DOCTORAL DEGREE PROGRAM

Introduction

The Department of Curriculum and Instruction offers the Doctor of Philosophy in Education degree with a Concentration in Curriculum and Instruction. This program is designed for students who desire positions requiring an emphasis on theories of curriculum and instruction and in-depth preparation in research and a focus in one of the following areas of specialization: curriculum studies, early childhood, elementary education, instructional technology, mathematics education, reading and language studies (including a TESOL option), science education, social science education, and teacher leadership.

Committee Structure and Functions

The doctoral committee is selected by the student in collaboration with his/her assigned advisor and with the approval of the Dean of the College of Education and the Graduate School. The primary functions of the doctoral committee are:

1. to develop and approve a program of studies for the student;
2. to evaluate annually the progress of the student in achieving the approved student's program and determine whether the student should continue in the doctoral program;
3. to certify the student for the preliminary examination;
4. to prepare and evaluate the specialty portions of the preliminary examination;
5. to certify the student's advancement to candidacy;
6. to approve the student's dissertation topic;
7. to guide the student in the process of writing the dissertation;
8. to conduct the final oral defense of the dissertation; and
9. to attest to the satisfactory completion of the dissertation and the fulfillment of graduation requirements.

Within the first year after a student's initial enrollment in the doctoral program, a five person doctoral committee (the chair of which is the student's assigned advisor) should be formed. The committee must include a minimum of five (5) members, each holding graduate faculty status:

1. a chairperson in the specialty area in the Department of Curriculum and Instruction;
2. at least two other members in the Department of Curriculum and Instruction;
3. one member from a department of the University outside the College of Education and Human Services;
4. one member from any department of the University (inside or outside the Department of Curriculum and Instruction, and inside or outside the College of Education and Human Services).

Upon formation of the committee, a Graduate School Committee form must be signed by the committee chairperson and submitted to the Coordinator of Graduate Studies for approval and processing to the Graduate School. Revised committee forms should be filed to reflect subsequent changes in committee composition.
Program of Studies

In order to encourage focus and direction in the student's academic work, a Student's Program for the Ph.D. in Education form should be prepared and approved by the doctoral student and the committee within the first year (or first 20 credit hours) after the initial enrollment in the doctoral program. The program of studies should reflect the student's area of specialization and focus of study. Upon unanimous approval of the student's doctoral committee, any graduate hours not used toward another degree are eligible for inclusion in the doctoral program. Graduate hours taken at an approved university may be included on the doctoral program (see Transfer of Graduate Hours from Other Institutions). No more than 6 hours may be transferred from another university. Hours applied toward the Specialist degree can, upon unanimous approval of the student's doctoral committee, count toward doctoral degree requirements. Upon committee approval, the program of studies form should be submitted to the Coordinator of Graduate Studies for signature by the Department Chair and processing to the Dean of the College of Education. Only after the program has been approved by the Dean of the College of Education will it be considered an official program.

Program requirements. The concentration in Curriculum and Instruction has both College of Education and C&I requirements. A minimum of 64 semester hours beyond the master's degree is required. The College of Education professional core of 6 semester hours consists of EDUC 510, Introduction to Doctoral Studies in Education, and either EDUC 511, Doctoral Seminar in Philosophical and Cultural Foundations of Education, or EDUC 512, Doctoral Seminar in Behavioral and Cognitive Foundations of Education.

The C&I requirements include a core of 9 semester hours; at least 25 semester hours in the selected specialty area; research tools usually totaling 9 semester hours or the equivalent (hours for research tools are not counted in the total of 64 semester hours); and a minimum of 24 semester hours of dissertation. An internship of 2 to 8 semester hours is highly recommended. Courses comprising specialty area hours other than the core courses are determined by the student and the doctoral committee. The professional core of courses in the Curriculum and Instruction concentration is as follows: C&I 582, Advanced Research Methods in Education; C&I 583, Instructional Theory, Principles, and Practices; and C&I 584, Curriculum Theory, Foundations, and Principles.

Changes in Program of Studies

The student's Program of Studies may be modified with approval from the Committee Chair, Coordinator of Graduate Studies, and Dean of the College of Education. The committee chair should submit the Approved Changes in Student's Program form to the Coordinator of Graduate Studies for processing to the Dean's office. Only those program changes approved by the Dean will be counted toward graduation.

Research Tools

All students must complete at least 9 credit hours in approved courses to fulfill the research methods requirement. All students are required to take EAHE 587 Introduction to Qualitative Research, EPSY 505 Introduction to Quantitative Research Methods, and one additional cross-departmental graduate-level course in research methodology. Students with previous coursework
in introductory research methods can petition to replace these introductory courses with higher-level research methodology coursework. Research tools are selected on the basis of the appropriateness for the specialty area in which the student is working and the relevance to the student's research interests. A detailed description of possible research tools is available in the "College of Education and Human Services Ph.D. Policies & Procedures” found online at http://web.coehs.siu.edu/public/phdpolicy/index.html.

Transfer of Graduate Hours from Other Institutions

Any graduate hours from other institutions which count toward a student's 64 required program hours must be transferred to SIUC (including hours from SIUE). Courses eligible for inclusion in a doctoral degree program must be approved by the coordinator of the student’s specialty area. No more than six semester hours of earned graduate credit from an NCATE/TEAC-accredited program at the granting institution (not an extension campus) may be accepted toward this degree. Transfer courses cannot have been applied toward another degree and must be graded "B" or better.

Retention in Program

Any prospective doctoral candidate with a grade point average of less than 3.25 and 20 semester hours of doctoral work will not be allowed to continue in the program and will not be readmitted at a later date. Students must accumulate an overall grade point average of 3.5 for all doctoral work to qualify to take the preliminary examination.

Prior to the completion of 30 semester hours of coursework, students should meet with their major professors to determine whether or not to continue as doctoral students. Such matters as grade point average, progress in the program, course completion, motivation, and general academic scholarship skills in writing and research will be considered. A report is then made to the doctoral committee and the department chair.

A 3.0 grade point is necessary for the successful completion of C&I core courses, research tools, and COHS seminars. All courses must be passed with a grade of C or better to qualify toward the program.

Residency

The residency requirement for doctoral students is fulfilled after admission to the doctoral program and before formal admission to candidacy. The student must complete 24 semester hours of graduate credit on campus as a doctoral student within a period not to exceed four calendar years. No more than 6 hours of deferred dissertation credit may be applied toward fulfillment of the semester hours residency requirement. No doctoral student should register for more than 6 hours of dissertation credit until candidacy has been achieved. The student will be notified by the Graduate School of his/her advancement to candidacy (see process described in The Preliminary Examination below). Any dissertation hours registered for above the six permitted prior to candidacy will not be counted toward completion of the doctoral degree. Credit earned in concentrated courses or workshops may apply toward fulfillment of the residency requirement if the student is concurrently registered for a course spanning the full term. No more than six semester hours of short course or workshop may be applied to the 24 semester hours residency requirement.
The Preliminary Examination

The Doctoral preliminary examination is offered only during the fifth week of each semester. Twelve total hours of written testing on campus and a take-home exam are required. A student may sit for the exam a total of three times. The preliminary examination tests competency in the areas of curriculum and instruction and a considerable depth of understanding of content particular to the student’s individual program of study. Applications must be approved by the committee chair and submitted to the Coordinator of Graduate Studies by the Monday of the second week of the semester. Students must successfully meet all requirements for the exam before they will be allowed to take it.

The preliminary examination is given in two sessions. Session 1 is taken on campus; question creation and evaluation are facilitated by the student’s specialty area coordinator; Session 2 is a “take-home” exam; question creation and evaluation are facilitated by the student’s dissertation chair. Exam questions will be solicited from the appropriate committee at least three weeks prior to the examination dates. The appropriate committee will evaluate the exam responses.

In order to pass the preliminary examination, a student must pass all parts of the exam. In the case of a fail decision on some parts of the exam and a pass decision on other parts, the student will be required to retake only that portion of the exam that was a failure.

Application for Candidacy

Upon the successful completion of the doctoral preliminary examination, the student should apply for admission to candidacy. An application form will be sent to the student by the Coordinator of Graduate Studies together with a letter of notification regarding exam results. **It is the student's responsibility** to complete the application form, secure the signature of the committee chair, and submit the application to the Coordinator of Graduate Studies in a timely manner. The Coordinator will process the form to the College Dean who in turn will submit the form to the Graduate School.

A student is not officially admitted to candidacy until the Registrar makes the appropriate notation on the student's transcript. A student is eligible to graduate between six months and five years after he/she has been admitted to candidacy. This period is calculated from the date of admission to candidacy to the **exact date** six months or five years later (NOT to the end of that semester six months or five years later). A student who fails to graduate within this time limit will be required to take another preliminary examination and repeat the candidacy process.

Dissertation Hours

Prior to admission to candidacy, a student may not register for more than 6 dissertation hours (CI 600). However, a student may register for additional dissertation hours during the semester he/she is advanced to candidacy. Dissertation hours beyond the minimum of six prior to candidacy will not count toward the doctoral program. A student is required to register for a minimum of 24 dissertation hours. All dissertation hours receive deferred credit until successful completion of the dissertation.
Prospectus Meeting

Shortly after a student is admitted to candidacy, a prospectus meeting should be scheduled. The purpose of this formal committee meeting is to insure that the doctoral candidate's proposed dissertation research design and philosophical foundation meets committee approval. At the prospectus meeting, the Ph.D. Prospectus Approval form should be completed and signed by all committee members. That form and one copy of the prospectus should be forwarded to the Coordinator of Graduate Studies for processing to the Dean's Office.

Announcement of Oral Examination

At least one week prior to the date set for oral defense of the dissertation, the doctoral candidate must publicize the oral examination. Publication is achieved by submitting a notice of the examination and an abstract to the Coordinator of Graduate Studies for the department. Contact your advisor for the correct form and a sample. The dissertation abstract should be no more than 350 words in length.

Registration for 601 Hours

A student should enroll in one hour of CI 601, Continuing Education, during each semester (except summers) after completion of coursework and dissertation hours, but before submission of the dissertation. Students enrolled in CI 601 should not be registered for any other course. Students who are not enrolled in a class by the second week of the fall and spring semester will be automatically enrolled in CI 601.

Submission of Dissertation to Graduate School

It is the responsibility of the doctoral student to insure that his/her dissertation is submitted to the Graduate School in conformity with established guidelines by the semester deadline. Deadlines are posted throughout the department or available in Wham 327. The Approval page must be signed by the College Dean (not the Chair of the Department) after being approved by the doctoral committee.

Application for Graduation

Application for graduation must be submitted by the end of the first week of the semester of graduation. Students who submit an application for fall or spring semester, but fail to complete the requirements for graduation, will automatically be "rolled over" to the next semester. Summer graduation applications that are not cleared will NOT be rolled over to the fall. Students must notify the Graduate School of their intention to pursue graduation in the fall. A graduation fee and library copy fee will be assessed. If the dissertation is to be copyrighted, an additional fee is required. These fees are only paid once. Letters of completion are available from the Graduate School and must be requested by the student. Please allow one week for the preparation of the letter of completion.
Departmental Evaluation

After graduation, each student is sent a departmental evaluation. The department requests that each student complete the questionnaire and return it to the department. Responses are anonymous, but a separate post card does request current address information.

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