



WAYNE STATE

College of Education

Division of Academic Services

Policies and Procedures for the Doctor of Education degree (Ed.D.) & Doctor of Philosophy degree (Ph.D.) in Education

17th Edition

Doctoral programs in the College of Education are designed to offer opportunities for advanced study and research to persons who have demonstrated superior scholarship, promise in the area of research, and potential for professional leadership. Advanced graduate degrees are conferred not merely upon the completion of a prescribed number of courses, but rather in recognition of outstanding ability and high attainment in coursework, examinations, research, and scholarly writing.

The doctoral program provides avenues through which students develop deep and lasting collegial relations with their advisor and members of their committee. Doctoral degrees demonstrate to the larger academic world that you are a product of Wayne State University's long tradition as an institution committed to addressing complex societal challenges and issues.

When applicable, the various sections include links to forms and additional information. If for any reason any of the links in this document are not active, please copy and paste the links in your Internet browser or use the links below to the College of Education or the Graduate School to search for the information.

Graduate Education Office 489 Education - 5425 Gullen Mall - Detroit, Michigan 48202
(313) 577-1606 PHONE - (313) 577-7904 FAX
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If you are in the process of applying for admission and have questions regarding this document, please see a graduate advisor in the Division of Academic Services, Room 489, College of Education. If you have already been admitted to the doctoral program, please consult with your Major Advisor.

Program Areas and Admission Requirements

Program Areas Admission Completion Deadlines*	GPA	Recommendations	Autobiography or Vitae/Resume	Exam	Formal Letter of Application or other Departmental Requirements	Faculty Interview
Counseling Fall: May 1 Winter: Oct 15 Spr/Sum: Feb 15	GPA 3.50 in MA Couns. <u>or</u> a 3.35 in MA and a 3.75 in EdSpec.	2 Academic 1 Clinical 1 Professional	✓	Counselor Education Doctoral Writing Examination	Formal Letter of App. Graduate Record Exam (all 3 sections) and Quality Performance in a taped counseling session	✓
Evaluation and Research	GPA UG 3.0 <u>and</u> a GRAD 3.5	2 Academic 2 Professional	✓		Formal Letter of App	✓
Education Leadership and Policy Studies	GPA UG 3.0 <u>or</u> GRAD 3.75	1 Academic 2 Professional	Autobiography in Narrative Form			✓
Educational Psychology (Ph.D. only) with the following concentration: Learning & Instruction Sciences	GPA UG 3.25 3.5 GRAD	2 Academic 1 Professional	✓	Graduate Record Exam Verbal and Quantitative score	Personal Statement Research Paper or Article Personal Info Form	✓
Educational Studies (Ph.D. only)	GPA UG 3.0 <u>or</u> GRAD 3.30	2 academic 1 professional	✓		Formal Letter of App	✓
Learning Design and Technology (formerly IT) Fall: July 1 Winter: Nov 1 Spr/Sum: March 15	GPA UG 3.0 <u>or</u> GRAD 3.4 (Masters)	Four (4) Academic Letters	Autobiography Resume Curriculum Vitae	Graduate Record Exam Verbal Reasoning, Quantitative Reasoning, & Analytical Writing	Statement of Purpose	✓
Kinesiology (PhD only) with the following 2 concentrations:						
Exercise and Sports Science	GPA UG 3.0 <u>and</u> GRAD 3.5	2 Academic	Formal Letter of App	Graduate Record Exam Verbal Reasoning, Quantitative Reasoning, & Analytical Writing	Formal Letter of App Research Plan of Intent	✓
Physical Education & Physical Activity Leadership	GPA UG 3.0 <u>and</u> GRAD 3.5	2 Academic	✓	Graduate Record Exam Verbal Reasoning, Quantitative Reasoning, and Analytical Writing	Formal Letter of App Research Plan of Intent	✓

* All application requirements must be met by the date indicated.

✓ See requirement in heading

General Admission Policies

Some programs have specific prerequisites that may exceed or be in addition to those listed below. For example, some program areas require a minimum of three years teaching experience or the equivalent. Students should consult program area advisors for policies specific to any given program.

Prerequisites

1. The following programs require a Masters degree from an accredited school: Counseling and Reading, Language and Literature.
2. An undergraduate grade point average of "B" or above (3.0 on a 4.0 point scale). Applicants with grade point averages of less than 3.0 for the baccalaureate must present evidence of superior academic achievement in a Masters Degree program (3.5 or above) before being considered for admission.

Please review the Program Areas and Admission Requirements chart on page 2.

Application Process

The Graduate Admission Application is [online](#). Specific program requirements are listed on the online application. The online application is for all students (new and returning).

Official Transcripts

All official transcripts from each college or university (undergraduate and graduate) attended must be submitted to the Office of Graduate Admissions (see address below). A transcript is considered official only if it is sent directly from the institution where the work was completed and bears an official seal.

Submit your official transcript(s) to:

Wayne State University
Office of Graduate Admissions
5057 Woodward Ave., Suite 6000
Detroit, MI 48202

(313) 577-4723
(313) 577-0131 FAX
email: gradadmissions@wayne.edu

We will accept official transcripts electronically, by postal mail or by courier. Electronic transcripts will be accepted if they are delivered securely from the registrar of the issuing institution directly to the Office of Graduate Admissions (gradadmissions@wayne.edu).

An electronic (secure, certified PDF) transcript is official as long as it is not altered. A printed copy of a PDF transcript is not official.

We will not accept an attested or notarized copy of a transcript, a hand delivered transcript, or a transcript that reads "issued to student."

All students with international transcripts must submit an official transcript evaluation completed by World Education Services (WES). Please do not send any official academic records to WSU. The official transcript evaluation must be transmitted directly from WES to the Office of Graduate Admissions.

The Doctor of Education and Doctor of Philosophy Programs

Degree Choices: Ed.D. or Ph.D.

Doctoral applicants in some programs may choose between the Doctor of Education (Ed.D.) and the Doctor of Philosophy (Ph.D.) degree programs. At the time of application, you will designate which program you choose to enter. Typically the difference between the two degrees is summarized in the following manner: The Doctor of Education is more applied oriented and the Doctor of Philosophy is more theory oriented. In essence, then, the distinction between the two degrees relates to the extent to which the program emphasizes:

- the development of specialized practitioner skills in the Ed.D. or the theoretical foundations in the field in the Ph.D.
- research which typically addresses localized practitioner problems in the Ed.D. or research which typically addresses theoretical problems in the Ph.D.

Therefore, an Ed.D. student would typically be a person who is: 1) planning on working in the field primarily as a practitioner; 2) especially interested in developing practices, strategies, materials, and the like in either curriculum and/or instruction; and 3) interested in research which tends to be applicable in a fairly localized setting such as a school district, an educational institution, or a corporation.

The Ph.D. student, on the other hand, would typically be a person who is: 1) anticipating an academic career or an area of practice which demands theoretical research expertise; 2) especially interested in theory and conceptual analysis; and 3) interested in research which typically is more widely generalized and has potential for advancing educational theory and practice.

Difference of Emphasis Not of Quality

It is important to recognize that the two programs differ only in terms of emphasis as describe above. The two programs do not differ in terms of quality of experience nor of the prestige of the degree.

Academic Integrity

Academic honesty is a requirement of both doctoral programs. Plagiarism includes copying material from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. If you're in doubt about the use of a source, cite it.

Students caught plagiarizing information from other sources will be subject to the Student Code of Conduct, which states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty.

Required Semester Hours

The College of Education's Doctoral Advisory Committee has established the following requirements, which are established to meet College and University policies. Electives are only required to reach the total minimum semester hour requirement (90 semester hours).

	Required Semester Hours	Ed.D.	Ph.D.
1	Major Field (Concentration)	30 minimum	24 minimum
2	Doctoral Seminars (if required)	06 minimum	06 minimum
3	Research Techniques	11 minimum	15 minimum
4	Dissertation Research	20 required	30 required
5	Electives (if needed)	23 optional	15 optional
	Total Semester Hours	90 minimum	90 minimum

A Cognate Minor is an optional component of the student's program. Specific courses and credit hours are determined by the program. The student should determine, in consultation with the major advisor, if a minor cognate is warranted.

General Requirements

1. The minimum credit hour requirement for the Doctor of Education and Doctor of Philosophy in Education Degrees are 90 semester hours of graduate work.
2. Residency Requirements: Residency refers to courses taken "in residence" at Wayne State University. The requirements are as follows:
 - At least thirty (30) semester hours beyond the Masters degree must be taken in residence at Wayne State University. Dissertation credits may not be used in fulfilling the 30 semester hour residency requirement.
 - At least six (6) semester hours of regular graduate coursework must be completed in each of two successive semesters any time **after** official admission to the program. Dissertation credits are not considered regular graduate coursework. Successive semesters include the following: Fall and winter, winter and spring/summer, winter and fall, spring/summer and fall.
 - A minimum of thirty (30) semester hours, exclusive of dissertation credit, must be elected in coursework open only to graduate students (7000 course level or above).
3. Transfer Credit
 - A maximum of 30 semester hours of graduate credit earned prior to admission as a doctoral applicant may be accepted without regard to lapse of time.
 - Only grades of "B" or better (3.0 on a 4.0 point grade scale) are acceptable for transfer. Grades of "B-" or lower are below graduate standard and will not be accepted. Grades of "P" or "S" or "CR" are not transferable.
 - The decision of whether or not a previously taken course should be used toward the student's doctoral program is made at the discretion of the student's major advisor.

4. An [Annual Progress Report](#) is to be submitted to the Division of Academic Services, Graduate Office, Room 489 College of Education. The Annual Progress Report form is to be completed by the student and advisor prior to April 30 of each academic year.
5. PhD students are required to complete a course in Responsible Conduct of Research within the first year of admission. The course is GS 0900, Essential Research Practices: Responsible Conduct of Research. This is a zero credit hour course (no tuition required) offered as pass/fail. The course will be offered each fall and winter semester. A prerequisite to the course is completion of CITI Training. For more information please review the [CITI Training Registration and Core Topics Completion Protocol](#) document.
 - Admitted in the fall semester: Complete CITI Training in the fall semester and complete GS 0900 in the winter semester.
 - Admitted in the winter semester: Complete CITI Training in the winter semester and complete GS 0900 in the fall semester.
 - Admitted in the spring/summer semester: Complete CITI Training in the spring/summer semester and complete GS 0900 in the fall semester.

Doctoral Seminars

Select Ed.D. and Ph.D. programs require a minimum of six (6) semester hours of approved doctoral seminars. Approved doctoral seminars are:

EHP	9600	Doctoral Seminar in Philosophy of Education (Cr. 3)
EDP	9310	Doctoral Seminar in Educational Psychology (Cr. 3)
EDS	9620	Doctoral Seminar in Educational Sociology (Cr. 3)
EDA	9790	Doctoral Seminar in Educational Administration (Cr. 3)
TED	9130	Doctoral Seminar in Curriculum & Instruction (Cr. 3)

These seminars are open only to the students officially admitted to the doctoral program and are to be selected in areas **outside** the student's area of concentration.

Students in the following programs are not required to take the doctoral seminars: Counseling Psychology, Educational Leadership (EdD program only), Educational Psychology, Educational Studies, Kinesiology, and Learning Design and Technology.

Research Techniques Courses

A minimum of eleven (11) semester hours of research technique courses in the Ed.D. program except for the Educational Leadership and Policy Studies program, which requires ten (10) semester hours and fifteen (15) semester hours of research courses in the Ph.D. program are required from the following list.

Note: Any transfer course proposed to meet the research technique requirement must be reviewed and approved by the advisor.

Quantitative Courses

- EER 7630 Fundamentals of Statistics (3)
- EER 7640 Fundamentals of Quantitative Research (3)
- EER 7650 Computer Use in Research (3)
Prerequisite of EER 7630
- EER 8720 Advanced Quantitative Program Evaluation (3)
- EER 8760 Advanced Measurement I (3)
Prerequisite of EER 7610
- EER 8770 Advanced Measurement II (4)
Prerequisite of EER 8760
- EER 8800 Variance and Covariance Analysis (4)
Prerequisite of EER 7630
- EER 8820 Multivariate Analysis (4)
Prerequisite of EER 8800
- EER 8840 Structural Equations Modeling (4)
Prerequisite of EER 8820
- EER 8860 Nonparametric, Permutation, Exact, & Robust Methods (4)
Prerequisite of EER 7630 & EER 8800
- EER 8880 Monte Carlo Methods (1)
Prerequisite of EER 7630 & EER 8800
- EER 8992 Research & Experimental Design (3-4)
Prerequisite of EER 7630

Qualitative Courses

- EER 7870 Fundamentals of Qualitative Research (3)
- EER 7880 Fundamentals of Ethnographic Research (3)
Prerequisite of EER 7870
- EER 7910 Qualitative Methods for Diversity and Inclusion (3)
Prerequisite of EER 7870
- EER 7920 Qualitative Methods for Community and Classroom Research (3)
Prerequisite of EER 7870
- EER 8520 Qualitative Research 2: Design and Data Collection (3)
Prerequisite of EER 7870

EER 8530	Qualitative Research 3: Data Analysis and Reporting (3) <i>Prerequisite of EER 8520</i>
EER 8550	Advanced Qualitative Inquiry: Innovations in Theory (3) <i>Prerequisite of EER 8530</i>
EER 8560	Advanced Qualitative Inquiry: Innovations in Practice (3) <i>Prerequisite of EER 8550</i>
EER 8700	Advanced Qualitative Evaluation: Theory & Practice (4) <i>Prerequisite of EER 7870</i>
EER 8710	Advanced Ethnographic Research (4) <i>Prerequisite of EER 7880</i>
EER 8900	Qualitative Design for School Research (3) <i>Open to EER majors only, Prerequisite of EER 8700 & EER 8710</i>
EER 8910	Practicum in Evaluation (2-6) (Max. 6) <i>Open to EER Qualitative majors only, Prerequisite of EER 8700 & EER 8710</i>

Approved substitutions

Educational Leadership & Policy Studies Majors:

EPS 8180	Research Seminar (4) <i>Prerequisite: Admitted to doctoral program</i>
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Learning Design and Technology Majors:

LDT 9105	Conducting Research in Industrial Technology (4) <i>Prerequisite of six hours of EER coursework</i>
LDT 9110	Advanced Research Seminar & Practicum (4) <i>Prerequisite: Doctoral student near completion of major coursework and research method courses</i>

The Doctor of Education Program

Area of Concentration (Major Field)

A minimum of thirty (30) semester hours of regular coursework is required in the concentration. Courses constituting the area of concentration will be specified by the Major Advisor and approved by the Graduate Officer of the College.

Electives

Elective credit may be distributed over coursework considered germane to the student's doctoral program objectives to fulfill the minimum degree requirement of 90 semester hours.

Plan of Work

The plan of work must be approved by the Major Advisor and the College Graduate Officer during the semester in which the student is completing the **first 18 semester hours** of coursework under advisement. The Plan of Work must conform to the Policy and Procedures stated in this document with at least 30 semester hours of regular graduate coursework in Education.

The Qualifying Examination Committee

The [Qualifying Examination Committee](#) must consist minimally of three graduate faculty members from the major department (College of Education), at least two of whom hold a [Regular Graduate Faculty Appointment \(RGFA\)](#) valid through the completion of the Qualifying Examination period. The major advisor must be one of the two members with a valid RGFA.

Note: Adjunct faculty may not serve on the Qualifying Examination Committee.

The Final Qualifying Examination: Written & Oral

- a. All doctoral students are required to pass the [Final Qualifying Examination](#) near the end of their coursework. The exams are offered in the fall and winter terms in two formats: Traditional (proctored) and Take-Home. The specific options are determined by each program. Final approval of the exam format is made by the major advisor. The exam schedule, policies and procedures and registration information is available online.
- b. Prior to the date of the written exam, the Major Advisor and the student, in consultation with the committee, shall schedule a preferred date and time for the oral exam. This exam is to be administered within thirty (30) days following the written exam and the two-week grading period. The oral exam will proceed only if the written exam was successfully completed.
- c. The oral examination shall cover both the area of concentration and the cognate, if applicable. The content of the oral examination can be similar to or different from the written examination.

- d. If the written component of the Final Qualifying Examination is not completed successfully at the first administration, the examination may be repeated only once. A second examination may not be held until at least one semester has elapsed, but must be held within one calendar year following the first examination. The same examination committee must preside over both examinations. The second written examination will be considered final.
- e. If the oral component of the Final Qualifying Examination is not completed successfully at the first administration, the examination may be repeated only once. A second examination may not be held until at least one semester has elapsed, but must be held within one calendar year following the first examination. The same examination committee must preside over both examinations. The second oral examination will be considered final.
- f. In the event that the written or oral component is failed, the Major Advisor shall convey to the student the Qualifying Examination Committee's specific recommendations as to admitting the applicant to a second examination and specify any additional work that should be completed prior to such an examination.

Candidacy

Candidate status is assigned when the student has submitted the approved doctoral plan of work, completed all required coursework, satisfied the residency requirement, passed the Final Qualifying Examination, and has a dissertation outline and [prospectus](#) approved by the dissertation committee and the Graduate Officer of the College of Education.

The prospectus is usually the first three chapters of the dissertation or in an alternative format approved by the advisor: Chapter 1: Background/Introduction (including, but not limited to the Statement of Problem and Purpose of Study), Chapter II: Literature Review, Chapter III: Methodology.

The Dissertation Advisory Committee

The student selects a dissertation advisor and committee to guide him or her through the dissertation research and preparation. The naming of the Dissertation Advisory Committee is a requirement for Ed.D. Candidacy. The Dissertation Advisory Committee may differ from the Qualifying Examination Committee. The Dissertation Advisory Committee shall consist minimally of three members (or four members if there are co-chairs). The committee chair and at least one committee member must be from the student's home department/program. The committee also must have an external member. The external member may be from a College of Education division outside of the chair's appointment or a department outside the College of Education. At least two of the members must hold a Regular Graduate Faculty Appointment: The major advisor and one other member.

Note: Adjunct faculty may not serve on the Dissertation Advisory Committee.

Dissertation

A total of twenty (20) ED 9989 semester hours of dissertation credits are required. The dissertation is required of all doctoral students. It is expected to be directly related to the student's area of concentration, and is to be completed under the direction of the Major Advisor at Wayne State University. Students with advisor approval may register for no more than eight

(8) semester hours of dissertation credit prior to the approval of the prospectus. Registration of additional dissertation credits is prohibited until the prospectus is approved.

To request registration for dissertation hours, send an e-mail message to Michael Foley at ai1906@wayne.edu. Please include your full name, WSU Access ID, the course number and semester and year of registration.

Public Lecture Presentation and Final Defense of the Dissertation

The Dissertation Public Lecture Presentation and Final Defense of the Dissertation is conducted by the student's dissertation committee under the auspices of the Education Graduate Office.

The College of Education requires that the student and the major advisor of the dissertation committee be physically present at the student's Final Defense of the dissertation. For committee members who cannot attend in person, synchronous audio-visual access, such as Skype, is required. The defense will be held during business hours, Eastern Standard Time (EST), at a facility owned and operated by WSU. Electronic signatures on the defense form will be accepted, but each committee member must provide an original signature for the title page of the dissertation.

Graduate Examiner

The committee must consist minimally of three graduate faculty members from the major department (College of Education), at least two of whom hold a Regular Graduate Faculty Appointment (RGFA) valid through the completion of the Qualifying Examination period. The major advisor must be one of the two members with a valid RGFA.

- A Graduate School-appointed Graduate Examiner is not required at the doctoral Dissertation Public Lecture Presentation and Final Defense.
- The dissertation committee chair assumes the responsibility for overseeing the procedures of the Defense, serving as the advocate for the student and resolving conflicts.
- The dissertation committee chair completes the Defense form, obtains the required signatures and is encouraged to convene a pre-Defense meeting of the student and committee.
- The option to request an external Graduate Examiner is available to the student, the dissertation committee chair or any member of the dissertation committee. The request should be made at least two weeks prior to the Defense.

Full-Time Graduate Status

A full-time student is one who is enrolled for eight or more credits during the fall and winter semester. The definition of normal course load will vary depending upon the requirements of each program. A graduate student is considered full time during the spring/summer if he/she is enrolled for two or more hours of credit.

Course Repeat Policy

A graduate advisor may allow a student to petition to repeat a graduate course in which the student received a grade of B- or lower. The number of courses that may be repeated is limited by each program area. The appropriate approvals must be obtained and the necessary override issued before registering to repeat a course. The original grade for the course will remain on the student's transcript, but only the grade received in repetition of the course will be used in computation of the student's honor point average. Students will not receive University financial aid for repetition of courses.

Leave of Absence

A leave of absence from the program is possible if the candidate has serious medical problems or compelling personal problems. He/she must petition the Graduate School for a leave of absence. The petition must be supported by the dissertation advisor, the dissertation committee and the departmental graduate director. Leaves of absence may not be approved retroactively. No payment is required for a leave of absence semester.

Program Time Limitation

Students have a seven (7) year time limit to complete all requirements for the Ed.D. Degree. The seven-year period begins with the end of the semester in which the student was admitted to doctoral study. If because of particular circumstances, additional time is needed, a time extension should be discussed with the individual's advisor and requires the advisor's approval.

For a time extension to be considered, the request must include the following:

- [Time extension](#) application form.
- A letter from the student to the advisor requesting a time extension (including the proposed date of completion) and why the program was not completed in the time allowed.
- A memorandum of support from the Advisor.
- Approval of the dissertation Prospectus.
- Copies of ALL of the student's progress reports (i.e., annual reviews).
- Compelling evidence that the student's dissertation is in progress.
- A timeline for the completion of the dissertation.
- An explanation of how the student has remained current in the field.
- An explanation of how the student's circumstances have changed to enable him/her to now complete the dissertation.

The total time for earning the Ed.D. degree, including all time extensions and any required revalidation, is twelve (12) years. Approval of a time extension beyond the ten (10) year mark must include revalidation of credentials either by retaking the qualifying exams and/or additional coursework.

Candidate Maintenance Status (ED 9995)

Doctoral students are required to register if they are using University recourse during a semester. Candidate Maintenance Status (ED 9995) registration is available if a student has not completed the dissertation and the defense by the end of dissertation registration (20 semester hours of ED 9989).

Candidate Maintenance Status allows students access to University resources – libraries, computer systems, laboratories and faculty advising. The Candidate Maintenance fee is equal to the registration fee plus the omnibus fee for one credit hour.

The Doctor of Philosophy Program

Area of Concentration (Major Field)

- a. A minimum of twenty (20) semester hours of regular coursework is required in the concentration.
- b. Courses constituting the area of concentration will be specified by the Major Advisor and approved by the Graduate Officer of the College.

Electives

Elective credit may be distributed over coursework considered germane to the student's doctoral program objectives to fulfill the minimum degree requirement of 90 semester hours.

Plan of Work

The plan of work must be approved by the Major Advisor and the College Graduate Officer during the semester in which the student is completing the **first 18 semester hours** of coursework under advisement. The Plan of Work must conform to the Policy and Procedures stated in this document with at least 24 semester hours of regular graduate coursework in Education.

The Qualifying Examination Committee

The [Qualifying Examination Committee](#) must consist minimally of three graduate faculty members from the major department (College of Education), at least two of whom hold a [Regular Graduate Faculty Appointment \(RGFA\)](#) valid through the completion of the Qualifying Examination period. The major advisor must be one of the two members with a valid RGFA.

Note: Adjunct faculty may not serve on the Qualifying Examination Committee.

The Final Qualifying Examination: Written & Oral

- a. All doctoral students are required to pass the [Final Qualifying Examination](#) near the end of their coursework. The exams are offered in the fall and winter terms in two formats: Traditional (proctored) and Take-Home. The specific options are determined by each program. Final approval of the exam format is made by the major advisor. The exam schedule, policies and procedures and registration information is available online.
- b. Prior to the date of the written exam, the Major Advisor and the student, in consultation with the committee, shall schedule a preferred date and time for the oral exam. This exam is to be administered within thirty (30) days following the written exam and the two-week grading period. The oral exam will proceed only if the written exam was successfully completed.
- c. The oral examination shall cover both the area of concentration and the cognate, if applicable. The content of the oral examination can be similar to or different from the written examination.

- d. If the written component of the Final Qualifying Examination is not completed successfully at the first administration, the examination may be repeated only once. A second examination may not be held until at least one semester has elapsed, but must be held within one calendar year following the first examination. The same examination committee must preside over both examinations. The second written examination will be considered final.
- e. If the oral component of the Final Qualifying Examination is not completed successfully at the first administration, the examination may be repeated only once. A second examination may not be held until at least one semester has elapsed, but must be held within one calendar year following the first examination. The same examination committee must preside over both examinations. The second oral examination will be considered final.
- f. In the event that the written or oral component is failed, the Major Advisor shall convey to the student the Qualifying Examination Committee's specific recommendations as to admitting the applicant to a second examination and specify any additional work that should be completed prior to such an examination.

Pre-Candidacy Enrollment

The Graduate School permits Ph.D applicants' enrollment in ED 9991 prior to candidacy in the semester in which they are completing their Qualifying Examination. To register, the student must provide to the Graduate School written approval from both his/her advisor and the Graduate Director of the College of Education. Procedures for enrollment are as follows:

- 1) The student petitions his/her advisor for enrollment in ED 9991.
- 2) If the advisor determines that the student is ready for the Final Qualifying Examinations and if the advisor supports the request, the advisor sends an e-mail message to Paul Johnson at pjohnson@wayne.edu requesting pre-candidacy enrollment in ED 9991.
- 3) Paul Johnson completes an audit of the Plan of Work confirming eligibility for the Qualifying Examinations and forwards the message to the Graduate School for final approval.
- 4) The Graduate School issues the appropriate overrides and the student is sent an e-mail message to register for ED 9991 with the Course Reference Number (CRN).
- 5) The student registers online through Academics for ED 9991 (7.5).

Upon the student's successful completion of the Qualifying Examination and approval of Candidacy Status, the student will continue with the registration of remaining dissertation credits in sequence (ED 9992, ED 9993 and ED 9994).

Students who do not complete the Qualifying Examination successfully cannot continue to ED 9992. Students in this case may enroll in required coursework or in ED 9990, Pre-Doctoral Candidacy Research, to meet any enrollment requirements. When the Qualifying Examination is successfully completed and Candidacy Status approved, the student may continue to ED 9992 and the remaining dissertation credits in sequence.

Candidacy

A Ph.D. applicant will be advanced to the rank of Ph.D. Candidate by the Graduate School upon the recommendation of the department and the College of Education Graduate Officer and completion of the following requirements: 1) Approval of the Plan of Work by the Graduate School; 2) completion of didactic coursework, or approximately fifty credits, as required by the Plan of Work; 3) satisfactory completion of the Final Qualifying Examination; and 4) identification of the membership of the student's Dissertation Advisory Committee; and 5) completion of the Ph.D. Candidacy Form.

The Dissertation Advisory Committee

The student selects a dissertation advisor and committee to guide him or her through the dissertation research and preparation. The Dissertation Advisory Committee may differ from the Qualifying Examination Committee. The naming of the Dissertation Advisory Committee is a requirement for Ph.D. Candidacy. The Dissertation Advisory Committee shall consist minimally of four members (or five members if there are co-chairs). The committee chair and at least two committee members must be from the student's home department/program. The committee also must have an external member. The external member may be from a College of Education division outside of the chair's appointment or a department outside the College of Education. At least two of the members must hold a Regular Graduate Faculty Appointment: The major advisor and one other member.

Note: Adjunct faculty may not serve on the Dissertation Advisory Committee.

Dissertation and Registration of Dissertation Credits

A total of thirty (30) semester hours of dissertation credit are required for the Ph.D. degree. The Dissertation must be an original work in, or definitely related to, the student's major area of concentration. Neither the results of the research nor the publication of the findings may be subject to restrictions by non-university agencies, nor may it be published prior to acceptance by the Graduate School unless approval of such publication has been secured from both the advisor and the Graduate School. The Ph.D. Candidate is required to register for four consecutive semesters of Candidate Status; spring/summer registration is optional. The dissertation must be completed under the direction of the candidate's advisor at Wayne State University.

Dissertation Credits are completed in four consecutive terms by registering for ED 9991 through ED 9994 (Spring/Summer term is optional):

ED 9991 Doctoral Dissertation Research and Direction (7.5)	Candidate Status I
ED 9992 Doctoral Dissertation Research and Direction (7.5)	Candidate Status II
ED 9993 Doctoral Dissertation Research and Direction (7.5)	Candidate Status III
ED 9994 Doctoral Dissertation Research and Direction (7.5)	Candidate Status IV

Registration is permitted for students that have advanced to the rank of Ph.D. Candidate. If a student achieves Candidacy prior to the last day to add a class for the semester, they are eligible to register for ED 9991, Doctoral Dissertation Research and Direction Candidate Status I (7.5), the first sequence of Dissertation Credits.

To request registration for dissertation hours, follow the [instructions](#) posted online.

Public Lecture Presentation and Final Defense of the Dissertation

The Dissertation Public Lecture Presentation and Final Defense of the Dissertation is conducted by the student's dissertation committee under the auspices of the Education Graduate Office.

The Graduate School requires that the student and the major advisor of the dissertation committee be physically present at the student's Final Defense of the dissertation. For committee members who cannot attend in person, synchronous audio-visual access, such as Skype, is required. The Defense will be held during business hours, Eastern Standard Time (EST), at a facility owned and operated by WSU. Electronic signatures on the Defense form will be accepted, but each committee member must provide an original signature for the title page of the dissertation.

Graduate Examiner

The committee must consist minimally of three graduate faculty members from the major department (College of Education), at least two of whom hold a Regular Graduate Faculty Appointment (RGFA) valid through the completion of the Qualifying Examination period. The major advisor must be one of the two members with a valid RGFA.

- A Graduate School-appointed Graduate Examiner is not required at the doctoral Dissertation Public Lecture Presentation and Final Defense.
- The dissertation committee chair assumes the responsibility for overseeing the procedures of the Defense, serving as the advocate for the student and resolving conflicts.
- The dissertation committee chair completes the Defense form, obtains the required signatures and is encouraged to convene a pre-Defense meeting of the student and committee.
- The option to request an external Graduate Examiner is available to the student, the dissertation committee chair or any member of the dissertation committee. The request should be made at least two weeks prior to the Defense.

Full-Time Graduate Status

A full-time student is one who is enrolled for eight or more credits during the fall or winter semesters. The definition of normal course load will vary depending upon the requirements of each program. A graduate student is considered full time during the spring/summer if he/she is enrolled for two or more hours of credit.

Course Repeat Policy

A graduate advisor may allow a student to petition to repeat a graduate course in which the student received a grade of B- or lower. The number of courses that may be repeated is limited by each program area. The appropriate approvals must be obtained and the necessary override

issued before registering to repeat a course. The original grade for the course will remain on the student's transcript, but only the grade received in repetition of the course will be used in computation of the student's honor point average. Students will not receive University financial aid for repetition of courses.

Program Time Limitation

Time Extensions: Applicable to students who began their program in Winter 2004 and thereafter.

Students have a seven (7) year time limit to complete all requirements for the Ph.D. degree.

The seven year period begins with the end of the semester in which the student was admitted to the doctoral study. If because of particular circumstances, additional time is needed, the following is required for an extension to be considered:

- The request must be submitted no later than 6 months following the student's time limit expiration.
- The dissertation prospectus must have received Graduate School approval prior to the request for an extension.
- The request must be supported by the student's advisor and the majority of the dissertation committee.

The request must include:

- [Time Extension Request](#) Form.
- Copies of **ALL** of the students' progress reports (i.e., annual reviews).
- Compelling evidence that the student's dissertation is in progress.
- A timeline for the completion of the dissertation.
- An explanation of how the student has remained current in the field.
- An explanation of how the student's circumstances have changed to enable him/her now to complete the dissertation.

The total time for earning the Ph.D. degree, including all time extensions and any required revalidation, is twelve (12) years. Approval of a time extension beyond the ten (10) year mark must include revalidation of credentials either by retaking the qualifying exams and/or additional coursework.

Candidate Maintenance Status (ED 9995)

Doctoral students are required to register if they are using University resources during a semester. Candidate Maintenance Status (ED 9995) registration is available if a student has not completed the dissertation and the defense by the end of dissertation registration (a total of 30 semester hours of ED 9991, 9992, 9993, and 9994). Candidate Maintenance Status allows students access to University resources – libraries, computer systems, laboratories and faculty advising. The Candidate Maintenance fee is equal to the registration fee plus the omnibus fee for one credit hour. **During the semester of the Final Defense, Ph.D. students must be registered (usually ED 9994 or ED 9995).**

To request registration for Candidate Maintenance Status, follow the [instructions](#) posted online.

Responsibilities of the Doctoral Student and Faculty (Ed.D. & Ph.D.)

Student responsibilities

- Identifying research areas in which the Ph.D. program can provide guidance. The selection of a research area outside these areas may cause difficulty in achieving the degree.
- Maintaining good standing throughout the doctoral program and making normal progress toward the degree.
- Requesting that an individual member of the faculty serve as the dissertation director, working with the dissertation director toward timely completion of degree requirements, and complying with the dissertation director's instructions.

Faculty responsibilities

- Admitting qualified students whose research interests can be accommodated within those of the program.
- Ensuring that students receive competent and sustained advising from their entry into the program until degree requirements are completed or the student is separated from the program.
- Monitoring and evaluating student progress toward the degree and for communicating the results of the evaluation to the student on an annual basis.
- Assisting students in locating potential dissertation directors.
- Offering guidance and instruction in those research areas in which they have expertise; however, faculty members are responsible for deciding whether or not to serve as a dissertation director for any given student. This responsibility rests solely with the faculty, who are expected to make decisions based on reasonable academic criteria.

Ph. D. Candidate Status, Registration and Tuition Summary

1. Registration in Candidate Status Doctoral Dissertation Research and Direction is required of Ph.D. Candidates. (Candidates who have previously enrolled for Doctoral Dissertation Research and Direction under the 30-credit 9999 registration system will continue in that system.) Candidate Status registration is not available to students in Ed.D., Pharm. D., Au.D., J.D., or M.D. programs.
2. Under this system, the Ph.D. Candidate is required to register for four consecutive semesters of Candidate Status; spring/summer registration is optional. During each of the four semesters, the Candidate is assessed tuition at a flat rate equivalent to 7.5 credits of graduate level tuition (i.e., one fourth the cost of 30 graduate credits).
3. Candidate Maintenance Status registration is available if a student has not completed the dissertation and the defense by the end of the four semesters of Candidate Status registration. Candidate Maintenance Status allows students access to University resources – libraries, computer systems, laboratories and faculty advising. The Candidate Maintenance fee is equal to the registration fee plus the omnibus fee for one credit hour.
4. If a student finishes the dissertation before registering for all four semesters of Ph.D. Candidate Status, the student must complete payment of the remaining semester(s) tuition before his/her degree will be certified. In case of early completion, the student may

use the spring/summer as one of the required semesters. Alternatively the student may arrange multiple tuition payments within the final semester.

5. For all internal and external purposes, students registered in Candidate Status and in Candidate Maintenance Status are full-time students.
6. Students may register for regular courses in the same semester they register in Candidate Status. Normal tuition for such coursework will be assessed in addition to the Candidate Status tuition or Maintenance Status fee.
7. The student is considered withdrawn from the Ph.D. program if he/she fails to register for any of the required four consecutive semesters, beginning with the term following the advancement to Ph.D. Candidate.
8. To return to the program after withdrawal for non-registration, the student must seek reinstatement from the Graduate School and pay Candidate Status tuition for all semesters missed, up to a maximum of four.
9. Students eligible for Candidate Maintenance Status are required to register if they are using University resources during a semester. They must be registered in Candidate Maintenance Status for the semester in which they defend the dissertation.
10. Supported students (Rumble Fellows, Graduate Professional Scholars, GTAs, GRAs and GSAs) are allowed to receive support for Candidate Status tuition assessment up to the maximum permitted by their funding sources. Students in the Candidate Maintenance Status are eligible for support (if they haven't exceeded their six-year limit of support); the support mechanism pays the Candidate Maintenance fee.
11. A leave of absence from the program is possible if the candidate has serious medical problems or compelling personal problems. He/she must petition the Graduate School for a leave of absence. The petition must be supported by the dissertation advisor, the dissertation committee and the departmental graduate director. Leaves of absence may not be approved retroactively. No payment is required for a leave of absence semester.
12. The sequence of courses for the Candidate Status and Candidate Maintenance Status are as follows:

ED 9991 Doctoral Dissertation Research and Direction	Candidate Status I
ED 9992 Doctoral Dissertation Research and Direction	Candidate Status II
ED 9993 Doctoral Dissertation Research and Direction	Candidate Status III
ED 9994 Doctoral Dissertation Research and Direction	Candidate Status IV
ED 9995 Candidate Maintenance Status	

The Ph.D. Candidate must register for each of these courses in sequence, and, if needed, the Maintenance Status course, until the dissertation and defense have been completed. No course credit will be attached to any of these courses. The S and U grading system is in effect, and Y grades are the appropriate grades until completion. Ph.D. Candidacy is a prerequisite for registration in these courses.

13. Ph.D. Applicants who wish to register for dissertation research may register in ED 9990, Pre-Doctoral Candidacy Research, for up to 12 credits. These registrations do not substitute for any of the Candidate Status registrations.
14. To register for any of the Candidate Status or Candidate Maintenance Status courses, Ph.D. Candidates should send an e-mail message to phdstudents@wayne.edu. Please provide your name, WSU student ID number, term of registration and the desired course number.