

**THE PATTON COLLEGE  
OF EDUCATION**

**DOCTORAL  
STUDENT HANDBOOK**

**Office of Student Affairs  
Ohio University  
124 McCracken Hall  
Athens OH 45701  
740-593-4400**

This handbook has been prepared by The Patton College of Education (PCOE) with input from the college's Graduate Committee, Associate Dean for Research and Graduate Studies, and Manager of Graduate Records. Its purpose is to inform you of important requirements for doctoral study in the college. The college's Graduate Student Affairs Office is located in McCracken 124 in The Patton College of Education.

In most cases your doctoral advisor will provide you with guidance as you progress through your graduate studies, and we urge you always to consult with him or her first. When clarification is needed, however, you should contact The PCOE Office of Graduate Student Affairs. To make an appointment with The PCOE's Director of Graduate Student Records, call 740-593-4400.

You should also familiarize yourself with the information in Ohio University's (OU) [Graduate Catalog](#) as well as OU's [Student Handbook](#). You are responsible for knowing university, college, and department regulations and for complying with all applicable policies and procedures.

The Patton College of Education is organized in five academic departments: the Department of Counseling and Higher Education, the Department of Educational Studies, the Department of Human and Consumer Sciences, the Department of Recreation and Sport Pedagogy, and the Department of Teacher Education.

The Department of Counseling and Higher Education offers doctoral programs in (1) counselor education and supervision and (2) higher education and student affairs.

The Department of Educational Studies offers doctoral programs in (1) educational administration, (2) educational research and evaluation, and (3) instructional technology.

The Department of Human and Consumer Sciences Education does not offer a doctoral degree program at this time.

The Department of Recreation and Sport Pedagogy does not offer a doctoral degree program at this time.

The Department of Teacher Education offers a doctoral program in curriculum and instruction with specializations in mathematics education, science education, social studies education as well as a generalist track.

## **POLICIES AND PROCEDURES**

The information provided in this handbook makes reference to university policies and procedures and to college policies and procedures. To the extent possible, the presentation of information follows the logical sequence from application and admission to submission of the dissertation and graduation.

### **ADMISSION ISSUES**

#### **Transfer of Credit**

To be eligible for transfer, courses must be

1. Designated as graduate credit at the institution where taken,
2. Letter graded B or better,
3. Earned within the past five years,
4. Applicable toward a graduate degree at the institution where taken, and
5. Earned in courses taught by members of that institution's graduate faculty.

Credits requested for transfer cannot have been used to satisfy requirements for completion of another degree. Courses equivalent to those at Ohio University cannot be transferred for credit and also be taken for credit at Ohio University. Credit is not accepted for courses taken by correspondence.

Any request for transfer of credit must be recommended by your advisor and departmental graduate committee before final review and acceptance by your dean's office. No letter grades will appear on your Ohio University transcript for transferred courses, nor will they be calculated in your GPA. Only courses counting toward an Ohio University degree are eligible to appear on the Ohio University transcript as transfer credit.

There is no set limit to the number of credit hours which may be transferred for doctoral degrees.

If a student intends to count a transfer course in his or her program of study, he or she should designate this arrangement by flagging the course on the program of study with the letter "T." If the student intends the course to appear on the OU Degree Audit Reporting System (DARS), he or she needs to make the request via email to the Manager of Graduate Records in the PCOE Office of Student Affairs, located in McCracken 124. The Director will send the student's doctoral advisor an additional form authorizing the transfer of credit. Before the transfer can be processed, the Graduate Student Affairs Office in The PCOE must receive an official transcript from the institution at which the course was completed. Courses that are transferred to the DARS are listed as having a grade of "T" rather than a letter grade.

## REGISTRATION FOR CLASSES

### Eligibility to Register

Students who have been admitted to doctoral programs are eligible to register (or pre-register) for classes beginning on dates listed on the Registrar's web page (<http://www.ohio.edu/registrar/calendar.cfm>). In order to register, students will need to have obtained OHIO IDs (Oak ID). The number on the ID (that is, the number that follows the letter "P" on your ID) and your password are required for registering for classes. Information about your student OHIO ID and password is available on the Ohio University Information Technology (OIT) website: <http://www.ohio.edu/oit/services/myaccount.cfm>

### Registration Dates

The dates for registration and pre-registration are published on the Registrar's website at: [http://www.ohio.edu/registrar/prereg\\_advising.cfm](http://www.ohio.edu/registrar/prereg_advising.cfm) and are available through your MY OHIO portal.

### Course Offerings

The **Course Offerings** can be found on-line through your MY OHIO portal. Information about an upcoming term is available to students from prior to pre-registration through the beginning of the term. Refer to the Academic Calendar (<http://www.ohio.edu/registrarcalendar.cfm>) or to information on the My OHIO portal (<http://www.ohio.edu/students/>) for dates for pre-registration, registration, change orders (i.e., adds/drops), cancellations, and graduation.

### How to Register

- Sign in to My OHIO using your OHIO ID (also known as Oak ID) and password.
- Click on the Academics tab.
- Sign in to My OHIO Student Center.
- Click on the "Enroll" link in the Academics section of the Student Center
- For detailed instructions and updated information, see the University Registrar's Registration Instructions web page (<http://www.ohio.edu/registrar/Register.cfm>).

### Class Registration Notification

It is important to verify your schedule after registering for classes. Please check your schedule through the MY OHIO portal at the MY OHIO Student Center. The Registrar's Office will also generate notifications through the portal reminding you to review your schedule. If your schedule is not accurate, you may drop or add courses using the procedures described below. You can add and drop courses through the MY OHIO portal during the registration period.

### Pre-Registration

If you are currently enrolled you are eligible to pre-register. Pre-registration dates are posted in the MY OHIO Student Center. The deadline for payment of tuition for pre-registration is also listed through the MY OHIO portal.

### **Immediate Registration Following Admission**

You must begin graduate study during the term for which you have been admitted (*or re-admitted*). If this is not possible, you may request a deferment from the degree program prior to the start of the term of entry. If that deferral extends beyond a year from the initial application, you must reapply, pay the reapplication fee, and be readmitted. Please note that assistantship offers may not defer. Failure to request a deferment will result in cancellation of your admission.

### **Continuous Registration**

You must be registered for at least 1 credit hour in any term during which service of any kind is received from Ohio University as well as in the term during which you graduate.

### **Adding/Dropping Classes**

Each term's deadline for adding and/or dropping classes is listed on the Academic Calendar (<http://www.ohio.edu/registrar/calendar.cfm>) and at the MY OHIO Student Center. After a certain date, adding or dropping a class incurs a fee. See the fee schedule on the Academic Calendar or your MY OHIO Student Center. Late dropping of classes results in the assignment of a grade of WP (withdraw passing) or WF (withdraw failing). Neither the WP nor the WF affects your grade point average.

The Registrar will not allow you to drop a class if you are registered for one class only. If you need to drop all of your classes but the registration site still keeps you registered for one class, please contact the Graduate College, 740-593-2800.

If you need to make changes to your schedule after the deadline to add or drop classes, please contact the Graduate College, 740-593-2800, to file an appeal for late schedule changes. You will also need to pay a processing fee, which accompanies the appeal form.

To ask questions about registration or report registration problems, contact the Office of the Registrar at: [registrar@ohio.edu](mailto:registrar@ohio.edu) or call 740-593-4191.

### **Auditing Classes**

You may audit (AU) a class; however, you cannot use an audited class to fulfill requirements for doctoral residency or hours required for a financial aid award. If the course is required as part of your program of study, auditing will not count toward completion of the program of study. You will need to take the course during another term for a letter grade.

### **Appeal Process to Change Schedule of Classes**

For information regarding tuition appeals and late drops, and for necessary forms and deadlines, please see the Office of the Provost Tuition Appeals and Late Drops website: <http://www.ohio.edu/provost/apaa/appeals.cfm>

## **TUITION/BILLING**

### **Tuition Bills/Bill Adjustment**

Your tuition is based on the number of credit hours for which you are enrolled. Tuition and fee table can be found on the Bursar's website at: <http://www.ohio.edu/bursar>. Tuition bills are issued electronically and you will receive notification through the MY OHIO portal when a tuition bill has been generated. Payment can be made online through your e-Account. You can also mail payment to Ohio University or pay in person at the Bursar's Office in Athens (Chubb Hall) or at a regional campus.

### **Residency Changes for Tuition Billing**

Tuition rates differ for in-state and out-of-state students because out-of-state students are required to pay a surcharge. Out-of-state students may qualify for in-state tuition rates by declaring Ohio residency. Out-of-state students who wish to declare Ohio residency should contact the Graduate College, 740-593-2800 for the application. Guidelines for declaring Ohio residency can be found at: <http://www.ohio.edu/admissions/residency/>.

### **Employee Fee Waivers**

Fee waivers for eligible employees, spouses, or children may be obtained from the Human Resources Office (<http://www.ohio.edu/hr/benefits/educational/waivers.cfm>). In order to receive a fee waiver, you must complete and submit an eligibility form.

### **University Health Insurance**

If you register for seven or more hours you are required to purchase university health insurance unless you have some other form of insurance coverage. To request a waiver, you must complete an insurance waiver form. For information on the health insurance benefits or the waiver process, visit <http://www.ohio.edu/finance/bursar/studenthealth.cfm> or contact the Bursar's Office in Chubb Hall, 740-593-4130.

## FINANCIAL AID

### Graduate Assistantships and Recruitment Scholarships

Forms to **apply** for financial assistance through a graduate assistantship and/or recruitment scholarship are available by contacting your department's administrative associate. Applications for financial assistance are due by **March 15** of the year prior to the one for which you are seeking assistance. Any questions concerning financial aid should be directed to the chair of your academic department. Students who are awarded a graduate assistantship are required to register for at least 12 graduate hours each term. Students who are awarded a recruitment scholarship are required to register for at least 15 graduate hours each term. Undergraduate hours (courses numbered 100-400) and hours taken for audit (AU) do not count toward the required number of hours for the financial aid award.

Students who have been awarded a graduate assistantship are required to complete an I-9 form in person at the Graduate College. Unless this form is completed, your first paycheck will be held.

### Reapplication for Graduate Assistantships and Recruitment Scholarships

Graduate assistantships are not renewed automatically from year to year. You must **reapply** each year if you are interested in continuing to receive a graduate assistantship or recruitment scholarship. To reapply you must use the form available in the office of your academic department. All reapplications for graduate assistantships or recruitment scholarships are due by **March 15**.

### Ohio University Foundation Scholarships

Gifts from various donors provide funds for partial scholarships to graduate students. Most of these awards are made by departments and are based on criteria specified in the each gift.

### University Fellowships

The following fellowships are funded through the Office of the Vice President for Research and Graduate Studies:

- The John Cady Graduate Fellowship
- The Donald Clippinger Fellowship
- The Claude Kantner Fellowship
- The Anthony Trisolini Graduate Fellowship

Applications and information are available from the Office of the Graduate College, 740-593-2800. A student must be nominated by a faculty member in order to be eligible for a fellowship award. **Nominations are due by March 31.**

## Financial Aid Resources

- Financial Aid Office, Chubb Hall, 740-593-4141 - loans, work-study: <http://www.ohio.edu/financialaid/index.cfm>
- Residence life positions, Chubb Hall, 740-593-4095: <http://www.ohio.edu/reslife/>
- Office of Graduate College, 740-593-2800: <http://www.ohio.edu/graduate/>
- Veterans Benefits, Chubb Hall, 740-593-4186: [http://www.ohio.edu/registrar/veteran\\_services.cfm](http://www.ohio.edu/registrar/veteran_services.cfm)
- Graduate Student Senate, 302 Baker Center, 740-593-1899: <http://www.ohio.edu/gss/>

## Funding for Research

### [1] Graduate Senate Grants

Graduate Student Senate provides grants for travel and for scholarly work. Information about these grants is available at the following web page: <http://www.ohio.edu/gss/grants/index.cfm>.

### [2] Graduate Study and Educational Research Fund

Awards are made each term. Applications, guidelines and deadlines are available at:

<http://www.cehs.ohio.edu/college-offices/dean-office/research-grad-studies/grad-study-ed-research.htm>.

### [3] PCOE Student Travel Award

Doctoral students are eligible for awards to attend conferences in order to present scholarly papers. Information about levels of funding and application procedures can be found at:

<http://www.cehs.ohio.edu/resources/forms.htm#ss>.

## GRADES AND STANDARDS

### Standards of Work

Conferral of a graduate degree requires at least a B (3.00) grade point average (GPA) plus the required courses for the degree program being pursued.

No grade below B will be accepted on any coursework that is part of a student's program of study, including coursework in [Research and Scholarly Tools](#). If you make a grade below B, you must retake the course or make substitution subject to approval by the program committee.

All students in doctoral degree programs must maintain a minimum grade point average (GPA) of at least 3.00. Students whose GPAs fall below 3.00 will be put on probation and must raise the GPA above 3.00 by the end of the following term, or at least show substantial progress in that direction. Failing to do so may result in dismissal from the program. If a student substantially improves the GPA but after one term it is still below 3.00, he or she will remain on probation and may continue in the program only with the recommendation of the department chair. University regulations prohibit awarding any type of financial assistance to students who are on probation or who are conditionally admitted to a graduate program.

**Grading System** - Please refer to the Graduate Catalog for complete information.

### TIME LIMIT

Doctoral students have seven years from the date of admission to complete the degree requirements. Students who do not complete their requirements within the time limit may continue graduate study at Ohio University only if exceptional circumstances are associated with the delay in progress. The Dean of The Patton College of Education may grant a one-term, one-time extension. The application for such an extension may be found at:

<http://www.cehs.ohio.edu/resources/DoctoralHandbook.htm>

Students who have not completed the degree requirements within the required time limit may apply for *readmission* to the program. Applications and guidelines for extension and readmission are available in the Office of Student Affairs and at the following website:

<http://www.cehs.ohio.edu/resources/DoctoralHandbook.htm>

### CREDIT HOURS

The total number of hours required for the doctoral degree varies by program. The required *minimum* number of hours beyond the Bachelor's degree is 90 semester hours (formerly 135 quarter hours), and beyond the Master's degree is 60 semester hours (formerly 90 quarter hours). Many programs in The Patton College require hours beyond the minimum.

## **ACADEMIC GRIEVANCE PROCEDURE**

Ohio University provides an academic grievance procedure for students. As a first step, a grievance should be fully discussed with the instructor. If the problem cannot be resolved at that level, the student should next consult the chair of the department with which the faculty member is affiliated. Further appeals may be made through the grievance committee of the department (if the department maintains such a committee) and the dean of the college. If the grievance cannot be resolved to all parties' satisfaction at any of these levels, it can be brought before the University Grievance Board for review. The board reviews the grievance and submits its recommendations to all appropriate parties. A copy of the grievance procedure may be obtained from your department office.

## **LEAVE OF ABSENCE POLICY**

If you are enrolled in a degree program but do not expect to make progress towards your degree for a period of time due to personal, medical, or professional reasons, you should request a leave of absence from the degree program prior to leaving the program temporarily. Students on an approved leave of absence may not make significant use of university resources and services or engage in significant consultation with the faculty.

Requesting a leave of absence ensures that faculty members in your academic program are aware of your plans and have assisted you in taking whatever steps are needed to finish up work prior to the leave. An approved request for a leave of absence also provides confirmation to third parties of your status as a student in good standing. To request a leave of absence, you must submit a written request to your doctoral advisor stating the reason for the leave and the expected duration of the leave. The form for submitting the request can be found at the following web address: <http://www.cehs.ohio.edu/resources/DoctoralHandbook.htm>

You are responsible for resolving all issues pertaining to financial support, federal financial aid, and any outstanding debt to Ohio University prior to a leave of absence. Prior to the completion of the leave of absence, you must notify The PCOE Student Affairs Office, so that the reentry process can be initiated.

Students who are completing work under the auspices of a one-term extension will not be eligible for a leave of absence. If such students need more time for completion of their dissertation work, they are eligible to use the [readmission](#) process.

A student who does not return and resume enrollment in the degree program at the conclusion of an approved leave of absence will be dropped from the program.

To ensure compliance with current SEVIS regulations and visa restrictions, international students on I F-1 or J-1 nonimmigrant status must also obtain authorization from International Student and Faculty Services prior to the initiation of a leave of absence and before returning to campus.

## FACULTY SCHEDULES

For information regarding faculty schedules including office hours, please contact the following:

- Department of Counseling and Higher Education, McCracken 201, 740-593-4444
- Department of Educational Studies, McCracken 305, 740-593-4423
- Department of Teacher Education, McCracken 202, 740-593-4424

## ASSIGNMENT AND CHANGE OF ADVISOR

Upon initial admission, a student will be assigned a faculty member to serve as his or her preliminary advisor by the Coordinator of the program. The initial assignment of the preliminary advisor is based on considerations such as faculty advising loads, compatibility of student and faculty research interests, and when known, student and/or faculty preferences. The student should contact the advisor to develop a program of study as soon as possible after being admitted.

The preliminary advisor provides assistance on a temporary basis during the time period in which the student and the program's faculty have not had sufficient opportunity to become acquainted. Whenever the student believes he or she is ready to select a more permanent advisor, he or she should complete the form titled, "Request for Change of Advisor." The form requires the signature of the student, the new advisor, and the current advisor. This form is available from the Office of Graduate Student Affairs in The PCOE.

<http://www.cehs.ohio.edu/resources/DoctoralHandbook.htm>. The student's temporary advisor will remain in place until a completed "Request for change of Advisor" has been submitted.

If, at any time after a faculty member has been designated as the doctoral advisor to a student and either the student or the advisor determines for any reason that it is no longer desirable for the adviser-advisee relationship to continue, the student or doctoral advisor should notify The PCOE Graduate Student Affairs Office and complete the "Request for Change of Advisor" form. In the event the decision to discontinue an advisor-advisee relationship originates with a faculty member—including a faculty member's decision to retire or leave the University—it will be the responsibility of that faculty member to assist the student in identifying and obtaining a new doctoral advisor. In the event that no new doctoral advisor can be identified, the matter will be brought before the program faculty for resolution. If the decision originates with a student, it will be the sole responsibility of the student to seek out and gain the consent of another faculty member to serve as his or her doctoral advisor.

Students who seek to change advisors do so for a variety of reasons. Often, as students complete course work in their programs, they learn about the research interests of faculty members other than those of their initial advisor. Changing advisors because of the alignment between the student's research interests and those of the faculty advisor is acceptable and often desirable. Another common practice is for students to continue the doctoral advisor during the coursework phase of the program but to select a different dissertation advisor. Alignment of research interests, compatibility of temperaments, and faculty members' availability to provide support for the dissertation are all good reasons for changing advisors. Changing advisors in the middle

of the dissertation process occurs occasionally as well, but it is a step that should be considered carefully, in consultation with the chair of the student's department when deemed necessary.

## **ADDITIONAL INFORMATION**

### **Parking**

Car registration and parking information may be obtained from Parking Services, 100 Factory Street, 740-593-1917 <http://www.facilities.ohiou.edu/parking>.

### **Email**

Students who have been admitted are required to have an Ohio University email account. For more information and to activate your account, go to [www.cns.ohiou.edu/mail](http://www.cns.ohiou.edu/mail). You will need to enter your Personal Identification (PID) Number as part of your activation process. If you have problems, please contact the OIT Support Center, 740-593-1222.

*The Patton College of Education and Graduate Student E-Newsletter* and other information are mailed to your Ohio University email account. Because this account is Ohio University's official email address for communication, it is important that you check your account daily. If you do not use your Ohio University account as your primary email account, make sure to forward all messages from that account to your primary account.

### **Identification (ID) Cards**

ID cards may be obtained at The Tech Depot, Baker University Center 112. The ID card is required for using Alden library resources, the Ping Recreation Center, cashing checks, eating at dining halls, and free entrance into sporting events.

### **Informational Materials**

The following publications contain information on the policies and procedures related to graduate education. It is your responsibility to become familiar with these policies and procedures:

- Graduate catalog: <http://www.ohio.edu/graduate/index.cfm>
- Ohio University Student Handbook: <http://www.ohio.edu/students/handbook/index.cfm>  
This includes listing of campus resources, guide to residential living, academic policies, student code of conduct, and the judicial system.
- Services for students with disabilities (brochure and other information): Chubb Hall, 740-593-2620.

## **Organizations/Committee Involvement**

The Graduate Student Senate represents graduate students at Ohio University. If you are interested in learning more about or serving on the Senate, contact the organization at 326 Scott Quad, 593-1899, <http://www.ohio.edu/gss/index.cfm>

There are opportunities to serve on certain department and college committees as well. Please contact your department to learn which committees are open to graduate student representation. The Associate Dean for Research and Graduate Studies issues periodic calls for student representation on College committees.

### **PCOE Organizations**

- Student Personnel Association (SPA)
- Chi Sigma Iota (International Honor Society)
- Graduate Education Association

## **ACADEMIC RESOURCES**

The university library is one of the most important information sources. The **Alden Library** is located at Park Place, College Green. Library orientations are usually scheduled at the beginning of the academic year and occasionally throughout the term. Call 740-593-2699 for information about tours and using library services such as ALICE, inter-library loans, and computer labs.

Information about The Patton College of Education **Curriculum and Technology Center** computer labs may be obtained in McCracken 215, 740-593-4451.

### **Mail Boxes/Study Spaces**

The Departments have limited mail boxes and study spaces available for students. To make arrangements for a mail box and study space, contact your department.

### **Address Change**

If you change your mailing/local address and phone number, please notify the Office of Graduate Student Affairs, PCOE, so that records may be changed in that office.

### **Name Change**

To legally change your name with the university you must send a copy of the legal document showing the name change along with a letter requesting the change to Student Records, Chubb Hall, Ohio University, Athens, OH 45701.

## INTERNET ADDRESSES

- Ohio University Web Page: <http://www.ohio.edu>  
Information on student and faculty email addresses, campus offices and services, as well as upcoming events.
- Registrar's Office: <http://www.ohio.edu/registrar>  
Information on DARS, grades, graduation, transcripts and class schedules.
- The Patton College of Education: <http://www.cehs.ohio.edu>
- Graduate Catalog online: <http://www.ohio.edu/gcatalog/index.html>
- Email accounts: <http://www.cns.ohio.edu/email>
- International Student Office: <http://www.ohio.edu/isfs/home.htm>
- Graduate Record Exam: <http://www.ets.org/gre>
- TOEFL: <http://www.ets.org/toefl>

## E-News

The Office of Student Affairs in The Patton College of Education publishes an electronic newsletter: the E-News. During the academic year the newsletter is sent out weekly to all currently enrolled students and faculty with Ohio University email accounts.

## DOCTORAL PROGRAM REQUIREMENTS

### Residency

In order to receive a doctoral degree, a student must maintain at least two consecutive academic semesters of full-time graduate enrollment (registration for 9 graduate credits for fee-paying students, 12 graduate credits for students receiving a full assistantship, and 15 graduate credits for students receiving a partial assistantship.). Consecutive residency options include: Fall-Spring; Spring-Summer; Summer-Fall, Spring-Fall. The continuous residence requirement applies to the period of graduate study following the completion of the master's degree or the completion of at least 30 graduate credits.

### Admission to Candidacy

Doctoral committee membership is determined in consultation with proposed members of the committee. The chair of the dissertation committee should help the candidate select appropriate members. At least three of the committee members must meet the requirements for Graduate Faculty status in their respective departments, as verified by the Chair of the department. The Dean's Representative is subject to approval by the Dean's office.

All doctoral students in The Patton College of Education must meet the following requirements prior to admission to candidacy:

1. Successful completion of the comprehensive examination.
2. Satisfaction of all required scholarly disciplines (scholarly "tool" courses).

3. Official establishment of the dissertation committee (including the dean's representative). This committee may be the same as or different from your program advisory committee. To establish the committee officially, you must complete the applicable form at the following web address: <http://www.cehs.ohio.edu/resources/DoctoralHandbook.htm>
4. Approval of the research proposal by the official dissertation committee.

Forms indicating completion of the above steps are available from and filed in the Office of Student Affairs in The Patton College of Education. You are not permitted to schedule the oral examination of the dissertation until you have met all requirements for Admission to Candidacy.

The original letter of Admission to Candidacy will be sent to you. A copy will be sent to your advisor as well as kept on file in the Office of Student Affairs in The Patton College of Education.

In compliance with Ohio University and The Patton College of Education policy, all doctoral students must complete the following requirements prior to Admission to Candidacy:

#### [1] Program of Study

Once admitted to the doctoral program, the student will be assigned a temporary advisor. He or she will automatically become the permanent doctoral advisor unless the temporary advisor or the student requests a change. The student should discuss the appointment of a doctoral committee (sometimes called the "program committee" and sometimes called "the comprehensive exam committee") with the doctoral advisor. Four or five members usually make up this committee, with the minimum being four.

The student and the doctoral advisor prepare a draft program of study detailing the courses from which the student might benefit. This draft is then presented to the student's Doctoral Committee no later than the end of the second semester of the regular academic year at a specially called meeting with the student to determine the courses he or she will take.

The program of study and corresponding approval page for must be filed in The PCOE Graduate Student Affairs. The approval page is available at: <http://www.cehs.ohio.edu/resources/DoctoralHandbook.htm>

No grade below B will be accepted on any coursework that is part of a student's program of study. This includes coursework in Research and Scholarly Tools. If you earn a grade below B, you must retake the course or make substitution subject to approval by the program committee.

The officially approved program of study becomes a contract between the student and the Doctoral Committee that can be changed only by Doctoral Committee action. A form entitled "Request for Change in Approved Doctoral Program" is used for this purpose, and is available from the Office of Graduate Student Affairs in The Patton College of Education. The "Request for Change" form is available at: <http://www.cehs.ohio.edu/resources/DoctoralHandbook.htm>

The total number of hours to be taken in a doctoral program varies according to many factors, but the typical student is required to complete a total of more than 90 semester hours of course work relevant to the program beyond the Bachelor's degree and more than 60 semester hours of course work beyond the Master's degree.

In consultation with the doctoral advisor and the student's initial committee (i.e., the "program committee"), it is important for the student to consider the nature of the comprehensive examination because the areas of course work typically determine the areas of examination. The student should also project future course scheduling to determine approximately when desired courses are offered.

## [2] Dissertation Committee

After a doctoral student has completed his or her comprehensive exams, he or she should discuss the appointment of a dissertation committee with his or her doctoral advisor. Four or five members usually make up this committee, including a dean's representative, with the minimum being four.

The dissertation chair coordinates the work of the committee and must be a faculty member from the student's major program area. However, it is also possible based on the member's particular expertise, to select a second member of the Dissertation Committee to serve as Co-Chair.

Subject to the dean's approval, a student or program chair may identify the dean's representative. The general guideline for selecting the dean's representative is to identify an individual who is a tenured full member of the graduate faculty in his or her respective department, who is currently affiliated with Ohio University, and not a member of the department in which the student seeks to obtain the degree.

At least two members of the dissertation committee must be full-time faculty members in the student's department. When appropriate, one member of the Dissertation Committee may be from outside Ohio University. Such members must have earned a doctorate or the equivalent, must have expertise in the area of the dissertation, and must be approved by the Department Chair and Associate Dean for Research and Graduate Studies.

A form listing the members of the Dissertation Committee and the dissertation topic or title, to be filed prior to the dissertation proposal defense in The PCOE Office of Graduate Student Affairs, is subject to approval by the Dissertation Chair and the Department Chair. On the Dean's behalf and using guidelines established by the Dean, the Senior Associate Dean for Research and Graduate Studies appoints the Dean's Representative.

Upon the approval of the Dissertation Committee information form, the Dissertation Chair automatically becomes the student's advisor.

### [3] Research Proposal (AKA “Dissertation Proposal”)

The period of time after approval of the program of study—and while the student is taking coursework—provides an opportunity to begin consideration of the dissertation topic and the preparation of a dissertation proposal. Although a dissertation topic cannot be formally approved until after completion of the comprehensive examination, the student can save time by communicating directly with various faculty members and beginning to investigate the area in which the dissertation is planned.

Before a doctoral student begins his or her dissertation research, he or she must prepare a dissertation proposal following guidelines established by each department and/or graduate program area. The student’s official dissertation committee reviews and approves the dissertation proposal during a specially scheduled meeting.

If the research involves human subjects, you must complete the Collaborative Institutional Training Initiative (CITI) as well as obtain approval (or a waiver) of your research by the Ohio University Institutional Review Board (IRB). The IRB is responsible for reviewing and approving or exempting all research involving human subjects by students and faculty at Ohio University. For information about the IRB process, see:

<http://www.ohio.edu/research/compliance/IRB-Forms.cfm>

A copy of the IRB letter must be filed in the Office of Student Affairs, Graduate Records, simultaneously with the approved dissertation proposal defense report. The “Approval of Proposal for Dissertation” form is available at:

<http://www.cehs.ohio.edu/resources/DoctoralHandbook.htm>

### [4] Research and Scholarly Tools

In accordance with program requirements and at the discretion of his or her Doctoral Committee, a student must demonstrate proficiency in the research and scholarly tools which relate to his or her total academic program, professional goals, and proposed dissertation.

The Doctoral Committee may require specific courses that will assist in the proposal preparation and the collection and analysis of data for the dissertation. Research and scholarly tools require a grade of a B (3.00) or better in each course. If a grade below a B (3.00) is received, the course must be retaken for a grade of a B (3.00) or above or substituted with another course in consultation with the program committee. Both grades will remain on the student’s record. The PCOE Office of Graduate Student Affairs will verify the grades earned for the research and scholarly tools.

### [5] Comprehensive Examination

The comprehensive examination, which has both a written and oral component, is considered to be one examination and is usually taken near or at the end of the coursework. The written and

oral exam evaluates your mastery of your field of specialization. It also enables the Doctoral Committee to determine your readiness for advanced research.

In consultation with the Doctoral Advisor, a student must schedule the written as well as oral component of his or her comprehensive examination. However, students are advised to begin preparation for the examinations much earlier. All content areas that are to be included in the comprehensive examination must be represented by at least one member of the Doctoral Committee.

The Doctoral Committee members typically write the questions for the comprehensive exam. The written examination will consist of questions submitted and graded by the student's Doctoral Committee. The length of the examination and its format will be determined by the Doctoral Committee in consideration of department and program requirements. The student and the Doctoral Advisor jointly select those faculty members who will write comprehensive exam questions based on the amount of coursework taken in each faculty member's area of specialization. Prior to the administration of the exam, the Doctoral Advisor will contact the professors requesting that they write questions. At his or her discretion, the Doctoral Advisor may alternately request that the student contact his or her professors requesting that they write questions. Students are advised to seek suggestions from committee members regarding preparation for the comprehensive exam. As a general rule, the student should have completed at least two courses in an area in order for it to be included in the comprehensive examination. Within two weeks of the completion of the written portion of the comprehensive exam, the Doctoral Committee will meet with the student for the oral examination.

The Doctoral Committee may allow a student to retake the comprehensive examination or any part thereof if he or she is not successful on the first attempt. Additional course work or other committee recommendations may be required in the case of unsatisfactory performance on the examination.

The "Report of the Results of a Doctoral Comprehensive Examination" form, signed by all committee members, must be submitted to the PCOE Office of Student Affairs, Graduate Records. The form is available at: <http://www.cehs.ohio.edu/resources/DoctoralHandbook.htm>

Upon the completion of the Comprehensive Examination, the Doctoral Committee (sometimes also called the "Program Committee" or the "Comprehensive Exam Committee") is dissolved.

Note: The student is required to be registered for a minimum of 1 hour of graduate credit during the semester in which the Comprehensive Exam is taken.

#### [6] Formal Admission

Formal admission to candidacy cannot be granted until [all required procedures](#) have been completed, including satisfactory completion of courses in the scholarly disciplines.

## **Dissertation**

After Admission to Candidacy all doctoral students must meet the following requirement:

### [1] Dissertation Defense

The student must notify The PCOE Office of Student Affairs, Graduate Records two weeks prior to the oral defense to supply information about the confirmed date, time, and location of the defense as well as the current dissertation title and committee membership. The PCOE Office of Student Affairs, Graduate Records, gives public notification of the defense. Official notice of the defense will be sent to the student and Dissertation Committee, along with the required forms for the Dissertation Chair and the Dean's Representative. In addition, Student Affairs will notify the student of requirements and guidelines for completing the graduation process. At least two weeks prior to the oral exam, the student must distribute final draft copies of the dissertation to all members of the Dissertation Committee.

It should be noted that approval of the dissertation by the Dean's Representative is mandatory for acceptance of the dissertation.

### [2] PCOE Plagiarism Check

Procedures are now in place for checking all dissertations prior to final submission to Thesis and Dissertation Services (TAD). The policy and related procedures can be viewed at: <http://www.cehs.ohio.edu/resources/forms.htm#ss>

## **Filing the Dissertation**

Please refer to Theses and Dissertation Services (TAD), Graduate College, for deadlines, checklists, guidelines, formatting assistance, filing procedures and forms. A dissertation template for the College of Education can be found at: <http://www.ohio.edu/graduate/etd/>

## **GRADUATION**

### **Application**

Application for graduation is made through the Registrar's Graduation Office, Chubb Hall, by the deadline published by the Office of the Registrar: [www.ohio.edu/registrar/gradapp.cfm](http://www.ohio.edu/registrar/gradapp.cfm)

The fee for graduating doctoral students can be found at the following website: <http://www.ohio.edu/registrar/gradapp.cfm>

Any student who does not graduate during the term for which he or she applies must re-apply for graduation and register for a minimum of one semester hour, unless he or she qualifies for the early filer provision. An additional fee and the application must be submitted by the Registrar's application deadline.

## **Early Filer Provision**

An early filer is a student who missed a deadline for the semester in which he or she intended to graduate, but can complete all paperwork before the first day of the next semester meeting the Early deadlines. While the student will be a graduate in the following term, early filer status allows a student with no other obligations to the university to graduate in the next semester without having to enroll in courses or pay fees. They must simply reapply for graduation.

There are limitations on who qualifies for this option. The eligible student must:

- Be enrolled in the term in which her or she originally intended to graduate.
- Have no visa restrictions requiring him or her to be registered in the term in which he or she graduates. To clarify if you are eligible, contact the International Student Services Office at 740-593-7330.
- Meet all Early deadlines.
- Respond in a timely manner to TAD Services requests for format revisions.

## **Graduate Review Process**

The PCOE Office of Student Affairs, Graduate Records receives a list of graduation candidates approximately one week after the date for applications. The office reviews the candidates' files and makes any corrections for the degree, the major code and other pertinent information, and returns the data to the Graduation Office, Chubb Hall. You will receive a pre-view memo from the PCOE Graduate Records office listing (1) current registration, and (2) any problems affecting graduation, such as incomplete courses, missing program of study or change in program of study form, no official degree-bearing transcript from a previous institution, etc. It will be your responsibility to clear up errors in registration or meet requirements that are lacking. The memo will also include a date by which the Graduate Records office must receive grades for incomplete courses.

## **Verification of Completed Degree**

A request for a letter to be sent to an employer, a school system, or other entity, verifying that the degree has been completed should be submitted to The PCOE Office of Student Affairs, Graduate Records, through an email. A request must be made at least five working days prior to the date the letter is needed. The requested letter will not be issued until current grades have been verified and clearance given by the Registrar that the student has no financial holds.

## **Grades**

Grades are not received by The PCOE Office of Student Affairs, Graduate Records until a week after the term ends. Final graduation reviews will not begin until grades have been recorded at the Office of the Registrar and reported to PCOE Student Affairs. If you need verification of completed degree sooner, you will need to request your instructor to send a confidential email with your final grade to Office of Student Affairs, Graduate Records.

## **Graduation Clearance-Final**

Upon final review for graduation, if there are requirements not met that are delaying the candidate's graduation, a memo or email will be sent stating the reason(s) for the hold on graduation, and the deadline by which requirements must be met. It will be the candidate's responsibility to resolve any problems relating to the requirements that have not been met. If the requirements are not met by the deadline, the candidate will receive a memo stating that he or she has been denied for graduation, along with information about the reapplication process. The final confer/deny report is not returned to the Graduation Office of the Registrar until approximately four weeks after the term ends.

## **Financial Hold**

If you have a financial hold, verification of completed degree will not be issued. Nor will your diploma or official degree bearing transcript be mailed until the financial hold is released by the Office of the Registrar.

## **Official Transcript**

Those who need to submit an official degree bearing transcript to an employer, a school system, or other entity may pre-order the transcript from the Transcripts Office, Chubb Hall at: <http://www.ohio.edu/registrar/transcri.cfm>

The transcript may also be ordered in person or through the mail. Application for transcripts in person is made by going to Chubb Hall. Subject to change, there is a \$6.00 charge for each transcript. Those wishing to order an official transcript via regular mail should send their request to the Transcripts Office, Chubb Hall, with the following information:

- Full name
- Date of attendance
- PID
- Completed address to where transcript should be sent
- Date of birth
- Phone number of person requesting transcript
- Signature

Special note: TO BE HELD UNTIL DEGREE BEARING

If you have any questions concerning your transcript, please contact the Academic Records, Chubb Hall, 740-593-4199.

## **Diploma**

The diploma will be mailed approximately three weeks after the Registrar, Graduation Office, Chubb Hall completes the conferral process. The diploma is mailed by third class mail to the address listed on your graduation application. The degree conferral reporting and recording

process and mailing of the diploma takes approximately six weeks. Any questions concerning the diploma or transcript should be directed to the Graduation Office, Chubb Hall:  
[graduation@ohio.edu](mailto:graduation@ohio.edu)

### **Commencement**

The annual commencement for graduate students is held at the end of Spring term. The date is published on the Commencement website at: <http://www.ohio.edu/commencement/>

Graduates from the previous Summer and Fall semesters may participate in the Spring commencement. Commencement information will be provided via email to those students who have indicated on the graduation application that they wish to participate in the ceremony.

Doctoral level students must have completed all requirements by the end of Spring semester in order to participate in the annual commencement ceremony. The requirements that must be completed include all grades for required courses and the formally finalized TAD submission process.

For further information, contact the Graduation Office, Registrar, Chubb Hall at:  
[graduation@ohio.edu](mailto:graduation@ohio.edu)

### **Cap and Gown Information**

Cap and gown order information is sent to each student's Ohio University email address. The information is sent only to those students who have indicated on the graduation application form that they intend to attend the annual Commencement ceremony and request that cap and gown information be sent to them. Any questions concerning the cap and gown should be directed to Event Services, Baker University Center, 740-593-4020.

### **Graduation Invitations**

Graduation announcements are available for purchase at the College Book Store and Follett's. For information, please contact them:

College Book Store – 740-594-3505  
Follett's – 740-593-5547

### **Graduation Parking**

Information concerning parking should be included your cap and gown information. If parking information is not received, please contact Event Services, Baker University Center at:  
<http://www.ohio.edu/commencement/parking.cfm>

## **Graduation Reception**

A reception for graduate students and their families is held immediately following the commencement ceremony. The location of the reception will be listed in the Commencement Bulletin.

## **Participants**

Doctoral students must have completed all degree requirements, including the TAD submission process, in order to be allowed to participate in the commencement ceremony.

## **Robing/Marching**

On the day of the commencement ceremony, faculty and administrators will be stationed at designated places to assist graduates in putting on robes, lining up for the processional, and entering the building or site where the ceremony is being held.