

**THE UNIVERSITY OF AKRON
College of Education**



**REQUIREMENTS AND PROCEDURES
OF THE
DOCTORAL PROGRAMS IN EDUCATION**

**Ph.D. in Elementary Education
Ph.D. in Secondary Education
Ph.D. in Counselor Education and Supervision
Ph.D. in Counseling Psychology
Ed.D. in Educational Administration**

Revised October 2008

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DEPARTMENT INFORMATION

Department of Curricular and Instructional Studies <i>Elementary/Secondary Education</i> Email: jnoall@uakron.edu or ann6@uakron.edu Web: http://www.uakron.edu/colleges/educ/COE/doctoral.php	Zook Hall 132	330-972-7765 330-972-6967 330-972-8150 330-972-5209 (fax)
Department of Counseling <i>Counselor Education and Supervision and Counseling Psychology</i> Email: ruth3@uakron.edu Web: http://www.uakron.edu/colleges/educ/COE/doctoral.php	Chima 110	330-972-7779 330-972-5292 (fax)
Department of Educational Foundations and Leadership <i>Educational Administration</i> Email: lkm16@uakron.edu Web: http://www.uakron.edu/colleges/educ/COE/doctoral.php	Zook Hall 301	330-972-7773 330-972-2452 (fax)
Office of the Assistant Dean for Student Services Admissions Advisement Email: klo5@uakron.edu or kmt@uakron.edu	Zook Hall 207	330-972-6464 330-972-8593 330-972-5636 (fax)
Graduate Records Inquiries Email: ewelton@uakron.edu or cwright@uakron.edu	Zook Hall 207	330-972-7761 330-972-5636 (fax)

PLEASE NOTE

There is a policies and procedures manual governing each doctoral program in the College of Education. Students should consult their departmental manual for further clarification of a specific requirement or process.

I. **ADMISSION REQUIREMENTS AND SCREENING PROCEDURES**

- A. If you are a student with a disability you may be eligible for reasonable accommodations. Contact the Office of Accessibility (330-972-7928) early in the admissions process to ensure that you submit the necessary information. Services cannot be provided until documentation has been submitted and approved.
 - B. Doctoral applicants must qualify for full admission to the Graduate School at The University of Akron (see Graduate Bulletin).
 - C. Doctoral applicants must possess an earned master's degree to qualify for full admission.
 - D. Doctoral applicants shall file with their respective department in the College of Education a Declaration of Intent to Study for a Doctoral Degree. Check with the department for specific policies and procedures.
 - E. For full admission, doctoral applicants must have the following minimum grade point average in all previously completed graduate work.
 - 1. Department of Counseling - 3.25 on 4.0 scale
 - 2. Department of Curricular and Instructional Studies - 3.5 on 4.0 scale
 - 3. Department of Educational Foundations and Leadership - 3.25 on 4.0 scale
 - F. For full admission, doctoral applicants must take the following required admission examination(s):
 - 1. Department of Counseling
Ph.D. Counseling Psychology - GRE score of 1100 (Verbal & Quantitative combined) and the GRE Psychology subtest
Ph.D. Counselor Education and Supervision - GRE Score of 1600 recommended (Verbal, Quantitative, & Analytical combined)
 - 2. Department of Curricular and Instructional Studies
Ph.D. Elementary Education - MAT score of 45 or GRE score of 550 (Verbal)
Ph.D. Secondary Education - MAT score of 45 or GRE score of 550 (Verbal)
 - 3. Department of Educational Foundations and Leadership
Ed.D. Educational Administration - GRE; GRE Writing subtest
 - G. Doctoral applicants are required to submit three personal references attesting to success in the field and/or probable academic success at the doctoral level.
 - H. Some departments require a writing assessment (e.g., GRE, writing sample, etc.) Applicants should check with their department.
 - I. Some departments require an interview by a faculty committee. Applicants should check with their department for specific policies and procedures.
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- J. A doctoral advisor will be confirmed by the Chair of the Department from which the degree is sought.
1. Department of Counseling - appointed by Department Chair
 2. Department of Curricular and Instructional Studies - applicant must complete a Consent to Advise form prior to being admitted to program
 3. Department of Educational Foundations and Leadership - appointed by Department Chair

All of the aforementioned admission requirements must be completed before a departmental recommendation can be made to the Dean of the College of Education for final disposition of the application. On the basis of the recommendation of the department, the Dean of the College may make one of the following dispositions of the application for admission:

1. Admit
2. Deny admittance
3. Defer admittance*

Note. *In some programs, applicants may be required to take course work on the graduate level at The University of Akron before a final decision is made on their application for admission to the Doctoral Program. See departmental guidelines.

II. DEVELOPMENT OF A DOCTORAL STUDENT'S COURSE OF STUDY

- A. The program advisor and the student will develop the student's course of study for the doctoral degree.
- B. Determination of the courses to be required shall be based on four major factors:
1. Course requirements of the student's degree program.
 2. Previously completed applicable graduate work.
 3. Skill or knowledge-based deficiencies noted in student's academic background.
 4. Competencies required for dissertation.
- C. It is the student's responsibility to meet with his/her advisor and develop his/her doctoral course of study. The doctoral program course of study shall be filed in writing by the program advisor no later than the end of the first semester of the student's admission to the program. This course requirement outline will be submitted to the office of the Assistant Dean for Student Services, where it will be audited prior to final approval.
- D. The doctoral program course of study may be modified (including the addition of required number of hours) based upon ongoing assessment of the student's progress.

III. STUDENT ACTIVITIES

Following your admission into a doctoral program, there are several different activities in which you should be engaged while following your course of study.

- A. Make contact with faculty members and identify faculty with whom you have compatible research interests and work habits
- B. Identify dissertation topic(s)
- C. Ascertain potential financial funding sources that might be needed for tuition or dissertation research support
- D. Engage in student or professional organizations or associations
- E. Develop and continuously improve scholarly writing skills
- F. Utilize course projects or papers to refine and explore research interests
- G. Seek out involvement in scholarly activities with faculty
- H. Become familiar with the job market in your field
- I. Develop and maintain an up-to-date vitae or portfolio
- J. Seek out colloquium and professional meetings to gain insight into presentation styles and interdisciplinary ideas
- K. Obtain cutting edge technology skills that will enhance your presentation and other communication skills

IV. LANGUAGE REQUIREMENTS

- A. The Graduate School requires that students pursuing a Ph.D. are required to demonstrate one of the following skills:

Plan A: Reading knowledge, with the aid of a dictionary, of two approved foreign languages. At the discretion of the major department an average of B in the second year of college-level courses in a language will be accepted as evidence of proficiency in reading knowledge for that language. English may be considered as one of the approved foreign languages for a student whose first language is not English

Plan B: Comprehensive knowledge of one approved foreign language, including reading without the aid of a dictionary and such additional requirements as the department may impose.

Plan C: The demonstration of competence in appropriate research skills. See department for specific requirements.

- B. In the College of Education, the language requirements are as follows:
 - 1. Ed.D. Department of Educational Foundations and Leadership - no language requirement for Ed.D.
 - 2. Ph.D. Department of Counseling - Plan A, Plan B, or Plan C
 - 3. Ph.D. Department of Curricular and Instructional Studies - Plan A, Plan B, or Plan C

V. RESIDENCY REQUIREMENTS

- A. A doctoral student may meet the degree requirements of the Graduate School and department by full-time study or a combination of full- and part-time study.
- B. The minimum residence requirement for a doctoral candidate in all programs is at least two consecutive semesters of full-time study and involvement in departmental activities.
- C. Full-time study is defined as 9-15 semester credits, except for graduate teaching and research assistants for whom full-time study is specified by the assistantship agreement. The summer sessions may count as one semester provided that the candidate is enrolled for a minimum of 10 consecutive weeks of full-time study and for a minimum of six semester credits per five-week session.
- D. Individual departments or programs may have additional residence requirements (e.g., credits or courses to be completed, proper time to fulfill the residence requirement, extent to which a resident may hold outside employment, etc.). Check with your department for specific policies and procedures.
- E. Before a doctoral student begins residency, the student's advisor and the student shall prepare a statement indicating the manner in which the residence requirement will be met. Any special conditions must be detailed and will require the approval of the student's advisor, doctoral committee, the Dean of the College of Education, and the Dean of the Graduate School.

VI. COMPREHENSIVE EXAMINATIONS

The doctoral comprehensive examinations are scheduled and administered by each department and are consistent with department policy. Students should work closely with their advisor to plan for the examinations. Registration, dates, and other requirements are available by contacting the department office.

- A. Written Portion of the Comprehensive Examination
 - 1. The written examination may only be taken during or after the student's last semester of academic course work.

2. The written comprehensive examination shall be a minimum of 9 hours in length.
3. Students are required to use a computer to complete the written examinations. Contact the department for procedures and policies related to computer use.
4. In the event the written portion of this examination is failed in total or in part, the section(s) failed, at a minimum, must be retaken.
5. Examination retakes will be at a time mutually agreed upon by the doctoral program advisor and the grader(s) of the section(s) failed. Failed sections must be retaken a minimum of 2 months and a maximum of one year after failure notification.
6. Failed section(s) may be repeated one time. If any initially failed section(s) is failed during retake, the student will be dismissed from the program.

B. Oral Portion of the Comprehensive Examination

1. A purpose of the oral portion of the doctoral comprehensive examination is to demonstrate competence in one's major field of concentration. This shall be accomplished through:
 - a. The opportunity to explore areas unrelated to the specific questions of the written examination
 - b. The opportunity to clarify and/or go into more depth in any section of the written portion of the examination.
 - c. The opportunity for the doctoral student to experience dialog with the examination committee.
2. The oral portion of the comprehensive examination is a requirement and shall be a maximum of two hours in length. The oral examination is conducted after a complete pass on all sections of the written examination.
3. Policies for establishing the number and qualifications of members of the examination committee are established by each department.
4. To pass the oral examination, the student must receive a "pass" vote from the examination committee with not more than one dissenting vote.
5. If the student does not pass the oral portion of the examination, it may be repeated one time under the conditions stated below.
 - a. The student shall be informed by his/her advisor of the weakness(es) of the oral examination as a basis for preparation for a second oral examination.

- b. A second oral examination shall not be sooner than two months after notification of weakness(es) to provide adequate time to the student to remediate noted deficiencies.
 - c. A "pass" vote from the committee with not more than one dissenting vote is required to pass a second oral examination. A student who does not pass a second oral examination will be dismissed from the doctoral program.
- c. The results of the written and oral comprehensive examination shall be submitted on the appropriate form by the doctoral program advisor to the Office of Student Services.

VII. ADVANCEMENT TO DOCTORAL CANDIDACY

Advancement to Candidacy for the doctoral degree signifies that the student has completed all program requirements except for the dissertation. Students at this stage of their doctoral studies are often referred to as ABD (all but dissertation). Advancement to Doctoral Candidacy signifies that students have demonstrated mastery of the knowledge base within their disciplines and have the necessary skills and abilities to conduct dissertation research. Students will be recommended for advancement to candidacy following completion of the following:

- A. All course work - including the resolution of all Incomplete or In Progress grades excluding dissertation hours.
- B. A minimum graduate grade point average of 3.00
- C. Successful completion of written and oral comprehensive examinations.
- D. Successful completion of doctoral residency.

VIII. DOCTORAL DISSERTATION COMMITTEE

- A. The dissertation committee is comprised of a minimum of five faculty members. The purpose of the dissertation committee is to provide students with guidance and support throughout the development, implementation, and completion of their dissertation research.
- B. Graduate faculty at The University of Akron are classified as Level I or Level II. This classification is an important consideration in determining the members of a dissertation committee. Level I faculty may serve on dissertation committees. Only Level II faculty may chair a dissertation committee. Students may check with the Graduate School to determine the graduate level of faculty members (<http://www.uakron.edu/gradsch/>)

- C. The dissertation committee is comprised of the following members:
1. The dissertation advisor or chair. The student's original program advisor may serve as the dissertation advisor, or the student may choose a dissertation chair based on mutual research or topical areas of interest. The dissertation chair must hold Level II status.
 2. A faculty member from a department other than the student's program or department. The outside faculty must hold Level II status. This individual is typically considered the Graduate Dean's representative on the committee.
 3. At least 3 additional faculty such that the majority of the committee (including the chair and outside member) is comprised of Level II Graduate Faculty members of the College of Education.
- D. The University of Akron recognizes that graduate faculty from Cleveland State University, Kent State University, and Youngstown State University may serve on dissertation committees with the approval from the student's department and from the Dean of the Graduate School. An individual from one of these institutions, upon approval of the graduate faculty in the student's program, may replace one of the three additional faculty identified in #3 above.
- E. The doctoral student and the dissertation advisor collaborate to identify members of the dissertation committee. The composition of the committee must be approved by the College of Education Office of Student Services no later than the semester in which the student begins working on the proposal.
- F. The dissertation committee must be approved by the Graduate School at least three months before the final dissertation defense.

IX. THE DISSERTATION

- A. The ability to do independent research and demonstrate competence in scholarly exposition must be demonstrated by the preparation of a dissertation on some topic related to the major subject. It should represent a significant contribution to knowledge, be presented in a scholarly manner, reveal the candidate's ability to do independent research and indicate experience in research techniques. Traditionally, the dissertation has consisted of five chapters (Introduction, Review of Literature, Methods, Results, and Conclusion) although there are variations to this model.
- B. *Guidelines for Preparing a Thesis or Dissertation* is a document published by the Graduate School, and it outlines specific requirements for formatting the dissertation. In addition to this document, students are required to follow a style manual such as the *Publication Manual of the American Psychological Association*, *The Chicago Manual of Style*, or other manual as deemed appropriate by the dissertation advisor.

C. The Dissertation Proposal

1. Traditionally the dissertation proposal consists of the first three chapters of the dissertation, although variations to this model are acceptable in certain disciplines.
2. Students develop the proposal under the guidance of their dissertation advisor and committee members. Students are expected to maintain regular contact with their advisor during the proposal development stage.
3. Although the time needed to develop and write the proposal will vary, on the average students spend roughly 6 months to a year to complete the dissertation proposal. Such factors as the amount of time the student is able to devote to the task, the student's knowledge of the scholarly literature and research methods, and the student's scholarly writing skills are contributing factors.
4. When the dissertation advisor determines that the proposal has been satisfactorily completed, the student distributes copies of the proposal to the dissertation committee in preparation for the proposal defense. Copies of the proposal must be distributed to committee members at least 2 weeks prior to the defense date.
5. The proposal defense is a formal meeting between the student and the dissertation committee. The term *defense* is somewhat misleading. Rather than adversarial in nature, a defense should be thought of as a formal, scholarly discussion. Given the formal and academic nature of a defense, refreshments should never be served.
6. The defense begins with a brief, formal presentation by the student to provide an overview of the proposal. Following the presentation, the student will respond to questions posed by committee members. The student is expected to *defend* their proposal by elaborating, clarifying, and explaining questions raised by their committee. The dissertation advisor chairs the proposal defense. Faculty, students, and other invited community guests may attend the defense.
7. The proposal defense lasts approximately 2 hours, after which the student and any guests are asked to leave the room. The dissertation committee votes to accept or reject the proposal. A unanimous approval of the proposal is required to enable the student to proceed to complete the study. The committee may also identify changes or revisions that the student must make before proceeding.
8. If the student does not pass the proposal defense of the dissertation, the examination may be repeated. The student shall be informed by the dissertation advisor of the weakness(es) of the defense, and the committee shall determine the appropriate length of time required to prepare for a second defense. A repeated proposal defense may be passed with one dissenting vote from the dissertation committee.

9. Failure to pass the second defense will result in dismissal from the program.

D. Final Dissertation

1. Upon completion of the dissertation research, the student must successfully complete a defense of the completed dissertation. The final defense is conducted in a similar manner as the proposal defense. Copies of the final dissertation must be submitted to the dissertation committee at least 2 weeks prior to the defense date.
2. To pass the oral defense of the dissertation, the student must receive a "pass" vote from the dissertation committee with not more than one dissenting vote. If the student does not pass the defense of the dissertation, the examination may be repeated. The student shall be informed by the dissertation advisor of the weakness(es) of the defense, and the committee shall determine the appropriate length of time required to prepare for a second defense. A repeated final defense may be passed with one dissenting vote from the dissertation committee. Failure to pass the second defense will result in dismissal from the program.
3. Positive results of the dissertation defense and a Dissertation Grade Change Form for all "In Progress" dissertation grades shall be submitted on the appropriate form by the dissertation advisor on the day of the examination to the Office of Student Services.
4. It is the student's responsibility to submit an acceptable dissertation and other graduation-related paper work to the Graduate School within the established time lines for the semester in which the student plans to graduate. Deadlines and graduation requirements are available from the Graduate School. Failure to meet time lines will likely delay graduation to the next semester.

X. GRADUATION

To be cleared for graduation, a candidate must have:

- A. Completed the academic program with a grade-point average of at least 3.00
- B. Been advanced to candidacy (Advancement to Candidacy also serves as application for graduation)
- C. Met preliminary dissertation deadline
- D. Submitted an approved dissertation and passed the dissertation final defense
- E. Paid all applicable fees
- F. Met all other department and University requirements
- G. Graduate School has an online checklist and list of deadlines at:
<http://www.uakron.edu/gradsch/>