

# PhD Policies and Procedures

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## Overview

In the COEHS, the Doctor of Philosophy (Ph.D.) degree with a major in Education is a cross-departmental doctoral degree offered in five departments, which includes seven concentrations: (i) Counselor Education, (ii) Curriculum and Instruction, (iii) Educational Administration, (iv) Health Education, (v) Quantitative Methods, (vi) Special Education, and (vii) Workforce Education and Development. The Rehabilitation Institute offers a Ph.D. in Rehabilitation, see <http://ehs.siu.edu/rehab/graduate/doctorate/>, whose policies and procedures are articulated in a separate handbook.

## Application and Admission

### Application Requirements

Admission to a doctoral program in the Graduate School typically requires that the student hold a master's degree or its equivalent, have a minimum grade point average of 3.00 across all graduate work, and that the candidate be accepted by the academic unit (concentration) to which he or she applies. The faculty of each concentration may establish, at their discretion, a higher grade point average requirement (above the Graduate School minimum) for admission to their program.

Students seeking a doctoral degree in the COEHS must submit applications to the SIUC Graduate School and individual departments/programs concurrently. The application form for admission to the Graduate School is available online at <http://gradschool.siu.edu/admissions/index.html>.

Individual COEHS concentrations may require additional application materials, including but not limited to application essays, GRE/MAT scores, and/or letters of recommendation.

## Financial Aid

### Graduate Assistantship

A limited number of graduate assistantships (GAs) are available in a variety of locations across campus, including academic departments, research centers, administrative units, and service units. This type of appointment represents the most common type of financial award offered by the University.

A GA must be an admitted student in a degree program. Non-declared students are typically not eligible for graduate assistantships.

For available GA appointments and selection criteria, students should inquire directly with the Graduate Director or Chair of the department to which they have been admitted

or to the appointing officer of a research center, administrative unit, or service unit.

The typical GA appointment is a 50% appointment (20 hours per week) and lasts for one academic year (9 months). Some 25% appointments, requiring 10 hours per week, are available. A student may hold two simultaneous quarter-time (25%) appointments on campus without special approval.

GA appointments may be either on a semester-pay basis or a fiscal-pay basis. If available, doctoral students can receive up to four years (48 months) of graduate assistantship support. In terms of tuition scholarships, see the SIU Graduate School Guidelines at [http://gradschool.siu.edu/\\_common/documents/tuition\\_scholarship\\_guidleines.pdf](http://gradschool.siu.edu/_common/documents/tuition_scholarship_guidleines.pdf).

Salary schedules for GA appointments vary between units. For the current graduate assistantship stipends chart and payroll schedules, please refer to <http://gradschool.siu.edu/cost-aid/grad-assistantships.html> and to <http://hr.siu.edu/payroll/index.html>, respectively. Information about the specific conditions of the appointment should be directed to the department or unit making the appointment.

## **Awards and Scholarships**

A limited number of awards, scholarships, and fellowships are available to doctoral students in the College of Education and Human Services. For more information regarding scholarships/awards and fellowships, please refer to <http://ehs.siu.edu/services/scholarships/> and to <http://gradschool.siu.edu/cost-aid/fellowships.html>, respectively.

## **Doctoral Committee**

### **Student Advisement**

Upon entering the doctoral program, each student will be assigned an advisor. It is important that the doctoral student meet with his/her advisor to review program requirements before registering for any coursework. The advisor is separate from the dissertation committee chair (see next section), but may serve in both capacities.

The student's doctoral committee should be established as soon as possible after he/she has some familiarity with faculty research interests and some idea about possible dissertation research focus. It is recommended that a student's doctoral committee be established by the end of the second semester (or after approximately 18 semester hours) of active course work on campus.

## **Committee Selection Procedures**

During the first year, each student and his/her advisor should discuss prospective doctoral committee chairpersons based on the student's research interests. If appropriate, the advisor may serve as the committee chair.

Individual students should contact his/her prospective chairperson, if different from the advisor, directly to determine whether the faculty member is able to accept the responsibility of this position.

Once a committee chairperson has been selected, he/she will work with the student to select remaining committee members. Again, it is the student's responsibility to personally contact each prospective member to ensure the availability and willingness of the faculty member to serve on his/her committee.

All faculty members must have Graduate School approval to serve as a member of a doctoral committee.

## **Doctoral Committee Membership**

The Doctoral Committee shall consist of five (5) members, all of whom must have graduate faculty status at SIUC. The Chairperson and at least two (2) other members shall be from the student's approved academic department. At least one member shall be from outside the Education Ph.D. who is involved in a Ph.D. program. One member can be any other person with SIUC graduate faculty status, even if in a program without a Ph.D. option. The Chairperson must have Dissertation Director Faculty status from the SIUC Graduate School. At least three (3) of the remaining four members must have Regular graduate faculty status with the SIUC Graduate School (i.e., they usually teach and/or conduct research in other graduate programs on campus). No more than one (1) member of the five is allowed to have Adjunct graduate faculty status with the SIUC Graduate School. SIUC emeritus faculty, most SIUC non-tenure track faculty, and faculty from other universities who are approved by the SIUC Graduate School will be assigned Adjunct status. Once the student's doctoral committee is finalized, he/she should complete the Graduate Faculty Committee Approval Form and the department will forward it to the Dean of the College. Should the student wish to change committee membership, the student or any member of the committee must request this change in writing to the Dean of the College and submit a revised Graduate Faculty Committee Approval Form. The Graduate Faculty Committee Approval Form can be found online at [http://ehs.siu.edu/\\_common/documents/doctoral-forms/graduate-faculty-committee.pdf](http://ehs.siu.edu/_common/documents/doctoral-forms/graduate-faculty-committee.pdf).

## **Working with Your Doctoral Committee**

The doctoral committee is responsible for the following:

- advising students on their program of study;
- certifying that students are ready to take preliminary examinations;

- monitoring the preliminary examination for consistency with the policies of the concentration/department;
- certifying the student's advancement to candidacy;
- approving the dissertation topic and prospectus;
- providing guidance during the writing of the student's dissertation;
- conducting the student's final oral examination, and;
- certifying the final approval of the student's dissertation and the completion of requirements for graduation.

Each doctoral student must work with her/his doctoral committee to develop and approve a rigorous program of study. The Ph.D. in Education Program of Study form can be found at <http://ehs.siu.edu/common/documents/doctoral-forms/phd-program-study.pdf>. The form must be completed and signed by the chairperson and at least two (2) members of the doctoral committee no later than the end of 27 semester hours of course work.

Each doctoral student is expected to meet annually with his/her advisor to evaluate progress in the planned program. During such meetings, adjustments can be made to the approved program of study based on the availability of courses, evolving research interests, and other priorities. Committee members may also determine which, if any, additional coursework should be taken. Any changes to the Program of Study must be submitted to the Dean of the College for approval.

Although it is typical for the advisor and committee members who approve the program of study to be members of the student's dissertation committee, it is not required. Sometimes research interests change, new relationships are developed, and so forth. Changes to the membership of a student's dissertation committee can be initiated by the advisor, a committee member, or the student in consultation with the advisor.

## **Degree Requirements**

### **Program of Study Requirement**

The required coursework is as follows:

- COEHS core doctoral seminars—two (2) x three (3) semester hour seminars in education, including: EDUC 510 – Introduction to Doctoral Studies in Education; and either EDUC 511 - Doctoral Seminar in Philosophical & Cultural Foundations of Education or EDUC 512 - Doctoral Seminar in Behavioral & Learning Foundations of Education. These must be taken after the student has been accepted into the COEHS doctoral program.
- Research methods courses —See next section for more information.
- Core coursework in the concentration area— the number of hours required varies by department (or concentration); departmental (or concentration) core coursework must be completed before preliminary examinations (see specific departments (or concentrations) for core requirements).

- Elective courses—the number of hours required varies by department (or concentration). The student’s doctoral committee must approve elective courses.
- Dissertation hours—a minimum of 24 semester hours must be devoted to dissertation work. No doctoral student is allowed to register for more the six dissertation hours until candidacy has been achieved.

Transfer credit hours are subject to approval by each student's doctoral committee. All graduate credit hours earned at an accredited university that have not been applied toward fulfillment of requirements for another degree are eligible for consideration but cannot apply to the residency requirement set by the Graduate School (see Graduate Catalog). No credit will be given for transfer courses in which a student has earned less than a B grade. Prerequisite courses required as a condition of admission may not be included in the minimum credit hour requirement.

## **Research Methods Requirement**

The Ph.D. in Education is a research-oriented degree. The research methods requirement is an integral part of the student’s program and is intended to allow the student to develop the knowledge and skills necessary to conduct systematic intellectual inquiry.

Specific technical and methodological competencies are developed through research methods coursework. Some classes are required of all students, while others are chosen for their relevancy to the area of concentration and individual student’s research interests. They must be successfully completed before preliminary examinations. These classes should prepare a student with the skills and competencies necessary to:

- Pose a research problem or question grounded in the current research literature.
- Identify a data collection system or strategy appropriate to the identified problem or question.
- Analyze and interpret data presented in a variety of formats.
- Craft meaningful conclusions relative to collected data, theoretical frameworks, conceptual models, or current practice.
- Communicate research results in a professional and competent manner.

All students must complete at least nine (9) credit hours in approved courses to fulfill the Research Methods Requirement. All students are required to take EAHE 587 (Introduction to Qualitative Research), EDUC 505 (Introduction to Quantitative Research Methods in Education), 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. (See Appendix A for a listing of suggested courses in Quantitative, Qualitative, Mixed Methods and Historiography.) Some academic concentrations may require additional research methods courses. Some student’s doctoral committees may encourage or require them to take additional methodology coursework, beyond their program’s minimum research requirements.

## **Residency Requirement**

The residency requirement for the doctoral degree must be fulfilled after admission to the program and prior to advancement to candidacy (i.e., by the time students have successfully passed the preliminary examination). Residency is met by completing 24 graduate credit hours on campus as a doctoral student within a period not to exceed four calendar years. Transfer credits do not apply to residency.

No more than six semester-hours of deferred dissertation credit may be applied toward the fulfillment of the 24 semester hour residency requirement.

Credit hours earned in concentrated courses and workshops may apply toward fulfillment of the residency requirements if the student is concurrently registered for a course spanning the full term.

No more than six semester hours of short course or workshop credit may be applied to the 24 semester hour residency requirement.

## **Preliminary Examination**

Candidacy status can only be awarded after students successfully complete the preliminary examination. This examination will include those areas established as appropriate by the department or concentration. Faculty from the respective concentration areas will determine who will be responsible for preparing, evaluating, and certifying successful completion of the examination.

### **Purpose**

The preliminary examination is an assessment of the breadth and depth of a student's knowledge in educational foundations and his/her concentration area, and his/her ability to access, analyze, and synthesize research through writing.

### **Procedures**

The examination will be offered at least two times a year and will be administered on the fifth week of each semester. The appropriate departmental representative will be responsible for selecting the examination location and monitoring the examination.

Students completing preliminary examinations will be notified about their results no later than 30 calendar days after examinations are completed. Notification may vary for the departments (or concentrations) where preliminary examinations are offered during the summer semester.



## Eligibility

A student may take the preliminary examination after having successfully completed all (or most) coursework listed on the student's Program of Study. Exceptions to this policy can only be granted by both the committee chairperson and the director of graduate studies. The student must seek and receive approval from the dissertation committee chair to take the preliminary examination.

If a student fails the examination on the initial attempt, then he/she may take the exam up to two additional times (contingent on the student's concentration) before being removed from the doctoral program.

## Advancement to Candidacy

Upon passing the preliminary examination, the student is advanced to candidacy. This advancement signifies that the doctoral student is capable of conducting independent research with the guidance of his/her dissertation committee. The chairperson of the student's doctoral committee should initiate the advancement to candidacy form and submit four copies to the Dean of the College.

A student must be admitted to candidacy at least six months prior to graduation. Once admitted to candidacy, students may register for additional dissertation hours (up to a total of 24 credit hours). As doctoral candidates, students have five (5) years to complete their dissertation.

## Continuing Registration Requirement

Students who have registered for the maximum number of dissertation credit hours (24) required for the doctoral degree, but have not finished their degree program, and are in the process of completing their dissertations, must register for continuing enrollment credit (one credit hour per semester). In addition, students in a graduate program but not enrolled in 601 by the first week of the fall or the spring semester will automatically be registered in and charged tuition for 1 hour of 601. This hour will be dropped if the student subsequently enrolls in a class that semester or is granted a leave of absence by his/her graduate program by the 8th week of the semester. See the Graduate School 601 Enrollment Policy at <http://gradschool.siu.edu/registration/601-enrollment.html>.

This course is offered by each concentration (i.e., COUN 601, CI 601, EAHE 601, HED 601, QUAN 601, SPED 601, WED 601). Concurrent registration in any other course is not permitted.

Students registering for continuing enrollment credit are assessed only tuition and the Student Center Fee for credit hours associated with registration. Since no other student fees are assessed, students taking continuing enrollment credits are not

eligible for the benefits of any other programs, such as the Recreation Center, Health Service and Student Medical Benefits, and the Students' Attorney Program. Students who need the benefits requiring fees must register for additional dissertation hours, instead of continuing enrollment credits.

## **Dissertation Process**

A successful dissertation should represent the most extensive and intensive scholarly work the student has performed to date. Inherent in the process of completing the dissertation is the expectation that students will take initiative to engage in a high level of scholarship that contributes significantly to the national dialogue.

A dissertation must address a significant research question and demonstrate the author can interpret findings and formulate conclusions that are the result of independent thinking and sustained evaluation of source materials. These findings must be expressed in clear and grammatically correct language that is organized into a cogent and coherent argument.

### **Research Involving Human Subjects**

Any research involving human subjects must be reviewed and approved by the SIUC Institutional Review Board (IRB) prior to the start of the research project at <http://ospa.siu.edu/compliance/human-subjects/>.

If a student's dissertation involves human subjects, a completed Southern Illinois University Human Subjects Committee (HSC) Application (available at <http://ospa.siu.edu/compliance/human-subjects/forms-and-training.html>) must be included in the final copies submitted to the Graduate School. Please note: If the research does not involve human subjects a waiver must be obtained from the Human Subjects Committee and included in the final copies.

If this form is not included, then the document will not be accepted by the Graduate School. For more information, contact the SIUC Human Subjects Committee at (618) 453-4540 or visit the websites listed above.

### **Dissertation Procedures**

In the dissertation process, doctoral candidates should:

- prepare a dissertation prospectus outlining the planned research, including statement of the problem and methodology which typically consists of first chapters (Introduction to the problem, literature review, when appropriate, and methods section including research design, overview of materials/instruments being used, research methods and analyses;
- present the dissertation prospectus to the doctoral committee for approval;
- after doctoral committee approval, work with the chairperson to make appropriate

- revisions and submit application to Human Subjects Committee;
- work with the chairperson to forward one copy of the approved prospectus with the prospectus approval form to the Dean of the College of Education and Human Services for approval;
- complete the dissertation research and writing;
- work with the doctoral committee to set and publicize a date for the final oral examination after dissertation research and paper are complete, and;
- successfully defend the dissertation.

Satisfactory completion of the dissertation requirement includes passing the oral examination covering the dissertation and related areas. In preparation of the dissertation and final oral examination, the candidate should work with the doctoral committee chairperson and consult with other members of the dissertation committee, as needed, and as required by the chairperson. Students should follow the Guidelines for Preparing and Submitting the Dissertation. (See <http://gradschool.siu.edu/thesis-dissertation-researchpaper/etd-guidelines.html>.)

Any member of the graduate faculty may attend the final oral examination and may participate in questioning and discussion, subject to reasonable limitations imposed by the student's dissertation committee. Only members of the committee may vote or make recommendations concerning the acceptance of the dissertation and final examination.

The student's dissertation committee is responsible for judging the acceptability of the dissertation from all standpoints, including writing quality, mechanical considerations, and technical and professional competency.

A student will be recommended for the degree only if at least 80% of the dissertation committee members judge both the dissertation and the performance at the final oral examination as satisfactory.

The dissertation committee chairperson retains responsibility for reviewing the final copy of the dissertation and securing other committee members' signatures.

The committee chairperson will sign only after all final revisions have been made to the dissertation and signatures of other committee members have been obtained. An original copy of the signed approval form should be placed in the student's file.

The signature page (with dissertation copy) must then be shared with the Dean for his/her approval.

## **Plagiarism Policy**

Plagiarism is a serious offense punishable by possible expulsion from the program. Students must be sure to avoid any hint of this offense. The SIU Plagiarism Committee (2007) defined plagiarism as "presenting existing work as one's own". See <http://ehs.siu.edu/services/phdpoliciesprocedures/plagiarism-policy.html>.

Any ideas, language or visual design taken from another source, including one's own work, must be fully acknowledged unless the information is common knowledge. What is considered 'common knowledge' may differ from subject to subject.

To avoid plagiarizing, one must not adopt or reproduce material from existing work without acknowledging the original source. Existing work includes but is not limited to ideas, opinions, theories, formulas, graphics, and pictures.

Examples of plagiarism, subject to interpretation, include, but are not limited to:

1. directly quoting another's actual words, whether oral or written;
2. using another's ideas, opinions, or theories; paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
3. borrowing facts, statistics, or illustrative material; and
4. offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

See the COEHS website at

<http://ehs.siu.edu/services/phdpoliciesprocedures/plagiarism-policy.html> for further details and to obtain the full report of SIU plagiarism policies.

## **Submission of Dissertations**

Students are urged to consult with the Graduate School before the final submission of their dissertations. After final approval of the Graduate School, all dissertations must be submitted electronically through Electronic Theses and Dissertations (ETDs) admission at <http://gradschool.siu.edu/thesis-dissertation-researchpaper/etd-guidelines.html>.

Students may prepare their ETD using any word processor or document preparation system. Dissertations must be submitted as a single PDF document. ETD may include color diagrams, color images, hypertext links, audio, video, animations, spreadsheets, databases, simulations, and other approved formats, where appropriate. Doctoral students are required to pay a fee to cover the cost of the electronic submission of the dissertation.

Students may contact the SIUC Bookstore about binding their dissertations if they would like bound copies for their department, their committee members, or themselves. Bound copies ordered from ProQuest may take six months to a year.

# Graduation Requirements

## Graduation Ceremony Dates

Graduation ceremonies are held at the end of the fall and spring semesters. Specific graduation dates can be found at <http://commencement.siu.edu/ceremonies/>.

## Graduation Application

Degree candidates must fill out the Graduate Application form and apply for graduation with the Graduate School by the end of the second week of the semester or session in which the student plans to graduate.

Students can apply for graduation online within SalukiNet. After logging in, under the My Records tab, in the SIU Personal Records channel, click on the View My SIU Student Records link to launch SalukiNet “Self Service”. Choose the Student menu and click on Apply for Graduation to get started. Once submitted, students should get an e-mail confirmation sent to their SIUC e-mail account within 24 hours or so. For those who do not have a SalukiNet account, hard copy applications can be found at [http://gradschool.siu.edu/\\_common/documents/graduation\\_app.pdf](http://gradschool.siu.edu/_common/documents/graduation_app.pdf).

## Graduation Fee

A graduation fee is established for all students who will be receiving degrees. The fee is payable at the time of application or the fee will be charged to the student’s account. This fee does not cover the rental fee for the cap, gown, and hood, or the cost of graduation invitations. These items can be ordered by the student through the University Bookstore in the Student Center and specific questions regarding them should be referred to the University Bookstore.

## Electronic Theses and Dissertations (ETD) & Survey of Earned Doctorate

Doctoral students are required to submit ETD at the ProQuest submission site at <http://www.etdadmin.com/cgi-bin/school?siteId=48>. Dissertations must be submitted as a single PDF document file. Students will need to pay online with a credit card at the time of submission. Charges include a \$28 library fee and \$95 open access fee. Students can choose to copyright their material for an additional \$55; copyrighting is optional. More information regarding the ETD submission process can be found at <http://gradschool.siu.edu/thesis-dissertation-researchpaper/etd-submission.html>.

Students must also submit a Survey of Earned Doctorates. This is available online <https://sed.norc.org/showRegister.do>.

## **Attendance at Commencement**

Although attendance at commencement is not compulsory, students who wish to graduate in absentia must notify the Graduate School in advance. This information is needed for seating arrangements and for mailing purposes.

## **Deadline Dates**

The dates for both the deadline to apply for graduation and for the submission of paperwork are posted on the graduation deadlines webpage at <http://gradschool.siu.edu/about-us/dates-deadlines.html>.

# Research Tools (Appendix A)

## 1. Research Tools: Quantitative Methods

Quantitative methods involve: (a) measurement, the systematic representation of data by numbers, and (b) statistics, the mathematics of the collection, organization, and interpretation of numerical data. Incorporated within quantitative methods are descriptive and inferential statistics, evaluation, experimental design, measurement, survey research, and other advanced topics.

### Demonstration of Skill

Successful completion of two or more of the following Quantitative Methods courses is required to establish skill associated with this research tool.

Course No.	Credit Hours	Title
QUAN 506	4	Inferential Statistics
QUAN 507	4	Multiple Regression
QUAN 508	4	Experimental Design in Educational Research
QUAN 531	3	Introduction to Measurement
QUAN 533	3	Survey Research Methods
=====	=====	=====
QUAN 580a	3	Advanced Regression Analysis
QUAN 580b	3	Factor Analysis
QUAN 580c	3	Multivariate Methods
QUAN 580d	3	Nonparametric Methods
QUAN 580e	3	Evaluation Methods
QUAN 580f	3	Experimental Design
QUAN 580g	3	Advanced Measurement Theory
QUAN 580i	2-6	Selected Topics

Any combination of courses that equate to a minimum of one academic year of credit in doctoral level statistics, which have been identified as a research tool requirement in an approved graduate program may be used to meet the quantitative methods requirement. QUAN 580 (a-i) are offered as needed. Students should confer with their advisors on taking one of these sections.

## 2. Research Tools: Qualitative Methods

The paradigm which forms the philosophical basis of qualitative methods stresses an evolving, negotiated view of the social order. This paradigm considers social life as the shared creativity of individuals and looks at the social world as one that is shifting, changing, and dynamic. In using qualitative methods, the educational researcher holistically observes teachers, administrators, pupils, programs, agencies, or districts in an effort to identify the related elements in the school setting. Several research techniques and skills are available to the qualitative researcher; these include interviews, observations, non-verbal communication, ethnographic studies, case studies, evaluation scales, and quasi-experimental investigations.

### Demonstration of Skill

Successful completion of two or more of the following courses is required to establish skill in qualitative methods:

Course No.	Credit Hours	Title
EAHE 587	3	Introduction to Qualitative Research
EAHE 594	3	Advanced Qualitative Methods
SOC 514	4	Seminar in Qualitative Research
SPCM 473	--	Performance Ethnography
SPCM 506	--	Ethnography of Communication
SPCM 507	--	Ethnographic Fieldwork
SPCM 508	--	Autoethnography
MCMA 534	--	Qualitative Research Methods in Mass Communication
PHIL 558	--	Phenomenology Research Group

## 3. Mixed Methods

Mixed Methods, often recognized as the third major research approach, focuses on collecting and analyzing *both* quantitative and qualitative data in a single study or series of studies. Its central premise is that the use of quantitative and qualitative approaches in combination provides a better understanding of some research problems than either approach would alone.

Course No.	Credit Hours	Title
CI 592	3	Mixed Methods in Educational Research



## 4. Research Tools: Historiography

Historiography is the study of the discipline of history. This study can include the scientific methods of historical research, a review of the historical paradigm with its attendant use of chronology, a concern for the variant philosophies of history, a review of historical literature, the contributions of particular historians in the development of the discipline, and the consideration of historical writing as both an art form and as a humanistic expression.

### Demonstration of Skill

A student should successfully complete a minimum of two courses to establish skill in this research tool:

Course No.	Credit Hours	Title
HIST 500	3	Historian's Craft
HIST 501	3	Recent Historiography
EAHE 530	3	Historical Research in Education

## 5. Research Tools: Other Research Tools

A student and his/her committee may wish to propose a research tool not mentioned in the foregoing list. Such persons should prepare a proposal that includes: (a) definition of research tool; and (b) the minimum two courses or equivalent, which establish skill in the research tool. The proposal would then be submitted to the Dean of the College of Education and Human Services for consideration and approval. If approved by the Dean, that tool would then become an approved tool available to all students in the Ph.D. program in Education.