



ORANGE BOOK

**Ph.D. and Ed.D.
2014-2015**



Code of Student Conduct

Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

Syracuse University considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct:

1. Physical harm or threat of physical harm to any person or persons, including but not limited to: assault, sexual abuse, or other forms of physical abuse.
2. Harassment—whether physical, verbal or electronic, oral, written or video—which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as “fighting words,” and likely to cause an immediate breach of the peace.
3. Conduct— whether physical, verbal or electronic, oral, written or video— which threatens the mental health, physical health, or safety of any person or persons including, but not limited to hazing, drug or alcohol abuse, bullying and other forms of destructive behavior.
4. Academic dishonesty, including but not limited to plagiarism and cheating, and other forms of academic misconduct, for example, misuse of academic resources or facilities, misuse of computer software, data, equipment or networks. **Cases involving academic dishonesty are handled by the Office of Academic Integrity.
5. Intentional disruption or obstruction of lawful activities of the University or its members including their exercise of the right to assemble and to peaceful protest.
6. Theft of or damage to personal or University property or services or illegal possession or use of the same.
7. Forgery, alteration, fabrication, possession or misuse of identification cards, records, grades, diplomas, University documents, or misrepresentation of any kind to a University office or official.
8. Unauthorized entry, use, or occupation of University facilities that are locked, closed or otherwise restricted as to use.
9. Disorderly conduct including, but not limited to, public intoxication, lewd, indecent or obscene behavior, libel, slander or illegal gambling.
10. Illegal manufacture, purchase, sale, use, possession or distribution of alcohol, drugs or controlled substances, or any other violation of the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.
11. Failure to comply with the lawful directives of University officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
12. Unauthorized possession or use of any weapon, including: firearms, BB-guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.
13. Interference with or misuse of fire alarms, blue lights, elevators or other safety and security equipment or programs.
14. Violation of any federal, state, or local law which has a negative impact on the well-being of Syracuse University or its individual members.
15. Violation of University policies, rules or regulations that are published in the Student Handbook, or other official University publications or agreements.

Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs or improper use of controlled substances.



Table of Contents

Office of Academic and Student Services	2
General Information.....	3
School of Education Assembly	3
School of Education Committees.....	3
Ed.D. Degree Requirements.....	4
Procedures for the Doctor of Education (Ed.D.) in Educational Leadership	4
Ph.D. Degree Requirements.....	5
Procedures for the Doctor of Philosophy (Ph.D.) in Various Programs	5
Transfer Credit.....	11
Counting Credits Toward Multiple Degrees and/or Programs	11
Research Methods and Course Sequences.....	12
Restricted Graduate Credit.....	12
EDU 781 Requirement and Exemption Guidelines.....	13
Time-to-Completion Requirement	14
Continuous Registration Policy.....	14
Selected Syracuse University and School of Education Policy Statements	16
Important Telephone Numbers	19
Links to Forms Referred to in this Book	19

OFFICE OF ACADEMIC AND STUDENT SERVICES

The Office of Academic and Student Services for the School of Education is located in 111 Waverly Avenue, Suite 230. The professional staff members in this office attend to many details regarding your graduate study. They maintain records of your progress, provide and process required forms, respond to inquiries regarding graduation and certification requirements, and facilitate your efforts in many ways. It is important to know how the office is organized, so that you can contact the appropriate person when you need assistance.

Amie Redmond • amredmon@syr.edu • 443-2506

Assistant Dean for Academic and Student Services

Contact Amie if you have a problem, issue, or concern that requires a higher level of authority, or a confidential matter to discuss.

Carol Dewitt • cedewitt@syr.edu • 443-2506

Assistant to the Assistant Dean

Contact Carol if you would like to meet with the Assistant Dean.

Pam Hachey • pkhachey@syr.edu • 443-2526

Assistant Director of Academic Advising

Contact Pam if your last name begins with A-K to discuss graduation requirements and documentation needed to certify your advanced degree.

Carol Radin • cvradin@syr.edu • 443-9320

Assistant Director of Academic Advising

Contact Carol if your last name begins with L-Z to discuss graduation requirements and documentation needed to certify your advanced degree.

Sheila DeRose • saderose@syr.edu • 443-4522

Academic Advisor

Contact Sheila if you want to discuss Registrar-related processes and paperwork.

Crystal Ross • crross@syr.edu • 443-9319

Office Coordinator/Front Desk Receptionist

Contact Crystal if you have any questions about forms and their processing or if you'd like to make an appointment with a member of the Academic and Student Services Staff.

Linda DeFrees • lundefree@syr.edu • 443-4759

Coordinator of Career Services and Certification

Contact Linda for a resume and cover letter review and to start your credential file for prospective employers. Linda can answer your questions regarding the New York State teacher certification process and will fingerprint you for teacher certification. She will assist you with your job search.

Laurie Deyo • lldeyo@syr.edu • 443-2505

Graduate Admissions Recruiter

Contact Laurie if you would like information on or would like to apply to graduate school at SOE.

Zachary Schuster • zmschust@syr.edu • 443-4269

Undergraduate Admissions Recruiter

Contact Zachary for information on undergraduate admissions.

Make an appointment to meet with your academic advisor at least six months before your expected graduation date to make sure you are on track to graduate.



GENERAL INFORMATION

This Orange Book provides a general overview of Syracuse University's School of Education and its degree programs leading to the doctoral degree. Further University policy on degree study exists in the [Graduate Course Catalog](#). It is important that you familiarize yourself with both of these documents. Although each School of Education program has its own specific degree requirements, there are many commonalities addressed in the Orange Book. You will find updated information on the [School of Education web site](#).

The School of Education is composed of seven academic departments: Counseling and Human Services; Cultural Foundations of Education; Health and Exercise Science; Higher Education; Instructional Design, Development and Evaluation; Reading and Language Arts; and Teaching and Leadership. Each department is headed by a chairperson who is also a faculty member in that academic area. To get the most benefit from your time here, you should acquaint yourself with professors, students, and staff in areas other than your own.

SCHOOL OF EDUCATION ASSEMBLY

Many policies of the School of Education, especially concerning academic program requirements, are set by the School of Education assembly. The assembly is comprised of the faculty and administrators of the school and elected student representatives. The group meets monthly during the fall and spring semesters.

SCHOOL OF EDUCATION COMMITTEES

The School of Education hosts a number of committees that serve a variety of functions. Many include student representation. All committees welcome input from students regarding the tasks in which they are involved. In addition to these committees, special task groups are also formed throughout the year to address specific issues or problems.

Committee on Promotions and Tenure – serves as the governance body for the School of Education in matters of promotion and tenure.

Committee on Degrees and the Curriculum – meets regularly to review new programs and courses as well as proposed changes and additions to existing courses. The committee also may study problems related to curriculum as these are presented to the committee or initiated by it.

Committee on Policies, Standards, and Scholarships – meets when called upon to establish policies on admissions and scholastic standing, including student appeals and disciplinary matters against students. This committee is charged with creating processes for the review of scholarship applications.

Committee on Diversity – charged with reviewing initiatives to advance the school's mission regarding diversity; serves as a resource for faculty, staff, and students regarding issues and opportunities of diversity in the school; and serves as a liaison between the school and other diversity initiatives at the University.

Looking for a quiet place to study or a cup of cocoa or coffee? The Office of Academic and Student Services welcomes you to their suite of offices.

ED.D. DEGREE REQUIREMENTS

1. **At least 90 credits beyond the bachelor's degree.** Half of all credits associated with coursework, and all dissertation credits, must be completed at SU.
2. **48 credit hours in educational leadership or closely related courses approved by your faculty advisor.** Work completed previously in a master's or C.A.S. program often satisfies part of this requirement. 15 of those credit hours must include a doctoral seminar, EDA 890: Current Scholarship in Teaching and Leadership (cross-listed with EDU 910), and coursework that addresses the following domains: instructional leadership, curriculum leadership, leadership for adult development, and leadership for organizational development.
3. **12 credit hours of research methods courses.** Students may take additional courses as determined by the student and faculty advisor.
4. **EDU 781: Institutions and Processes of Education, or an exemption approved by the policy and standards committee.** Requirement and exemption information can be found under EDU 781 Requirement and Exemption Guidelines later in this book.
5. **Completion of a doctoral practicum.**
6. **Completion and defense of a dissertation.** The dissertation normally carries 9 – 12 credits.
7. **Completion of a residency or time-to-completion requirement, and completion of all requirements within five years of the qualifying examination.**
8. **An overall B average.**

PROCEDURES FOR THE DOCTOR OF EDUCATION (ED.D.) IN EDUCATIONAL LEADERSHIP

The Doctor of Education emphasizes applied research in areas relevant to school leadership. Core courses provide students with opportunities to engage in field inquiry in particular school systems, and students will draw on field projects to explore possible topics for their dissertations. While most students in the program are practicing administrators, neither administrative certification nor administrative appointment is required of those pursuing the Ed.D. The program is not designed to prepare students for administrative careers, and does not lead to administrative certification. (For a program leading to New York State certification as a school building leader, school district leader, and school district business leader, see our certificate of advanced study in these areas).

Doctoral practicum field experience: This is a required component of the Ed.D. program. Course credit is varied and optional. A report of the experience is required, written in a style appropriate for publication

in a practitioner journal. To arrange an appropriate field experience and compose a suitable field report, students should consult with their faculty advisor.

Qualifying examinations: A set of qualifying examinations, required of all Ed.D. students, consists of responses to four questions that address substantive issues in educational leadership, two questions that address issues of research methodology and development, and successful defense of a dissertation proposal.

Dissertation: The dissertation normally carries 9 – 12 credit hours. Ed.D. students are encouraged to address the immediate practical needs of one or more identifiable school systems, while simultaneously expanding the knowledge base on which theory and practice are grounded.

Time-to-Completion Requirement: All doctoral students are required to meet the time-to-completion of course work requirements.

For the policies regarding qualifying exam and dissertation, please refer to the Ph.D. Procedures section on the following pages.



Ph.D. DEGREE REQUIREMENTS

1. **At least 90 credits beyond the bachelor's degree.** Total hours in a doctoral program frequently exceeds the minimum 90 credits, depending on individual program requirements and an evaluation of each student's learning needs. One-half of pre-dissertation course credits must be taken at Syracuse University. Courses numbered 500-599 may not make up more than one-third of the SU course work.
2. **A minimum of 45 credit hours in a major area.** Your major area is selected in consultation with your advisor and may include courses drawn from related disciplines. Dissertation hours cannot be included among credit hours comprising your major area.
3. **At least 12 credit hours of coursework on methods of research and/or other forms of scholarly inquiry.** The exception is teaching and curriculum, which requires 15 credit hours of research methods courses.
4. **EDU 781: Institutions and Processes of Education, or an exemption approved by the policy and standards committee.** Requirement and exemption information can be found under the EDU 781 Requirement and Exemption Guidelines section later in this book.
5. **At least 9 credit hours of dissertation credit.**
6. **Complete a research apprenticeship, including a supervised research activity over a period of not less than one year, under the direction of a University faculty member.**
7. **Completion of a residency or time-to-completion requirement, and completion of all requirements within five years of the qualifying examination.**
8. **An overall B average.**

A doctoral degree is considered the highest level of academic achievement. The Ph.D. is an academic degree. The Ed.D. is a professional degree. Students with an interest in research or in university teaching usually pursue the Ph.D. Their programs emphasize intensive study in an area of specialization leading to the development or extension of theory and research in the field. Many Ed.D. candidates seek positions as administrators, supervisors, consultants, college professors, and as non-teaching education specialists.

PROCEDURES FOR THE DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE IN VARIOUS PROGRAMS

FILING YOUR INFORMAL DOCTORAL PROGRAM PLAN FORM

During your first semester, you should complete an informal program of study form and submit the original to the Office of Academic and Student Services. The

purpose of filing an informal plan so early in your doctoral career is to make sure that you have done some long-term thinking about your doctoral program before you have accumulated many course credits. Of course, this plan can and should be revised as you proceed with your studies.

In order to complete the form, you will need to meet with your faculty advisor to determine such details as the number of courses you will be able to transfer into your program, when you will complete your core courses, what you will do for your research apprenticeship, and when you will do it, etc. **It is your responsibility to initiate a meeting about your informal plan with your faculty advisor.**

PRELIMINARY REVIEW/45 HOUR EXAM

This review and/or examination generally occurs at the end of your second semester of full-time study, or upon completion of your 45th credit hour of course work beyond the bachelor's degree (at least 15 credits must be earned at SU). Consult with your faculty advisor as

to the review procedures for your program. A memo/e-mail should be on file in the Office of Academic and Student Services.

FILING YOUR FORMAL DOCTORAL PROGRAM PLAN

In the semester after your preliminary review, you must file your formal program plan with the policy and standards committee (via the Office of Academic and Student Services). **Please note: All completed program of study forms are submitted to the Office of Academic and Student Services, NOT to the Graduate School.** Your formal program plan must be approved by your faculty advisor and by the policy and standards committee. If changes need to be made once the program plan is approved, it must be amended by petition. **It is your responsibility to develop this plan in conjunction with your faculty advisor.** The courses listed on your formal plan must match your transcript.

RESEARCH APPRENTICESHIP REQUIREMENT

The purpose of the research apprenticeship is to provide doctoral students experience in conducting a significant piece of work prior to their dissertation. The project should engage students in all aspects of a research study, such as experimental design, data collection, data analysis and interpretation, and reporting. Usually this project helps students learn the research methodology necessary for their dissertation.

The research apprenticeship is usually supervised by a sole faculty member who is either your faculty advisor or another member of the faculty. It is your responsibility, in consultation with your faculty advisor, to arrange the apprenticeship experience. Some students complete the research apprenticeship experience within the context of a regular course (in which case the course instructor may sponsor the apprenticeship). Other students contract with their sponsor for an independent study course carrying 3 to 6 credit hours. Still others conduct the apprenticeship without any credit hours attached to it.

A research apprenticeship registration form for obtaining advanced agreement with your faculty advisor and faculty research apprenticeship sponsor regarding the research apprenticeship is available online at [SOE Student Forms](#). Obtaining advance agreement regarding

who will sponsor your research apprenticeship and detailing authorship with that sponsor, should the research apprenticeship report be published, are important steps in the planning process. A copy of this document should remain in your department. Upon completion of the apprenticeship, the faculty program advisor's approval form must be submitted to the Office of Academic and Student Services.

THE QUALIFYING EXAMINATION

Graduate School regulations require you to take the qualifying examinations when you have completed all coursework and your research apprenticeship, but before beginning their dissertation study. The exam is administered by the academic area faculty.

You must file an application for doctoral qualifying exam form with the Office of Academic and Student Services at least two weeks prior to the administration of the exam. Applications will only be accepted from candidates who have an approved formal doctoral program of study and have submitted their research apprenticeship report.

The examination covers the field of study including research methodology. The examination consists of 6 half days of written examinations or the equivalent.

The structure of the examination, however, is variable by doctoral program, so check with your faculty advisor or department chair. The examination is prepared and evaluated by a faculty committee consisting of at least two faculty members. **The examination must be passed within a two-year period.** If it is failed twice, the faculty advisor may recommend additional courses before the third trial. A candidate who fails the examination three times will be removed from the doctoral program. Your faculty advisor must report the results of your examination to the Office of Academic and Student Services. A research advisor approval form and corresponding IRB form are required upon the completion of the research apprenticeship.

ALL BUT DISSERTATION (A.B.D.) STATUS

Students who pass the qualifying examination are admitted to doctoral candidacy status and may represent themselves as such. Typically, the letters A.B.D. after one's name represent this status to others. To obtain A.B.D. status, students complete an all but dissertation (ABD) status form. Doctoral candidates have five calendar years to complete and defend



their dissertation research, and to complete their degree programs.

THE DISSERTATION

The doctoral dissertation must be developed following these guidelines.

THE DISSERTATION COMMITTEE

A dissertation committee composed of at least three SU tenure-track faculty members must be approved by the chair of your department. Your dissertation advisor does not need to be your faculty advisor, but at least one member of the committee must have faculty status in your program area. In exceptional cases where other persons direct the dissertation, a member of the SU faculty from the candidate's academic unit must jointly oversee the preparation of the dissertation. These cases may include faculty emeriti or other persons with outstanding qualifications in the student's area of research. **In the event that your committee members are not SU faculty, you must petition to the assistant dean for academic and student services for their inclusion on your committee.**

DISSERTATION PROPOSAL

After passing the qualifying examination, you must submit one signed cover sheet of your dissertation proposal to the Office of Academic and Student Services. Your committee must meet about the proposal, approve, and sign-off on the proposal before it is sent to the Office of Academic and Student Services. Approval of your proposal will be in accordance with procedures established by your program area and by the policy and standards committee.

Each School of Education program area has developed procedures for proposal hearings appropriate to the degree sought. Since these vary from one program area to another, you should make sure that you are aware of the procedures that apply to you. What constitutes acceptable doctoral research is a question that can be addressed only with respect to specific fields of inquiry and with the guidance of scholars in those fields. It should be noted that your dissertation committee, working within the procedures approved by each program area, has the ultimate responsibility for approving the design and execution of the study as well as the dissertation describing it.

INSTITUTIONAL REVIEW BOARD (IRB)

Public Law 93-348 (1974) requires that all research projects involving human subjects be reviewed by a properly constituted institutional review board. Review and approval by the IRB must occur before research can begin. IRB forms may be acquired from and submitted to the IRB Office, 121 Bowne Hall, 443-3013. Required forms, deadlines, updated policies and procedures, and additional resources can be found at: <http://orip.syr.edu>.

DISSERTATION STYLES

The conventional format of dissertations submitted to the faculty in education at SU follows the *Publication Manual of the American Psychological Association*. Manuscript form detailed in the *Chicago Manual of Style* is also approved for use by School of Education students. A summary of frequent style problems has been published by Turabian in *A Manual for Writers of Dissertations* (available at the SU Main Bookstore). Formats not specified in the references above should be approved by the Graduate School. Whatever the format, all dissertations are expected to observe the conventions of standard (edited) English.

A booklet entitled, [*Important Format Guidelines for Doctoral Candidates and Master's Candidates with Thesis*](#), prepared by the Graduate School at SU, is available online.

DISSERTATION REGISTRY

One or two semesters before you expect to defend your dissertation research, you must enter your dissertation in the dissertation registry. This will alert all the faculty of your intent and give them an opportunity to sign up to serve as readers of your dissertation. Registering your dissertation is done by logging in at [MySOE](#) and clicking the dissertation registry link on the left. Your dissertation advisor will then approve of your entry, indicating that she/he and your committee expect you will soon be ready for the defense of your research. Refer to these filing deadlines:

<u>Semester of Defense</u>	<u>Dissertation Registry Must Be Entered By</u>
Fall	August 15
Spring	December 15

While dissertation defenses are sometimes held during the summer months, you should not plan on such

a schedule. Faculty members are often away from campus, and it may not be possible to find readers to serve at the defense.

REQUEST FOR EXAMINATION

When your dissertation is approved by your dissertation advisor and every member of your committee, your dissertation advisor will indicate that the defense should be arranged. This should occur no less than five weeks before the time when the defense might be held. Your dissertation advisor's action will alert the associate dean, who will then identify two readers and a Graduate School representative for the dissertation defense. The Graduate School representative will serve as the chair of the defense.

Once the full examining committee is identified, the associate dean communicates the composition of the committee to your dissertation advisor and she/he then proceeds to arrange a suitable date, time, and location such that all can participate. You and your dissertation advisor then complete the request for examination. This request is submitted to the Graduate School electronically; but it must also be printed out and signed by your dissertation advisor and the department chair. The signed copy is submitted to the associate dean's office; from there, copies are forwarded to the Office of Academic and Student Services and the Graduate School. The Graduate School will not proceed with notification of the defense until it is received. This process must be completed at least three weeks before the scheduled defense.

In addition to providing each member of your committee with a completed copy of your dissertation, you will also need to provide three copies to the associate dean for distribution to the readers and the Graduate School representative. They must have their copies at least three weeks ahead of the defense. Readers submit their written reviews at least 48 hours before the scheduled defense. Their reviews are submitted electronically. Your dissertation advisor may share their reviews with you and your whole committee.

You are evaluated on your dissertation and on your field of specialization by the six members of the committee. Your defense of your dissertation is successful if the majority of the committee approves your research and examination. One of the affirmative votes must come from a reader. The Graduate School representative

notifies the dean of the Graduate School of the results of the defense. It is not unusual for candidates to be passed with the provision that the dissertation committee supervise changes or additions to the final draft of the dissertation.

FINAL SUBMISSION OF YOUR DISSERTATION

You must submit the final copy of your dissertation to the Graduate School by the deadline set in order to complete the degree and graduate in the semester of the defense. Click here for [Graduation Deadlines](#). **Please note: All completed program of study forms are submitted to the Office of Academic and Student Services, NOT to the Graduate School.** All dissertation and thesis candidates must submit their dissertations and/or thesis through the Syracuse University [UMI ETD](#) web site.

Before you begin: You are encouraged to review the [UMI ETD](#) web site prior to submitting your work, in an effort to understand what is involved in preparing and submitting an electronic dissertation and/or thesis. You can establish a login and password at the Proquest submission site, however, submit only your final, approved dissertation/thesis. **Important note:** When you are selecting your publishing options, you will be presented with information regarding the Proquest (PQ) publishing options and Institutional Repository (IR) publishing options. SURface is the name of the University's Institutional Repository. It is optional for you to choose to have your work available in SURface. SURface allows your work to be available via open access. This means your work will be found via search engines like Google. To learn more about SURface click here: [SURface](#). Click here for a link to the [Electronic Dissertation/Thesis Submittal Checklist](#).

[Review the format Guidelines for Doctoral Dissertations](#)

Title Pages: An unsigned title page must be included in your final dissertation/thesis pdf. An original signed title page is to be signed and dated by your dissertation advisor and delivered to the Graduate School, 207 Bowne Hall. When signing your title page, your dissertation advisor is confirming that you have completed all of the revisions and/or requirements that were requested at the time of your defense. It is very important that the completion date on your title page appear as the month and year that you will graduate; e.g., December 2014, May 2015, June 2015, or August 2015



Copyright Page: A copyright page must be included in your dissertation/thesis immediately following your title page.

Convert your dissertation/thesis to pdf: Once your dissertation advisor has approved your final dissertation/thesis you will need to convert your dissertation/thesis to an Adobe pdf file (or possibly multiple files). If you do not already know a method for doing so, there is an easy to use converter at the ETD Administrator site that you can use once you log in.

Carefully review your converted pdf document to ensure there were no errors in the conversion (i.e., missing pages).

Submit the final, approved copy of the dissertation/thesis: Go to the University's [UMI ETD](#) website and follow the instructions there for submitting a dissertation/thesis. You should have your credit card handy so that you can pay Proquest online. You can start the process, logout, and login again later; your work will be saved. If you have any questions or encounter problems, contact Proquest electronically or by phone: 1.877.408.5027 (9 a.m. - 6 p.m. E.S.T.). You may also check the best practices or FAQ pages on this website.

After you have submitted: You will receive an e-mail acknowledging receipt of the dissertation/thesis. The document will then be reviewed by the ETD administrator in the Graduate School before it is approved and transmitted to Proquest/UMI. If there is something wrong with the file(s), someone will e-mail you.

Survey of Earned Doctorates: This is a requirement of the Graduate School. The survey is completed online using the link below.

Please note that the commencement date is one of four choices: 05/YEAR, 06/YEAR, 08/YEAR or 12/YEAR. For your information: [Purpose and Use Brochure](#) and [Confidentiality Brochure](#).

Click here to complete the [Survey of Earned Doctorates](#).

PLEASE NOTE: Syracuse University awards degrees four times a year (May, June, August, and December) but has only one graduation ceremony, scheduled in May. If you will complete all course work and exams by the May, June, or August deadlines and wish to participate in the ceremony in May, you must file your Diploma Request no later than the end of January of that year. If you will complete all course work and exams by the deadlines for the December graduation date, you are eligible to participate in the following May's ceremony. In this case, you should file your Diploma Request no later than the end of September before your graduation date.

Doctoral degree recipients who earn their degrees in June 2014, August 2014, or December 2014 are eligible to participate in the Doctoral Hooding Ceremony and Commencement. Doctoral candidates who expect to earn their degrees in May 2015 MUST complete all their degree requirements (including submission of final dissertation and signed title page) by April 18, 2015. Questions regarding the Doctoral Hooding Ceremony should be directed to the Graduate School at 315-443-2543.

DOCTORAL TIMELINE

FIRST YEAR, FIRST SEMESTER

File informal doctoral program plan form



FIRST YEAR, SECOND SEMESTER

Preliminary review/45-hour benchmark



SEMESTER FOLLOWING PRELIMINARY REVIEW COMPLETION

File formal doctoral plan form



PRIOR TO THE START OF DISSERTATION

Complete research apprenticeship and submit forms
Submit IRB approval letter if applicable



SEMESTER FOLLOWING COURSEWORK COMPLETION AND RESEARCH APPRENTICESHIP

Complete qualifying exam(s)



SEMESTER FOLLOWING COMPLETION OF QUALIFYING EXAM

Complete All But Dissertation (ABD) status form



FINAL STEPS

Enter your dissertation into the dissertation registry at mysoe.syr.edu
File diploma request in MySlice



TRANSFER CREDIT

In compliance with NYSED regulations, SU only awards transfer credit for courses that are an integral part of an SU degree program, as determined by the appropriate SU academic unit. At the graduate level, schools/colleges and departments may assess and accept credit:

- *earned at another regionally accredited graduate school in the United States or at an institution equivalently recognized in another country;*
- *earned in a course in which the grade earned was at least a B. Coursework completed on a pass/fail basis is not eligible for transfer, unless approved by both the academic unit chair and the dean of the Graduate School; and*
- *that is an integral part of the degree program.*

Transfer credit should be evaluated and posted no later than the end of the semester preceding the semester in which coursework for the degree will be completed. All coursework applied toward a degree must comply with all time limitations.

Transfer credit can comprise no more than 50 percent of the doctoral coursework. This rule does not apply to dual degree programs and to degree programs that are offered jointly with another university.

COUNTING CREDITS TOWARD MULTIPLE DEGREES AND/OR PROGRAMS

NYSED limits the counting of credits toward multiple degrees and/or programs to protect the academic integrity of each degree and/or program. When a student is counting credits towards multiple degrees and/or programs, in the same or closely related field(s) and the coursework makes up an integral part of the degrees and/or programs, the following restrictions apply:

1. In no instance shall course credit be counted more than twice in satisfaction of the requirements for multiple degrees and/or programs.
2. In order to earn two or more distinct degrees and/or programs (including C.A.S), you must earn a minimum of 80 percent of the combined total of SU credits normally required for each of the degrees.
3. Two 12-credit C.A.S. degrees may not be awarded for less than 21 credits.
4. Two 30-credit master's degrees will not be awarded for fewer than 51 credits, nor will three 30-credit master's degrees be awarded for fewer than 75 credits.
5. You must be admitted to the degree program in each of the awarding academic units.

Note: These restrictions do not apply to joint/dual programs with the College of Law or the master of philosophy degrees.

SUNY College of Environmental Science and Forestry and SU concurrent study: SU and SUNY ESF have agreements that encourage concurrent master's study in environmental science and forestry with SU degree work in public communications, law, management, public administration, and certain education programs. Other SU fields may also qualify. Contact your school/college, the Graduate School and SUNY ESF for specific requirements and procedures regarding concurrent degree work and counting of credits.

RESEARCH METHODS AND COURSE SEQUENCES

Ph.D. students are required to take at least 12 credit hours of research methodology courses. The assumption is made that those students studying for the Ph.D. will seek positions in other research universities where they will be expected to engage in their own research and/or other forms of scholarly inquiry, as well as serve on the committees of students writing dissertations. Such individuals should therefore:

- 1) Have a depth of competence in at least one research methodology, relevant to the area for which they are preparing, sufficient that they can both critique and carry out such work with facility and excellence. Their own dissertation should use that methodology. If it does not, then preparation in the dissertation's method is also necessary; and

- 2) Be sufficiently familiar with other methods used with some frequency in their area of expertise that they are able to appropriately critique them.

The minimal requirement of 12 research credit hours is usually met by completing EDU 603 and EDU/EDP 647, plus 6 additional credit hours selected to develop further expertise appropriate to your dissertation and post-doctoral work. You may select other 12-credit sequences with the written approval of your advisor, submitted for approval to the policy and standards committee, with a rationale which demonstrates the appropriateness and coherence of the proposed course sequence.

You and your faculty advisor will select research methodology courses which are most appropriate for your professional goals and the nature of the field in which your degree will be awarded. The assistant dean will review your research methodology course selection when you file your informal program of study. If your

RESTRICTED GRADUATE CREDIT

Restricted graduate credit is credit earned at the graduate level by students who aren't matriculated in a graduate program. Restricted credit must be converted to graduate credit in order to be included in a graduate degree or certificate program. All coursework taken as a non-matriculated student automatically calculates toward the graduate GPA unless a petition to flag the courses is submitted to and approved by the Graduate School, after matriculation in a degree or certificate program.

Restricted graduate credit earned during the term in which you become matriculated in the Graduate School is converted automatically to graduate credit.

Transfer credit can comprise no more than 50 percent of the doctoral coursework. This rule does not apply to dual degree programs and to degree programs that are offered jointly with another university.

CONVERSION TO GRADUATE CREDIT

You may apply to have up to nine credits of restricted graduate credit converted to graduate credit if you meet all of the following conditions:

- *you become matriculated in a graduate degree or certificate program*
- *your overall average in all SU graduate work is at least 2.8*
- *you earned a B or better in each course*
- *your courses are part of a degree or certificate program approved by your department*
- *you have completed your coursework within the time limit allowed for the degree*

Restricted graduate credit earned during the term in which you become matriculated in the Graduate School is converted automatically to graduate credit.

In the postsecondary higher education degree program, no more than six hours of restricted graduate credit may be converted to graduate credit.



choices represent a pattern that is unusual, your faculty advisor may be asked to submit a statement of rationale for the choices to the policy and standards committee, which will review the statement and approve or deny your petition to take those courses. The following pages contain recommended research methods course sequences. Please study this carefully to plan your research methods sequence.

RECOMMENDED RESEARCH DESIGN AND METHODS COURSE SEQUENCES

It is expected that all doctoral students will acquire receptive literacy in quantitative and qualitative research methods and depth of knowledge in one research method.

Individual advisors and program areas may set their own additional requirements. The minimum requirement set by the School of Education is 4 research methods courses for doctoral students.

The scenarios listed below provide general models for what your research methods course sequence should look like. The following courses fulfill the depth of knowledge requirement for that research method. You will need to meet with your advisor to work out a course sequence that best serves your program needs.

Qualitative Emphasis

1. EDU 603 - Introduction to Qualitative Research Methods
2. EDU 810 - Advanced Seminar in Qualitative Research Methods I
3. EDU 815 - Advanced Seminar in Qualitative Research Methods II
4. EDU/EDP 647 - Statistical Thinking and Applications or EDU/EDP 737 - Quantitative Research Design

Quantitative: Statistical Emphasis

1. EDU/EDP 647 - Statistical Thinking and Applications
2. EDU/EDP 791 - Advanced Seminar on Quantitative Research Methods
3. COU 886 - Multivariate Research Methods
4. EDU 603 - Introduction to Qualitative Research Methods

Quantitative: Design Emphasis

1. EDU/EDP 737 - Quantitative Research Design
2. EDU/EDP 647 - Statistical Thinking and Applications
3. EDU/EDP 791 - Advanced Seminar on Quantitative Research Methods
4. EDU 603 - Introduction to Qualitative Research Methods

EDU 781 REQUIREMENT AND EXEMPTION GUIDELINES

The main goal of EDU 781 is to encourage students to further develop their own historical and professional paradigms that have influenced contemporary educational thought. Therefore, students seeking exemption from EDU 781 should present evidence in a petition to the policy and standards committee that they have already achieved this goal.

A. Students should demonstrate knowledge of different models of desirable professional practice in education. Relevant topics include:

1. Models of the professions and their place in society.
 - a. The social meaning of the professions
 - b. The relationship between theory and practice
 - c. The nature of the client-professional relationship
 - d. The professional’s role in society
 - e. The institutional contexts conducive to professional practice
2. Political, social, and moral ideals that are used to guide and justify professional activity in education.
3. Competing paradigms in the student’s own area of expertise or in education more generally.

This knowledge of alternative models may be developed through historical case studies, comparative analysis, or close examination of disputes within the student’s area of expertise, or preferably, through a combination of these ways. Through these studies, a student should develop a critical perspective about professional practice in education.

B. Students should develop their own point of view in relationship to the alternatives described in the first objective and should be able to apply their views to the analysis of problems within their own areas of expertise or in education generally.

C. Students should demonstrate knowledge of the cultural, historical, and professional contexts that have influenced the models referred to in the first two objectives.

In terms of traditional subjects of study, the student might show that these objectives have been met by pointing to work in philosophy of education, comparative education, and political and social philosophy. It would, of course, not be necessary to have taken courses specifically focused on these areas. Students might have done relevant work as units in a variety of courses. Course syllabi and/or papers written by the student might be used to demonstrate mastery of the objectives. Students who believe that they qualify for exemption under these guidelines should submit their petitions and supporting materials to the policy and standards committee, which will evaluate each case.

TIME-TO-COMPLETION REQUIREMENT

All doctoral students are required to meet the time-to-completion for course work requirement. The time-to-completion requirement specifies the maximum elapsed time within which a matriculated doctoral student must complete the course work required for his or her doctoral program. The time allowed for completion of course work is four or five calendar years depending on whether the student matriculates directly into the doctoral program after completion of the bachelor's degree or whether the student applies 30 or more credits from previous graduate work toward the doctoral degree. The requirement is stated as follows:

Students holding the master's degree at the time of admission may or may not receive permission to transfer a significant number of credit hours to their doctoral program, and must complete all of their required course work for

*their degree program within **four calendar years** of the semester of matriculation into the doctoral program. It is recommended that students meet with the advisor within the first semester to discuss an informal plan on transferring credits into their academic program.*

*Students admitted to a doctoral program without a master's degree must complete all required course work for their doctoral program (including the course work used for a master's degree) within **five calendar years** of matriculation in the doctoral program.*

Qualifying examinations must be attempted no later than the semester following the last semester of course work. The student is advanced to candidacy status upon successful completion of the qualifying examination.

*The dissertation must be defended within **five calendar years** of advancement to candidacy (completion of qualifying examination). The candidate is expected to maintain continuous registration until the dissertation is successfully defended, by registering for GRD 998. (See next section).*

CONTINUOUS REGISTRATION REQUIREMENT

The University has long had a requirement of continuous registration during each academic semester once a student matriculates. That is, every fall and spring semester, students must be registered for courses that are part of their programs. Students who are in between courses, or who have completed all courses and dissertation credits, but who are still working on requirements such as projects, exams, or portfolios, meet this requirement by registering for GRD 998 Degree in Progress, for 0 credit hours. Online registration of GRD 998 is accepted during regular registration periods.

All students must follow the guidelines set forth in the Academic Rules 2014-2015 found on the SU Course Catalog web site at coursecatalog.syr.edu



For doctoral students who have not achieved ABD status

The GRD 998 fee is imposed by the School of Education once a student has registered for GRD 998 more than four times. This policy recognizes the role of faculty in advising, mentoring, and supporting graduate students even when not enrolled in classes AND has the added effect of encouraging students to complete their coursework.

Once the student has completed seven years in the program, but has not yet achieved ABD status, the GRD 998 fee gives way to the Graduate School requirement of registering for one credit of EDU 999 or GRD 991 each fall and spring semester until ABD status is achieved. The only payment required of the student would be the one credit hour. And in this situation, approval for a student to stay active will depend on departmental/program review.

For doctoral students who have achieved ABD status:

A five-year window for completion of the dissertation is opened. Doctoral candidates will have to be registered for EDU 999 (at regular tuition rates) OR for GRD 998 (with no fee) to remain active in the University system.

If doctoral candidates extend beyond the five-year window, they may petition to extend their eligibility, and that may be granted, with the requirement that they register for an additional one credit of EDU 999 for each fall and spring semester until they are completed.

During the Ph.D. dissertation phase, students are required to register for a minimum of 9 dissertation credits (EDU 999). The dissertation must be defended **within five calendar years** of advancement to candidacy (completion of qualifying examination). The candidate is expected to maintain continuous registration until the dissertation is successfully defended. During this five calendar year time frame, students will be exempt from paying the \$500 fee once they have registered for total number of dissertation credits as indicated on the formal program of study.

If circumstances are such that students have to register for GRD 998 for an extended period of time, students must take a leave of absence. A leave of absence can be taken for a **maximum of one year**. A leave of absence cannot be taken retroactively. Leave of absence forms are hard copy only and may be obtained in the Office of Academic and Student Services.

CONTINUOUS REGISTRATION REQUIREMENT FOR REACTIVATED DOCTORAL CANDIDATES WHO ARE BEYOND THE FIVE YEAR TERM TO COMPLETE THEIR REQUIREMENTS AND DEFEND THEIR DISSERTATIONS

Doctoral candidates who have reached the end of their five-year term for completing their dissertations, or who wish to reactivate their candidacies, must petition the policy and standards committee. If an extension or reactivation is approved, they will be required to register for at least one credit hour of EDU 999 at Syracuse University each fall and spring semester until they successfully defend their dissertations. Students will not be cleared for graduation unless the one credit hour registration status has been maintained for each fall and spring semester. Only courses that are part of the students' program of study, or dissertation credit hours, can be used to fulfill this requirement. Students who fail to register for one credit hour each semester are at risk for being discontinued from their programs.

SYRACUSE UNIVERSITY ENROLLMENT MANAGEMENT CENTER RESIDENCY REQUIREMENT

The residency requirement for the School of Education is identical to the residency requirement of the Graduate School, found in the Academic Rules and Regulations section of the [Syracuse University Course Catalog](#).

“At least 50 percent of a doctoral student’s planned course work (exclusive of dissertation) must be in courses offering ‘residence credit’ at Syracuse University. Experience credit and professional experience courses may not be included.”

SELECTED SYRACUSE UNIVERSITY AND SCHOOL OF EDUCATION POLICY STATEMENTS

SCHOOL OF EDUCATION STUDENT GRADE APPEAL PROCESS

1. The instructor of record assigns a course grade. If the instructor of record is not a member of the faculty, the faculty member responsible for the course will be responsible for assigning a course grade.
2. A course grade is based upon the instructor's professional assessment of the academic quality of the student's presented work. Such assessments are not negotiable, and disputes about them do not constitute valid grounds for an appeal.
3. If a student disputes the grade, the appeal process for a grade dispute begins with the instructor of record. The student will provide a written appeal, which will include the grounds for which the appeal is being made. If a resolution of the grade appeal is not obtained, the appeal moves to the next level of authority. Valid grounds for further appeal are only on procedural grounds. The level of authority in order is: instructor of record, faculty member responsible for the course, the chair of the department of the faculty member, the dean of the School of Education (or his or her designee), appeals panel.
4. If the student wishes to appeal the decision of the dean, a sub-committee of the School of Education's Committee on Policies and Standards will serve as the appeal panel. The School of Education by-laws, endorsed by the faculty, assigns the Committee on Policies and Standards the responsibility for handling "all appeals by students regarding course evaluations or standing in their programs." The Committee members chosen by the Chair of the Policy and Standards Committee to serve on the panel must be tenured and cannot have had any involvement in the appeal process leading up to this level of appeal. The appeal panel shall have a quorum of at least three.
5. The panel will have the right to meet with the student and the instructor involved in the grade appeal either separately or together and will have the right to request a written statement from one or both parties, at their discretion. The decision to deny the students grade appeal or to authorize the Registrar to change the grade

USING COPYRIGHTED MATERIAL

All students are expected to maintain and promote the highest standards of scholarly and intellectual integrity and honesty. As the author of a thesis/dissertation manuscript, you are responsible for certifying that the use (e.g. quotation, reproduction, etc.) of any previously copyrighted material appearing in your manuscript, beyond "fair use," is with the written permission of the copyright owner.

Section 107 of the Copyright Act of October 19, 1976 (effective January 1, 1978) discusses the concept of fair use. Consult *The Chicago Manual of Style* for an in-depth discussion. In general, excerpts in excess of 150 words, provided they do not constitute a major portion of the original work, are acceptable within the fair use doctrine. Please note that paraphrasing does not relieve you of the obligation to provide proper identification of source data.

Material contained in your thesis/dissertation that is protected by copyright must not only be properly acknowledged, but may be included only with the written permission of the copyright owner, unless its use comes within the doctrine of fair use. (Note for doctoral candidates: ProQuest UMI Publishing Co. makes an effort to check with each Ph.D. dissertation published for previously copyright material. They may contact you concerning proper attribution or a statement of permission.)



will be final. The panel will inform the student and the instructor of record of the decision in writing.

6. *The panel will summarize the appeal case and the decision of the appeal in writing to the Senate Committee on Instruction. The only grounds for further appeal are irregularities in the School's appeal procedures. If such a case occurs, either party may appeal the final decision of the faculty panel to the Senate Committee on Instruction. The Senate Committee on Instruction may either deny the appeal or maintain that the procedure begins again at the point the irregularity occurred in the appeal process*

ACADEMIC INTEGRITY POLICY

As a member of the School of Education and of the SU community, you are expected to show exceptional integrity in your academic work and to adhere to University-wide academic integrity standards and policies. The University's Academic Integrity Office (AIO) oversees academic integrity policy and mandates procedures and sanctions when violations have occurred. Actions constituting violations arise in situations involving the use of sources (plagiarism), course work and research, communications with instructors, and representation and materials misuse. Examples of violations include giving or receiving aid in an exam or where otherwise prohibited, fraud, plagiarism, the falsification or forgery or any record, dishonesty in requests for make-up exams and deadlines for papers, or any other deceptive act in connection with academic work. As a student here, you must take responsibility for understanding the nature of academic integrity. You can refer to the [academic integrity office web site](#) for links to the policies. And, as always, be conscientious about your work. Take credit for work that you have done, allow others to take credit for their work, do not take ideas and work without giving credit, and do not cheat. In any situation where someone else is trying to compromise your integrity, use your own judgment and conscience.

NONCONSENSUAL SEXUAL ACTIVITY AND SEXUAL HARASSMENT

Syracuse University is committed to maintaining an environment free from all exploitation and intimidation. The University will not tolerate rape, sexual assault, sexual harassment, or other forms of nonconsensual sexual activity. Nonconsensual sexual activity includes the following:

- *Any form of nonconsensual sexual intercourse committed against the will of the victim. The type of force used may involve physical violence, coercion, threat of harm, or intimidation, actual or implied. Sexual intercourse can involve oral, anal or vaginal penetration.*
- *Any actual or attempted nonconsensual sexual activity, including attempted intercourse, sexual touching, exhibitionism, or sexual language of a threatening nature.*

SCHOOL OF EDUCATION ACADEMIC DISMISSAL POLICIES FOR GRADUATE STUDENTS

The School of Education requires that all graduate students achieve a minimum cumulative GPA of 3.0 (4.0 scale) in order to graduate. If at any time the student's cumulative GPA falls below 2.8, the student's matriculated status may be cancelled by the Graduate School upon recommendation of the student's academic program.

Additional requirements are stated in the School of Education's Orange Books and in program and departmental documents. Failure to meet these requirements also constitutes grounds for dismissal from a program of study. Reasons for dismissal include, but are not limited to: failure to pass master's comprehensives or doctoral qualifying examinations; failure to develop appropriate professional skills and dispositions; failure to meet program and professional standards of practice; academic dishonesty and other forms of professional misconduct. At or before matriculation, individual programs will notify students of the program specific requirements they must meet to remain in good academic standing.

[Thesis/Dissertation Style Resources](#) can be found on the Graduate School web site.

When a student is judged not to have met the University, school, or program requirements, the department chair will notify the student in writing of this determination and the recommendation of dismissal from his or her program. A copy of this notice will be sent to the assistant dean for academic services. If no appeal of the dismissal is lodged within one month, the dismissal will be communicated to the Graduate School.

[Note: Violations of the SU Student Code of Conduct may also result in program dismissal under certain conditions: “Failure to comply with sanctions that are imposed by the University judicial system, or with specific conditions related to the safety and security of any persons or property while a case is pending, will result in immediate, indefinite suspension or expulsion from the University without benefit of further process.” See [Code of Student Conduct](#) and [Sanctions](#). Students should also consult the University’s [Academic Integrity Policy](#).

APPEAL PROCEDURES FOR PROGRAM DISMISSALS

Students have the right to appeal a decision to dismiss them from their academic programs. The appeal must be initiated in writing within a month after the dismissal decision. The written document should describe the basis for the appeal and the remedies sought.

The written appeal should be directed to the assistant dean for academic and student services. The assistant dean will transmit the appeal to the School of Education’s policies, standards, and scholarships committee. The committee will forward a copy of the appeal to the student’s department. The committee, or a subcommittee of it consisting of at least three tenured faculty members, will constitute the appeal panel. The appeal panel will make every effort to hear the appeal within a month of the committee’s receiving the written appeal. However, the timing of the appeal or its circumstances may require a longer period of investigation.

The appeal panel will not question the requirements the program has set nor will it substitute its own judgment for the judgment of the program faculty about whether the student has met those requirements. Valid grounds for appeal arise if the program fails to provide or implement uniform and consistent requirements, or bases an assessment on other than the stated criteria. Thus the appeal panel will consider whether the student was provided with “accurate and plainly stated information relating to maintenance of acceptable academic standing,” as required by the [University Student Handbook](#), and whether the program applied those requirements, and only those requirements, in making its decision.

Students have the right to be accompanied by an advisor from the Syracuse University academic community during the hearing. While the student may consult the advisor, the student him or herself must present the case and respond to the appeal panel’s questions.

If a student’s grounds for the appeal concern issues of disability or other forms of diversity, the student may ask a member of any university support unit to review the case file and act as a consultant to the appeal panel.

The decision of the appeal panel is final.

Approved by the School of Education Assembly, on April 27, 2012.

Looking for a form? Visit the [OFFICE OF ACADEMIC SERVICES WEB SITE](#) or come to our Office at 111 Waverly Avenue, Suite 230.



IMPORTANT TELEPHONE NUMBERS

SCHOOL OF EDUCATION

Dean's Office	443-4752
Academic and Student Services Office	443-9319

PROGRAM AREAS

Counseling and Human Services Counselor Education	443-2266
Cultural Foundations of Education	443-3343
Health and Exercise Science	443-9696
Higher Education	443-4763
Instructional Design, Development & Evaluation	443-3703
Reading and Language Arts Literary Education	443-4755
Teaching and Leadership Educational Leadership Ed.D. Mathematics Education Science Education Special Education Teaching and Curriculum	443-2685

SYRACUSE UNIVERSITY

Main information number	443-1870
Department of Public Safety	443-2224
EMERGENCY (from campus phone only)	711

CITY OF SYRACUSE

Fire or Police (EMERGENCY)	911
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LINKS TO FORMS REFERRED TO IN THIS BOOK

The following forms referred to in *The Orange Book* can be obtained online at http://www.soe.syr.edu/current/student_services/forms.aspx, in the Office of Academic and Student Services or on the Registrar's web site.

- [All But Dissertation ABD Status Form](#)
- [Application for Doctoral or C.A.S. Qualifying Examination](#)
- [Dissertation Proposal Sample](#)
- [Dissertation Registry Entry](#) (must log in to file)
- [Doctoral Checklist](#)
- [Flagging Petition to the Faculty](#)
- [Formal Doctoral Program Plan](#)
- [Graduate Program Plan Transfer Form](#)
- [Informal Doctoral Program Plan](#)
- Official Withdrawal/Leave of Absence (hard copy only)
- [Petition to the Faculty](#)
- [Ph.D. Apprenticeship Registration Form](#)
- [Proposal for Independent Study Course](#)
- [Release of Academic Information](#)
- [Request for Examination](#)
- [Request for Incomplete Grade](#)

Important Note: The Orange Book is a guide for matriculated School of Education students. The information concerning academic requirements, courses, and programs of study contained in this publication does not constitute an irrevocable contract between the student and the University. The University reserves the right to change, discontinue, or add academic requirements, courses, and programs of study without notice, although every effort will be made to inform students in a timely manner. It is the responsibility of the individual student to confirm that all appropriate degree requirements are met.



Office of Academic and Student Services
111 Waverly Avenue, Suite 230
Syracuse, NY 13244-2340
315-443-9319