

DRAFT TO BE APPROVED BY THE PH.D FACULTY

Ph.D. in Education Handbook

**School of Education
The University of North Carolina at Chapel Hill**

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Guidelines for SOE Ph.D. in Education
Last Revised December 2008

NOTE: Some statements contained in this Handbook are drawn directly from the Graduate School Handbook (<http://handbook.unc.edu>)

Program Description

The Ph.D. in Education program prepares leaders in research who can meet educational challenges in contemporary society with an emphasis on P-12 schooling. Such research builds on existing and creates new knowledge that focuses issues of social justice and equity. The program is designed to foster collaboration among faculty and students from diverse disciplines, thus providing the opportunity to develop relevant research agendas. Graduates of the Ph.D. program are prepared for leadership positions in research and teaching at major universities and institutes. A Master's degree is **required** before enrolling in the Ph.D. in Education program.

Proceed Beyond

Some students who enter the M.A. in Education program desire to continue in the Ph.D.; this is to Proceed Beyond. The M.A. student must have completed the requirements of the degree before the start of the fall semester in order to enroll. Requirements include submission of a new personal statement, a new letter of recommendation, and the required Proceed Beyond form to the Office of Student Affairs. Deadlines follow those published by the Graduate School as does acceptance to the new program. There is no guarantee of admission and students are strongly encouraged to secure an initial advisor. No deferrals are granted for students approved to Proceed Beyond.

Research Areas

A student selects one of three research areas: *Culture, Curriculum, and Change*; *Early Childhood, Intervention, and Literacy*; or *Educational Psychology, Measurement, and Evaluation*.

- Culture, Curriculum, and Change (CCC) focuses on the study of educational reform through perspectives derived from social foundations, curriculum and cultural studies, teacher education, and educational policy, and social foundations. The CCC specialty accommodates a range of individual interests principally in preparing graduates for university teaching and research positions. In addition to the foundations disciplines, among current faculty interests are race and gender, achievement of minorities, immigration and literacy, mathematics and science teacher education.
- Early Childhood, Intervention, and Literacy Studies (ECIL) focuses on the multidisciplinary study of the development of young children with diverse characteristics (birth to eight) in the context of families, schools, and cultures. Of special importance is the interest in designing new curricular and intervention strategies for the development and learning of typical children, children with special needs, and children from culturally diverse families. In addition, there is an emphasis on instructional approaches to support literacy for young children in families and schools.

- Educational Psychology, Measurement, and Evaluation (EPME) focuses on the study of individuals interacting within educational contexts. Doctoral students may choose to concentrate in an area such as human learning and cognition, human development, motivation, individual differences and exceptionality, program evaluation, or quantitative methods. The objective of the EPME specialty is to develop scholars with the psychological knowledge and inquiry skills necessary to advance the field while, at the same time, contributing to the translation and application of psychological principles in educational settings.

Area Transfer

Rarely but on occasion doctoral students realize that they have been admitted to the wrong research area. Transfer during the first year should be relatively easy. This includes conversations and informal approval from the initial advisor and area chair and the new area chair. In order to transfer the student must submit a letter of intent and find a new initial advisor. Following the first year, any proposal of area transfer will require a new formal admission. Advising loads as determined by the specific areas apply although the area faculty may grant an exception.

Program Milestones

Overview of Milestones

Upon entry to the program, a student is assigned an initial advisor. Prior or during the fall semester of a student's second year, a Program of Studies Committee approves a student's Program of Studies. The committee is composed of four or five members, a majority of each that must be from the School of Education (area emphasis ought also to be represented). The first milestone is a doctoral written exam and a first doctoral oral exam that together constitute a comprehensive exam of the student's command of his or her field. This is generally undertaken following the completion of coursework. Next a doctoral committee for the dissertation of five members is formed; the second milestone is defense of the dissertation proposal. The third milestone is defense of the completed dissertation. At all three milestone events, the entire contingent of faculty must be present; permission for one member's attendance through a conference call can be secured from the Office of Student Affairs. Once the final oral defense is complete and minor revisions approved, the student submits the dissertation electronically through the Graduate School.

Advisement

A student is assigned an initial advisor who typically, but not always, comes from the student's research area. Any person, who has a regular graduate faculty appointment in the School of Education, may be an advisor. The advisor meets with the student regularly and monitors the student's progress throughout the program of study. Other responsibilities of an advisor include working with the student in constituting a Program of Studies Committee and ensuring that the student meets all the University deadlines of submitting relevant paperwork during the doctoral study. A student may change the advisor as appropriate to a change in research interest. After the first oral, when the doctoral committee is officially formed, the advisor may or may not continue as the dissertation advisor. When an advisor is changed, the student should discuss the

change with both the outgoing and incoming advisor. The Office of Student Affairs should receive notification of the change for the student's file.

Program of Studies Committee and Program of Studies Coursework

Program of Studies Committee. The Program of Studies Committee advises the student in the following: a) determining the focus during the student's doctoral studies as related to program requirements, career goals and prior background; b) selecting courses and mentored experiences; and c) preparing the student's comprehensive exams.

A student selects, in consultation with the advisor, a Program of Studies Committee prior to or during the fall semester of the student's second year of study. The committee is comprised of a minimum of four members, with the majority being tenure-track faculty from the School of Education. The Graduate School distinguishes the role of Advisor from that of a Chair. If the committee designates a chair, this faculty member must be part of the graduate faculty in the student's specialty area (CCC, ECIL, or EPME). If the student chooses a minor, one committee member must be from the minor area. A student may change Program of Studies members, or members may leave the committee. Committee constitution must fulfill all requirements at the time of the first milestone, the approval of the program of studies—and thereafter. All membership changes must be noted on the Program of Studies form.

The committee approves the student's program of studies prior to or during the fall semester of the student's second year of study, prior to pre-registration for the following spring semester. After the meeting, the student submits the completed Program of Studies form to the Office of Student Affairs and distributes copies to the advisor and committee members. If changes to the Program of Study need to be made for any reason, the Program of Study committee should reconvene to consider and approve proposed changes. If for some reason a member, or members, of a student's Program of Studies Committee should leave the SOE, it is possible the entire committee and the program of study may have to be reconstituted.

Program of Studies Coursework. Forty-eight to fifty hours of coursework are required, not counting dissertation credits. There are 16 semester hours of required core courses: Proseminar in Education, Specialty Area Seminar, Fundamentals of Educational Research, Foundations of Educational Research, and Supervised Research (one semester hour taken four times). Additionally, six semester hours of research methods are required. At least two courses or six credit hours must be taken outside the School of Education. The student and the Program of Studies Committee determine the remaining coursework. Students are not to sign up for dissertation credit until the comprehensive exams are completed. [A proposal for a course designation for comprehensives preparation is currently being considered.] A student must sign up for a minimum six hours of dissertation credit to complete the dissertation. A student must be registered for a minimum of three hours during the semester in which the dissertation proposal is approved and three hours in the semester in which the dissertation is defended.

A master's level statistics course is required prior to or part of the coursework in research methods. The masters level course is not part of the six semester hours of research methods; it is strongly recommended that it be taken prior to admission or early in the program of study.

Waivers and requests for transfer courses must comply with guidelines noted under the later section in this Handbook, "Transfer Credit, Residence Requirements, Registration Requirements, and Length of Time to Complete."

A special issue concerns the relationship between student interests in education and other areas of study. The spirit is that ‘education’ be an emphasis and that graduates take with them a degree from the School of Education and the specific research emphasis. A majority of coursework, comprehensive examinations and dissertation should reflect this emphasis.

Electing a Minor (Optional). With the approval of the major (Education) and minor programs, a student may elect to declare a formal minor in any program that offers a graduate degree. The minor must comprise at least 15 credit hours. All credits must be for courses listed (or cross-listed) in programs other than that of the major and cannot also be counted toward the major. A minor may consist of a set of related courses, some of which are listed by one program and some of which are listed by another. In most cases, the minor would not include courses from more than two programs. Only one program name will be listed as granting the minor, and the Director of Graduate Studies in the minor program must agree to accept any courses from outside the minor program offerings.

The minor must be approved in advance by the Director of Graduate Studies in both the School of Education and the minor program area. When a satisfactory minor has been planned and approved by both programs, a copy of the proposed minor course of study should be signed by the Director of Graduate Studies in the major and minor programs and sent to the Graduate School to become a permanent part of the student’s record.

A representative from the minor area also serves on the program of study and dissertation committees.

Doctoral Written Exam

During Doctoral training, through coursework and professional experiences, students develop specific areas of expertise and knowledge claims. The purpose of the Comprehensive Examinations for the Ph.D. in Education is to assess these areas and claims prior to moving forward with a doctoral dissertation. The following procedures will take place to assess doctoral students’ areas of expertise and claims of knowledge.

Negotiating Claims of Knowledge/Areas of Expertise. During either the initial or a second Program of Studies (POS) meeting, when students have had sufficient time to identify their desired claims/areas, they will present to their committee members the areas of expertise. Through discussion, the student and the committee will negotiate which of these claims will be tested on the comprehensive examination.

- Areas of expertise/claims of knowledge must be substantiated by students’ coursework and experiences; the majority of faculty members on the committee must agree that the areas/claims are legitimate claims for the student to make.
- All POS faculty members must be in attendance for the meeting in which the claims of knowledge/areas of expertise are presented and negotiated. A form is included for students to make explicit their claims to be tested, and for committee members to sign their agreement.
- The meeting in which negotiation of claims of knowledge/areas of expertise takes place must occur during the semester prior to which students wish to write their examination responses.

- Committee members and students must complete the form available in the Office of Student Affairs or on the SOE website, to define their claims/areas to be tested.

Examination Questions and Responses. No fewer than 2 and no more than 4 questions will be written by the committee relevant to these claims of knowledge/areas of expertise.

- During the POS meeting, the student and committee members will negotiate the number of questions and the distribution of students' effort to be associated with each question.
- More than one claim of knowledge/area of expertise can be incorporated into a single question.
- At least one of the responses should be written as a paper intended to be published or presented professionally. The student and committee members will decide which area(s)/claim(s) will be targeted for this purpose. Students are strongly encouraged to submit this work for review for conference presentation or publication.
- Specific questions will be written by all of the faculty members of the committee.
- Following this meeting, students will know the areas/topics on which questions will focus. They will receive the exact questions on the day that writing is scheduled to begin.
- The text of students' responses to the set of questions (not including reference lists) may not exceed a total of 50 pages, typed in 12-point, Times New Roman font, double-spaced, single-sided, with 1" margins. Students must follow APA format in their responses.
- Students must indicate their adherence to the UNC-CH Honor Code through their signature on the comprehensive examination form.

The Writing Period. Students will write their responses to their assigned questions over a 6 week period (42 days). In order to provide POS committee members sufficient time to evaluate student responses, and to allow students to learn the results of their written examination during the semester in which writing takes place, the following guidelines must be followed:

- Office of Student Affairs will set each semester final dates by which writing must begin and conclude. These dates reflect a 5-week period of time allotted to faculty members and the Chair to evaluate and communicate feedback to the student, prior to the last day of classes. Writing may begin prior to this date in the semester, but if students commence writing after this date, their responses will not be evaluated by faculty during that same semester.
- At least two weeks prior to writing, students will identify a start and end date to writing that spans a 6-week period (42 days). This start/end date will be noted on the POS Claims/Areas tracking sheet and communicated to POS members by the Chair via email.
- At least two weeks prior to writing, the student must generate a reading list to be circulated to all POS committee members (in electronic and hard copy). Faculty have one week to make changes to the reading list. Changes must be communicated to the Chair of the POS committee; the Chair will communicate changes to the student at least five days prior to the beginning of writing.
- Students will receive the specific list of questions to be addressed from their Chair or Chair's designee, via email, by 9 a.m. on the day on which writing is to begin.

- During the writing period, students may consult written materials relevant to their topic. They may not consult live sources to inform their responses. Student responses must be drafted independently.
- Students will turn in a hard copy and electronic copy no later than 4 pm on the final day of writing to the POS Chair's support staff. The Chair or Chair's designee will distribute paper and electronic copies to committee members.
- Students will receive the results of POS committee members' evaluation in writing no later than 5 weeks following their final writing from the POS Chair.
- The Oral Defense of the written responses may take place during the semester that follows the written examination.
- Students may elect to write their responses over the summer or over winter break, if the Committee members agree to this timeline and the Chair agrees to be available to obtain and supply the questions to the student during this time. Students must follow University requirements regarding registration during the time period that they write their responses. Written responses completed outside the beginning and end dates of classes during the fall and spring semesters will not be distributed to the faculty until the first day of classes in the following semester; faculty will have four weeks from this date to evaluate the responses and return their evaluations to the Chair. Students will receive notification of the results of their examination within 5 weeks from the first day of classes.

Exam passing and failure. Three options are available to the examining committee regarding the outcome of writtens: *Pass*, *Fail*, and *Conditional Pass with Revisions*. The selection among these options is determined by majority of vote among committee members.

In the event that a majority of committee members determines that the student has passed the writtens, the student may proceed to the oral defense.

By majority vote, a committee may assign a grade of fail to the written examination. A doctoral candidate who fails a doctoral written exam may not take the exam a second time until at least three months after the first attempt. A student who fails an exam for the second time becomes ineligible for further graduate work. Upon request from the student's Director of Graduate Studies, the Graduate School may grant a student a third and final opportunity to take the examination. In addition, no student may continue in a program or take an examination a third time without approval by the Administrative Board of the Graduate School.

The committee may decide by majority rule to issue a conditional pass with revisions. This vote signifies that the committee has determined that if specified revisions are completed successfully by the student, within the prescribed time period, a pass may be conferred. To fulfill the requirements for a conditional pass with revisions, the revisions must be completed by the student within six weeks (42 days) from the date of written communication about the committee's decision. The committee chair will complete a form, available in Student Services, that states that a Conditional Pass with Revisions has been assigned, the date by which revisions must be completed, and a description of the revisions to be completed. The form must be signed and dated by the Chair, on behalf of the committee, and also by the student. A copy of this agreement must be placed in the student's file. Students are required only to revise the aspects of the writtens that were deemed unsatisfactory; they are not to rewrite entire questions. By the date specified, the student must turn in a written copy of the revisions to the Chair (or Chair's designee); the Chair will distribute the revisions to the committee members for review.

Committee members must return to the chair a vote of pass or fail for the exam, based on the revisions, within 2 weeks on the University 9-month academic calendar. Committees are not obligated to read revisions over summer or winter breaks. If the committee determines, by majority vote, that the student passes the writtens with the revisions, the student will be granted an official Pass, and may proceed to scheduling an oral examination. If the committee determines, by majority vote, that the revisions do not render the written examination a passable product, the student will be issued a Fail. Once an official Fail has been recorded, the student must follow the guidelines stated above.

First Oral Exam

Purpose. The first oral exam serves as a rigorous defense of the written exam with elaboration of topics. The oral exam should not be used to “fix” a weak written exam. Performance on the oral exam should determine the candidate’s fitness to continue work toward the doctorate, but should not focus on the next milestone.

Scheduling, preparation, and exam conduct. The committee has two to three weeks to read the exam and upon notification the student may then schedule the oral examination. The dissertation proposal shall not be considered at the time of the oral exam. The student may seek assistance from his or her Program of Studies Chair to prepare for the exam. All committee members must be present at the oral exam. If a faculty person must be absent, another faculty person must substitute. The substitution must be duly noted on the Doctoral Exam Report Form. As noted above limited teleconferencing is allowed.

Exam review. A majority vote is needed to determine satisfactory or unsatisfactory performance. Immediately after the exam has been given, results should be sent to the Student Affairs Office on the completed Doctoral Exam Report Form (<http://gradschool.unc.edu/pdf/wdexam.pdf>).

Exam failure. A doctoral candidate who fails the first oral exam may not take it a second time until at least three months after the first attempt. A student who fails an exam for the second time becomes ineligible for further graduate work. Upon request from the student’s Director of Graduate Studies, the Graduate School may grant a student a third and final opportunity to take the exam. No student may continue in a program or take an examination a third time without approval by the Administrative Board of the Graduate School.

Doctoral Committee Formation

In accordance with Graduate School requirements, the doctoral committee consists of five members. The doctoral committee chair must be a regular member of the graduate faculty in the School of Education. The majority of the committee must be regular members of the UNC-CH Graduate Faculty from the School of Education, and strong representation of the research area is highly recommended. Other individuals who are not members of the regular graduate faculty in the School of Education may be nominated to sit on doctoral committees. A representative in the Student Affairs Office submits the request to the Graduate School. The SOE Director of

Graduate Studies must approve the submission to the Graduate School, where the final dispensation is made. Outside members may be selected from among scholars from other academic programs at UNC or from other institutions where scholarly work is conducted. If the dissertation involves the minor field, at least one member of the committee must represent the minor field.

At least one member is named doctoral committee chair and typically this is the doctoral advisor. The chair must be a full-time faculty person in the School of Education who is also a regular member of the graduate faculty in the student's specialty area (CCC, ECFL, or EPME). At the request of the program and approval of the Graduate School, the dissertation advisor may be a fixed-term faculty member from another UNC-CH program. The SOE Director of Graduate Studies must approve the request and attach approval when materials are sent to the Graduate School.

While many of the members of the Program of Studies Committee will continue on and become members of the doctoral committee, students may change the composition of their committee as they form the doctoral committee. A student should inform members of his/her intentions both to continue and to replace members. Students may also work informally on the dissertation with others.

Typically the student works principally with the advisor during preparation of the study and may at the behest of the advisor consult with other committee members along the way. The completed draft is 'approved' by the advisor before it goes to committee. A Graduate School directive has indicated a shift in emphasis for completion of the dissertation: committees are to assess and approve completed work with only cosmetic changes following the defense. Any more change necessitates need for another defense and a failure must be recorded.

The Report of Doctoral Committee Composition (<http://gradschool.unc.edu/pdf/wdcomm.pdf>) must be submitted to the Student Affairs Office for Director of Graduate Studies approval prior to the Second Oral Exam.

The Proposal and Second Oral Exam

Purpose. Completion of the proposal and performance on the oral exam should determine the candidate's fitness to continue work toward the doctorate.

Scheduling and exam structure. Subsequent to the successful completion of the written and first oral exams, the student presents the dissertation proposal to the doctoral committee. The student submits written copies of the proposal to the individual committee members two to three weeks in advance of the proposal defense meeting. In order to allow time to complete the doctoral dissertation, it is strongly recommend that the second oral examination take place no later than the end of the 5th year.

The dissertation proposal must include the following (sections may vary): a) statement of purpose, b) background of the research problem, c) justification of the study, d) the thesis to be explored or research questions, e) research procedures and methodology, f) overview or review of relevant literature, and g) significance of the proposed study. Other elements such as suggested chapters may be determined by the advisor and student.

During the proposal defense meeting, the student presents a summary of the written proposal and addresses questions raised by the committee. The committee may accept, request modifications, or reject the proposal.

All committee members must be present at the second oral exam and noted on the form. If a faculty person must be absent, another faculty person must substitute. Limited teleconferencing is permitted. The substitution must be duly noted on the Report of Doctoral Committee Composition and Report of Approved Dissertation Project Form.

The section for the dissertation project approval on the Report of Doctoral Committee Composition and Report of Approved Dissertation Project Form (<http://gradschool.unc.edu/pdf/wdcomm.pdf>) should be submitted to the Student Affairs Office.

Exam review. A majority vote is needed to determine satisfactory or unsatisfactory performance.

Exam failure. A doctoral candidate who fails the second oral exam may not take it a second time until at least three months after the first attempt. A student who fails an exam for the second time becomes ineligible for further graduate work. Upon request from the student's Director of Graduate Studies, the Graduate School may grant a student a third and final opportunity to take the examination. No student may continue in a program or take an examination a third time without approval by the Administrative Board of the Graduate School.

Dissertation and Final Oral Defense

Purpose. The purpose of the dissertation is to offer an original contribution to knowledge in the field of education research and practice. Also it is to attest to an initial level of competence as preparation for further professional work and development. The final oral defense is the milestone of the dissertation completion.

Scheduling and exam structure. The final oral defense will be held only after all members of the committee have had adequate opportunity to review a draft of the doctoral dissertation. The dissertation advisor is responsible for determining that the draft is ready to be submitted to the committee. If substantial revisions are necessary, they must be completed before the final oral defense is scheduled.

The final oral examination may be open to the public; the decision to allow public participation at all or part of the examining process is left to the discretion of the advisor. Typically the candidate presents an overview of the study and questioning proceeds so that each member of the committee poses an initial sequence of questions. Committee deliberations must be confidential.

Exam review. The intent of the Graduate School is that cosmetic changes only are to be undertaken following the oral exam. If other changes are required, a second oral must be scheduled and a failure recorded (Votes must be taken and recorded for any scheduled oral examination.) The dissertation advisor is responsible for verifying that the changes required by the committee have been made and may delegate this responsibility to the committee member(s) who requested the changes.

A dissertation is accepted only after the approval of a majority of the examining committee members.

All five committee members must be present at the oral exam. If a faculty person must be absent, another faculty person must substitute. The substitution must be duly noted on the Doctoral Exam Report Form. Limited teleconferencing is allowed.

When the committee determines that all requirements have been met, the completed Doctoral Exam Report Form is submitted to the Student Affairs Office, and the dissertation is submitted electronically through the Graduate School submission portal.

[<http://gradschool.unc.edu/etdguide/>]

Exam failure. A doctoral candidate who fails the final oral defense may not take it a second time until at least three months after the first attempt. A student who fails an exam for the second time becomes ineligible for further graduate work. Upon request from the student's director of graduate studies, the Graduate School may grant a student a third and final opportunity to take the examination. No student may continue in a program or take an examination a third time without approval by the Administrative Board of the Graduate School.

Graduation

The student must notify the Office of Student Affairs of his/her plan to graduate by submitting an Application for Graduation (<http://gradschool.unc.edu/pdf/gradapp.pdf>) no later than the deadline shown in the University Registrar's Calendar for the semester in which they expect to graduate. Applications are valid for one semester only. If a student does not graduate in the semester expected, s/he must submit another application for graduation in a future semester.

A student in officially recognized dual degree programs must apply to graduate for both degrees at the same time, even if the requirements for one degree are completed sooner than the second degree. Academic programs are asked to provide flexibility so the student may be able to walk ceremoniously with his/her cohort even if he/she does not earn the degree that semester.

The Ph.D. degree is awarded at the end of each semester and the second summer session. Formal commencement exercises are held in May and December. All students receiving their degrees in May are encouraged to participate in the May commencement ceremony. All students receiving their degrees in August and December are encouraged to participate in the December commencement ceremony. Additionally, the School of Education holds a school-wide graduate ceremony in May. Students who have passed the final defense by a May deadline announced by the School of Education Student Affairs Director may participate in the School of Education ceremony.

Students are also encouraged to participate in the Graduate School Hooding Ceremony, held in May only, recognizing those who are graduating in May or those who graduated in the prior most recent December or August terms. Students planning to participate should contact the Graduate School.

Although a student must be registered in the semester in which he/she defends, the student needs not be registered in the semester in which the degree is to be awarded, provided that no use of University faculty time or facilities is required, and as long as the student was registered appropriately in prior terms, unless other conditions (employment, immigration, etc.) require registration.

Transfer Credit, Residence Requirements, Registration Requirements, and Length of Time to Complete

Transfer Credit

A doctoral student may request transfer of graduate courses toward a graduate degree to the Graduate School (see the Graduate School Handbook <http://handbook.unc.edu/>). The student's Program of Studies Committee reviews the courses and recommends transfer credit for any courses as appropriate. Transferred graduate-level courses must be relevant to the Ph.D. degree, with course content and level of instruction leading to student competencies at least equivalent to those of currently enrolled students. In the School of Education, courses may transfer only if taken within five years prior to enrollment. The Graduate School has the final responsibility for approving the transfer. The intent in the School of Education is that the doctorate not be a transfer degree; courses undertaken as part of MA study at UNC but not counted should typically be accepted; others should be accepted judiciously and should not constitute a large part of the doctoral program. It is the expectation of the School of Education that the majority of courses be taken while enrolled in the doctoral program.

Students seeking transfer credit may be asked to provide the following to their academic program: a) published course description; b) course reading list; c) course requirements, including assignments and grading criteria; d) information on the types of tools and methods that were used to engage students in learning; and e) official transcripts noting earned credit for the course are required. Students should then submit the Transfer Credit Recommendation Form (<http://gradschool.unc.edu/pdf/wtrnform.pdf>) to The Office of Student Affairs for processing. For additional guidelines, please refer to the Graduate School Handbook.

In addition, the following guidelines apply: Transferred credit will not be included in the program residence credit calculation; grades earned on transferred work must be equivalent to P/B or better (B- is not equivalent to B), and should be no more than five years old; courses taken on a pass/fail or satisfactory/unsatisfactory basis will not be included in transfer credit.

A student who wishes to take one or more courses at another institution (other than by inter-institutional registration) must first consult his or her advisor and program of studies committee) if s/he wishes to receive credit for such courses. Once such course credit is earned, the procedure for transferring the credits earned is the same as that described above. In the MA and doctoral programs, all such plans must be approved by the Director of Graduate Studies. The Graduate School does not accept transfer credit for non-credit courses, including lifetime learning seminars and programs, or courses taken for Continuing Education Units.

Residence Requirements

A minimum residence credit of four full semesters is required, either by full-time registration, or by part-time registration over several semesters (see the Graduate School Handbook <http://handbook.unc.edu/>). At least two of the required four semesters of residence must be earned in contiguous registration of no fewer than six credit hours at UNC-Chapel Hill. While summer session registration is not required to maintain consecutive registration, any credits of three to six hours per session will be computed on the usual basis as part of the required two-semester contiguity. Courses taken by inter-institutional registration earn residence credit as if they were courses on this campus. Teaching or other service duties do not count as part of the

residence computation for the degree. Transferred credit will not be included in the residence credit calculation.

Semester credit hours are converted to residence credit on the following basis: a) one or more credit hours earn a full semester of residence; b) six to eight credit hours earn one-half semester of residence; c) three to five credit hours earn one-fourth semester of residence; and d) fewer than 3 hours do not count toward residence credit.

Registration Requirements

Full-time registration. A full-time student is one who is matriculated and meets these conditions: a) registers for 9 or more graduate credit hours in a fall or spring semester; or b) registers for a minimum of 3 hours of dissertation (994) in a fall or spring semester. A student may register for additional courses as needed, but if registering for less than 9 hours, this must include a minimum of 3 hours of 994 to be considered full-time; or c) registers for fewer than 9 graduate credit hours in a fall or spring semester, exclusive of 994, and has been granted a “waiver of hours” for that semester.

Graduate School approval of a waiver of hours is contingent upon the student submitting a Waiver of Hours Form (<http://www.gradschool.unc.edu/pdf/waiverhr.pdf>). This form must also include a statement from the academic program certifying that the student’s overall academic involvement—teaching assignments, research projects—is consistent with the workload of a full-time student.

A student who was registered for the immediately preceding fall and spring semesters does not need to enroll during either of the summer terms to maintain status as a full-time matriculated student.

Required registration. Students are required to be registered whenever University resources (including faculty time) are being consumed to appropriately reflect work being done. In addition, the following specific registration requirements apply.

Each student holding a service (assistantship) or non-service (fellowship) appointment must be registered full-time in order to hold that position during the fall and spring semesters. Students must be on-campus unless the award requires their presence at another campus or research center.

A student must be registered during the semester(s) in which any examination is taken; this includes written and/or oral exams and defense of prospectus dissertation. Students must be registered for a minimum of three credit hours of dissertation (994) during the semester(s) in which the dissertation is defended.

Registration for the prior semester will cover events that occur during a break between semesters. This registration covers a student from the first day of class in a semester until the day before classes begin for the next semester. For example, if a student is registered for a minimum of three credit hours of 994 in the fall semester and intends to defend in the same term, s/he must defend between the first day of fall classes and the day before the first day of spring classes. Similarly, summer registration would cover a defense occurring anytime between the first day of summer session I classes until the day before the first day of fall classes. If the defense takes place during a summer, students must be registered for a minimum of three credit hours of 994 during either the first or second summer session to be covered for the entire summer term.

Once the student has completed all courses, including a minimum of six credit hours of dissertation (994), s/he must continue to register for 994 each academic semester (fall/spring) until the degree is completed in order to use University resources (including faculty time).

Credit/Course load. Students should register for no more than 16 hours in any semester. A student enrolled in the summer may not register for, and will not receive graduate credit for, more than eight hours a session. Overload requests are considered on an exceptional basis and should be initiated by the student's academic program and forwarded to the Graduate School for approval.

A student who holds a service appointment within the University or is employed either on- or off-campus is advised to register on the following basis: a) a student engaged in teaching three to six credit hours or in performing other part-time duties for 10 to 20 hours weekly is advised to register for no more than nine hours of course credit; b) a student engaged in teaching more than six credit hours or in performing other part-time duties for more than 20 hours weekly is advised to register for no more than six hours of course credit; c) a student engaged in full-time employment is advised to register for no more than three hours of course credit; and d) during a summer session, a student who holds a service appointment should register for no more than three hours of course credit.

Students must be registered for a minimum of three credit hours of dissertation (994) during the semester in which the dissertation prospectus is approved (if the dissertation prospectus was not approved at the time of the second doctoral exam), and the semester in which the dissertation is defended.

Full-time/continuous registration requirement for international students. International students must observe all enrollment conditions required by their student visa, including remaining enrolled full-time in the program to which they were admitted. Changes in the enrollment status of international students must be reported to the Office of International Student and Scholar Services by the student as soon as possible. Failure to maintain continuous and accurately reported full-time registration can have severe consequences, including, but not limited to, loss of visa status and deportation.

Readmission. A formal request for readmission to the Graduate School is required whenever a student fails to register for a regular (fall/spring) semester or withdraws during a semester for any reason—whether the student had an approved leave of absence, withdrew during the semester, or simply did not register. To resume their studies, such students must submit an Application for Readmission (<http://gradschool.unc.edu/pdf/readmission.pdf>) according to the following deadlines: a) July 1 for the fall semester, b) December 1 for the spring semester, c) April 1 for the first summer session, and d) June 1 for the second summer session.

Readmission after a long absence is not automatic and will be reviewed carefully by the (including the Area Chair, Director of Student Services and Director of Graduate Studies) prior to making a recommendation to the Graduate School. It is possible, depending on the length of absence that a student would have to reapply through the competitive application process to return. If a student is not registered for as long as two academic years, a new immunization record and Medical History Form must also be submitted to Student Health Service to avoid future registration cancellation.

Length of Time to Complete

A doctoral student has eight calendar years from the date of first registration in the doctoral program to complete the doctoral degree (Example: if the date of first registration is August 2005, the eight-year time limit expires at Commencement, August 2013). A student admitted to a master's program and later given formal permission to proceed to the doctoral degree has eight calendar years from the date of receipt of the master's degree to complete the doctoral degree. Reapplication is required to continue pursuit of the degree if the eight-year limit expires.

When extenuating circumstances warrant, the Graduate School may grant an extension of the degree time limit. The student must first complete the Request for Extension of Time Form (<http://gradschool.unc.edu/pdf/wextform.pdf>) and receive approval from their academic program, after which time the program's director of graduate studies may forward a petition for extension to the Graduate School.

Additional Information

Leave of Absence

Within the eight-year limit, a student in good academic standing may request one leave of absence from graduate study for a definite, stated period of time (up to one year) during which the student does not plan to make academic progress. To be eligible for a leave of absence, a student must not have received an extension of the time limit for the degree and must not have temporary grades of IN or AB on courses taken. A leave of absence between degrees is not allowed.

In advance of the leave period, the student must complete and submit a Request for Leave of Absence Form (<http://gradschool.unc.edu/pdf/loareq.pdf>) to the Graduate School. This form requires approval by the academic program. If the Graduate School approves the leave of absence, the time of that leave will not count against the total time allowed for the degree. Readmission to the Graduate School after an approved leave of absence is generally a formality. Ordinarily, a leave of absence may not be renewed.

Maternal/ Paternal Leave

The UNC-CH Graduate Student Parental Leave Policy is designed to assist a full-time graduate student who is the primary child-care provider immediately following the birth or adoption of a child. This policy will ensure the student's full-time, registered status and will facilitate their return to full participation in class work, and where applicable, research and teaching in a seamless manner. All matriculated, full-time graduate students are eligible to apply for this leave. A Parental Leave Application Form must be completed and submitted to the Graduate School at least eight weeks prior to the anticipated birth or adoption of the child.

Student Grievance Policy

UNC-CH has a university-wide student grievance policy. The procedures laid out in the policy shall be used when a UNC-Ch student has a grievance against a UNC employee, including faculty, EPA non-faculty, staff and student employees (when acting in the role of an employee),

that involves a UNC policy or law. A full description, including procedures to follow, can be found on the Dean of Student's website: <http://deanofstudents.unc.edu/index.php/policies.html>

Appeals Policy

The School of Education follows the Graduate School's policy on grade appeals. A detailed explanation of the policy can be found in the Graduate School Handbook: <http://handbook.unc.edu/>

For other, non grade related appeals, the School of Education Appeals Committee will be convened to hear a student's written appeal. For more information on committee membership, please see the section below.

The Appeals Committee

The School of Education has its own appeals committee which includes a graduate faculty member, an undergraduate faculty member, the Assistant Director of Student Affairs, the Director Graduate Studies and a representative from the Dean's office. The School of Education Registrar serves in an ex officio capacity.

Grades

Grades assigned for graduate coursework are the following: H (High Pass), P (Pass), L (Low Pass), F (Fail), and S (for Satisfactory progress on research courses, including EDUC 990 and dissertation credit hours). S grades need to be changed once the study and research is completed.

A student becomes academically ineligible to continue in the Graduate School for the following reasons:

- A. S/he receives a grade of F, F*, or nine or more cumulative hours of L in graduate study.
 - The computation of hours taken will include courses for which the student has received a grade of H, P, L, or F, as well as equivalent grades for courses taken through inter-institutional registration where other permanent letter grades may be assigned.
 - Undergraduate courses taken as a graduate student will not be included in this computation.
 - If a student completes or withdraws from one academic program and begins study in another academic program, all grades remain part of his or her permanent record. The grades for any courses to be credited toward the new program will be included in the calculation of academic eligibility.
 - Students may refer to Graduate Grading in the Graduate School Handbook for a more detailed description of grading policies.
- B. S/he fails a written or oral examination for the second time.
 - Once a student is notified of failing a written or oral exam for the second time, s/he automatically becomes ineligible for further graduate work.
 - See Failure of Examinations for Doctoral degree in the Graduate School Handbook.

Reinstatement

When special circumstances warrant, a student made academically ineligible under the conditions stated above may be reinstated upon petition initiated through the student's academic program. Students and academic program representatives must fill out the Request for Reinstatement to Graduate School Form (<http://gradschool.unc.edu/pdf/wrenstmt.pdf>).

Following consultation and approval by the student's advisor/chair, area advisor, and the Director of Graduate Studies, the latter must submit a petition together with a statement endorsing or declining to endorse the student's request to the Office of Student Affairs for processing. Final approval rests with the Graduate School. After academic eligibility reinstatement, any subsequent grade below P will result in the student becoming academically ineligible again.

Honor System

All School of Education graduate students are subject to the UNC Honor Code from the time they apply until the date their degree is conferred. Adherence to the Honor Code is required at all times. Suspected violations of the code will be turned over to the Judicial Programs Officer in the Dean of Student's Office. For a full description of the code please visit <http://honor.unc.edu/>.

Graduate students working as the instructor of record for any course offered by the School of Education are encouraged to put an honor statement on their syllabus as well as mention the importance of following the code during the first class period.