you are selecting "ALL" under the"My Courses" area of Brightspace. See *Figure 1* below.
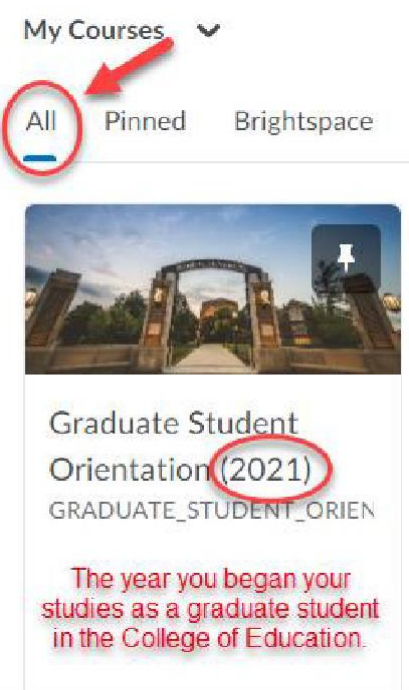

Figure 1 - Graduate Student Orientation in Brightspace

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) also has their own orientation website for graduate students, including a schedule, videos, resource fair, tips for success, and more. To learn about what the Graduate School offers for orientation, visit their website here: https://www.purdue.edu/gradschool/admitted/orientation/index.html.

Additional "Need to Know" Information

1. Access student information using the myPurdue portal at: http://www.mypurdue.purdue.edu.

2. Contact with your assigned faculty advisor is necessary before registering for classes.

3. For any courses requiring instructor permission or variable credit hours, students can email OGS for registration instructions. Alternatively, they can submit a registration request using the Scheduling Assistant in myPurdue.

4. Regular registration typically begins February for Summer, March for Fall, and October for Spring.

5. Once registered, a student will receive a Purdue email message indicating that an eBill is available to view and pay. Click on the link provided in the email and log-in with the career account to view and pay the bill before the cancellation date. If a student is cancelled for not paying on time, the individual will need to re-register and must pay an additional $200 late registration fee.

6. Students holding graduate staff appointments during a semester or summer session must be registered for at least three credit hours of course and/or research work during the semester or summer.

7. Students who are on a fellowship (such as Ross or Andrews) must be registered for a full-time load each semester.

8. Graduate students must be enrolled in at least one hour of graduate level coursework every semester in which they take classes. If a graduate student wants to enroll in only undergraduate courses for a semester, he or she will need to be admitted as an undergraduate student, which includes completing an undergraduate application and paying the undergraduate application fee.

9. If a student does not register for three sessions, which includes Summer, the Registrar deactivates the student's eligibility to register. A new application is required and approval by the program area faculty to restore eligibility to register. (Please contact edgrad@purdue.edu for instructions).

Enrollment & Registration

General Information

Students new to Purdue must set up their Purdue University Career Account before being able to access any of the *myPurdue* features. Instructions will be provided to you by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) upon the newly admitted student viewing the admissions decision letter. If help or assistance is needed in setting up the account, contact the IT Customer Service Center at 765-494-4000, it@purdue.edu, Hicks Undergraduate Library main floor. **Students should read Purdue email on a regular basis as Purdue University faculty and offices use the Purdue email to communicate information to students throughout the year**.

Admission is granted with eligibility to register (ETR) for the session for which admission is granted. A student who has lost eligibility to enroll (has not registered within three consecutive sessions), will be required to submit a new electronic application for admission.

Students are responsible for logging in and registering themselves for classes using the myPurdue portal (unless informed differently by their program area which is working through Purdue Online).

If a course requires instructor permission or is variable credit, a student cannot register for those courses. Students can register for these courses by either:

1. forwarding email approval from their advisor (for 69800 or 69900 credits) or from the instructor (for all other restricted courses) to edgrad@purdue.edu. This email should also include the student's PUID, the CRN for the course section, and the desired number of credits to be added (if requesting a variable credit course). Office of Graduate Studies staff will then register the student for the course,

   OR

2. submitting a registration request using the Scheduling Assistant in myPurdue. Adding research credits via the Scheduling Assistant is a two-part process. The initial request will add 1 credit hour; a second request must be submitted if those credits need to be increased.

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Students holding graduate staff appointments must be registered for at least three credit hours of courses and/or research work. Those on fellowship must be enrolled full-time each semester. International students should contact the Purdue Office of International students and Scholars (ISS) for minimum-hour requirements.

If a graduate student is enrolled for an undergraduate course, they must also register for at least one (1) credit hour of graduate level coursework. This includes students in a post-baccalaureate, teacher license, certificate, or degree-seeking program. If a graduate student is wanting to enroll in only undergraduate courses for a semester, the student should apply as an undergraduate student to the Office of Admissions. (OGSPS Policy)

The maximum registration for a graduate student is 18 credit hours for Fall and Spring sessions and 9 credit hours for the Summer session. (OGSPS Policy) If there is a need/desire for a student to go beyond the maximum hours, contact the Office of Graduate Studies for information on the procedure.

A student must be registered for at least a one credit hour graduate level course or as Exam/Degree Only (if ready to graduate) in order to have any Graduate School Database forms processed, such as a request for the preliminary examination. (OGSPS Policy)

The student and advisor are expected to make certain that the requested academic load for a student holding an appointment and/or a fellowship is compatible with the rules and regulations of the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) and with the requirements of any educational benefits or loans.

Holds

Students must resolve all holds (payment, etc.) on their accounts in order to be able to register for courses. All new students will have the Emergency Contact and Financial Responsibility holds placed on their accounts by the University at the time of admission and will receive email instructions from the University through their Purdue email account for satisfying the holds. In addition, in October of each year, ALL current students with eligibility to register will have these two holds placed on their accounts and will receive instructions via Purdue email explaining how to satisfy these two holds. **The Office of Graduate Studies cannot remove your holds.** The Office of Graduate Studies cannot register you while you have holds on your account. The only way to remove holds on your account is by satisfying the requirements of the holds on your account.

Time Conflict

To schedule a class with a time conflict (i.e., ending and starting times for two courses overlap by more than ten minutes), permission is required by both instructors. This request should be submitted using the Scheduling Assistant.

Full Time Study

Full time study is based on the number of credit hours carried in a given semester. According to Purdue University policy, eight credit hours is the full-time enrollment standard for graduate students for fall and spring semesters. Six credit hours is the full-time enrollment standard for graduate students for the summer session. Various fellowships and sponsoring agencies may have differing definitions of full-time status.

Part Time Study

Students registering for seven credit hours or less will be considered part-time and charged per credit hour fees.

Research Credit

Any student (whether on appointment or not) must be registered for research hours (69900/69800) during each semester or summer session when doing research, utilizing faculty direction or consultation and/or requiring the use of University facilities. Research includes literature review, preliminary examination preparation, gathering data, and thesis writing. A student's research registration should be roughly proportional to the amount of time devoted to research activities.

Two consecutive sessions of "U" grades for research registration mandate that the department take formal action and inform the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) with regard to either discontinuation or conditions for continuation of the student's graduate study. Research credits for which the student receives a "U" grade will not count toward satisfying the residency requirement. (OGSPS Policy)

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Leave of Absence

There is no leave of absence for a graduate student for a medical/health issue. A graduate student can take two consecutive sessions off for whatever reason but will lose eligibility to register after a three-consecutive session lapse. If that happens, the individual would need to reapply and be reviewed again by the program area. If the reapplication is within a short period of time after losing eligibility to register, materials, such as recommendation letters, from the original application may be able to be used for the 2nd application with the approval of the program area admissions chair. Previously submitted transcripts will be on file at the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) and would not be required again; however, an updated official Purdue University transcript would need to be included with the reapplication. International students should seek guidance from the office of International Students and Scholars (ISS) to ensure they stay in compliance.

Research in Absentia

A doctoral student, who has completed all of the coursework, passed the preliminary examination, and made significant progress on the thesis research topic, may submit a Graduate School Database Form 12 through the myPurdue plan of study area. This is only for students who wish to physically leave the University but continue doctoral research. The student must discuss this option with their chair. If agreeable by the chair, the student should submit a Form 12 at least one month prior to the session in which the individual wishes the absentia registration to begin.

Research in Absentia requires that a student be registered each Fall and Spring session for a minimum of 3 credit hours of research (69900) for a flat fee (see Office of the Bursar). The student should contact the Office of Graduate Studies for registration each session. If a student wishes to be registered for the Summer session, the student should notify the Office of Graduate Studies and have approval of the major professor. If a student wishes to enroll in more than 3 credit hours for each session, the student's advisor is required to submit a memo with the Form 12 Application for Research in Absentia to the COE Office of Graduate Studies. This memo should state how many credit hours (up to 18 credits) the student wishes to be registered for, the student's employment status, level of support provided for the student's research in terms of facilities and/or release time, and the duration of this support. The Department Head must approve this request before it is forwarded to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS).

If a student fails to pay the registration fees for a Fall or Spring session, their registration will be cancelled and they will lose the Registration in Absentia privilege. If a student chooses not to be registered for Research in Absentia for a Fall or Spring semester, they will permanently lose the Research in Absentia privilege and must follow standard registration procedures for research credits for the duration of study at Purdue.

Registration in the Final Academic Session

All degree-seeking and certificate students must be registered in the session they plan to graduate. Registration can be courses, research hours (69800 or 69900), or exam only/degree only (see below). Any coursework with an incomplete grade on a plan of study must be completed in order for the student to be eligible for graduation.

"Exam Only" Registration

Students who have an approved plan of study filed, completed all of their coursework, have passed prelim exams (if PhD), but still need to hold the final defense and deposit the thesis/dissertation, may be eligible to register for "Exam Only" registration with a set fee in the session they plan to graduate.

If the student is a master's thesis or a doctoral student, the individual must have been registered for research credit (69800 for Master's or 69900 for Doctoral) the session prior to registering for Exam Only and have received a grade of S in the previous spring or fall session. The previous session does not include summer unless a graduate student held a graduate staff appointment.

"Degree Only" Registration

Students who have an approved plan of study filed, completed all of their coursework, passed the preliminary exam (if PhD), passed the final examination, and have or have not deposited the thesis (Ph.D. or Master's Thesis), may be eligible to register for Degree Only in the session they plan to graduate.

If the student is a master's thesis or a doctoral student, the individual must have been registered for research credits (69800 for Master's or 69900 for Doctoral) the session prior to registering for Degree Only and have received a grade of S in the previous spring or fall session. The previous session does not include summer unless a graduate student held a graduate staff appointment.

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Degree Only is a one-time registration. If a student does not meet the deadline to be able to graduate in the session they registered for Degree Only, the individual will not be allowed to register for Degree Only in any future sessions.

Academic Policies and Processes

Academic Policies

Grades and Index Requirements (Information from the Grade and Index Requirements section (A.) of the Policies and Procedures for Administering Graduate Student Program of the Purdue University Catalog). On this page, be sure to select the **current year** catalog. Archived catalogs **will not** contain updated policy information. See *Figure 2* below.

Figure 2 – University Catalog website

Good Standing

A graduate student is expected to maintain a graduation index representing a B average (3.0/4.0GPA) orbetter. Indices below this level are marked "less than good standing" on the transcript.

Beginning with the posting of Fall 2015 grades, a graduate student who falls below a 2.0 semester GPA and/or possesses less than a 2.0 cumulative GPA will be on academic notice. Any student on academic notice at the close of the Fall 2015 semester whose spring semester GPA and cumulative GPA (at the close of the Spring 2016 semester) falls below 2.0 will be dropped from the university. If a graduate student is on academic notice and EITHER the semester GPA or the cumulative GPA is 2.0 or above, the student will remain on notice. Academic standing is not addressed during Summer Session. Beyond the 2015-16 academic year, this University Senate-approved policy will be administered as follows:

- IF: Semester GPA and Cumulative GPA are ≥ 3.0 = Good Standing

- IF: Semester GPA or Cumulative GPA is 2.0 - 2.99 = Less than Good Standing

- IF: Semester GPA or Cumulative GPA is < 2.0 = Notice

- IF: On Notice and both Semester GPA and Cumulative GPA are < 2.0 = Drop

- IF: On Notice and Cumulative GPA is < 2.0 but Semester Index is ≥ 2.0 = Notice

- IF: On Notice and Semester GPA is < 2.0 but Cumulative GPA is ≥ 2.0 = Notice

- IF: On Notice and Semester GPA is ≥ 2.0 and Cumulative GPA is ≥ 2.0 = Off Notice (Less than Good Standing may be applicable.)

Any grade changes made after the initial GPA calculations will result in a recalculation of GPAs and academic standing or drop status. However, any graduate student appropriately dropped from the university must reapply. A graduate student who has been dropped for the first time is not eligible to register for at least one fall or spring semester (and summer session if applicable) following drop status. Graduate students dropped a second time at the end of the spring 2016 semester or later will normally not be considered for readmission to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) for at least one year. For more information, see Academic Regulations and Student Conduct: https://catalog.purdue.edu/content.php?catoid=17&navoid=22202

If a student is assigned U grade, prior to the start of classes the next session, the departmental/program representative must develop and communicate to the student a plan for satisfactory continuation. The student is responsible for meeting with the departmental/program representative to discuss this plan. Both the student and the departmental/program representative must acknowledge the corrective plan.

Research Credit Expectations

A graduate student also is expected to earn S grades for research registration. Two consecutive sessions of U grades for research registration mandate that the department take formal action and inform the student, in writing, and the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) with regard to discontinuation or conditions for continuation of the student's graduate study. The student's progress should be reviewed each session by the student's department. The student's progress also may be reviewed by the OGSPS. Should the student fail to perform in either coursework or research on a level acceptable to the advisory committee, the departmental graduate committee, or the OGSPS, he or she may be asked to discontinue graduate study at Purdue.

Before the end of the 2nd week of each session of registration for XXXX69800 and XXXX69900, a written set of minimum expectations (e.g. data set, draft of chapter, sampling plan, IRB, lit review, manuscript, objectives of proposal) will be submitted to the student by the departmental/program representative (faculty member, program chair) supervising the credits. Ideally, these expectations would be discussed and developed jointly by the student and departmental representative. The expectations and deliverables should align with the number of credits that the student is registered for (i.e. greater expectations for more credits). **The student should discuss in detail these expectations with the residing faculty member and acknowledge receipt of theexpectations. It is strongly recommended that students get these research expectations documented by email or other measures.** If questions or concerns surface regarding expectations and credit load at any time throughout the semester, the student and departmental/program representative must discuss and record the concern to an agreed upon endpoint. For a description of the grades, please see the Purdue University Catalog, Policy Section: Academic Regulations/Grades and Grade Reports; (for 2024-25, see Grades and Grade Reports).

Repeated Courses

If a Purdue course taken by a graduate student is repeated for a grade, the Registrar's Office will delete the first grade from a student's graduation index, providing that specific course was originally taken while the student was enrolled as a graduate student. Neither excess undergraduate Purdue courses nor courses transferred from another institution are used in computing the graduation index.

Courses taken for pass/not pass or satisfactory/unsatisfactory are unacceptable on plans of study. Coursework required for a degree will be complete when a student obtains grades for all courses on the plan of study that meet grade requirements of the department and the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS). (OGSPS Policy)

College of Education Dismissal Policy

According to Purdue's *Catalog Policies and Procedures for Administering Graduate Programs,* each "student's progress should be reviewed each session by the student's department. The student's progress also may be reviewed by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. Should the student fail to perform in either coursework or research on a level acceptable to the advisory committee, the departmental graduate committee, or the Vice Provost, he or she may be asked to discontinue graduate study at Purdue." (VI. General Academic Requirements and Grade Appeals)

A graduate student may be dismissed from graduate study in the College of Education, based on the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) and departmental policies, in instances where the student fails to:

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1. Earn satisfactory course grades and/or maintain a satisfactory grade index;

2. Make satisfactory progress, including progress in research, and complete the program in a timely fashion;

3. Pass graduate preliminary or final examinations; or

4. Adhere to standards of academic honesty, research integrity, and student conduct.

In the College of Education, the faculty of each program area is empowered by the departmental graduate committee to review the progress of students in the program and to take action as appropriate. Program area faculty will evaluate student progress toward the degree no less than once each year. A student who fails to meet the expectations set forth above may be placed on academic notice in their graduate program. A student who is placed on academic notice shall be notified in writing by their advisor or program area faculty. A plan of remediation will be developed by the student's advisor in collaboration with the student's advisory committee and/or program area faculty, and a specific time frame for remediation will be identified.

If the student fails to satisfy the conditions of the remediation plan, he or she may be dismissed from the graduate program. In special circumstances, program area faculty may decide that remediation is not appropriate and dismissal from the graduate program may be immediate. Students dismissed from the graduate program shall be notified in writing by the program area convener and/or department head. A student who believes a dismissal decision is unfair or who has additional information that the student believes should be considered may appeal the decision in writing to the department's Graduate Committee, which will consider the appeal and make a recommendation to the department head who will make a final decision.

Grades

According to Purdue's *Catalog Policies and Procedures for Administering Graduate Programs,* "A graduate student is expected to maintain a graduation index representing a B average (3.0/4.0 GPA.) or better. Indices below this level are marked 'less than good standing' on the transcript" (IV. General Academic Requirements and Grade Appeals). A graduate student in the College of Education whose GPA falls below 3.0 or who receives any grade lower than B- in a required program course shall be considered to be on academic notice in their graduate program.

Satisfactory Progress

Evaluation of student progress is based on an assessment of the student's: course work, research, technical skills related to the area of study, writing skills, and professional and ethical behavior. If the student's progress is deemed to be unsatisfactory in one or more of these areas, the student shall be on academic notice in their graduate program.

A student who is admitted to graduate study conditionally must meet all conditions (e.g., grades, other requirements) established at the time of admission. If a student fails to meet those conditions, he or she maybe dismissed.

A student who does not enroll for a period of 3 consecutive semesters (including summer) loses eligibility to register and may be dismissed. The student must reapply, and reentry is subject to favorable approval by the program area.

Degree Completion Timelines

Students enrolled in master's degree programs in the College of Education are required to complete their degree programs within 5 years of initial enrollment in the master's program. This applies to students admitted to master's degree programs in summer 2012 or later. Students enrolled in doctoral programs in the College of Education are required to complete their degree programs within 8 years of initial enrollment in the doctoral program. This applies to students admitted to doctoral study in Curriculum and Instruction in summer 2005 or later and students admitted to doctoral study in Educational Studies in fall 2009 or later. Students who fail to obtain their degrees within the specified time period may appeal to the program area faculty for an extension. The program area faculty shall determine whether an extension should be granted and, if so, the length and conditions of the extension.

(Graduate Studies Leadership Team, March 2012)

Graduate Examinations

If a student fails to pass the preliminary or final examination, the student may be dismissed. The examining committee may recommend that the student be permitted to request a second examination. Failure to pass asecond attempt at a graduate examination shall result in program dismissal.

Academic Integrity

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According to Purdue *Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals*, "dishonesty in connection with any University activity" is conduct for which students may be subject to informal action or disciplinary sanctions. "Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty." Any alleged instance of academic dishonesty involving a graduate student in the College of Education shall be referred to the Office of the Dean of Students. If the Office of the Dean of Students determines that academic dishonesty occurred, the student shall be on academic notice in their graduate program. Any additional instances of academic dishonesty that occur while a student is on academic notice may result in immediate dismissal from the program. Academic dishonesty that occurs in the context of a graduate examination may result in failure of the examination as determined by the student's examining committee.

According to Purdue *Policy on Research Misconduct (III.A.2)*, "Every Purdue Associate involved in any aspect of research at Purdue must encourage integrity in research, assign credit and responsibility for research appropriately, maintain careful research records, and establish and follow well-defined research protocols." Any alleged instance of research misconduct involving a graduate student in the College of Education shall be referred to the Research Integrity Officer for the university, who will initiate a research misconduct proceeding. If the research misconduct proceeding determines that research misconduct occurred, the student may be dismissed, or, if not dismissed, the student shall be on academic notice in their graduate program.

Appeals

Departmental Graduate Examination Committee Decisions

Decisions by departmental graduate examination committees whose appointment does not require approval by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) (including, but not limited to, various departmental examining committees such as those for qualifying examinations) must be appealed within the relevant departments, rather than through the grade appeals system or to the Graduate Council. The initial appeal must be filed with the department head charged with supervising the relevant graduate program. The appeal must be in writing, must specify the grounds for the appeal, and must be filed within 30 calendar days after the issuance of the disputed decision. Upon receipt of such appeal, the department head shall appoint a committee to hear the appeal and decide. The appeal committee's decision shall be final unless an appeal is made to the department head within 10 calendar days of the appeal committee's decision. For those matters so appealed to the department head, the decision of the department head shall be final. (OGSPS Policy, IX, A, 2, b)

OGSPS Approved Examination Committee Decisions

Appeals of decisions by graduate examination committees whose composition has been authorized by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) shall be handled by the following procedures:

1. The initial appeal must be filed with the department head charged with supervising the relevant graduate program. The appeal must be in writing, must specify the grounds of the appeal, and must befiled within 30 calendar days of the issuance of the decision of the examining committee. The department head shall forward the appeal to the departmental graduate committee with instructions to consider the case and provide the head with a written recommendation. Upon receipt of such recommendation, the head shall make a determination and inform the student in writing.

2. If the student chooses not to accept the decision of the department head, he or she may request, in writing, within 10 days of the issuance of the determination of the departmental appeal, that the OGSPS appoint a review board. Such a board shall be composed of five persons chosen at random from among current voting members of the Graduate Council. Council members serving on the advisory or examining committee of the student, Council members serving on the student's departmental graduate committee, and Council members otherwise judged by the OGSPS to be interested parties shall be ineligible to serve on the review board. The review board shall consider the case and report its recommendation to the OGSPS, whose decision shall be final.

The procedure outlined above means that a master's student who fails a final examination, or a doctoral student whose graduate study is terminated for failing either the preliminary examination or the final examination, after having exhausted departmental appeals, may appeal to a specially constituted panel of the Graduate Council. (OGSPS Policy, IX, A, 2, c)

Appeals Concerning Academic Standards

Graduate students who wish to appeal decisions concerning matters of academic standards may seek redress according to procedures specified in University Regulations and to other procedures detailed below that have been established in accordance with the authority thereby delegated to the Graduate Council University Regulations.

(Department Policy, Approved by Educational Studies Faculty, March 24, 1995)

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(Department Policy, Approved by Educational Studies Graduate Committee, March 16, 1995)

(Department Policy, Approved by Educational Studies Faculty, April 15, 1999)

Faculty Advisor

Your assigned faculty advisor/major professor will discuss your academic goals and research interests with you and help you select appropriate courses as you begin your academic studies. Your advisor generally will become the chair of your committee. You are free to change advisors, if needed, to another faculty member in your program area whose interests or expertise are best suited for you. See Change of Advisor section for more information.

Tips For Working with an Advisor

Frequent communication with your faculty advisor to discuss your progress and plan future steps to meet requirements is essential for success. Working with an advisor should be a rewarding experience (for BOTH ofyou). Here are a few tips that will help you get the most from this experience.

GET CONNECTED AS SOON AS POSSIBLE:

With your advisor

Talk with your advisor about their research interests and passions, as well as yours. Find out how to get involved early on in research projects (with your advisor or with other faculty members), writing efforts, and other activities that will help you to grow and develop. Attend the various seminars that are offered in the college and university. Join professional organizations and attend conferences in your field. Keep your advisor apprised of your activities (e.g., annually updated CV).

With other students

Get involved with other graduate students to form mutual support groups. This can occur informally within the program/department or through student organizations such as CIGSA, PALDT, and others. You can help each other to understand the academic culture of the college and department and learn what you need to do to succeed. In addition, you can help each other by proofreading each other's work, giving feedback on research ideas, and working together on projects. This helps to build graduate student camaraderie and it eases the burden on the faculty.

BECOME FAMILIAR WITH:

Graduate policies and procedures

Review the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) website (https://www.purdue.edu/gradschool/) and the Office of Graduate Studies website (https://education.purdue.edu/graduate-students/current-students/). Be responsible for knowing the rules. Do the legwork necessary to schedule committee meetings, get copies of materials to the committee to review, make sure forms are completed, etc.

Your advisor's style and schedule

At a minimum, try to meet formally with your advisor at least once per semester to register for classes and keep him/her apprised of your overall progress. More frequent meetings will be needed as you progress to discuss projects, research, and writing. Keep good records, and document your decisions. Avoid making appointments or doing business in the hallways; things may slip through the cracks.

SET REALISTIC EXPECTATIONS

Set goals and expectations for yourself and use them to keep you on track. Clearly lay out what you are doing and what your expectations are along the way. Set up milestones and keep your advisor in the loop. Many headaches can be avoided by doing some advance planning.

Setting daily, weekly, and monthly goals is a good idea, and works even better if you use a "buddy system" where you and another student meet at regular intervals to review your progress. Try to find people to work with: doing research is much easier if you have someone to bounce ideas off of and to give you feedback.

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Breaking down any project into smaller pieces is always a good tactic when things seem unmanageable. For example, instead of focusing first on writing an entire paper, focus on the goal of writing a section or an outline.

HOLD YOURSELF ACCOUNTABLE

Develop a contract with your advisor or otherwise set requirements for what you will accomplish. Take it upon yourself to report your progress to your advisor, and talk to him or her often enough to assure that you are moving along on a reasonable timeline. If you don't care about your progress enough to keep it on track, who will?

Head off problems in advance.

Seek to resolve small problems before they become big ones. If you experience specific problems in your program, talk with your advisor and take steps to remedy the problem early on. Be careful about doing things that will impede your progress such as taking on too much work or accepting a faculty position before completing your dissertation. Realize that you are your own best friend and ally (and conversely, your own worse enemy) in the graduate school process.

BE RESPECTFUL OF YOUR ADVISOR'S TIME (make appointments, don't abuse email, get info from other sources if possible).

When requesting a meeting, send an email indicating the purpose of the meeting and the amount of time needed. Come to the meeting with an agenda in hand. Make sure that the most important topics are covered first. If you don't get to some of the smaller items, follow up with email. You don't necessarily need to meet face-to-face to answer minor questions or address every detail.

Don't give work to your advisor that has not been proofread or edited. If this is not your strength, ask a colleague to read your work first and/or use a professional editor. Names of professional editors are available through the Writing Lab here on campus.

Find out when your advisor is available to meet and to give feedback on your work. Many faculty members take breaks when there are breaks in the academic calendar (Christmas, Spring Break, summer). As a general rule, students should submit work to faculty members for review at least two weeks in advance of a scheduled meeting (e.g., prelim or proposal defense).

Finally, listen very carefully and take heed to the advice you are given. You don't have to learn things the hard way!

Dr. Peggy A. Ertmer/Professor Emerita, Curriculum & Instruction

August 18, 2008

(Adapted from "Tips for Chairing a Graduate Student Committee" presented by C&I Faculty, April 2007)

Graduate Faculty Appointments

Regular Certification

Generally, the faculty advisor assigned to a graduate student becomes the major professor or chair of the student's advisory committee. The chair of a student's committee must be a tenure-track, clinical, or emeritus faculty member.

To serve as a major professor, chair, or member of a degree committee, the faculty member must hold the degree being conferred or a more advanced degree.

A faculty member who terminates employment at Purdue may be changed to a "special appointment" (seebelow) to serve as a co-chair or as a member of a graduate student's advisory committee.

Special Appointment

A special appointment may be requested by a student for an individual who does not meet the conditions required for regular appointment, yet who can contribute special expertise to the work of graduate students. Such a person may serve as a member or as a co-chair, but not as chair, on graduate student committees and teach graduate courses.

Nominations for special appointment to the Graduate Faculty at the West Lafayette campus are initiated electronically by the COE Office of Graduate Studies. To initiate the request, the Office of Graduate Studies will need the following information about the outside faculty member:

1. Name

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2. Highest Degree Obtained, Field of Study, Awarding University, and Year Degree was Awarded

3. Special expertise (skills or knowledge in particular areas) and qualifications of the nominee

4. Current position and responsibility and/or academic rank and affiliation

5. Contact Information for this Special Appointment nominee (Office address, telephone number,email address, etc.)

The nomination is forwarded electronically to the relevant department head and academic dean for endorsement via electronic signature, after which the nomination is forwarded electronically to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) for review. Upon approval, the OGSPS will assign a graduate faculty identifier (e.g., C0001) to the appointee for use on Graduate School documents. The approval process may take up to three weeks.

Special appointment to the Graduate Faculty is for a term of five years. Such appointments may be renewed upon nomination by the head of a graduate program and approval by the OGSPS.

Change of Advisor

A student may decide to change advisors after beginning the program. Another faculty member in the program area may be a better match regarding research interests. The student should talk with the current faculty advisor in addition to the other faculty member. If a decision to change faculty advisors is made, the student should email the Office of Graduate Studies at edgrad@purdue.edu to notify of the change. Both faculty members should be copied on the email. If the student has an approved plan of study filed, the change should be made on the plan of study as well.

Annual Reviews & Graduate Activity Reporting

Annual Reviews

As of the 2012-2013 academic year, all COE degree-seeking students should have an annual review completed by their faculty advisor/major professor with feedback to the student. These are due by May 31 of each academic year. (College policy)

Graduate Activity Reporting Tool (GART)

All College of Education ***doctoral students*** are required to submit information about student awards, grants, presentations, and publications. The College of Education has been collecting this data since 2008 from the College of Education doctoral students through an online system called GART.

Submitting this information allows College of Education leadership to highlight COE doctoral students! It also provides the College of Education with important, necessary (aggregate) information to demonstrate the positive activities of our graduate students to entities like the Board of Trustees and the Higher Learning Commission.

How to Submit Graduate Activity in GART

Login to the Graduate Activity Reporting Tool (GART) collection system using your Purdue Career Account at https://discover.education.purdue.edu/gart/. Enter your activity data for the calendar year (January through December). Include any information pertaining to student awards, grants, presentations, and publications that has occurred from January 1 through December 31. The format is easy to follow. You may wish to cut and paste information from your vitae to make it easier. Please use APA format. Each page may be printed for your own records. **All data for the previous calendar year should be entered by the middle of March.**

A messaging feature can be used in the GART system. This allows messaging between faculty advisors and students within GART. Email notifications are generated whenever a student or faculty member adds a new comment and users are directed back to the GART system to view or respond to the comments.

If you have any questions regarding data to include, please contact your faculty advisor.

If your faculty advisor is not listed in GART, or if you have any technical problems with this reporting tool, please e-mail the COE Education IT (EdIT) Team at this email: edit@purdue.edu.

Academic Processes

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Plan of Study

A plan of study is an academic contract among a student and the faculty members of the advisory committee. Each graduate student admitted to a degree program must file an Electronic Plan of Study (EPOS) through the Plan of Study Generator at http://myPurdue.purdue.edu. A formal Plan of Study should be created as early as feasible in the student's career because it guides a student's academic degree progress.

All departmental and Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) policies related to the filing of a Plan of Study must be adhered to explicitly. Students filing their plan of study should complete their plan electronically in myPurdue at http://myPurdue.purdue.edu (OGSPS Plan of Study link on the Graduate Students card). A student does not need to complete the entire form in one sitting; the plan may be saved and returned to later.

It is strongly suggested that **master's students** file the plan of study within their 2nd semester; **doctoral students** by the end of their 3rd semester. A plan of study can be submitted as a draft if the chair is interested in reviewing at this time. For the plan of study to go through the system, it must be submitted as Final. The plan of study will be electronically routed, reviewed and, if approved, signed by the plan of study coordinator, the advisory committee, the department head, and the OGSPS. The status of a plan may be checked at any time by returning to the Plan of Study Generator in myPurdue, then click the "Display Submitted Plan of Study" link. Once the plan of study has been approved by the OGSPS, the student should check it every session to monitor posted grades and academic degree progress.

Approval for a Plan of Study

Once the student has submitted the plan of study as Final, the COE Plan of Study Coordinator of the COE Office of Graduate Studies must approve the student's plan. After the COE Plan of Study Coordinator signs off, the plan will then be available for each committee member to sign. Committee members who have access to the Graduate School Database will be notified by an automatic e-mail that the plan is awaiting their electronic signature. Any committee member from outside the University who does not have access to the Graduate School database will be sent an e-mail, which includes the plan of study, from the COE Plan of Study Coordinator. After the COE Plan of Study Coordinator, all the committee members, and the Department Head have electronically signed the student's plan indicating their approval, the student's plan will be submitted to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS). The OGSPS must review and approve the student's plan before it becomes official. Once the OGSPS receives the plan of study, final approval may take from three to six weeks. The approval process for a student's plan of study is a lengthy process and may come with delays along the way (special certifications for Committee members, waivers, and errors). The Plan of Study should be submitted as soon as possible. A plan of study is just a "plan" and can be changed in the future after being approved by the OGSPS.

Change to the Plan of Study

After a plan of study has been approved by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS), a student can submit an electronic change of plan of study in the system as noted above for any courses or committee members the student wishes to add or delete. All requests for a change to the original plan of study must give a reason for the change in the space provided, not the change itself. A change of plan of study form must have the student's, major professor's, and department head's electronic signatures before being reviewed by the OGSPS.

Graduation Processes

Declaring Graduation Candidacy

Students must be registered as a candidate in the session they plan to graduate. This process can be completed by contacting the Office of Graduate Studies at edgrad@purdue.edu. Notices about deadlines for registering for candidacy to graduate will be sent via the COE Graduate Student listserv. Contact the Office of Graduate Studies for additional information.

Thesis / Dissertations

For information regarding workshops, thesis depositing, appointments, and required forms, refer to the Purdue Thesis and Dissertation Office. For each department in the College of Education, the thesis/dissertation format advisors are the Major Professor and Advisory Committee of each student. Deposit requirements can be found here: https://www.purdue.edu/gradschool/research/thesis/requirements.html.

For detailed preliminary exam and dissertation defense information, see your respective EDCI / EDST section of this student guide. Conversations with your program area and/or advisor take precedence over this student guide.

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Commencement

Commencement information and deadlines can be found on the Office of the Registrar's Commencement website (https://www.purdue.edu/commencement/). Questions concerning graduation may be directed to the Office of the Registrar at commencement@purdue.edu.

EDCI Departmental Information

The following checklists are located in the Appendix to assist students in creating a plan of study:

- Curriculum & Instruction Master's Plan of Study Policies Document

- Curriculum & Instruction Doctoral Plan of Study Policies Document

- *(The Educational Specialist Degree is not offered in the Department of Curriculum and Instruction.)*

The student and the major professor are responsible for the selection of an advisory committee. The committee consists of the major professor and at least two other members of the graduate faculty (with the exception of the online Learning Design and Technology master's degree program that has approval for a one-member advisory committee). A student's committee must be 51% Purdue faculty with the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) regular (R) certification. (*OGSPS Policy*) See the Graduate Faculty Appointment section of this handbook. The committee chair or at least one co-chair must be from the Department of Curriculum and Instruction program area where the student is admitted. It is strongly recommended that at least 1 committee member be selected from the Curriculum and Instruction faculty. (*Department Policy*)

Masters

Degree Title

The degree title for a master's non-thesis student is: "Master of Science in Education: Non-Thesis." The degree title for a master's thesis student is: "Master of Science in Education: Thesis." In order for a student to receive a "Master of Science" degree (not "Master of Science in Education" degree), the student must have sufficient undergraduate work in the natural sciences to meet requirement for the Bachelor of Science degree at Purdue University. All other requirements and procedures are identical to those of the Master of Science in Education. A student should work with the faculty advisor regarding eligibility toward this degree.

Concentration

The student's concentration is the program area to which the student is admitted; e.g., Curriculum Studies, Mathematics Education, or Social Studies Education.

Department Requirements

Students must complete the Graduate Competencies Requirements for the program area they are admitted to. These requirements may be obtained from the student's program area.

PhD

Preliminary Examination

Qualifications for holding a Preliminary Examination

A student must be registered in the session they plan to hold the preliminary examination. The student must have an approved plan of study on file and have satisfactorily completed most of their coursework before scheduling a date for the preliminary exam. The student must pass the preliminary exam at least two sessions (including Summer session) before the date of the final examination. For example, a doctoral student who passes the prelim exam during a spring semester is not eligible to take the final examination (provided that the student is registered for the subsequent Summer session and Fall semester) before the following Spring semester.

Requesting a Preliminary Examination

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Any student who is holding the preliminary exam must have an electronic report form, which is signed by the student's committee, indicating if the student passed or failed. To receive this report form, the student must first submit electronically a Graduate School Database Form 8 "Request for Appointment of Examining Committee" located in myPurdue: Academics; Graduate Students. The signed Graduate School Database Form 8 "Request for Appointment of Examining Committee" must be submitted to the COE Office of Graduate Studies with enough time for the form to be processed and forwarded to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) at least two full weeks before the desired exam date. (OGSPS Policy)

A student must have at least three members on the Prelim Exam committee. If the student has four or more members on the committee, one dissenting vote is acceptable.

Policy for Holding the Preliminary Examination

The purpose of the preliminary examination, integrating both written and oral components, is to assess the student's readiness to proceed with the independent research and writing that will lead to the completion of a satisfactory doctoral dissertation. The successful completion of the preliminary exam is based upon a composite evaluation of both written and oral components.

Written Portion(s) of the Preliminary Examination:

1. Purpose: It is the responsibility of the examining committee to determine whether or not the student is qualified and ready to undertake or continue research and proceed toward the Ph.D. degree. The examination focuses on the depth of a student's knowledge and skills. More specifically, other purposes include:

    a. providing written evidence of a prospective candidate's research skills, knowledge of the field and skills of scholarship,

    b. extending a prospective candidate's research skills, knowledge of the field and skills of scholarship, and

    c. identifying inadequacies in a prospective candidate's scholarly preparation.

2. These purposes should be considered when members of the student's advisory committee meet to formulate a plan for the written portion(s) of the preliminary examination(s). The advisory committee is encouraged to consider a variety of possible formats for the written portion(s) of the preliminary examination.

3. Examining Committee: The preliminary examining committee must consist of a minimum of three (3) members of the graduate faculty who need not be faculty members with whom the student has taken course work. Typically, two faculty members are from within the area of concentration and one from an outside program area within the College of Education or a faculty member (1) may be from a program area outside the College of Education. However, at the time of the final oral defense of the doctoral dissertation, the committee will consist of a minimum of four (4) members of the graduate faculty. See the special emphasized note in the section on Approval of the Proposal.

4. Administration of Examination(s): The written as well as the oral preliminary examination will be conducted by the examining committee.

5. Scheduling: A student should not begin the written portion(s) of the preliminary examination until the advisory committee has met at least once. This meeting could be used to discuss the structure and nature of the preliminary examination. To become eligible to take the examination, the student must have demonstrated written English proficiency, filed a plan of study, satisfactorily completed most of the formal study, and satisfied any foreign language requirements. The College of Education does not usually have a foreign language requirement although a specific program area could. The plan of study (POS) should be submitted by the end of the second semester of study. The examination should be scheduled as soon as possible (after the requirements outlined above are completed) and must be finished at least two sessions before the expected date of the doctoral final examination.

6. Format, Content and Scope: The format, content and scope of the written portion(s) of the preliminary examination(s) are to be determined by the examining committee. If the advisory committee agrees that individual committee members should create a written examination independently, they are encouraged to inform other committee members about the nature of their portion of the written examination as well as the results. NOTE: The examining committee is encouraged to establish groundrules for the written examination(s) in consultation with the student.

Oral Portion of the Preliminary Examination:

1. Purpose: The purposes of the oral portion of the preliminary examination are to explore and extend the student's understanding of the written portion(s) of the preliminary examination content. The oral exam focuses on the breadth of a student's knowledge and skills, and it allows the examining committee as a whole to witness the prospective candidate's ability to respond knowledgeably and professionally to questions and issues related to the candidate's field(s) of study.

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2. Administration of Examination(s): The written as well as the oral preliminary examination will be conducted by the examining committee.

3. Scheduling: The oral portion of the preliminary examination is scheduled after the completion of the written examination(s). The oral portion of the preliminary examination will be scheduled by the major professor, who must complete and sign a Graduate School Database Form 8 "Request for Appointment of Examining Committee" which must be submitted in myPurdue at least three weeks in advance of the examination date. **If it is agreeable with the members of the examining committee and the candidate, examinations may be conducted remotely.**

4. Format, Content and Scope: The oral portion of the preliminary examination is to be a comprehensive examination covering the candidate's field(s) of study and related topics as represented by the advisory committee members from other disciplines. The content of the written examinations may also be addressed in the oral examination. The examining committee decides on the format of the examination, typically by each committee member in turn asking the prospective candidate to respond to questions or issues. NOTE: The dissertation proposal will not be a focus of the preliminary oral examination.

5. Passing the Preliminary Examination: To pass the preliminary examination, at least 3 members of the examining committee must agree that the prospective candidate has completed the examination successfully and sign the appropriate Graduate School Database form. Committees of more than 3 members must have no more than one dissenting member. If the candidate fails the preliminary examination, the examining committee will communicate to the student the reasons for not passing. Committee members will also suggest ways that the student may prepare for a second attempt at a later date. There must be at least one semester between the two examinations. Should the preliminary examination be failed twice, the student may not be given a third examination, except upon the recommendation of the examining committee and with special approval of the Graduate Council.

6. Following the Oral Examination: Following the oral examination, the major professor will report the results of the written and oral portions of the preliminary examination by completing the Graduate School Database Form 10 "Report of Preliminary Examination" immediately following the examination. The form may not be submitted until the written examination(s) and the oral examination have been completed. Note: Individual program areas may have additional requirements.

(Department Policy, Approved w/suggested edits by Curriculum and Instruction Faculty, April 10, 1992; Approved w/incorporated edits by Curriculum and Instruction Graduate Committee, December 15, 1992)

Reporting Results of a Preliminary Examination

A Preliminary Exam must be passed by the last day classes are in session for the Exam to count for that session.

The student must pass their preliminary exam at least two sessions (including Summer session) before the date of the final examination. For example, a doctoral student who passes the preliminary exam during a spring semester is not eligible to take the final examination (provided that the student is registered for the subsequent Summer session and Fall semester) before the following Spring semester.

If a student fails the preliminary exam, the committee may recommend that the student be permitted to request a second exam by submitting a new request form. There must be at least one semester between the two examinations.

Should the preliminary exam be failed twice, the student may not be given a third examination, except upon the recommendation of the student's committee and with special approval of the Graduate Council.

A student has five years from the date they pass Prelims to successfully pass their final defense. If a student exceeds the five year limit, the student's Prelim becomes invalid and will have to be retaken. (College Policy, September 1993)

A preliminary examination passed by a student whose graduate study and/or professional activity has been inactive for five years or more is invalid. (OGSPS Policy)

Proposal for Dissertation Research

The proposal for dissertation research is submitted after the student has successfully passed their preliminary examination.

Policy

1. Purpose - The dissertation proposal is a formal proposal for a dissertation project; the purpose of the proposal is twofold:

    a. to ensure that a candidate has a concrete, specific, and workable plan for the dissertation, and

    b. to allow the advisory committee to offer constructive suggestions for improving the student's dissertation project before it is underway.

2. Developing a Proposal - The proposal may be started at any time prior to the dissertation, but it is typically completed after a

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student has passed the written and oral portions of the preliminary examinations. The development of a formal proposal should begin only when a student, in consultation with the major professor, is confident the idea to be proposed is workable and of such importance that it merits the consideration of the examining committee. Most important, the idea should be one the student has a genuine interest in pursuing. In most cases, formal data collection should not begin until after the dissertation proposal has been approved by all members of the advisory committee.

3. Format: Please see the section titled "Dissertation Proposal Recommendations" (below).

4. Approval of the Proposal - The committee will consist of a minimum of four (4) members of the graduate faculty. At least two academic sessions* devoted to research and writing must elapse between the preliminary and final doctoral examinations. The proposal should be approved first by the major professor and then delivered to the remaining members of the examining committee at least two (2) weeks prior to a meeting scheduled to discuss its merits. The proposal meeting should be called by the major professor, who should notify the other members of the examining committee and the candidate of the time and place of the meeting. The proposal meeting should not be combined with any other meeting such as the preliminary examination. Further, the proposal meeting should not be called until the major professor believes the student is ready to defend the proposal. Students may request informal feedback on a draft of the proposal from advisory committee members prior to scheduling the formal proposal meeting. For the proposal to be approved, at least three (3) members (no more than one dissenting vote) must approve the proposal or approve the proposal with suggested changes. The cover page of the proposal should be signed by all approving committee members and a copy of the proposal should be filed with the College of Education Office of Graduate Studies within one week after the proposal meeting.

*Refers to fall, spring and summer

Dissertation Proposal Recommendations

The format for the dissertation proposal may vary depending upon the type of study being proposed and the methodology to be employed. The specific format for the proposal should be worked out in consultation with the major professor. The dissertation proposal should include the following components in some form. The proposal is typically twenty to twenty-five pages in length.

Opening Section/Rationale

The primary function of the opening section of the proposal is to build a rationale for the proposed study. In this section, the purpose of the study is explained and its relationship to the relevant scholarship is described. In addition, this section establishes the theoretical framework for the study. The opening section of most proposals will include the following components in some form:

Introduction/Statement of Purpose: A brief description of the project and its main purpose. In some proposals, this section may take the form of an abstract.

Statement of the Problem: A detailed discussion of the problem to be addressed by the proposed project in the context of the current state of scholarly understanding of the issue in question. This section clearly establishes the need for the proposed project.

Background/Review of Literature: A review of the research and scholarship that informs the proposed study. This section links the project with the body of knowledge in which it is grounded. Although this review is not expected to be as extensive as the review in the dissertation itself, it should be thorough enough to demonstrate the connections between the proposed study and related scholarship and empirical research.

Theoretical Framework: A discussion of the theoretical framework of the proposed study. This section establishes a theoretical orientation for the study and sets forth the assumptions on which the study rests.

Research Questions and /or Hypotheses: A clear statement of the research question(s) and/or hypotheses on which the proposed study will be based. These should grow out of the statement of the problem and the review of the relevant literature.

NOTE: In some proposals, the statement of the problem, the review of the literature, and the theoretical framework could be combined.

Methods

This section describes the research methods to be employed in the proposed study. It should establish the appropriateness of the chosen methods for addressing the questions identified in the previous section.

Proposals for quantitative studies may require detailed discussion of specific research techniques; proposals for qualitative studies may require a rationale for the methods to be employed and discussion of how methods may evolve from the particular problem to be addressed. The following elements may be included in this section, depending upon the type of study being proposed:

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Design of the study

- Subject(s)/Participant(s) to be studied (including criteria for selection, sampling techniques, description of setting)
- Techniques for gathering and managing data
- Techniques for analyzing, interpreting, and/or presenting data
- Role of researcher

In addition, this section should include discussion of the limitations for the proposed methods.

NOTE: Proposed studies may require Human Subjects approval (see information at Human Research Protection Program (https://www.irb.purdue.edu/); approval by public/private school personnel or administrators may also be required in some cases.

Proposed Outline and Timetable for Dissertation

An annotated outline of the dissertation and a timetable for the project. The outline included in this section should be detailed enough to convey an adequate sense of what shape the dissertation might take. The timetable should include estimated completion dates for data collection, data analysis, and drafting of the dissertation.

Writing Style

APA, Chicago Style, or other styles approved by the committee may be used as long as these meet requirements stated in *A Manual for the Preparation of Graduate Theses*, available on the Thesis and Dissertation Office website.

Bibliography

Full bibliographic citations for articles, books, monographs, etc. referred to in the proposal.

NOTE: A copy of the approved dissertation proposal, with signatures (major professor and committee members) on the title page, must be placed on file in the COE Office of Graduate Studies prior to the beginning of the dissertation research.

[Curriculum and Instruction Faculty April 10, 1992 (approved with suggested edits)]

[Curriculum and Instruction Graduate Committee December 15, 1992 (incorporated edits)]

Final Examinations

Qualifications for holding a Final Examination

At least two academic sessions devoted to research and writing must elapse between the preliminary and final doctoral examinations. For instance, a doctoral student who passes the preliminary examination in a summer session is eligible to take the final examination (provided that the student is registered for the following fall and spring semesters) beginning with the following summer session. A Prelim must be passed before the last day classes end in a session for it to count for that session. A student must be registered in the session they plan to hold their final examination.

Requesting a Final Examination

Any student who is holding their Dissertation Defense must submit an electronic Form 8 Request for Appointment of Examining Committee. This can be accessed in myPurdue under Graduate Students—Graduate School Plan of Study. The link to the Form 8 will appear upon creating a plan of study.

An electronic Graduate School Database Form 8 Request for Appointment of Examining Committee must be submitted at least three weeks before the date of the final exam. (OGSPS Policy)

A doctoral student must have at least four committee members on the final examination committee. Not more than one dissenting vote is acceptable.

Reporting Results of a Final Examination

An electronic Graduate School Database Form 11 Report of the Final Examination is created by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) upon approval of the Form 8 Request. The Form 11 must be signed by all members of the

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student's committeeand indicates if the student should be awarded a degree. This form must be approved by the student's committee and department head by the deadline posted for each session's graduation. Graduation deadlines for each session may be located at: https://www.purdue.edu/gradschool/about/calendar/.

Final examinations must be held before the last week of classes to have the exam counted for that session.

If the examination is unsatisfactory, at least one semester must elapse before a final examination is repeated. A new electronic Graduate School Database Form 8 Request must be submitted.

EDST Departmental Information

Masters

Degree Title

The degree title for a master's non-thesis student is: "Master of Science in Education: Non-Thesis." The degree title for a master's thesis student is: "Master of Science in Education: Thesis." In order for a student to receive a "Master of Science" degree (not "Master of Science in Education" degree), the student must have sufficient undergraduate work in the natural sciences to meet requirement for the Bachelor of Science degree at Purdue University. All other requirements and procedures are identical to those of the Master of Science in Education. A student should work with the faculty advisor regarding eligibility toward this degree.

Concentration

The student's concentration is the program area to which the student is admitted; e.g., Curriculum Studies,Mathematics Education, or Social Studies Education.

Department Requirements

Students must complete the Graduate Competencies Requirements for the program area to which they are admitted. These requirements may be obtained from the student's program area.

EdS

Concentration

Currently, the EdS degree is only available for students in the Educational Leadership and Policy Studies program.

PhD

Preliminary Examination

A student must be registered in the session they plan to hold the preliminary examination. The student must have an approved plan of study on file and have satisfactorily completed most of their coursework before scheduling a date for their preliminary exam. The student must pass the prelim at least two sessions (including Summer session) before the date of the final examination. For example, a doctoral student who passes the prelim exam during a spring semester is not eligible to take the final examination (provided that thestudent is registered for the subsequent Summer session and Fall semester) before the following Spring semester.

A student must have at least three members on their preliminary exam committee. If the student has four or more members on their committee, one dissenting vote is acceptable.

Requesting a Preliminary Examination

Any student who is holding the preliminary must have an electronic report form, which is signed by the student's committee, indicating if the student passed or failed. To receive this report form, you must first submit electronically a Graduate School Database Form 8 "Request for Appointment of Examining Committee" located in myPurdue: Academics tab--Graduate Students—Graduate School Plan of Study.

The Graduate School Database Form 8 "Request for Appointment of Examining Committee" must be submitted electronically at least

three weeks before the date of the preliminary examination. (OGSPS Policy)

A student must have at least three members on their Prelim Exam committee. If the student has four or more members on their committee, one dissenting vote is acceptable.

Policy for Holding the Preliminary Examination

The purpose of the preliminary examination, integrating both written and oral components, is to assess the student's readiness to proceed with the independent research and writing that will lead to the completion of a doctoral dissertation. The successful completion of the preliminary exam is based upon a composite evaluation of both written and oral components.

Written Portion(s) of the Preliminary Examination:

1. Purpose: It is the responsibility of the examining committee to determine whether or not the student is qualified and ready to undertake or continue research and proceed toward the Ph.D. degree.* The purpose of the examination is to provide effective written evidence of a prospective candidate's:

    a. research skills

    b. knowledge of the fields of study

2. To become eligible to take the examination, the student must have demonstrated written English proficiency, filed a plan of study, satisfactorily completed most of the formal study, and satisfied any foreign language requirements.

3. Examining Committee: The preliminary examining committee must consist of a minimum of three (3) members of the graduate faculty who need not be faculty members with whom the student has taken course work. The Chair (or at least one Co-Chair) of the examining committee must be a faculty member in the Department of Educational Studies and from the student's program/section area. Minimally, two faculty members are from the area of concentration and one from an outside program area within the College of Education <u>or</u> from a program area outside the College of Education.

4. Administration of Examination(s): The written preliminary examination will be conducted by the examining committee.

5. Scheduling: Planning the preliminary examination will be coordinated by the major professor and may include a meeting with the examining committee and student. The examination should be scheduled as soon as possible (after the requirements outlined above are completed) and must be finished at least two sessions before the expected date of the doctoral final examination.

6. Format, Content and Scope: The format, content, and scope of the written examination(s) are to be determined by the examining committee. The examining committee is encouraged to establish ground rules for the written examination(s) in consultation with the student. All preliminary examinations should address the following areas: research competency; knowledge of the student's fields of study. The first three (3) chapters of a student's dissertation cannot be the sole basis of their preliminaryexamination.

Oral Portion of the Preliminary Examination:

1. Purpose: The purpose of the oral preliminary examination is to explore the student's depth of understanding of the written portion(s) of the preliminary examination content and knowledge of the field. The oral exam focuses on the student's knowledge and skills and it allows the examining committee as a whole to witness the prospective candidate's ability to respond knowledgeably and professionally to questions and issues related to the candidate's field(s) of study.

2. Administration of Examination(s): The oral preliminary examination will be conducted by the examining committee. (NOTE: The Graduate Council has recommended that oral examinations not last more than two hours. If additional time is needed, the examination may be continued at a later date.)

3. Scheduling: The oral examination is scheduled after the completion of the written examination(s) and should include all committee members, but must include a majority. Those not present must provide written feedback to be discussed at the oral examination. The oral examination will be scheduled by the major professor, who must submit a Graduate School Database Form 8 "Request for Appointment of Examining Committee" in myPurdue <u>at least three weeks in advance of the examination date</u>.

4. If it is agreeable with the members of the examining committee and the candidate, examinations may be conducted remotely.

5. Format, Content, and Scope: The examining committee decides on the format of the examination and the distribution of materials. The major professor is responsible for distributing such written materials to all committee members at least 2 weeks before the oral examination is held. The dissertation proposal <u>will not</u> be the sole focus of the preliminary oral examination. However, if time remains, the dissertation proposal may be discussed.

6. Passing the Preliminary Examination: To pass the preliminary examination, a minimum of 3 members of the examining

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committee must agree that the prospective candidate has completed the examination successfully. Those not present must provide written feedback to be discussed at the oral examination. If the candidate fails the preliminary examination, the examining committee will communicate to the student the reasons for not passing. If the report is unfavorable, the examining committee may recommend that the student be permitted to request a second examination by submitting a new request (Graduate School Database Form 8 Form 8 "Request for Appointment of Examining Committee"). Committee members may also suggest ways that the student may prepare for a second attempt at a later date. There must be at least one semester between the two examinations. Should the preliminary examination be failed twice, the student may not be given a third examination, except upon the recommendation of the examining committee and with special approval of the Graduate Council.

7. Following the Oral Examination: The major professor will report the results of the written and oral portions of the preliminary examination by completing the Report of Preliminary Examination (Graduate School Database Form 10 "Report of Preliminary Exam") immediately following the examination. The form may not be submitted until the written examination(s) and the oral examination have been completed.

Other:

1. Individual program areas may have additional requirements.

2. Appeals Concerning Academic Standards: Graduate students who wish to appeal decisions concerning matters of academic standards may seek redress according to procedures specified in University Regulations and to other procedures detailed below that have been established in accordance with the authority thereby delegated to the Graduate Council University Regulations).

(Department Policy, Approved by Educational Studies Faculty, March 24, 1995)

(Department Policy, Approved by Educational Studies Graduate Committee, March 16, 1995)

(Department Policy, Approved by Educational Studies Faculty, April 15, 1999)

Reporting Results of a Preliminary Examination

The student must have an approved plan of study on file and have satisfactorily completed most of their coursework before scheduling a date for their preliminary exam. The student must pass the prelim at least two sessions (including Summer session) before the date of the final examination. For example, a doctoral student who passes the prelim exam during a Spring semester is not eligible to take the final examination (provided that the student is registered for the subsequent Summer session and Fall semester) before the following Spring semester.

A Prelim must be passed before the last day of classes in a session for the Exam to count for that session. If a student fails the Prelim Exam, the committee may recommend that the student be permitted to request a second exam by submitting a new request form. There must be at least one semester between the two examinations.

Should the Prelim Exam be failed twice, the student may not be given a third examination, except upon the recommendation of the students committee and with special approval of the Graduate Council.

A student has five years from the date they pass Prelims to successfully pass their final defense. If a student exceeds the five-year limit, the student's Prelim becomes invalid and will have to be retaken. (College Policy, September 1993)

A preliminary examination passed by a student whose graduate study and/or professional activity has been inactive for five years or more is invalid. (OGSPS Policy)

Proposal for Dissertation Research

The proposal for dissertation research is submitted after the student has successfully passed their preliminary examination.

Policy

The purpose of a proposal meeting is for the student to (a) present their dissertation proposal, (b) provide a rationale for the study, (c) engage in a discussion with committee members, and (d) obtain an agreement with the committee about the final study.

The dissertation proposal consists of a relatively complete critical review of the literature providing a theoretical rational for the study, research hypotheses/questions, and methodology.

The student submits the dissertation proposal to their advisor.* The advisor determines when the proposal is ready to be presented to the committee.

All committee members participate in the proposal discussion. If a member cannot be present at the meeting, they provide feedback to the

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student's major advisor.

The approved dissertation proposal, signed by all committee members, is filed in the COE Office of Graduate Studies.

*Co-advisors when committee is organized.

Recommendations

It is important for the student to consult with all committee members, verbally or in writing, about the topic and research questions/hypotheses prior to writing the dissertation proposal. The student should consult with the advisor on how to do this task.

It is recommended that the student and advisor set a proposed timeline and procedure for the proposal and dissertation study. Important markers include:

- First draft of the proposal given to the major advisor
- Review of first draft by the major advisor
- Subsequent drafts and reviews of the proposal
- Proposal meeting scheduled
- Proposal distributed to committee members at least 2 weeks before the scheduled Proposal meeting
- Approved proposal filed in the COE Office of Graduate Studies
- Data collection
- Data analysis
- First draft of dissertation given to the major advisor (by chapter or entire dissertation, as determined by advisor)
- Review of first draft by the advisor
- Subsequent drafts and reviews
- Final defense meeting schedules
- Dissertation distributed to committee members at least 2 weeks before the scheduled meeting
- Final defense

Considerations

It is typical to write several drafts of a dissertation proposal under the major advisor's guidance before the proposal will be ready to discuss with the committee. The student should allow plenty of time for this process.

A proposal developed for EDPS 630 may be a preliminary step in the development of the dissertation proposal.

The major advisor will estimate how long a thorough review of each draft will take them. The process typically takes several weeks.

The student should schedule a proposal meeting 4-6 weeks in advance. Committee members need at least 2 weeks to read a dissertation proposal prior to the meeting.

[Approved by the Department of Educational Studies Faculty September 17, 1998]

FAQ

Registration

1. **How will I know what classes to take and what steps are needed to complete my degree objective?**

   See your assigned faculty advisor who has the expertise in your program area to help you get started.

2. **How do I register for classes?**

   When you have received official notification of admission from the Office of the Vice Provost for Graduate Students and

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Postdoctoral Scholars (OGSPS) and set up your Purdue account from information from the OGSPS, you may register for classes. Please contact the assigned faculty advisor named in your official notification letter to assist you in selecting classes. The earlier you register for class, the more likely you will find space in the courses you need! Students register for courses online via the Scheduling Assistant within their myPurdue account. In order to do this, a registration pin number is needed. For graduate students in the College of Education, the pin number is 999999. That pin number will be used each semester a student enrolls. If you cannot register yourself for a course, please contact our office for assistance at edgrad@purdue.edu.

3. **Why do I have holds on my account?**

A student can view holds via myPurdue. It will list the office who placed the hold, a brief description of the hold, and whom to contact regarding the hold. **The Office of Graduate Studies cannot remove your holds.** The Financial Responsibility and Emergency Contact holds are placed on student accounts **each year** and must be reviewed whether the student has paid their tuition in full or not.

4. **When do late registration fees apply?**

Generally, late fees are $200 and will be added for initial registrations or to reinstate canceled registrations starting the Monday after classes begin for the Fall and Spring semesters and starting the first day of class during the Summer. To view the late registration fee and other deadlines, students may view the [Drop/Add Refund Calendars](#) posted by the Office of the Registrar.

5. **When should I enroll in 69900 research hours?**

Doctoral students must enroll in 69900 any time they are doing any work for their dissertation, which includes prelim preparation, literature review, research, consulting with a faculty member, or writing. There is no limit to the number of hours of 69900 a student can take, and a student does not need to complete the preliminary examination before enrolling in 69900 hours.

Plan of Study

6. **When should I submit my plan of study?**

It is suggested that doctoral students submit their plan of study by the end of their third session. The plan of study must be approved at the college level (Office of Graduate Studies, the advisory committee, and the department head) before a student is able to schedule the preliminary examination. It is suggested that a master's plan of study be submitted in the second session. A plan of study for a master's student must be approved through the college level no later than the week prior to classes beginning in the semester they intend to graduate.

7. **How do I submit a plan of study?**

Students filing their plan of study should complete their plan electronically in myPurdue (Graduate Students: Graduate School Plan of Study card).

8. **How do I change a committee member on my plan of study?**

In order to change a committee member, submit a change request in the plan of study system in myPurdue to show the removal of a member and the addition of another committee member.

9. **How do I add a committee member from another university?**

Submit the information specified in the Graduate Faculty Appointments section above.

Graduation

10. **How much time must pass between my doctoral preliminary exam and final exam defense before graduation?**

At least two **entire** semesters in which the student is enrolled in 69900 hours must pass between the semester in which the prelim exam is passed and the final defense.

11. **I am planning to graduate this semester. Whom do I need to contact?**

It is imperative that you contact the Office of Graduate Studies by email (edgrad@purdue.edu) to register for candidacy within the first week of the semester you plan to graduate (or sooner). Failure to do so can result in late fees or force a student to delay commencement.

12. **What forms do I need to submit for graduation?**

For doctoral and master's thesis-option students, you must submit an electronic Form 8 via the Plan of Study generator in myPurdue. Do this as soon as you have scheduled your exam date with your committee; the request must be submitted at least 14 days prior to the exam. This form must be signed electronically by your advisor and is a form **in addition** to your exam results.

For non-thesis Master's students, the Office of Graduate Studies will generate any necessary forms for programs that have portfolio or other requirements. There is no need for the student to do so. All you need to do is consult with your advisor on your exit requirement (i.e. schedule a portfolio defense or whatever is required for your program).

13. How do I participate in commencement?

Most commencement details are handled through the Office of the Registrar. After you are registered for candidacy, a 'Graduating' link will appear in your myPurdue account. Here, you can RSVP for the ceremony and find information on renting your cap and gown. When this link becomes available, it will be relayed to you through your Purdue email account, so it is imperative that you check it regularly. Failure to RSVP by the deadline will result in a student having to walk in a future ceremony.

14. What happens if I am not going to finish this semester as expected?

Inform the Office of Graduate Studies at edgrad@purdue.edu as soon as possible, and we can remove you from the candidate list. It is important to note that students must pay a $200 fee the third time they are on the candidate list for the same degree (and each subsequent semester after that), so it is best not to register for candidacy unless you are very confident that you will be able to successfully finish all requirements by the deadline.

15. Who is responsible to see that I complete requirements for my program of study?

Ultimately, it is your responsibility to make sure you have met all the requirements for your program of study. Regular, timely communication with your faculty advisor is essential throughout your program of study. In addition, please subscribe to the COE graduate student listserv to be informed of deadlines, employment positions at the University, activities, etc.

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Appendix A – Master's Degree Plan of Study, Department of Curriculum and Instruction

Master's Degree Plan of Study
Department of Curriculum and Instruction

A student should discuss the plan of study with the faculty advisor/chair. To create a plan of study, access *myPurdue* at http://www.mypurdue.purdue.edu. Select the *Academics* tab and click on the *Graduate School Plan of Study* link which goes to the *Graduate School Database* managed by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS).

The plan of study may be submitted as a "Draft." An e-mail notification is sent to the advisory committee who may review, if desired, and indicate any changes to be made. When the plan has been completed, the student should submit it as "Final." At that time, electronic approval is required by the director of the College of Education Office of Graduate Studies, advisory committee members, department head, OGSPS authorization, and OGSPS processor. Once the plan of study is submitted, the student should check periodically to be sure committee members have approved. If three weeks pass and a committee signature is needed, the student should ask the faculty member to review.

After the OGSPS has given the final approval, change requests can be submitted through the system. The student can check the plan of study periodically to be sure courses and grades are up to date.

Please keep in mind the following policies regarding the plan of study:

- Students must be registered (enrolled in classes) or have eligibility to enroll during the semester that the plan of study is submitted. {GS}

- Students should file their plan of study within their 2nd semester.

- At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University. {GS}

- More than 50 percent of Purdue credits must be earned through the campus where the degree is conferred. {GS}

- Master's degree programs require a minimum of 12 hours of graduate work in Education earned at Purdue. {C}

- Hours of course work with an Education prefix must be equal to or greater than those hours completed in other departments. {C}

- Purdue University courses taken while in regular graduate status must be C- or better in order to meet degree requirements. {GS}

- Only transfer courses taken at another accredited university for a grade of B- or better appear on a plan of study. {GS}

- Courses taken as non-degree, excess undergraduate credit (only accepted if the student had junior or senior standing and the course is specifically designated as excess graduate credit), or transfer credit must be "B" or above. {GS}

- Up to 12 credits taken while in post-baccalaureate or teacher license status (including any undergraduate excess credits) with a grade of "B" or better, may be considered for use on a plan of study for an advanced degree. If requesting more than 12 credit hours, a waiver* must be submitted for approval. {GS}

- Courses taken, as Pass/Fail or audited may **NOT** be used on a plan of study. Departmental credit for a course cannot be used. {GS}

- A maximum of 19 credits will be allowed from any one semester (13 credit hours for the summer session) on a plan of study. {GS}

- Courses over 5 years of age must be approved for use on the plan of study by the Committee Chair {D}

- A waiver request* must be submitted if courses for use on the plan of study were taken prior to having a lapse of five years of graduate study. {GS}

- A waiver request* to use 30000 and 40000 level course work on a plan of study (when taken as a graduate student at Purdue University) may be considered by the department's graduate committee. {C} With an approved waiver, 30000 and 40000 level course work may not exceed six credit hours. {GS}

- For master's thesis students, the number of thesis research hours (69800) should be noted by the student in the comments section and will apply toward the number of hours needed for the degree. {GS}

- Master's Thesis must have at least 6 hours of research course work. {D}

- A maximum of 9 Purdue credit hours of coursework at the 50000 and 60000 level used to satisfy the requirements of one Purdue master's degree may be used on the plan of study for another Purdue master's degree with approval by the Chair. Coursework used to satisfy the requirements of a master's degree from an institution other than Purdue may not be used on a Purdue master's plan of study. {GS}

- Committee must have a minimum of 3 members of whom 51% must be regular Purdue Faculty with OGSPS certification. {GS}

- The committee chair or at least one co-chair must be from the C&I program area where the student is admitted. It is strongly recommended that at least 1 committee member be selected from the C&I faculty. {D}

<div align="center">

GS= OGSPS Policy   C=College Policy   D=Department Policy

</div>

*Waiver Request Form - Request through the College of Education, Office of Graduate Studies at edgrad@purdue.edu

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Appendix B – Doctoral Degree Plan of Study, Department of Curriculum and Instruction

Doctoral Degree Plan of Study
Department of Curriculum and Instruction

A student should discuss the plan of study with the faculty advisor/chair. To create a plan of study, access *myPurdue* at http://www.mypurdue.purdue.edu. Select the *Academics* tab and click on the *Graduate School Plan of Study* link which goes to the *Graduate School Database* managed by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS).

The plan of study may be submitted as a "Draft." An e-mail notification is sent to the advisory committee who may review, if desired, and indicate any changes to be made. When the plan has been completed, the student should submit it as "Final." At that time, electronic approval is required by the director of the College of Education Office of Graduate Studies, advisory committee members, department head, OGSPS authorization, and OGSPS processor. Once the plan of study is submitted, the student should check periodically to be sure committee members have approved. If three weeks pass and a committee signature is needed, the student should ask the faculty member to review.

After the OGSPS has given the final approval, change requests can be submitted through the system. A student can check the plan of study periodically to be sure courses and grades are up to date.

Please keep in mind the following policies regarding the plan of study:

- Students must be registered (enrolled in classes) or have eligibility to enroll during the semester that the plan of study is submitted. {GS}

- Students should file their plan of study by the end of the third session. {GS}

- The plan of study must be approved by the OGSPS before scheduling the Preliminary Examination. {GS}

- A minimum of 15 hours of graduate work in Education earned at Purdue {C} and one-third (30 hours) of all course work (which includes 69900 research hours) used to satisfy degree requirements must be earned while registered for PhD study at Purdue University. {GS}

- Hours of course work with an Education prefix on the plan of study must be equal to or greater than those hours completed in other departments. {C}

- Up to 30 credit hours from one master's or Ed.S. degree may be used toward the 90 credit hours required for the doctoral degree. These courses are not to be listed on plan of study but must be approved by the committee Chair. The approved credit hour amount will be indicated on the plan of study by the Chair after the student submits the plan of study as 'final.' {GS}

- Purdue University courses taken while in regular graduate status must be C- or better in order to meet degree requirements. {GS}

- Only transfer courses taken at another accredited university for a grade of B- or better may appear on a Plan of Study. {GS}

- Courses taken as non-degree, excess undergraduate credit (only accepted if the student had junior or senior standing and the course is specifically designated as excess graduate credit), or transfer credit must be "B" or above. {GS}

- Up to 12 credits taken while in post-baccalaureate or teacher license status (including any undergraduate excess credits) with a grade of "B" or better, may be considered for use on a plan of study for an advanced degree. If requesting more than 12 credit hours, a waiver request* must be submitted for approval. {GS}

- Courses taken, as Pass/Fail or audited may **NOT** be used on a Plan of Study. Departmental credit for a course cannot be used. {GS}

- A maximum of 19 credits will be allowed from any one semester (13 credit hours for the summer session) on a plan of study. {GS}

- Courses over 5 years of age must be approved for use on the plan of study by the Committee Chair. {D}

- A waiver request* must be submitted if courses for use on the plan of study were taken prior to having a lapse of five years of graduate study. {GS}

- A waiver request* to use 30000 and 40000 level course work on a plan of study (when taken as a graduate student at Purdue University) may be considered by the department's graduate committee. {C} With an approved waiver, 30000 and 40000 level course work may not exceed six credit hours. {GS}

- The number of thesis research hours (69900) should be noted by the student in the comments section and will apply toward the number of hours needed for the degree. {GS}

- Committee must have a minimum of 3 members of whom 51% must be regular Purdue Faculty with OGSPS certification. (Note that a 4th member will be needed at the final examination stage.) {GS}

- The committee chair or at least one co-chair must be from the C&I program area where the student is admitted. It is strongly recommended that at least 1 committee member be selected from the C&I faculty. {D}

- One related area must be in another program area or department. {D}

- Doctoral students admitted Fall 2011 or after must register for EDCI 62800 and 63800— Curriculum and Instruction Doctoral Seminar I and II. Both courses must appear on your plan of study when it is submitted for approval {D}

GS= OGSPS Policy   C=College Policy   D=Department Policy

*Waiver Request Form - Request through the College of Education, Office of Graduate Studies at edgrad@purdue.edu

Department of Curriculum and Instruction
Foundations and Research Requirements

Students must complete the Requirements Related to Research Competency. These requirements are listed below:

Research Requirements for PhD Degree
The Doctor of Philosophy is a research degree awarded to those who demonstrate the ability to generate new knowledge and communicate that knowledge to others. Research in the Department of Curriculum and Instruction (C&I) is devoted to increasing our understanding of how people of all ages learn and how teachers of all subjects enhance learning. Such research relies on a variety of techniques. The C&I faculty believe that doctoral students need an understanding of a variety of research paradigms to enable them to judge the technical merits of research that they study or conduct. Further, it is essential that students acquire sufficient depth in the research procedures used in their own work to carry out the proposed research in an intellectually honest manner. Toward that end, the C&I faculty has adopted these minimum requirements for the research preparation of PhD students in C&I. These requirements will go into effect in the Fall of 1990 for incoming PhD students.*

Category	Requirement Description	Course(s)
1.	Introduction to Research in Education. This area provides an overview to a variety of research procedures that are commonly used to address important questions in education. (EDCI 65300 is an approved substitute for Career & Technical Education students only.)	EDPS 53300
2.	Qualitative Research I. This area provides a foundation for understanding the philosophical and theoretical underpinnings and procedures used in conducting qualitative research.	EDCI 61500

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3.	Introductory Statistics. This area provides a foundation for understanding and applying basic concepts of descriptive and inferential statistical research design and analysis. You should consult your major professor concerning the course that is most appropriate.	EDPS 55600, STAT 50100 or 51100, PSY 60000, SOC 58100
4.	Advanced Elective. Courses in the three areas listed above must be followed by an advanced course in either qualitative or quantitative research methods. Those who plan to use qualitative methods in their research should take an advanced course in data analysis and interpretation. -or- Those planning to use quantitative methods in their research should take an advanced course in statistics. An approved course in regression, multivariate, or path analysis will also satisfy this requirement. Students should consult their major professor to select the most suitable course.	EDCI 61600, COM 58300, ANTH 51900, 56500, or 60500, ENGL 59900, SOC 60900 -or- EDPS 55700, STAT 50200 or 51200, PSY 60100
5.	Research Seminar. This area focuses on the design and presentation (written and oral) of educational research. Seminars which focus on qualitative or quantitative studies are offered under the same course number. Students should elect the option that is most suited to their research interests.	EDPS 63000

NOTE: Students who enter the PhD program with previous work in statistics and/or educational research and who, after examining the appropriate course syllabi, believe that they have satisfied one or more of these course requirements may petition the Graduate Committee for an exception. Such petitions must be accompanied by evidence supporting the claim of competence.

*Action taken by C&I Faculty by faculty vote, March 30, 1990.
+Statement approved by mail ballot, May 15, 1990. [fdnsC&I.doc]

EDPS 55600 and 55700 added per C&I Graduate Committee, September 2015.

Approved Substitutions for EDPS 63000 for Curriculum and Instruction

General:
The following policy was approved by the Graduate Committee on 3/25/05 and on 4/8/05 by the C&I faculty:

In an effort to provide options for specialized study to meet individual students advanced research needs, we propose eliminating EDPS 63000 as a research requirement for Curriculum and Instruction students. Instead, individual graduate program areas can select other research design courses to fulfill the research competencies. EDPS 63000 will remain an option. Possible courses include, but are not limited to: EDCI 62000, EDCI 67300, EDPS 63000, ANTH 60500. The Graduate Committee must approve the list of possible courses.

Science Ed:
Plans to design a course similar to EDCI 67300 as a substitute, but also will allow EDPS 63000

Education for Work and Community:
Career & Technical Ed: EDCI 64700

Learning Design and Technology:
No substitutes

Literacy & Language:
EDCI 62000, Seminar in Mathematics Education
EDCI 67300, Issues and Methods in Educational Technology Research
ANTH 60500, Seminar in Ethnographic Analysis

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ENGL 61800, Research Design
ENGL 62400, Rhetorical History and Theory
ENGL 62500, Empirical Research on Writing
ENGL 63200, Critical Theory
ENGL 68000, Qualitative Research Methods
STAT 51400, Design of Experiments

Math Ed:
EDCI 62000C

Social Studies:
No substitutes

Curriculum Studies:
AMST 60100, Introduction to American Studies
AMST 60200, Contemporary Issues in American Studies
ANTH 60500/LING 68900, Seminar in Ethnographic Analysis
COM 63200E, Media Effects
EDCI 56700, Action Research in Science Education
EDCI 61800, Gender and Culture in Science Education
EDCI 68400, Seminar in Curriculum Studies
PHIL 51000, Phenomenology
PHIL 55500, Critical Theory
PHIL 61000, Seminar in Recent Continental Philosophy
POL 63200, Research Seminar in Peace and World Order Studies
POL 69300A, Qualitative Methods
SOC 60900M, Advanced Discourse Methods
WOST 68000, Feminist Theory and Methodology

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Appendix C – Master's Degree Plan of Study, Department of Educational Studies

Master's Degree Plan of Study
Department of Educational Studies

A student should discuss the plan of study with the faculty advisor/chair. To create a plan of study, access *myPurdue* at http://www.mypurdue.purdue.edu. Select the *Academics* page and click on the *Graduate School Plan of Study* link which goes to the *Graduate School Database* managed by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS).

The plan of study may be submitted as a "Draft." An e-mail notification is sent to the advisory committee who may review, if desired, and indicate any changes to be made. When the plan has been completed, the student should submit it as "Final." At that time, electronic approval is required by the director of the College of Education Office of Graduate Studies, advisory committee members, department head, OGSPS authorization, and OGSPS processor. Once the plan of study is submitted, the student should check periodically to be sure committee members have approved. If three weeks pass and a committee signature is needed, the student should ask the faculty member to review.

After the OGSPS has given the final approval, change requests can be submitted through the system. A student can check the plan of study periodically to be sure courses and grades are up to date.

Please keep in mind the following policies regarding the plan of study:

- Students must be registered (enrolled in classes) or have eligibility to enroll during the semester that the plan of study is submitted. {GS}

- Students should file their plan of study within their 2nd semester.

- At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University. {GS}

- More than 50 percent of Purdue credits must be earned through the campus where the degree is conferred. {GS}

- A minimum of 12 hours of graduate work in Education earned at Purdue are required. {C}

- Hours of course work with an Education prefix must be equal to or greater than more than those hours completed in other departments. {C}

- Purdue University courses taken while in regular graduate status must be C- or better in order to meet degree requirements. {GS} Gifted Education and Educational Psychology require "B" grades or better.

- Only transfer courses taken at another accredited university for a grade of B- or better may appear on a plan of study. {GS}

- Courses taken as non-degree, excess undergraduate credit (only accepted if the student had junior or senior standing and the course is specifically designated as "Available for Graduate Credit" on the transcript), or transfer credit must be "B" or above. {GS}

- Up to 12 credits taken while in post-baccalaureate or teacher license status (including any undergraduate excess credits) with a grade of "B" or better, may be considered for use on a plan of study for an advanced degree. If requesting more than 12 hours, a waiver request* must be submitted for approval. {GS}

- Courses taken as Pass/Fail or audited may <u>NOT</u> be used on a plan of study. Departmental credit for a course cannot be used. {GS}

- A maximum of 19 credits will be allowed from any one semester (13 credit hours for the summer session) on a plan of study. {GS}

- Courses over 5 years of age must be approved for use on the plan of study by the Committee Chair {D}

- A waiver request* must be submitted if courses for use on the plan of study were taken prior to having a lapse of five years of graduate study. {GS}

- A waiver request* to use 30000 and 40000 level course work on a plan of study (when taken as a graduate student at Purdue University) may be considered by the department's graduate committee. {C} With an approved waiver, 30000 and 40000 level course work may not exceed six credit hours. {GS}

- For master's thesis students, the number of thesis research hours (69800) should be noted by the student in the comments section and will apply toward the number of hours needed for the degree. {GS}

- EDPS 53300, or an equivalent course approved by a student's committee, must be taken by all EDST students. If using an equivalent course, note this in the comments section. {D}

- Master's Thesis must have at least 6 hours of research course work. These hours can include 69800s and foundations and research courses, such as EDPS 53300. {D}

- A maximum of 9 Purdue credit hours of coursework at the 50000 and 60000 level used to satisfy the requirements of one Purdue master's degree may be used on the plan of study for another Purdue master's degree with approval by the Chair. Coursework used to satisfy the requirements of a master's degree from an institution other than Purdue may not be used on a Purdue master's plan of study.{GS}

- Committee must have a minimum of 3 members of whom 51% must be regular Purdue faculty with OGSPS certification. {GS}

- The committee chair or at least one co-chair must be from the EDST program area in which the student is admitted. {D}

GS= OGSPS Policy   C=College of Education Policy   D=Department Policy

*Waiver Request Form - Request through the College of Education, Office of Graduate Studies at edgrad@purdue.edu

Doctoral Degree Plan of Study
Department of Educational Studies

A student should discuss the plan of study with the faculty advisor/chair. To create a plan of study, access *myPurdue* at http://www.mypurdue.purdue.edu. Select the *Academics* tab and click on the *Graduate School Plan of Study* link which goes to the *Graduate School Database* managed by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS).

The plan of study may be submitted as a "Draft." An e-mail notification is sent to the advisory committee who may review, if desired, and indicate any changes to be made. When the plan has been completed, the student should submit it as "Final." At that time, electronic approval is required by the director of the College of Education Office of Graduate Studies, advisory committee members, department head, OGSPS authorization, and OGSPS processor. Once the plan of study is submitted, the student should check periodically to be sure committee members have approved. If three weeks pass and a committee signature is needed, the student should ask the faculty member to review.

After the OGSPS has given the final approval, change requests can be submitted through the system. The student can check the plan of study periodically to be sure courses and grades are up to date.

Please keep in mind the following policies regarding the plan of study:

- Students must be registered (enrolled in classes) or have eligibility to enroll during the semester that the plan of study is submitted. {GS}

- Doctoral students should file their plan of study by the end of the third session. {GS}

- The plan of study must be approved by the OGSPS before scheduling the Preliminary Examination. {GS}

- A minimum of 15 hours of graduate work in Education earned at Purdue {C} and one-third (30 hours) of all course work (which includes 69900 research hours) used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University. {GS}

- Hours of course work with an Education prefix on the plan of study must be equal to or greater than those hours completed in other departments. {C}

- Up to 30 credit hours from <u>one</u> master's degree may be used toward the 90 credit hours required for the doctoral degree. These courses are not to be listed on the plan of study but must be approved by the committee Chair. The approved credit hour amount will be indicated on the plan of study by the Chair after the student submits the plan of study as 'final.' {GS}

- Purdue University courses taken while in regular graduate status must be C- or better in order to meet degree requirements. {GS} Gifted Education and Educational Psychology require grades of "B" or better.

- A minimum of 2 courses (6 credits) from outside the program area is required. These hours cannot include any foundations and research requirements and must be post-master's. {D}

- Only transfer courses taken at another accredited university for a grade of B- or better may appear on a plan of study. {GS}

- Courses taken as non-degree, excess undergraduate credit (only accepted if the student had junior or senior standing and the course is specifically designated as "Available for Graduate Credit" on the transcript), or transfer credit must be "B" or above. {GS}

- Up to 12 credits taken while in post-baccalaureate or teacher license status (including any undergraduate excess credits) with a grade of "B" or better may be considered for use on a plan of study for an advanced degree. If requesting more than 12 credit hours, a waiver request* must be submitted for approval. {GS}

- Courses taken, as Pass/Fail or audited may **NOT** be used on a plan of study. Departmental credit for a course cannot be used. {GS}

- A maximum of 19 credits will be allowed from any one semester (13 credit hours for the summer session) on a plan of study. {GS}

- Courses over 5 years of age must be approved for use on the plan of study by the Committee Chair. {D}

- A waiver request* must be submitted if courses for use on the plan of study were taken prior to having a lapse of five years of graduate study. {GS}

- Fifteen hours of required foundations and research requirements should be listed (see page 3). A student's chair/committee can approve equivalent courses for EDPS 53300 and EDPS 63000. If using an equivalent course, note this in the comments section. A waiver request* must be submitted for any other foundations and research requirements substitutions to be approved by the Department of Educational Studies Curriculum and Graduate Committee. {D}

- The number of thesis research hours (69900) should be noted by the student in the comments section and will apply toward the number of hours needed for the degree. These hours are not listed with courses. {GS}

- A waiver request* to use 30000 and 40000 level course work on a plan of study (when taken as a graduate student at Purdue University) may be considered by the department's graduate committee. {C} With an approved waiver, 30000 and 40000 level course work may not exceed six credit hours. {GS}

- Committee must have a minimum of 3 members of whom 51% must be regular Purdue faculty with OGSPS certification. (Note that a 4th member will be needed at the final examination stage.) {GS}

- The committee chair or at least one co-chair must be from the EDST program area where the student is admitted. {D}

- One member of the committee must be from student's related area. {D}

- The "Advisor in the Area of_____" field must be completed in the committee section. {D}

GS= OGSPS Policy   C=College Policy   D=Department Policy

*Waiver Request Form - Request through the College of Education, Office of Graduate Studies at edgrad@purdue.edu

Department of Educational Studies
Foundations and Research Requirements

A Doctoral degree plan of study shall include a minimum of two (2) foundational statistics courses (6 credits); one (1) advanced statistics, research methods or measurement course (3 credits) in addition to the departmental foundational research methods course required for a Master's and Educational Specialist degree plan of study (i.e., EDPS 53300 or equivalent); and one (1) departmental advanced research methods course (3 credits). These requirements take effect and begin with graduate students admitted to EDST degree programs after December 31, 2002. (Department Policy, Approved EDST Faculty 9/5/02; course list updated by the EDST Curriculum and Graduate Committee 11/11/10). New courses, EDPS 55600 and EDPS 55700, added on 7/20/15. Document updated by the EDST Curriculum & Graduate Committee 11/8/16.

Note: Students should consult the schedule for availability of courses and have approval from their faculty advisor.

I. Two (2) Foundational Statistics Courses

EDPS 55600-Intro. to Quantitative Data Analysis Methods in Education I ***and***
     EDPS 55700-Intro. to Quantitative Data Analysis Methods in Education II
STAT 50100-Experimental Statistics I ***and*** STAT 50200-Experimental Statistics II
STAT 51100-Statitistical Methods ***and*** STAT 51200-Applied Regression Analysis
PSY 60000-Statistical Inference ***and*** PSY 60100-Correlation & Experimental Design
SOC 58000-Methods of Social Research I ***and*** SOC 68000-Advanced Social Research Methods

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(Courses may be mixed, first in one series and second in another; e.g., STAT 50100 and SOC 68000.)

II. One (1) Advanced Statistics, Research Methods and/or Measurement Course *

Variable title courses, such as SOC 68100, must be at the level of an advanced statistics, research methods or measurement course with approval from the student's faculty advisor to meet this requirement.

ANTH	60500-Seminar in Ethnographic Analysis
COM	68200-Seminar: Special Topics in Quantitative Research
EDCI	61500-Qualitative Research Methods in Education
EDCI	61600-Advanced Qualitative Research Methods in Education
EDPS	61900-Counseling Psychology Research Practicum
EDPS	63200-Seminar in Research Procedures in Education
EDPS	63500-Psychometric Theory and Application
EDPS	63600-Item Response Theory
EDPS	63700-Data Analytic Procedures for Applied Research
EDPS	63800-Factor Analytic Procedures
EDPS	68800-Single Subject Research Design
HDFS	61700-Advanced Research Methods in Child & Family Study
HDFS	62700-Multilevel Modeling in Developmental and Family Research
POL	60500-Research Design & Methods
POL	60600-Advanced Quantitative Techniques in Political Science
PSY	60500-Applied Multivariate Analysis
PSY	63100-Applied Multiple Regression Analysis for the Behavioral Sciences
SOC	58300-Application of Social Research Methods
SOC	68100-Selected Problems of Social Research (e.g., Structural Equation Modeling)
STAT	51400-Design of Experiments
STAT	52200-Sampling & Survey Techniques
STAT	52300-Categorical Data Analysis (regional campus only)
STAT	52400-Applied Multivariate Analysis
STAT	52500-Intermediate Statistical Methodology
STAT	52600-Advanced Statistical Methodology

III. One (1) Departmental Advanced Research Methods Course

EDPS 63000-Research Procedures in Education
(It is recommended EDPS 63000 be taken after completing a Category II course.)

*Other appropriate courses, including advanced EDST research seminars (e.g., EDPS 63100, 63300, 66400), to meet Category II will be considered upon graduate student petition by the Graduate and Curriculum Committee on a case-by-case basis using the waiver request form available from the Office of Graduate Studies.

ALTERNATE PATH TO EDST RESEARCH & METHODOLOGY CORE
(HANDLING EXCEPTIONS TO THE EDST CORE)

Current EDST departmental policy stipulates the following research methodology core:

1. One foundational research methods course (EDPS 53300; 3 credits);
2. Two foundational statistics courses (6 credits);
3. One advanced statistics, research methods, or measurement course (3 credits);
4. One departmental advanced methods research course (EDPS 63000; 3 credits).

The departmental core methodology requirements are intended to provide discipline-specific competencies that support the development of methodological expertise across the EDST areas of study. As such, the requirements meet the needs of the majority of graduate students who are seeking graduate degrees in a variety of areas within the department. It is recognized, however, that in some cases (e.g., history and philosophy of education), there arises a need for a different, yet just as rigorous path, to the development of methodological expertise. Therefore, in the rare case that a student's program of study must be built on an alternate, discipline-specific and rigorous methodological course sequence, the department will consider exceptions to the foundational requirements. These exceptions will be handled by the EDST Curriculum & Graduate Committee on a case-by-case basis.

In the rare case that an exception to the EDST methodology core is indicated, the following information needs to be provided to the EDST Curriculum & Graduate Committee:

- The student's vita.
- A letter from the student outlining:
    - their areas of focus and professional goals;
    - the proposed program of study;
    - the proposed alternate path to a methodology core and advanced methodology coursework (at least 15 credit hours);
    - the ways in which the proposed methodology coursework meets the needs for methodological and content-specific expertise in the area of study.
- A letter from the student's advisor co-signed by a second faculty member with expertise in the proposed area of study. The letter should:
    - describe the student's area of study;
    - address and provide documentation for discipline-specific methodological standards and norms in the student's program of study;
    - outline an alternate path of a methodology core and advanced coursework (at least 16 credit hours);
    - provide evidence for the feasibility of the alternate path for core and advanced coursework, given specific course options and offerings in the COE and/or other Purdue programs.

Review Timeline and Submission of Materials

- Alternate path cases may be considered during the regularly scheduled meetings of the committee in the Fall semester and all but the January meetings of the Spring semester. The January meeting is reserved for review of fellowships and awards.
- All materials must be submitted at least three weeks prior to the meeting of the EDST Curriculum & Graduate Committee.
- Materials should be submitted to the EDST head secretary with a copy to the chair of the EDST Curriculum and Graduate committee.
- The advisor, graduate student, and supporting faculty member may be requested to appear during the EDST Committee's meeting to present the case and respond to questions.

(Departmental Policy, Approved EDST Curriculum & Graduate Committee – EDST Faculty Meeting 3/22/12)

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Appendix E – Bill of Student Rights

STUDENT RIGHTS

The Purdue University Bill of Student Rights can be found in the Office of the Registrar's catalog: https://catalog.purdue.edu/content.php?catoid=17&navoid=21802.

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