

Office of Graduate Studies (OGS) Graduate Student Handbook
College of Education (COE)
Purdue University
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Office of Graduate Studies (OGS)

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<https://www.education.purdue.edu/academics/graduate-students/>

The Office of Graduate Studies (OGS) acts as a liaison between the main Purdue University Graduate School (Young Hall) 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.

TABLE OF CONTENTS

General Information

Graduate Student Listserv

Need to Know

Admissions

Electronic Application and Review Process

Review Deadlines

Change of Date of Admission

 Domestic Admitted Students

 International Admitted Students

 Re-Entry Application

Transfer of Department or Degree Classification

Dual Degree Status

Timeline Checklists

Continuing on from Master's to Ph.D. in Same Program Area/Concentration

Funding

Assistantships

Fellowships

Other

Enrollment/Registration

General Information
Holds
Time Conflict of Courses
Full Time Study
Part Time Study
Research Credit
Time Conflict
Leave of Absence
Research in Absentia
Registration in the Final Academic Session
“Exam Only” Registration
“Degree Only” Registration

General Academic Requirements

Grades and Index Requirements
College of Education Dismissal Policy
Annual Reviews of College of Education Graduate Students
Degree Requirements for Master’s Degree
Maximum Time Limits for Completion of Master’s Degree
Degree Requirements for Doctoral Degree
Maximum Time Limits for Completion of Ph.D. Degree
 Department of Curriculum and Instruction
 Department of Educational Studies

Vita Requirement and Productivity Data Collection—All College of Education Doctoral Students

Faculty Advisor Information

Graduate Faculty Appointments

Plan of Study

Process
Approval for a Plan of Study
Change to a Plan of Study
Department of Curriculum and Instruction Instructions
 Doctoral Foundations and Research Requirements
Department of Educational Studies Instructions
 Doctoral Foundations and Research Requirements

Doctor of Philosophy

Preliminary Examination - PhD Only
 Department of Curriculum and Instruction
 Qualifications for Holding a Preliminary Examination
 Requesting a Preliminary Examination
 Policy for Holding the Preliminary Examination
 Written Portion of the Preliminary Examination

Oral Portion of the Preliminary Examination
Reporting Results of a Preliminary Examination
Department of Educational Studies
Qualifications for Holding a Preliminary Examination
Requesting a Preliminary Examination
Policy for Holding the Preliminary Examination
Written Portion of the Preliminary Examination
Oral Portion of the Preliminary Examination
Reporting Results of a Preliminary Examination
Proposal for Dissertation Research
Department of Curriculum and Instruction
Department of Educational Studies
Final Examination
Department of Curriculum and Instruction
Department of Educational Studies

Educational Specialist (Only available in the Department of Educational Studies with Educational Leadership and Policy Studies and Special Education)

Final Examination
Department of Educational Studies – Educational Specialist Research Project

Master's of Science in Education

Final Examination - Master's Non-Thesis
Department of Curriculum and Instruction
Department of Educational Studies
Final Examination - Master's Thesis
Department of Curriculum and Instruction
Department of Educational Studies

Appeals

Departmental Graduate Examination Committee Decisions
Graduate School Approved Examination Committee Decisions

Theses

Graduation

Declaring Candidacy
Candidate List
Candidate Audit Forms
Commencement Participation and Receipt of Diploma

Frequently Asked Questions

Admission
Registration
Plan of Study

Graduation

Links

College of Education: <https://www.education.purdue.edu/>

Division of Financial Aid: <https://www.purdue.edu/dfa/>

Office of the Bursar: <https://www.purdue.edu/bursar/>

Office of the Registrar: <https://www.purdue.edu/registrar/>

Graduate School Current Students: <https://www.purdue.edu/gradschool/student>

Graduate School Policy and Procedures Manual:

<http://catalog.purdue.edu/content.php?catoid=9&navoid=10581>

Purdue Directory: <https://www.purdue.edu/directory/>

Appendix

Degree Timeline Checklists

- Master's

- Educational Specialist

- Doctoral

Plan of Study Checklists

- Master's

- Educational Specialist

- Doctoral

Forms

- Request to Change Faculty Advisor

- Request for Special Certification

- Waiver Requests

- Proposal for Dissertation Research

GENERAL INFORMATION

Graduate Student Email 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. Job announcements, including graduate assistantships from other University offices will also be posted, in addition to a few graduate student campus activities. Failure to subscribe could result in missing important information critical to an individual's graduate studies. This list is moderated by the College of Education Office of Graduate Studies staff.

Steps for subscribing

- Go to the following URL and see the section on subscribing to COEGRAD:
<https://lists.purdue.edu/mailman/listinfo/coegrad>

Steps for unsubscribing

- Go to the following URL and see the section on unsubscribing from COEGRAD (near the bottom of the page):
<https://lists.purdue.edu/mailman/listinfo/coegrad>

Need to Know

1. Access student information using the myPurdue portal at: <http://www.mypurdue.purdue.edu>;
2. Contact with the assigned faculty advisor is necessary before registering for classes;
3. A "Form 23 Course Request" (available in the Office of Graduate studies) signed by the appropriate faculty must be submitted to the Office of Graduate Studies (Beering 3229) for any courses requiring instructor permission or variable credit hours;
4. Regular registration begins February for Summer, March for Fall, and October for Spring. 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.
5. Students holding graduate staff appointments during a semester or summer session must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of course and/or research work during the semester or summer;
6. 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;
7. Up to 12 credits taken while in post-baccalaureate, non-degree 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 (subject to approval by your major professor, committee, department, and university);
8. 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 the COE Office of Graduate Studies for instructions).

ADMISSIONS

Electronic Application and Review Process

Anyone who would like to be considered for admittance to Purdue University in order to enroll in courses must fill out an electronic application for admission. The electronic application is located at: <http://purdue.edu/gradschool/admissions/how>.

An application fee of \$60 for domestic applicants and \$75 for international applicants is required for degree-seeking and certificate-seeking applicants. This fee is payable online with a credit card. Money orders and/or checks are not accepted. There is no application fee for teacher license and post-baccalaureate, non-degree applications.

The Graduate School will receive the student's application once it is formally submitted. When the application fee has been satisfied, the College of Education Office of Graduate Studies will begin processing the application. The application is reviewed by the COE Office of Graduate Studies, and an e-mail is sent to the applicant indicating what may still be needed to complete the application file. Program area faculty are notified of complete applications to be reviewed. The review process can take one to six weeks.

The Department of Curriculum and Instruction requires all applicants to its PhD program to have a Master's degree from an accredited institution. The Department of Educational Studies does not require applicants to hold a Master's degree in order to apply to the PhD program (Department Policy, Approved 11/06/03), except for Educational Leadership and Policy Studies which does require a Master's degree.

After the application has gone through the faculty review and recommendation process, the COE Office of Graduate Studies notifies the Graduate School of the faculty decision. The Graduate School may take up to three weeks to process an application for admission.

Only the main Purdue University Graduate School can officially admit an individual. The applicant will be notified by the Graduate School by an email to view the decision letter. Also, information is sent by the Graduate School to the admitted student to set up a Purdue account. International students are provided with further instructions regarding visas. An applicant admitted to the College of Education will receive a "Welcome" letter from the COE Office of Graduate Studies.

Review Deadlines

Below is a list of all of the program areas in the [College of Education](#) and review deadline/policy of each program:

[Department of Curriculum & Instruction](#) - Department Code: EDCI

- AGEX Agricultural and Extension Education (Master's only) - March 15 for Summer & Fall; Oct. 15 for Spring; for international students: March 1 for Summer & Fall; August 1 for Spring
- ARTE Art Education (PhD Only) - Rolling Admission
- BIED Biology Education - Rolling Admission
- CARR Career and Technical Education - Rolling Admission
- CHED Chemistry Education - Rolling Admission
- CURR Curriculum Studies - Rolling Admission (no summer review)
- ENGD English Education - December 1 for PhD for funding; Rolling Admission for master's
- ESSE Earth Space Science Education - Rolling Admission
- FCSE Family and Consumer Sciences Education - Rolling Admission
- GEOV Geoenvironmental Science Education - Rolling Admission

INDE Instructional Design Certificate - Rolling Admission (must be current on-campus graduate degree-seeking student)

IESE Interdisciplinary Ecological Sciences and Engineering Program - Rolling Admission

LDST Learning Design and Technology - December 15 for Summer & Fall; September 15 for Spring (PhD and on campus and online Master's)

LTLE Literacy & Language Education - December 1 for PhD; Rolling Admission for Master's; no summer review; Online Master's - August 1 for Fall; December 1 for Spring; April 15 for Summer

MAED Mathematics Education - Rolling Admission

PHED Physics Education - Rolling Admission

QLRS Qualitative Research Graduate Certificate - Rolling Admission

SIED Science Education - Rolling Admission

SSED Social Studies Education - Rolling Admission

TELL Teaching English Language Learners K-12 Certificate - Rolling Admission

VCIE Technology Education - Rolling Admission

WGSS Interdisciplinary Women's Gender, & Sexuality Studies - October 1 for Fall; March 1 for Spring, August 1 for Summer

Online Master's Degree Program - August 1 for Fall; December 1 for Spring; April 15 for Summer
Strands:

EDTC Educational Technology

EGLL English Language Learning

GCTS Gifted Education

ISTM Integrated STEM

MAED Math Education

[Department of Educational Studies](#) - Department Code: EDST

ABA Applied Behavior Analysis Certificate – Fall Admission Only - April 1

APBA Applied Behavioral Analysis (Master's only) – Fall Admission Only - April 1

CNSP Counseling Psychology (PhD only) - Dec. 1

ELPS Educational Leadership and Policy Studies - PhD, June 30; Rolling Admission for Master's, Educational Specialist, and Licensure

EDPS Educational Psychology - December 15 to be considered for funding, otherwise Rolling Admission

GCTE Gifted, Creative and Talented Education Certificate - Rolling Admission

GIFE Gifted Education - PhD December 15 to be considered for fellowships; otherwise Rolling Admission

HEDU Higher Education - Fall Admission Only - March 30

QRAE Quantitative Research, Assessment, & Evaluation Certificate - Rolling Admission; must be current Purdue graduate student to apply

SPED Special Education - PhD December 15 to be considered for funding; otherwise PhD deadline March 15; Rolling Admission for Educational Specialist and online Master's

Change of Date of Admission

Domestic Admitted Students

A student is given three sessions of eligibility to register for courses. A student who has lost eligibility to enroll (has not registered within three consecutive sessions which includes summer), will be required to submit a new electronic application for admission with an application fee. A request to change the date of admission is required only when more than three sessions will have elapsed between the original date and the new date of admission (e.g., fall 2017 to fall 2018). The student's faculty advisor must submit this request, in writing, along with a copy of the student's request for a change of date to the COE Office of Graduate Studies, Beering 3229, education-gradoffice@purdue.edu. The request must be approved by the department head or graduate chair, and will then be forwarded to the Graduate School for final approval. Approval of a change of date request will allow an applicant a fourth session in which to register without submitting a new application.

International Admitted Students

A Certificate of Eligibility (I-20 or DS-2019), is issued to international applicants by the Office of International Students and Scholars (ISS), and is valid only for the session specified on the document. A change of date request is required for any session change. The student's faculty advisor must submit the request, in writing, along with a copy of the student's request for a change of date to the COE Office of Graduate Studies. The request must be approved by the department head or graduate chair, and will then be forwarded to the Graduate School for final approval. A copy of the change-of-date letter is then sent to the Office of International Students and Scholars. The international applicant is required to return the original Certificate of Eligibility (I-20 or DS-2019) issued to him/her before a new certificate can be issued. If the change-of-date request extends beyond one year or three sessions, the applicant also will be required to update documentation of financial support. Only one change of date request will be honored. After that, the international student will need to reapply.

Re-Entry Application

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.

All students seeking readmission into a degree program will be reviewed again by the program area they are seeking readmission to. If a student is seeking admission into a different program area than s/he was originally admitted into, the student will need to submit a new statement of purpose and any other application materials required by the department or program area.

Five-year Rule: Course credits earned by a student whose graduate study and/or professional activity has been inactive for five years or more cannot be used on a plan of study for an advanced degree without approval by the Graduate School. (Submit the *Student Waiver Request* form found in the Appendix.) A plan of study approved prior to such a period of inactivity is invalid. A preliminary examination passed prior to such a period of inactivity is invalid. (Graduate School Policy)

Transfer of Department or Degree Classification

A Purdue University student wishing to transfer from one department to another or from one program area in the College of Education to another program area in the College of Education, must submit a Graduate School Form 17 *Request for Transfer of Department* located at <http://www.purdue.edu/gradschool/faculty/forms.html>. The top portion of the form, including the reason for desiring this transfer, must be completed. The student's current department head must then sign the Graduate School Form 17. The student is responsible for requesting that a copy of the original application materials be submitted to the COE Office of Graduate Studies from the graduate office of the home

department. In addition, the Graduate School Form 17 "Request for Transfer of Department," a new statement of purpose, a current official Purdue transcript, and any other application materials required by the department or program area should be included. The application file is reviewed as a new application by the proposed department's program area. If the proposed program area and department approve the transfer, the head of that department will sign the Graduate School Form 17. The main Purdue University Graduate School must then approve this form and the transfer, which will take effect the following session of approval.

If the student has never enrolled in the department they want to transfer from, a new electronic application must be submitted.

Dual Degree Status

A student wishing to pursue two programs, such as a Master's degree and Doctoral degree or a Master's degree and certificate simultaneously must submit a [Graduate School Form 18 Dual Graduate Program Request](#) with a new application. The student's home department, proposed department, and the Graduate School must approve the Form 18.

The student will be required to submit this form, along with the same application materials required of a new applicant. An electronic application must be completed for the proposed department. Transcripts submitted for the first program should be on record at the Graduate School in Xtender which is available to Purdue University staff. The student's file will follow the same review process as a new applicant.

The student must meet the requirements for each program, and there can be no overlap in coursework from one plan of study to another. Coursework from only one master's degree may be used to partially satisfy Ph.D. degree requirements.

Effective July 1, 2019, a Form 18 will not be required if the home department and the proposed department are within the same graduate major (department). A graduate application and application fee will still be required.

Timeline Checklists

Timelines/Checklists are available for each degree. A checklist is sent to each admitted degree-seeking student with the "Welcome" letter from the COE Office of Graduate Studies. The following checklists are located in the Appendix of this handbook:

- Master's Degree Timeline Checklist

- Doctoral Degree Checklist

- Educational Specialist Checklist

Continuing on from Master's to Ph.D. in Same Program Area/Concentration

A current master's degree student finishing a master's degree in the College of Education may want to continue on for a Ph.D. in the same concentration. The College of Education requires that a new admission application be submitted online. The program area faculty may request to use the same recommendation letters from the master's admission application; however, a new statement of purpose, updated transcripts, GRE scores, etc. are required for the Ph.D. application.

FUNDING

Assistantships

Only students who have been admitted to a graduate degree program or to teacher license program are eligible for an assistantship. Students holding an assistantship must be registered for a minimum of three credits in each academic session during which they receive a stipend; however, some students may need to be full-time (registered for a minimum of eight hours) in order to receive other funding or as a requirement of their visa.

There are two classifications of employment for students who are eligible for a graduate appointment:

1. Graduate assistants performing teaching, research, academic counseling, or other activities directly supporting teaching and research under close faculty supervision
2. Graduate administrative/professionals performing administrative or other duties not directly related to teaching or research.

It is University policy that all graduate teaching assistants/instructors whose native language is not English must demonstrate adequate oral English proficiency before being assigned duties involving direct instruction of students. If needed, departments will register their students for the Oral English Proficiency Test (OEPT) which is administered at Purdue.

Contact each department in which you are interested in applying for an assistantship to request an application.

Fellowships

Information regarding available fellowships can be viewed [here](#).

Other Funding

Additional funding information can be found [here](#).

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 Purdue University Graduate School upon the newly admitted student viewing the admissions decision letter. If help or assistance is needed in setting up the account, contact the ITaP Customer Service Center at 765-494-4000, itap@purdue.edu, Stewart Center, Room 135. **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.purdue.edu 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. A Form 23 (available in Beering 3229) should be completed by the student, signed by the faculty advisor and instructor, and submitted to the COE Office of Graduate Studies, Beering Hall Room 3229. Office of Graduate Studies staff will create an override in the system and finish registering the student for the course.

Students holding graduate staff appointments must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of courses and/or research work. International students should contact the Office of International Students and Scholars (ISS) for minimum-hour requirements.

If a graduate student is enrolled for an undergraduate course, he/she 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. (Graduate School Policy)

The maximum registration for a graduate student is 18 credit hours for Fall and Spring sessions and 9 credit hour for the Summer session. (Graduate School 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 forms processed, such as a request for the preliminary examination. (Graduate School 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 Graduate School and with the requirements of any educational benefits or loans.

Holds

Students must take care of 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.

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), one instructor must yield to the other. The Registrar's Form 23 must be completed and a comment about which course will yield should be noted in the comments section of the Form 23 (e.g., "EDCI 560 yields to PSY 525" should be written in the "Advisor Comments" section of the Form 23 course request signed by the yielding instructor). The completed form should be submitted to the COE Office of Graduate Studies, Beering 3229 for an override entry.

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 are the full-time enrollment standard for graduate students for fall and spring semesters. Six credit hours are 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 Credits

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, with 18 semester hours representing maximum registration for Fall and Spring and 9 hours for Summer.

Two consecutive sessions of "U" grades for research registration mandate that the department take formal action and inform the Graduate School 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. (Graduate School Policy)

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 Graduate School and would not be required again; however, an updated official Purdue University transcript would need to be included with the reapplication.

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 Form 12 "Application for Research in Absentia." (See <http://www.purdue.edu/gradschool/faculty/forms.html>.) This registration is only for students who wish to physically leave the University but continue doctoral research. The student must discuss this option with his/her 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 Graduate School.

If a student fails to pay the registration fees for a Fall or Spring session, his/her registration will be cancelled and he/she 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, he/she 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 prelims (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.

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.

General Academic Requirements

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](#))

A graduate student is expected to maintain a graduation index representing a B average (3.0/4.0GPA) or better. 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 probation. Any student on academic probation 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 probation and EITHER the semester GPA or the cumulative GPA is 2.0 or above, the student will remain on probation. 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 = Probation
- IF: On probation and both Semester GPA and Cumulative GPA are < 2.0 = Drop
- IF: On probation and Cumulative GPA is < 2.0 but Semester Index is ≥ 2.0 = Probation
- IF: On probation and Semester GPA is < 2.0 but Cumulative GPA is ≥ 2.0 = Probation
- IF: On probation and Semester GPA is ≥ 2.0 and Cumulative GPA is ≥ 2.0 = Off Probation (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 Purdue University Graduate School for at least one year. For more information, see:

http://www.purdue.edu/studentregulations/regulations_procedures/scholdeficiency.html

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 Graduate School with regard to discontinuation or conditions for continuation of the student's graduate study. In any event, the student's progress should be reviewed each session by the student's department. The student's progress also may be reviewed by the Graduate School. 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 dean of the Graduate School, 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 acknowledge receipt of the expectations. 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 catalog.purdue.edu (Policy Section: Grades and Grade Reports).

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.

The graduation index for graduate students includes all grades earned in 50000- and 60000-level courses taken while enrolled as a graduate student, except FR, GER, RUSS, or SPAN 60100, 60300, or 60500 (Section VI-D-4), plus grades received in 30000- or 40000-level courses taken while in the graduate program (once they are approved as part of the graduate plan of study). When 30000- and 40000-level courses are listed on the approved plan of study, and completed with a B- or better grade, grades associated with those courses will be added into the graduation index. If a student receives less than a B- in a 30000- or 40000-level course, then the course must be retaken or removed from the plan of study.

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 Graduate School. (Graduate School Policy)

COLLEGE OF EDUCATION DISMISSAL POLICY

According to *Purdue's Graduate School Policies and Procedures Manual*, each "student's progress should be reviewed each session by the student's department... 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 dean of the Graduate School, he or she may be asked to discontinue graduate study at Purdue" (p. VI-1).

A graduate student may be dismissed from graduate study in the College of Education, based on Graduate School and departmental policies, in instances where the student fails to:

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 probationary status in his/her graduate program. A student who is placed on probationary status shall be notified in writing by his/her 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 he or she 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 Graduate School Policies and Procedures Manual*, "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 'low' on the grade reports" (p. VI-1). 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 probationary status in his/her 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 considered to be on probationary status in his/her 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 may be 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.

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 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 a second attempt at a graduate examination shall result in program dismissal.

Academic Integrity

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 considered to be on probationary status in his/her graduate program. Any additional instances of academic dishonesty that occur while a student is on probationary status 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 (VIII.3.1)*, "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, he/ she shall be considered to be on probationary status in his/her graduate program.

Graduate Studies Leadership Team
March 2012

Annual Reviews of College of Education Degree-seeking Graduate Students

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 and are tracked by the Office of Graduate Studies. (College policy)

Degree Requirements for Master's Degree

A maximum of 18 credit hours (from one or more institutions) will be allowed from any one semester (a maximum of 9 credit hours during the summer).

More than half of the Purdue credits must be earned through the (Purdue) campus where the degree is conferred. A minimum of 30 total credit hours is required to graduate, however, some program areas require more than 30 credit hours. A maximum of nine Purdue credit hours of coursework at the 500 and 600 levels used to satisfy a Purdue master's may be used for another Purdue master's degree.

Maximum Time Limits for Completion of Master's Degree

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 the summer of 2012 or later. (COE Graduate Dismissal Policy, March 2012)

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.

Degree Requirements for Doctoral Degree

Doctoral degree students must have at least one-third of the total credit hours used to satisfy degree requirements earned while registered for doctoral study on the Purdue campus where the degree is to be granted. A minimum of 90 credit hours is required. A master's degree from any accredited university is considered to contribute 30 credit hours toward the doctoral degree if approved by the student's advisory committee.

In fulfilling these requirements, a maximum of 18 credit hours will be allowed from any one semester (summer session = 9 credit hours).

Maximum Time Limits for Completion of Ph.D. Degree

Department of Curriculum & Instruction

All doctoral programs in the Department of Curriculum & Instruction must be completed no longer than eight calendar years from entry to the program area. 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. This policy will be in effect for students admitted in the summer of 2005 or later. (Department policy, approved April 2005)

Department of Educational Studies

Students enrolled in the Department of Educational Studies doctoral programs are required to complete the doctoral program within eight years of initial enrollment in the doctoral program. A student who fails to obtain the doctoral degree within eight years of initial enrollment must write a letter of appeal to the program area faculty, explaining why s/he failed to complete the degree in the required time, and requesting an extension. The program area faculty will review the student's appeal and decide whether there are sufficient grounds to approve the appeal. In the event that a student's appeal is approved, the length and conditions of the extension will be specified by the program area faculty. This policy will be in effect for students admitted in the fall of 2009 or later. (Department policy, approved November 13, 2008)

Vita Requirement and Productivity Data Collection—All Doctoral Students

In January of each year an updated vita is required of each active doctoral student. The reasons for this vita are:

- To provide information to the program faculty for annual reviews of student progress
- To assist the COE and Purdue University in compiling graduate student productivity metrics (e.g., presentations and publications)
- To provide a quick reference for faculty to review if writing a recommendation or submitting a student's name for a scholarship, fellowship, or award
- To prepare the student to apply for future professional positions

The Office of Graduate Studies will send a request for vita through the Graduate Student listserv. The vita must be submitted before any course overrides will be given for Summer or Fall registrations.

In addition, doctoral students are asked to supply productivity data (awards, grants, presentations, and publications) for each calendar year in the Graduate Activity Reporting Tool (GART) collection system at <https://discover.education.purdue.edu/gart>. Students can create an account at any time and enter data. During the first of each year, the Office of Graduate Studies will send emails about this activity via the Graduate Student listserv. The primary use is to create reports of aggregated data by department. Some detailed information (e.g., listing of presentations at AERA) also may be gathered from the system for specific purposes.

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 Appendix for *Request to Change Faculty Advisor* form.

Frequent communication with your faculty advisor to discuss your progress and plan future steps to meet requirements is essential for success.

TIPS FOR WORKING WITH AN ADVISOR

Working with an advisor should be a rewarding experience (for BOTH of you). 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 his/her 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 Graduate School's website (<http://www.gradschool.purdue.edu>) and the Office of Graduate Studies (<http://www.education.purdue.edu/gradoffice>). 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.

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

August 18, 2008

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" (see below) 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. Before the process can begin, a current vita of the person seeking special appointment must be submitted to the COE Office of Graduate Studies with an in-house Request for Special Certification form.

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 dean of the Graduate School for review. Upon approval, the Graduate School 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 dean of the Graduate School.

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 complete a "Request to Change Faculty Advisor located in the Appendix and submit that form to the Office of Graduate Studies so records will be changed.

PLAN OF STUDY

Process

Each graduate student admitted to a degree program must file an Electronic Plan of Study (EPOS) through the Plan of Study Generator at 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. A plan of study is an academic contract among a student and the faculty members of the advisory committee. All departmental and Graduate School 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 at <https://myPurdue.purdue.edu> (Academics tab; Graduate School Plan of Study link under Graduate Students section). 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 the 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 Graduate School. The status of a plan may be checked at any time by returning to the Plan of Study Generator in myPurdue.purdue.edu and click the *Display Submitted Plan of Study* link.

Once the plan of study has been approved by the Graduate School, 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 Graduate School. The Graduate School must review and approve the student's plan before it becomes official. Once the Graduate School 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 Graduate School.

Change to the Plan of Study

After a plan of study has been approved by the Graduate School, a student can submit an electronic change of plan of study in the system as noted above for any courses or committee members s/he 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 Graduate School.

Department of Curriculum & Instruction--Plan Of Study

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 Checklist

Curriculum & Instruction Doctoral Plan of Study Policies Checklist

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

Forming the Advisory Committee

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 Graduate School regular (R) certification. (Graduate School Policy) See 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)

Curriculum and Instruction--Master's Non-Thesis and Thesis Plan of Study

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.

Department of Curriculum and Instruction—Doctoral Degree Plan of Study

Degree Title

The degree title for a Doctoral student is: "Doctor of Philosophy."

Concentration

The student's concentration or area of specialization is the program area to which the student is admitted. (Example: Learning Design and Technology, Mathematics Education, Social Studies Education, etc.)

Department Foundations and Research Requirements

Students must complete the requirements related to research competency. These requirements are listed below:

Research Requirements for Curriculum and Instruction 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.*

1.	<u>Introduction to Research in Education</u> . This area provides an overview to a variety of research procedures that are commonly used to address important questions in education.	EDPS 53300
2.	<u>Qualitative Research I</u> . This area provides a foundation for understanding the philosophical and theoretical underpinnings and procedures used in conducting qualitative research.	EDCI 61500
3.	<u>Introductory Statistics</u> . 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.	<p><u>Advanced Elective</u>. Courses in the three areas listed above must be followed by an advanced course in either qualitative or quantitative research methods.</p> <p>Those who plan to use qualitative methods in their research should take an advanced course in data analysis and interpretation.</p> <p>-or-</p> <p>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.</p>	<p>EDCI 61600, COM 58300, ANTH 51900, 56500, or 60500, ENGL 59900, SOC 60900</p> <p>-or-</p> <p>EDPS 55700 STAT 50200 or 51200, PSY 60100</p>
5.	<u>Research Seminar</u> . 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.

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

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

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 Education:

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

Ed Tech/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
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 Education:

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

Department of Educational Studies—Plan of Study

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

Educational Studies Master's Plan of Study Policies Checklist
Educational Studies Doctoral Plan of Study Policies Checklist
Educational Studies Educational Specialist Plan of Study Policies Checklist

Forming the Advisory Committee

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 Special Education master's degree program that has approval for a one-member advisor committee). A student's committee must be 51% Purdue faculty with Graduate School regular (R) certification. (Graduate School Policy) See Graduate Faculty Appointment section.

The committee chair or at least one co-chair must be from the Department of Educational Studies program area in which the student is admitted. One member of the student's committee must be from the student's related area. (Ph.D. and Ed.S.) (Department Policy)

Policy on Co-Chairs of Committees:

1. A student entering a graduate program will be appointed a temporary Major Professor (a graduate program advisor who is a faculty member in program area). This advisor will monitor the student's academic progress.
2. It is desirable that a student file a Plan of Study by the end of the first year in the program. At this time the student is responsible for designating a Major Professor, who may or may not be the person initially assigned to be the temporary Major Professor.
 - a. A simple majority of a student's committee must be Purdue faculty in the student's program with regular certification approved by the Graduate School.
 - b. One member of the student's committee must be from the student's related area. (Department Policy)
3. A student who is ready to begin working on the dissertation must designate a Major Professor to serve as the chair of the dissertation committee (thesis advisor). This person may be the existing Major Professor or a different faculty member. The thesis advisor takes over primary oversight of the student's progress in the program and dissertation. The student's dissertation committee is chaired by the designated Major Professor (thesis advisor).
4. The practice of having co-chairs for a Master's or Doctoral committee is not advantageous nor desirable except in the specific instances that follow:
 - a. A co-chair who reflects the student's matriculation in a different program area or department (e.g., if a student is admitted to a program area in Educational Studies but is doing research that is cross-disciplinary and has a major component in another department, such as Curriculum & Instruction).
 - b. Co-chairs in the same department at different campuses or institutions may be advisable in cases where the student's thesis advisor relocates.
 - c. Co-chairs within the same program area are acceptable if the faculty and student can agree to a clear delineation of responsibilities (in writing) at the time that the co-chairs are determined.
 - d. In the event that a student's committee is co-chaired, the signature of both co-chairs is required on all

committee documents (e.g., dissertation proposal, changes to the plan of study, thesis examination documents, etc.).

e. Program areas may propose exceptions to this policy, which will be reviewed for approval by the Curriculum and Graduate Committee.

5. The student may change the Major Professor/Dissertation Committee Chair / committee members at any time assuming that the new Major Professor/Dissertation Committee Chair/committee members have agreed to the change. (Department policy, Approved August 15, 2007)

Department of Educational Studies--Master's Non-Thesis and Thesis Plan of Study

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.

Concentration

The student's concentration or area of specialization is the program area to which the student is admitted; e.g. Educational Leadership and Policy Studies, Educational Psychology, School Counseling, etc.)

Department Foundations and Research Requirements

A Master's degree plan of study shall include one (1) departmental foundational research methods course EDPS 533 (3 credits). (Department Policy, EDST Faculty 9/5/02) In addition, students must complete any requirements set by the program area.

Department of Educational Studies--Educational Specialist Plan of Study

Degree Title

The degree title for an Educational Specialist student is: Educational Specialist

Concentration

The student's concentration is the program area the student is admitted to; e.g., Educational Leadership and Policy Studies and Special Education.

Department Foundations and Research Requirements

An Educational Specialist degree plan of study shall include one (1) departmental foundational research methods course; i.e., EDPS 533 (3 credits). (Department Policy, Approved EDST Faculty 9/5/02) In addition, students must complete any requirements set by the program area.

Department of Educational Studies--Doctoral Plan of Study

Degree Title

The degree title for a Doctoral student is: Doctor of Philosophy

Concentration

The student's concentration or area of specialization is the program area the student is admitted to; e.g., Counseling Psychology Educational Leadership and Policy Studies, Special Education, etc.)

Department 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-Statistical 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

(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
HDFS 61700-Advanced Research Methods in Child & Family Study
HDFS 62700-Multilevel Modeling in Developmental and Family Research
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
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 EDUCATIONAL STUDIES 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:
 - his/her 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)

DOCTOR OF PHILOSOPHY

Preliminary Examinations- PhD Only

Department of Curriculum and Instruction

Qualifications for holding a Preliminary Examination

A student must be registered in the session he/she plans to hold the preliminary examination. The student must have an approved plan of study on file and have satisfactorily completed most of his/her 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

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 Form 8 "Request for Appointment of Examining Committee" located in myPurdue.purdue.edu: Academics tab; Graduate Students. The signed Graduate School 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 Graduate School at least two full weeks before the desired exam date (Graduate School Policy). Otherwise, the form will be unprocessed and will need to be resubmitted with a later exam date that will comply with the stated policy. Normally exceptions will not be granted. If there are extenuating circumstances why this policy cannot be adhered to, submit a memorandum, signed by the major professor and the department head, with the request form asking for an exception to policy and stating the circumstances as to why the form could not have been submitted earlier. (Non-availability for signature is not a valid circumstance.)

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.

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.

2. 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.

3. Administration of Examination(s): The written as well as the oral preliminary examination will be conducted by the examining committee.
4. 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.
5. 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 ground rules 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.
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 Form 8 "Request for Appointment of Examining Committee" which must be received by the COE Office of Graduate Studies at least three weeks in advance of the examination date. Notification is made by completing the appropriate form for this purpose.
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 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 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 his/her 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. (Graduate School Policy)

Department of Educational Studies

Qualifications for holding a Preliminary Examination

A student must be registered in the session he/she plans to hold the preliminary examination. The student must have an approved plan of study on file and have satisfactorily completed most of his/her 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 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 Form 8 "Request for Appointment of Examining Committee" located in myPurdue.purdue.edu: Academics tab--Graduate Students—Graduate School Plan of Study.

The Graduate School Form 8 "Request for Appointment of Examining Committee" must be submitted electronically with enough time for the form to be processed and forwarded to the Graduate School at least two full weeks before the desired exam date. (Graduate School Policy) Otherwise, the form will be unprocessed and will need to be resubmitted with a later exam date that will comply with the stated policy. Normally exceptions will not be granted. If there are extenuating circumstances why this policy cannot be adhered to, submit a memorandum, signed by the major professor and the department head, with the request form asking for an exception to policy and stating the circumstances as to why the form could not have been submitted earlier. (Non-availability for signature is not a valid circumstance.)

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 (per department)

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 studyTo 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.
2. 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 or from a program area outside the College of Education.
3. Administration of Examination(s): The written preliminary examination will be conducted by the examining committee.
4. 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.
5. 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 his or her preliminary examination.

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 Form 8 Request for Appointment of Examining Committee to the COE Office of Graduate Studies at least three weeks in advance of the examination date.
4. 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 will not be the sole focus of the preliminary oral examination. However, if time remains, the dissertation proposal may be discussed.
5. Passing the Preliminary Examination: To pass the preliminary examination, a minimum of 3 members of the examining 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 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.
6. 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 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 students 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. (Graduate School Policy)

Proposal for Dissertation Research

Department of Curriculum and Instruction

The proposal for dissertation research is submitted after the student has successfully passed their preliminary examination. The cover sheet for the proposal is located in the Appendix. The original cover sheet for the proposal must be signed by the student's committee and submitted to the COE Office of Graduate Studies after the proposal has been approved by the student's committee.

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 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.

Title Page

A one-page cover sheet that includes relevant information (name, title, committee members) is located in the Appendix.

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 established 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 established 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:

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 (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/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)]

Department of Educational Studies

The proposal for dissertation research is submitted after the student has successfully passed their preliminary examination. The cover sheet for the proposal is located in the Appendix. The original cover sheet for the proposal must be signed by the student's committee and submitted to the COE Office of Graduate Studies after the proposal has been approved by the student's committee.

Policy

The purpose of a proposal meeting is for the student to (a) present his/her 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 rationale for the study, research hypotheses/questions, and methodology

The student submits the dissertation proposal to his/her 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, he/she provides feedback to the 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 him/her. The process typically takes several weeks.

Final examination weeks may not be good times for committee discussion of a dissertation proposal.

Most faculty are unavailable for proposal meetings during summer sessions.

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]

Final Examinations

Department of Curriculum and Instruction--Doctoral 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 from <https://mypurdue.purdue.edu>, Academics tab—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 Form 8 Request for Appointment of Examining Committee must be submitted with enough time for the form to be signed and forwarded to the Graduate School at least two full weeks before the desired exam date (Graduate School Policy). Otherwise, the form will be returned unprocessed and will need to be resubmitted with a later exam date that will comply with the stated policy. Normally exceptions will not be granted. If there are extenuating circumstances why this policy cannot be adhered to, submit a memorandum, signed by the major professor and the department head, with the request form asking for an exception to policy and stating the circumstances as to why the form could not have been submitted earlier. (Non-availability of faculty for signature is not a valid circumstance; form should be submitted early to allow time for faculty to sign.)

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

Final doctoral examinations are announced by e-mail to the COE and COE graduate student listservs, and posted on the department and COE Office of Graduate Studies bulletin boards.

Reporting Results of a Final Examination

An electronic Graduate School Form 11 Report of the Final Examination is created by the Graduate School upon approval of the Form 8 Request. The Form 11 must be signed by all members of the student's committee and 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/deadlines.html>. 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 Form 8 Request must be submitted.

Department of Curriculum and Instruction--Final Examination Master's Non-Thesis

Qualifications for holding a Final Examination

A student must be registered in the session they plan to hold their final examination. (Graduate School Policy)

Requesting a Final Examination

If a program area does not hold final exams, or has the student submit a portfolio or final project, the Graduate School Form 7 "Report of Master's Examining Committee" must still be submitted to the Graduate School. The report form must be signed by all members of the student's committee and indicate if the student should be awarded a degree. This form must be submitted by the deadline posted for each session's graduation. Graduation deadlines for each session may be located at:

<http://www.gradschool.purdue.edu/calendar/>.

A student must have at least 3 members on their final exam committee. (Graduate School Policy)
Policy for Holding the Final Examination

All non-thesis Master's students whose cumulative graduate index falls below 3.25 (3.25/4.0) will be required to take written and/or oral final examinations in addition to any program area exit requirements. (Department Policy, Approved 1990)

Reporting Results of a Final Examination

Final examinations must be held before the last week of classes

If the examination is unsatisfactory, at least one semester must elapse before a final examination is repeated.

A new request must be submitted. (Graduate School Policy)

Department of Curriculum and Instruction--Final Examination - Master's Thesis

Qualifications for holding a Final Examination

A student must be registered in the session they plan to hold their final examination.

Requesting a Final Examination

The signed Graduate School Form 8 "Request for Appointment of Examining Committee" must be submitted electronically by the student from myPurdue.purdue.edu (Academics tab/Graduate Students/Graduate School Plan of Study) with enough time for the form to be signed by the chair and department head and forwarded to the Graduate School at least two full weeks before the desired exam date (Graduate School Policy). Otherwise, the form will not be processed and will need to be resubmitted with a later exam date that will comply with the stated policy. Normally, exceptions will not be granted by the Graduate School. If there are extenuating circumstances why this policy cannot be adhered to, submit a memorandum, signed by the major professor and the department head, with the request form asking for an exception to policy and stating the circumstances as to why the form could not have been submitted earlier. (Non-availability for signature is not a valid circumstance.)

A student must have at least 3 members on their final exam committee. Although only three committee members are required, if the committee has four or more members, a single member may withhold his or her signature of approval.

Policy for Holding the Final Examination

Master's Thesis option students must have both a written and oral examination. (Department Policy)

Reporting Results of a Final Examination

Final examinations must be held before the last week of classes. If the committee decides that the examination is unsatisfactory and a second examination is to be requested, a new request (Graduate School Form 8 "Request for Appointment of Examining Committee") must be submitted to the Graduate School. At least one session must intervene before the second examination is taken.

Department of Educational Studies--Doctoral Final Examination

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 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 have a report form, which is signed by the student's committee and indicating if the student passed or failed. To receive this report form, you must first submit a request form to hold the students Prelim or Dissertation Defense. This request form may be picked up in the [COE Office of Graduate Studies](#) or accessed at:

<http://www.gradschool.purdue.edu/downloads/facstaff/GS-8.doc>

The signed Graduate School 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 Graduate School at least two full weeks before the desired exam date (Graduate School Policy). Otherwise, the form will be returned unprocessed and will need to be resubmitted with a later exam date that will comply with the stated policy. Normally exceptions will not be granted. If there are extenuating circumstances why this policy cannot be adhered to, submit a memorandum, signed by the major professor and the department head, with the request form asking for an exception to policy and stating the circumstances as to why the form could not have been submitted earlier. (Non-availability for signature is not a valid circumstance.) A student must have at least four committee members on their final examination committee. Not more than one dissenting vote is acceptable.

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

Final doctoral examinations are announced by e-mail to the COE list serve, and posted on the department and COE Office of Graduate studies bulletin boards.

Reporting Results of a Final Examination

An electronic Graduate School Form 11 "Report of the Final Examination" must be signed by all members of the student's committee and indicate if the student should be awarded a degree. This form must be submitted by the deadline posted for each session's graduation. Students should view [graduation deadlines](#) for each session. Final examinations should be held before the last week of classes. If the examination is unsatisfactory, at least one semester must elapse before a final examination is repeated. A new request (electronic Graduate School Form 8 "Request for Appointment of Examining Committee") must be submitted.

Department of Educational Studies--Educational Specialist Research Project (Final Examination)

Qualifications for holding a Final Examination

A student must be registered in the session he/she plans to hold the final examination or submit the research project.

Requesting a Final Examination

There is no electronic forms for the Educational Specialist degree. The Office of Graduate Studies can print off a hard copy of Graduate School Form 7, change the name to Report of Ed. Specialist Examining Committee and complete the top of the form. This revised form should be submitted to the chair to obtain signatures. The Form 7 should be returned to the COE Office of Graduate Studies for submission to the Graduate School.

Policy for Holding the Final Examination

A research project is planned in consultation with the major professor. No thesis is required. To be approved, research projects must be classifiable as historical, descriptive, experimental, or philosophical research. The research should be related to the primary area of the plan of study.

The student should be registered for EDCI/EDST/EDPS 697 credits while working on the research project.

The project does not require thesis format approval, nor is it filed in the Graduate School Thesis/Dissertation Office. However, the major professor and all committee members must approve it. A copy of the research project should be provided to the major professor and all committee members.

Reporting Results of a Final Examination

There is no electronic signature form for the Educational Specialist. A Graduate School hard copy Form 8A "Educational Specialist Report of the Final Examination" must be signed by all members of the student's committee and indicate if the student should be awarded a degree. This form must be submitted by the deadline posted for each session's graduation. Graduation deadlines for each session may be located at [here](#).

Final examinations must be held before the last week of classes. If the examination is unsatisfactory, at least one semester must elapse before a final examination is repeated.

Department of Educational Studies--Final Examination Master's Non-Thesis

Qualifications for holding a Final Examination

A student must be registered in the session they plan to hold their final examination.

Requesting a Final Examination

The COE Office of Graduate Studies will initiate the Graduate School Form 7 "Report of Master's Examining Committee" mid-session of those who are on the candidate list. The student's committee chairperson should submit the "Non-Thesis Request for Appointment of Examining Committee" form. If a program area does not hold final exams or has the student submit a portfolio or final project, the Graduate School Form 7 "Report of Master's Examining Committee" must still be signed by all members of the student's committee and indicate if the student should be awarded a degree. This form must be approved through the College of Education by the deadline posted for each session's graduation. Graduation deadlines for each session may be located at: <http://www.purdue.edu/gradschool/about/calendar>.

A master's student must have at least 3 members on their final exam committee. (Graduate School Policy)

Reporting Results of a Final Examination

Final examinations must be held by the last week of classes. If the examination is unsatisfactory, at least one semester must elapse before a final examination is repeated. A new request (Graduate School Form 8 Request for Appointment of Examining Committee) must be submitted.

Department of Educational Studies--Final Examination - Master's Thesis

Qualifications for holding a Final Examination

A student must be registered in the session they plan to hold their final examination.

Requesting a Final Examination

The signed Graduate School 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 Graduate School at least two full weeks before the desired exam date (Graduate School Policy). Otherwise, the form will be returned unprocessed and will need to be resubmitted with a later exam date that will comply with the stated policy. Normally exceptions will not be granted. If there are extenuating circumstances why this policy cannot be adhered to, submit a memorandum, signed by the major professor and the department head, with the request form asking for an exception to policy and stating the circumstances as to why the form could not have been submitted earlier. (Non-availability for signature is not a valid circumstance.)

A student must have at least 3 members on their final exam committee. Although only three committee members are required, if the committee has four or more members, a single member may withhold his or her signature of approval.

Reporting Results of a Final Examination

Final examinations must be held before the last week of classes. If the committee decides that the examination is unsatisfactory and a second examination is to be requested, a new request Graduate School Form 8 Request for Appointment of Examining Committee must be submitted to the Graduate School. At least one session must intervene before the second examination is taken.

APPEALS

Departmental Graduate Examination Committee Decisions

Decisions by departmental graduate examination committees whose appointment does not require approval by the dean of the Graduate School (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 to make a determination. 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.

(Graduate School Policy, IX, A, 2, b)

Graduate School Approved Examination Committee Decisions

Appeals of decisions by graduate examination committees whose composition has been authorized by the dean of the Graduate School 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 be filed 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, in writing, so inform the student
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 dean of the Graduate School 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 dean of the Graduate School 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 dean of the Graduate School, 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. (Graduate School Policy, IX, A, 2, c)

THESES

Refer to the Purdue Graduate School Thesis/Dissertation Office

(www.purdue.edu/gradschool/research/thesis/index) for information regarding workshops, depositing, appointments, and required forms for depositing. The thesis/dissertation format advisors for each department in the College of Education are the Major Professor and Advisory Committee of each student.

GRADUATION

Declaring Candidacy

Students must be registered as a candidate in the session they plan to graduate. A Registrar's Form 23 Schedule Revision Request with CAND and the correct CRN should be submitted to the Office of Graduate Studies in the College of Education. Notices about registering for candidacy to graduate will be sent via the COE Graduate Student listserv. Contact the Office of Graduate Studies for additional information.

Candidate List

A candidate list will be sent from the COE OGS via the departmental listservs each semester and summer session. Faculty should check this list very carefully to be sure all of their advisees who are planning to graduate are on the list. Any additions or deletions to the candidate list should be directed to the COE Office of Graduate Studies. A deadline is given each semester by the Graduate School to add students to the candidate list. If a student wants to be added to the candidate list after the deadline, a request must be submitted by the COE Office of Graduate Studies, and the student will be charged a \$200 late fee if the request is approved. Another option is for the student to be added to the following session's candidate list. A student who has been on the candidate list more than two consecutive sessions will be charged an extra \$200 by the Graduate School.

Candidate Audit Forms

The COE OGS will be notified by the Graduate School when candidate audits are available for viewing of those on the candidate list for each session. The COE OGS will notify each student and the faculty advisor of any problems that need to be taken care of and the steps (execute changes to the plan of study or other necessary documents) to address any deficiencies noted on the Audit Form. Once approved by the OGS plan of study coordinator, committee chairs will be sent an email notification to sign off on the electronic audit form for each of their students on the candidate list to graduate. The advisor should check the Audit Form for any errors, and approve or reject the audit form by the required deadline. The audit form will indicate any problems the student may need to take care of to remain on the candidate list. Close attention should be paid to any courses not completed, degree title, and concentration.

If a student will not be graduating during the current session, the faculty advisor should indicate on the audit form to remove the candidate and also inform the COE Office of Graduate Studies.

Commencement Participation and Receipt of Diploma

Commencement information and deadlines can be found on the Office of the Registrar's website (<http://www.purdue.edu/commencement/>). Questions concerning graduation may be directed to the Office of the Registrar, Room 45, Hovde Hall, (765) 494-6157 or e-mail commencement@purdue.edu.

Graduates will be mailed their diplomas if they do not participate in commencement or the graduate has not been cleared for graduating by the time of the ceremony. Diplomas will be mailed to the graduate's current or permanent address approximately six to eight weeks after commencement. For international mailing addresses, delivery time will be extended. Students will be informed of this information with graduation instructions via myPurdue.purdue.edu from the Office of the Registrar.

FREQUENTLY ASKED QUESTIONS

Admission

1. How do I apply?

Individuals apply at <https://www.purdue.edu/gradschool/admissions/how-to-apply>.

2. When should I apply?

Submit your application and materials as early as possible in order to be reviewed by faculty in a timely manner. Doctoral students should submit all material by December 31 if interested in possible funding unless a program area has a specific deadline for a complete application. See specific deadlines for each program area under the *Admissions* section of this Handbook.

3. Where do I send my transcripts?

(a) Official transcripts may be uploaded by the applicant to the application for review purposes. (Transcripts which indicate “Issued to Student” are not acceptable as official transcripts for application/admission purposes.)

OR

(b) Hard copy official transcripts may be sent directly to the **Office of Graduate Studies in the College of Education** by postal mail at Beering Hall Room 3229, 100 North University Street, West Lafayette, IN 47907 (These transcripts will be uploaded to the application, if not already done, and will be forwarded to the **Graduate School**.)

OR

(c) Hard copy official transcripts may be mailed directly to the main **Graduate School** at 155 South Grant Street, YONG 170, West Lafayette, IN 47907. Official transcripts may be sent electronically directly to the **Graduate School**. These may be sent through eSCRIPT-SAFE, Docufide, Parchment Exchange, or directly from U.S. colleges/universities but must be sent to gradadm@purdue.edu in order to be valid.

4. How long until I know if I have been admitted?

Once your application file is complete, the applicant is notified and informed that the program area faculty will review. This process can take several weeks. Once faculty has made their recommendation, your file will be forwarded to the Purdue Graduate School for official admission which can take from a few days to three weeks. Once the Graduate School has made an official decision, you will be notified by email by the Graduate School to view your decision letter online. If you have not heard regarding an admission decision, feel free to contact the Office of Graduate Studies.

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 Graduate School and set up your Purdue account from information from the Graduate School, you may register for classes. Please contact the assigned faculty advisor named in your official notification letter to assist you in selecting classes. Registration for the Summer sessions begins in February, for Fall in March, and for Spring in October. The earlier you register for class the more likely you will find space in the courses you need! Students register for courses online via 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, the system will notify you of the need for permission from your “Registration Advisor.” Refer to the Office of Graduate Studies in Beering 3229 for a Form 23 and assistance.

3. Why do I have holds on my account?

A student can view any 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 Financial Responsibility and Emergency Contact holds are placed on student accounts **each year** and must be reviewed whether the student has paid his/her 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.

5. When should I enroll in 69900 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.

6. How do I enroll in 69900 research hours?

Complete a registration Form 23 with your advisor's signature indicating permission and return to the Office of Graduate Studies in Beering 3229. Students who are not on campus may send the request via email to education-gradoffice@purdue.edu.

7. Whom should I contact to find out about my tuition/fee invoice for classes? Review the information at <https://myPurdue.purdue.edu> and click on the "Bills & Payments" tab first. If you believe there is a discrepancy in what is owed, contact the Office of the Bursar, askbursar@purdue.edu, Hovde Hall, 765- 494-7570. That Office can answer questions regarding your invoice, status for in-state vs. out-of-state fees, timetable, and amount of refunds that may apply.

Plan of Study

1. 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 s/he intends to graduate.

2. How do I submit a plan of study?

Students filing their plan of study should complete their plan electronically at myPurdue.purdue.edu (Academics tab; Graduate School Plan of Study link under Graduate Students section).

3. How long will it be before my plan of study is approved?

Generally, a plan of study is approved through the College of Education within a week or so, once any required changes have been made. The final approval by the Graduate School may take two to six weeks.

4. 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.purdue.edu to show the removal of a member and the addition of another committee member. A reason for the change must be given.

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

Submit a Request for Special Certification form (see Appendix) with a current vita of person to be added.

6. What if my grades are not appearing on the electronic plan of study?

Check your transcript to be sure the course title and number match as listed on the plan of study. If they do not match, submit a change request in the plan of study system, deleting the course and adding the course from the list of completed courses. If there are still issues, contact the Office of Graduate Studies (education-gradoffice@purdue.edu) for assistance. Please note that grades are uploaded into the Graduate School's database only once approximately three weeks after the grades are posted on the transcripts. If an 'Incomplete' is given as a grade, and completion of the course is made after the grades for that session are uploaded into the system by the Graduate School, contact the Office of Graduate Studies, which will request that the Graduate School make the grade change on the plan of study.

7. I am no longer graduating with my Ph.D. and will be obtaining an Ed.S. or Master's degree. What are my next steps?

Inform the Office of Graduate Studies of this change in degree and when you expect to graduate with the new degree. Then create and submit as final a plan of study for the new degree.

Graduation

1. 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.

2. 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 (education-gradoffice@purdue.edu) or submit a Form 23 signed by your advisor 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.

3. 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 the necessary form. 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).

4. 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.

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

Inform the Office of Graduate Studies (education-gradoffice@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 consecutive 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.

6. 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.

APPENDIX

Timelines

Master's Timeline Checklist

Educational Specialist Checklist (Only Educational Leadership and Policy Studies and Special Education)

Doctoral Timeline Checklist

Plans of Study

Curriculum & Instruction Master's Plan of Study Policies Checklist

Curriculum & Instruction Doctoral Plan of Study Policies Checklist

Educational Studies Master's Plan of Study Policies Checklist

Educational Studies Doctoral Plan of Study Policies Checklist

Educational Studies Educational Specialist Plan of Study Policies Checklist

Request to Change Faculty Advisor

Request for Special Certification

Curriculum & Instruction Waiver Request Form

Educational Studies Waiver Request Form

Proposal for Dissertation Research

Master's Checklist and Timeline

Requirements	Estimated Start Date	Estimated Finish Date	Completed
Sign up for the College of Education Graduate Student Email Listserv https://lists.purdue.edu/mailman/listinfo/coegrad			
Register for Classes (each semester) Meet with your faculty advisor to choose courses for advanced registration. Register for classes using http://www.mypurdue.purdue.edu and the registration PIN 999999. Register early to avoid the \$200.00 late registration fee.			
Plan of Study Submit an electronic plan of study during the second session. The plan of study approval process can be lengthy, so you should submit your plan as early as possible. For guidelines, see the plan of study checklist available in BRNG 3229.			
If applicable, plan project/thesis with advisor/major professor.			
Graduation Deadlines Six months before you expect to graduate, view deadlines at: http://www.purdue.edu/gradschool/about/calendar/deadlines.html .			
Graduation Register as a CANDIDATE for graduation for degree and/or certificate during advanced registration. Contact the COE Office of Graduate Studies or see office emails sent via the graduate student listserv for instructions.			
Thesis Deposit Information View http://www.purdue.edu/gradschool/research/thesis/index.html . See required form needed and steps for deposit.			

Thesis Format Check See your major professor for those who are master's-thesis students.			
Request for Final Examination Non-thesis: Form 7 Report of Master's Examining Committee will be created by the Office of Graduate Studies for electronic signatures during the semester of graduation. Thesis: Submit the electronic Graduate School Form 8 Request for Appointment of Examining Committee from MyPurdue, Academics, Graduate Plan of Study, Request for Appointment of Examining Committee.	MINIMUM 3 weeks prior to exam date		
Thesis: Defense/Approval by Committee			
Non-Thesis: Written Exam/Oral Exam/Project (if required by your program) See faculty advisor.			
Committee Submits the Electronic Form 7 Report of Final Exam with Signatures Required of all candidates even if there is no formal exam, project, portfolio, etc.			
Exit Questionnaire (required of thesis option candidates)			
Thesis Deposit View http://www.purdue.edu/gradschool/research/thesis/index.html . See required forms needed for deposit.			
Graduation You must be registered the session you plan to graduate. See graduate information, see "Commencement" at http://www.purdue.edu/registrar/ .			

Revised 3/19

Office of Graduate Studies - Purdue University
education-gradoffice@purdue.edu
Beering, 3229

Educational Specialist Checklist and Timeline

Requirements	Estimated Start Date	Estimated Finish Date	Completed
Sign up for the College of Education Graduate Student Email Listserv https://lists.purdue.edu/mailman/listinfo/coegrad			
Register for Classes (each semester) Meet with your faculty advisor to choose courses for advanced registration. Register for classes using http://www.mypurdue.purdue.edu and the registration PIN 999999. Register early to avoid the \$200.00 late registration fee.			
Plan of Study Submit an electronic plan of study during the second session. The plan of study approval process can be lengthy, so you should submit your plan as early as possible. For guidelines, see plan of study checklist available in BRNG 3229.			
Plan Research Project with Major Professor Register for 69700 research credit when appropriate.			
Graduation Deadlines Six months before you expect to graduate, view deadlines at: http://www.purdue.edu/gradschool/about/calendar/deadlines.html .			
Graduation Register as a CANDIDATE for degree and/or certificate during advanced registration. Contact the COE Office of Graduate Studies or see office emails sent via the graduate student listserv for instructions.			
Request for Final Examination Submit the electronic Graduate School Form 8 Request for Appointment of Examining Committee from MyPurdue, Academics tab, Graduate Plan of Study, Request for Appointment of Examining Committee.	MINIMUM3 weeks prior to exam date		

Submit Project Submit final draft of project with major professor's approval to program area office at least three weeks before the end of the semester.			
Written/Oral Exam, if required			
Chair submits paper copy of the Report of Final Exam with signatures. (No electronic form is available from the Graduate School.)			
Graduation You must be registered the session you plan to graduate. For graduation information, see "Commencement" at http://www.purdue.edu/registrar/ .			

Revised 9/16

Office of Graduate Studies - Purdue University
education-gradoffice@purdue.edu
Beering, 3229

Ph.D. Checklist and Timeline

Requirements	Estimated Start Date	Estimated Finish Date	Completed
Sign up for the College of Education Graduate Student Email Listserv https://lists.purdue.edu/mailman/listinfo/coegrad			
Register for Classes (each semester) Meet with your faculty advisor to choose courses for advanced registration. Register for classes using http://www.mypurdue.purdue.edu and the registration PIN 999999. Register early to avoid the \$200.00 late registration fee. Curriculum and Instruction Students: Register for the two mandatory one-credit-hour doctoral seminars (C&I Doctoral Seminar I & II - EDCI 62800 & 63800) in the first academic year.			
Register for Research Hours (69900) When Appropriate Consult with your major professor.			
Plan of Study Submit an electronic plan of study by the end of the third session. The plan of study approval process can be lengthy, so submit your plan as early as possible. For guidelines, see the plan of study checklist available in BRNG 3229. The plan of study must be approved at the College of Education levels prior to scheduling the preliminary examination.			
Request for Preliminary Examination Graduate School Form 8 Request for Appointment of Examining Committee may be submitted via MyPurdue.purdue.edu , Academics Tab, Graduate Plan of Study, Request for Appointment of Examining Committee.	MINIMUM 3 weeks prior to exam date		
Proposal for Dissertation Research Approval College of Education form for your committee to sign is available at the Office of Graduate Studies, BRNG 3229. Submit completed and signed form to BRNG 3229.			
Dissertation See Thesis/Dissertation information at http://www.purdue.edu/gradschool/research/thesis/index.html .			
Graduation Deadlines Six months before you expect to graduate, view deadlines at: http://www.purdue.edu/gradschool/about/calendar/deadlines.html .			

Graduation Register as a CANDIDATE for graduation for degree and/or certificate during advanced registration. Contact the COE Office of Graduate Studies or see office emails sent via the graduate student listserv for instructions.			
Thesis Deposit Information View http://www.purdue.edu/gradschool/research/thesis/index.html . See required forms needed.			
Thesis Format Check See your major professor.			
Request for Final Examination (Dissertation Defense) Submit the electronic Graduate School Form 8 Request for Appointment of Examining Committee from MyPurdue.purdue.edu, Academics, Graduate Plan of Study, Request for Appointment of Examining Committee. (NOTE: Two full sessions in which you are registered for research hours must elapse between taking prelims and holding your final defense.)	MINIMUM 3 weeks prior to exam date		
Thesis Defense/Approval by Committee			
Committee submits the electronic Report of the Final Exam Form 11 (created by the Graduate School after submission of Form 8, see above) with Signatures			
Exit Questionnaire Must be completed before thesis deposit.			
Thesis Deposit View http://www.purdue.edu/gradschool/research/thesis/index.html . See required forms needed for deposit.			
Graduation You must be registered the session you plan to graduate. For graduation information, see "Commencement" at http://www.purdue.edu/registrar/ .			

Revised 3/19

Master's Degree Plan of Study Department of Curriculum & 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 Student Database*.

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 Office of Graduate Studies, advisory committee members, department head, Graduate School authorization, and Graduate School processor. Once the plan of study is submitted, student should check periodically to be sure committee members have approved. If three weeks pass and a committee signature is needed, student should ask the faculty member to review.

After the Graduate School has given the final approval, change requests can be submitted through the system. 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 18 credits will be allowed from any one semester (9 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}
- ❖ Courses taken as 59000/59100 are limited to 12 credit hours. If requesting to use more than 12 hours, a waiver request* must be submitted for approval. {D}
- ❖ 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 (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 Graduate School 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}

GS=Graduate School Policy C=College Policy D=Department Policy

*Waiver Request Form - Request through Office of Graduate Studies

Office of Graduate Studies, BRNG 3229
College of Education/Purdue University
education-gradoffice@purdue.edu, 765-494-2345

Doctoral Degree Plan of Study Department of Curriculum & 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 Student Database*.

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 Office of Graduate Studies, advisory committee members, department head, Graduate School authorization, and Graduate School processor. Once the plan of study is submitted, student should check periodically to be sure committee members have approved. If three weeks pass and a committee signature is needed, student should ask the faculty member to review.

After the Graduate School has given the final approval, change requests can be submitted through the system. 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 Graduate School 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 18 credits will be allowed from any one semester (9 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}
- ❖ Courses taken as 59000/59100 are limited to 15 credit hours. {D} If requesting to use more than 15 hours, a waiver request* must be submitted for approval.
- ❖ 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 Graduate School 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}
- ❖ 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}

*Waiver Request Form - Request through Office of Graduate Studies

Office of Graduate Studies, BRNG 3229
College of Education/Purdue University
education-gradoffice@purdue.edu, 765-494-2345

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* tab and click on the *Graduate School Plan of Study* link which goes to the *Graduate Student Database*.

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 Office of Graduate Studies, advisory committee members, department head, Graduate School authorization, and Graduate School processor. Once the plan of study is submitted, student should check periodically to be sure committee members have approved. If three weeks pass and a committee signature is needed, student should ask the faculty member to review.

After the Graduate School has given the final approval, change requests can be submitted through the system. 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}
- ❖ 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 NOT be used on a plan of study. Departmental credit for a course cannot be used. {GS}
- ❖ A maximum of 18 credits will be allowed from any one semester (9 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}
- ❖ Courses taken as 59000/59100 are limited to 9 credit hours. If requesting to use more than nine hours, a waiver request* must be submitted for approval. {D}
- ❖ 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 (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 Graduate School 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=Graduate School Policy

C=College of Education Policy

D=Department Policy

*Waiver Request Form - Request through Office of Graduate Studies

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 Student Database*.

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 Office of Graduate Studies, advisory committee members, department head, Graduate School authorization, and Graduate School processor. Once the plan of study is submitted, student should check periodically to be sure committee members have approved. If three weeks pass and a committee signature is needed, student should ask the faculty member to review.

After the Graduate School has given the final approval, change requests can be submitted through the system. 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 Graduate School 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 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 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}
- ❖ 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 18 credits will be allowed from any one semester (9 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}
- ❖ Courses taken as 59000/59100 are limited to 15 credit hours. {D} If requesting to use more than 15 hours, a waiver request* must be submitted for approval.
- ❖ 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 Graduate School certification. {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=Graduate School Policy C=College Policy D=Department Policy

*Waiver Request Form—Request through the Office of Graduate Studies

Office of Graduate Studies
College of Education/Purdue University, Beering 3229
education-gradoffice@purdue.edu, 765-494-2345

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-Statistical 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

(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

EDST Foundational and Research Requirements (cont.)

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:

5. One foundational research methods course (EDPS 53300; 3 credits);
6. Two foundational statistics courses (6 credits);
7. One advanced statistics, research methods, or measurement course (3 credits);
8. 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:
 - his/her 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)

Educational Specialist 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 Student Database*.

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 Office of Graduate Studies, advisory committee members, department head, Graduate School authorization, and Graduate School processor. Once the plan of study is submitted, student should check periodically to be sure committee members have approved. If three weeks pass and a committee signature is needed, student should ask the faculty member to review.

After the Graduate School has given the final approval, change requests can be submitted through the system. 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}
- ❖ A minimum of 30 hours of 50000-60000 level course work beyond a 30 hour master’s degree is required. At least 40% (12 credits) should be 60000 level. {C} Master’s degree courses are not listed on the plan of study. {GS}
- ❖ Purdue University courses taken while in regular graduate status must be C- or better in order to meet degree requirements. {GS}
- ❖ A minimum of 2 courses (6 credits) from an outside (related) program area is required. {D}
- ❖ Hours of course work with an Education prefix on the plan of study must be greater, equal to, or greater than those hours completed in other departments. {C}
- ❖ 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 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 18 credits will be allowed from any one semester (9 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}
- ❖ Courses taken as 59000/59100 are limited to 9 credit hours. {D} If requesting to use more than 9 hours, a waiver request* must be submitted for approval.
- ❖ 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}
- ❖ Research credits (69700) may not apply to the 30 hour requirement but the number of credit hours should be noted in the comments section. {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.
- ❖ Committee must have a minimum of 3 members of whom 51% must be regular Purdue faculty with Graduate School certification. {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=Graduate School Policy C=College Policy D=Department Policy

*Waiver Request Form - Request through Office of Graduate Studies

Office of Graduate Studies, BRNG 3229
College of Education/Purdue University
education-gradoffice@purdue.edu, 765-494-2345

Request to Change Faculty Advisor

The Request for Special Certification form should be submitted with a current vita of the person for whom special certification is requested to the College of Education Office of Graduate Studies, BRNG 3229. All Special Certification requests must be approved by the Department Head, Dean and Graduate School. Special Certifications may take up to three to five weeks to process after the Department Head has approved.

Name of Student: _____ PUID: _____

Student email : _____

Program Area: _____

Student's Degree Status: Master's Educational Specialist Doctoral

Special Certification is requested for: _____
(Name)

To serve as a Member Co-Chair

On the student's committee for the Plan of Study Prelim Exam Final Exam

Academic expertise of individual _____

Student Signature _____ Date _____

Major Professor Signature _____ Date _____

STUDENT WAIVER/SUBSTITUTION REQUEST
Department of Curriculum and Instruction/College of Education/Purdue University
(Please print)

Questions about this form can be directed to the Office of Graduate Studies (education-gradoffice@purdue.edu, 765-494-2345). When completed with signatures, please submit to the Office of Graduate Studies (postal mail: College of Education, Purdue University, 100 North University, Beering Hall 3229, West Lafayette, IN 47907 or by email: education-gradoffice@purdue.edu).

Student _____ PUID # _____ Faculty Advisor _____

E-mail Address _____

Program Area: _____ Master's _____ Ph.D. _____

Waiver Request _____

(If requesting a course substitution, provide a course syllabus for the required Purdue research course and for the one to be substituted, plus a rationale/justification indicating equivalency to the requirement.)

Rationale or extenuating circumstances for requesting the waiver (*additional sheets may be attached*): _____

Student's Signature	Date	Faculty Advisor	Date
(<u>Signature indicates support.</u> Additional documentation to support the waiver may be attached.)			

For Internal Use Only:

Forwarded to the C & I Graduate Waiver Subcommittee _____

 Staff Initials Date

a) Approved by C & I Graduate Waiver Subcommittee* _____

 Signature of Subcommittee Chair Date

b) Not approved. _____

 Signature of Subcommittee Chair Date

Please resubmit and provide the following additional information: _____

c) Not approved. _____

 Signature of Subcommittee Chair Date

*Waivers involving Graduate School policies must also be approved by the Purdue University Graduate School.

Forwarded to the Graduate School _____

 Staff Initials Date

Student/Advisor notified of decision by Office of the Graduate Studies _____

 Staff Initials Date

After reading the information below, contact the College of Education Office of Graduate Studies (education-gradoffice@purdue.edu, 765-494-2345) regarding questions about completing this form. Submit the completed form to Office of Graduate Studies (postal mail: College of Education, Purdue University, 100 North University, Beering Hall 3229, West Lafayette, IN 47907 or by email: education-gradoffice@purdue.edu).

Student _____ PUID # _____ Faculty Advisor _____

E-mail Address _____

Program Area _____ Master's ___ Ph.D. _____ Ed.S. _____

Check all that apply:

_____ For course(s) taken prior to having a lapse of five years of graduate study: The graduate student has applied the course content and information in professional work assignments and is knowledgeable and current in course concepts. A listing of relevant professional employment (e.g., vita) since taking the course(s) is attached, plus the list of courses taken prior to the lapse that are included on the plan of study.

_____ Required foundation/research course substitution: Provide course syllabi for **both** the required Purdue University course and the course to be used as a substitute. (Note: Graduate-level research courses may be substituted for EDPS 53300 and/or EDPS 63000 if approved by the student's chair/committee with no waiver request form required.)

_____ Other _____

Rationale for requesting a waiver (additional sheets may be attached):

Student's Signature _____	Date _____	Faculty Advisor or Chair _____	Date _____
		(Signature indicates support. Additional documentation to support the waiver may be attached.)	

Internal Use Only:

Required foundations/research course substitutions--Forwarded for review on _____

_____ Approved _____ Not Approved _____
Signature/Dr. Yukiko Maeda _____ Date _____

Forwarded to the EDST Curriculum and Graduate Committee Chair _____

a) Approved by EDST Curriculum and Graduate Committee Chair * _____
Signature/Dr. Youli Mantzicopoulos _____ Date _____

b) Not approved _____
Signature/ Dr. Youli Mantzicopoulos _____ Date _____

Please resubmit and provide the following additional information:

c) Not approved _____
Signature Dr. Youli Mantzicopoulos _____ Date _____

*Waivers involving Graduate School policies also must be approved by the Purdue University Graduate School.

Forwarded to Graduate School on _____

Student/Advisor notified by Office of Graduate Studies _____

PROPOSAL FOR DISSERTATION RESEARCH

Submitted to the Faculty of the College of Education,

Purdue University

BY:

Name **PUID**

In Partial Fulfillment of the Requirements for the Doctor of Philosophy Degree

APPROVED:

	Chair		
(Professor's Name, Typed)		(Signature)	(Date)
(Professor's Name, Typed)		(Signature)	(Date)
(Professor's Name, Typed)		(Signature)	(Date)
(Professor's Name, Typed)		(Signature)	(Date)
(Professor's Name, Typed)		(Signature)	(Date)

Note: Please return the signed form to the Office of Graduate Studies, Beering 3229.