



# ORANGE BOOK

**Doctoral Degree  
(Ph.D. and Ed.D.)**

**2021-2022**

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.

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## GENERAL INFORMATION

This *Orange Book* provides a general overview of Syracuse University's School of Education and its degree programs leading to the master's 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 specific program information on the [School of Education web site](#) or the [Graduate Course Catalog](#).

The School of Education is composed of six academic departments: Counseling and Human Services; Cultural Foundations of Education; 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.

## 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, staff, and administrators of the school as well as elected student representatives.

## 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. Student representatives serve on:

**Committee on Degrees and the Curriculum** - reviews 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** - establishes 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** - reviews 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.

## ED.D. DEGREE REQUIREMENTS (EDUCATIONAL LEADERSHIP ONLY)

1. **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 credits must include multiple one-credit seminars (EDA 890), and coursework that addresses the following domains: instructional leadership, equity and leadership for adult or organizational development.
2. **12 credit hours of research methods courses.** Students may take additional courses as determined by the student and faculty advisor.
3. **EDU 781: Institutions and Processes of Education, or an exemption approved by the senior assistant dean.** Requirement and exemption information can be found under EDU 781 Requirement and Exemption Guidelines later in this book.
4. **Completion of a doctoral practicum.**
5. **Completion and defense of a dissertation.** The dissertation normally carries 9 - 12 credits of EDU 999.
6. **Completion of a residency or time-to-completion requirement, and completion of all requirements within five years of the qualifying examination.**
7. **An overall B average.**
8. **A total number of 90 required credits beyond the bachelor's degree.** Half of all credits associated with coursework, and all dissertation credits, must be completed at Syracuse University. Rules concerning transfer credits and counting a course toward multiple degrees are explained later in this book.

The Ed.D. is a professional degree available in the area of Educational Leadership. The Doctor of Education emphasizes applied research in areas relevant to school leadership. Core courses provide you with opportunities to engage in field inquiry in particular school systems, and you will draw on field projects to explore possible topics for your dissertations. While most students in the program are practicing administrators, neither administrative certification nor administrative appointment is required to pursue the Ed.D. The program does not lead to administrative certification.

You are assigned a faculty advisor upon entry into the program.

The following requirements are unique to the Ed.D. Requirements the Ed.D. degree shares with the Ph.D. are described in detail, beginning on page 5.

**Doctoral practicum field experience:** This is a required component of the Ed.D. program instead of the research apprenticeship requirement that applies to Ph.D. students. 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, consult with your 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 and two questions that address issues of research methodology and development. The nature of the qualifying exam questions for Ed.D. student may vary from those for Ph.D. students.

**Dissertation:** The dissertation for Ed.D. students normally carries 9 - 12 credit hours. 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.

## Ph.D. DEGREE REQUIREMENTS

1. **A minimum of 45 credit hours in the primary area.** Your primary area is delineated in consultation with your advisor and may include courses drawn from related disciplines. Dissertation and practicum hours cannot be included among credit hours comprising your major area.
2. **A minimum of 12 credit hours of coursework on methods of research and/or other forms of scholarly inquiry.** Many programs require additional research methods, which you will select in consultation with your faculty advisor.
3. **EDU 781: Institutions and Processes of Education, or an exemption approved by the senior assistant dean.** Requirement and exemption information can be found under the EDU 781 Requirement and Exemption Guidelines section later in this book.
4. **A minimum of nine credit hours and a maximum of 24 credit hours of dissertation credit.**
5. **Completion of 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.**
6. **Completion of a residency or time-to-completion requirement, and completion of all requirements within five years of the qualifying examination.**
7. **An overall B average.**
8. **The total number of required credits beyond the bachelor's degree is determined by the degree program as registered with the State of New York.** One-half of predissertation course credits and all dissertation credits must be taken at Syracuse University. Courses numbered 500-599 may not make up more than one-third of the Syracuse University course work. Rules concerning transfer credits and counting a course toward multiple degrees are explained later in this book.

All doctoral programs in the School of Education other than the Ed.D. lead to the Ph.D. (Doctor of Philosophy), an academic degree emphasizing development or extension of theory and research in the field of study.

You are assigned a faculty advisor upon entry into the program.

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

The research apprenticeship is usually supervised by a sole faculty member who is either your faculty advisor or another member of the School of Education 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.

You must complete a [research apprenticeship registration form](#) to secure advanced agreement with your faculty advisor and faculty research apprenticeship sponsor for your research apprenticeship. 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 on file in your department, and be submitted to the Office of Academic and Student Services Upon completion of the apprenticeship, a [research apprenticeship advisor's approval form](#) must be submitted by your faculty sponsor to your department and to the Office of Academic and Student Services.

## RESEARCH INVOLVING HUMAN OR ANIMAL SUBJECTS

Syracuse University's Office of Research Integrity and Protections supports the institution in ensuring the University's solid commitment to compliance with all applicable regulations and accreditation standards.

The Office of Research Integrity and Protections provides assistance to faculty, staff and students who are working with animals or humans in research and provides administrative support for the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC). The policies and forms for course related student projects may be found at the [Office of Research Integrity and Protections web site](#).

## REQUIREMENTS FOR COMPLETION OF PH.D. AND Ed.D. PROGRAMS IN THE SCHOOL OF EDUCATION

### FILING YOUR INFORMAL DOCTORAL PROGRAM PLAN FORM

During your first semester, you will complete a [informal doctoral program plan](#) and submit the original to the Office of Academic and Student Services. You will need to consult 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. 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. This plan can be revised as you proceed with your studies. **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.

### FILING YOUR FORMAL DOCTORAL PROGRAM PLAN

In the semester after your preliminary review, you must file your formal doctoral program plan with the Office of Academic and Student Services for review by the senior assistant dean. Your formal program plan must be approved by your faculty advisor before submission. **Please note: Completed program of study forms are submitted to the Office of Academic and Student Services, NOT to the Graduate School.** If changes need to be made once the program plan is approved, you must file a new plan or amend it 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 official transcript. You can find the [forms](#) on the [soe.syr.edu](http://soe.syr.edu) webpage

### THE QUALIFYING EXAMINATION

Graduate School regulations require you to take the qualifying examinations when you have completed all your coursework and your research apprenticeship, but before beginning your 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 or doctoral practicum 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 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.

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

Once you have passed the qualifying examination, you are admitted to doctoral candidacy status and may represent yourself as such. Typically, the letters A.B.D. after one's name represent this status to others. To obtain A.B.D. status, complete an [all but dissertation \(A.B.D.\) status form](#). You have five calendar years after the date of your A.B.D. status to complete and defend your dissertation research, and to complete your degree program.

## **THE DISSERTATION**

Your doctoral dissertation must be developed following these guidelines:

### **The Dissertation Committee**

Your dissertation committee, composed of at least three Syracuse University 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 Syracuse University 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 your area of research. **In the event that your committee members are not SU faculty, you must petition to the senior assistant dean for their inclusion on your committee.**

### **Dissertation Proposal**

**Once your committee is in place, you must develop a dissertation proposal that is discussed with and approved by all members of your committee. Submit one signed cover sheet of your dissertation proposal to the Office of Academic and Student Services**

Each School of Education program area has developed procedures for proposal hearings appropriate to the degree sought. Because 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. 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.

## **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.

You may refer to the booklet entitled, [Important Format Guidelines for Doctoral Candidates and Master's Candidates with Thesis](#), prepared by the Graduate School at Syracuse University.

## **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 the faculty of your intent to defend and give them an opportunity to sign up to serve as readers and outside examiners at your dissertation defense. Registering your dissertation is done by logging in at [MySOE.syr.edu](#) 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:

### **Semester of Defense**

Fall  
Spring

### **Dissertation Registry Must Be Entered By**

August 15  
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 examiners/readers to serve at the defense.

## **Request for Examination**

Your dissertation advisor will contact the associate dean for academic affairs with a request for examination once your

THESIS/DISSERTATION STYLE RESOURCES can be found on the Graduate School web site.

dissertation advisor and every member of your committee have approved your dissertation. This should occur no less than five weeks before the time when the defense might be held. The associate dean will then identify two examiners/readers and a Graduate School representative to run the dissertation defense. Examiners/readers are School of Education tenured or tenure-track faculty from outside the candidate's program of study who provide a written review of the dissertation and lead questioning and the dissertation defense.

Once the full examining committee is identified, the associate dean for academic affairs communicates the composition of the committee to your dissertation advisor and your dissertation advisor 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 examiners/readers and the Graduate School representative. They must have their copies at least three weeks before the defense. Examiners/readers submit their written reviews to the dissertation chair and the associate dean at least 48 hours before the scheduled defense. Their reviews are submitted electronically to the dissertation chair and the associate dean. Your dissertation advisor will share these reviews with you and your committee.

Your dissertation and your oral defense of your dissertation are evaluated by the six members of your committee. Your defense of your dissertation is successful if the majority of the committee approves your research and examination performance. One of the affirmative votes must come from an outside examiner/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. Check the [Graduation Deadlines](#). All dissertation and thesis candidates must submit their dissertations and/or thesis through the Syracuse University [ProQuest ETD website](#).

Before you begin: You are encouraged to review the [ProQuest ETD website](#) 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 visit the web site. Refer 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. 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 2022, May 2023, June 2023, or August 2023.**

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

**Convert your dissertation to pdf:** Once your dissertation advisor has approved your final dissertation you will convert

All students must follow the guidelines set forth in the Academic Rules 2021-2022 found in the [Syracuse University Course Catalogs](#).

your dissertation to an Adobe pdf file.

**Carefully review your converted pdf** document to ensure there were no errors in the conversion.

**Submit the final, approved copy of the dissertation/thesis:**

Go to the University's [ProQuest ETD](#) web site 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 through their website. You may also check the best practices or FAQ pages on their 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 of Earned Doctorates](#) is completed online. 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](#).

## TRANSFER CREDIT

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 (not including a B-). Coursework completed on a pass/fail basis is not eligible for transfer, unless confirmed by the other institution that the pass grade is equivalent to a B or better, and 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, exclusive of dissertation credits.

## 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 you are 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. You must be admitted to the degree program in each awarding department/college.
2. In no instance shall course credit be counted more than twice in satisfaction of the requirements for multiple degrees and/or programs except that students who completed a 60 credit Syracuse University C.A.S. in Educational Leadership that included 30 credits taken prior to beginning the CAS (typically master's degree credits) may also these master's degree credits in their doctoral plan.
3. In order to earn two or more degrees and/or programs (including Certificates of Advanced Study (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. However, in cases where the C.A.S. curriculum is embedded within another degree program, credit from the C.A.S. may be counted in its entirety for the C.A.S. and other degree. Similarly, if the master's curriculum is in the same field as the doctoral degree, the credits for the master's degree may be counted in their entirety towards the doctoral degree.

## 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 department chair of student's program after matriculation in a degree or certificate program.

### Conversion to Graduate Credit

School of Education students may apply to have up to 9 credits of restricted graduate credit (6 credits for the Higher Education program) converted to graduate credit if the student meets all of the following conditions:

- becomes matriculated in a graduate degree or certificate program
- overall average in all Syracuse University graduate work is at least 2.8
- earned a B or better in each course
- courses are part of a degree or certificate program approved by the student's department
- coursework has been completed within the time limit allowed for the degree

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

## RESEARCH METHODS AND COURSE SEQUENCES

You are required to take at least 12 credit hours of research methodology courses. Faculty advisors and programs may set their own additional requirements. The goal is for you to:

- 1) Have a depth of competence in at least one research methodology, relevant to the area for which you are preparing, sufficient that you can both critique and carry out such work with facility and excellence. Your 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 your area of expertise that you 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 faculty advisor, submitted for approval to the senior assistant dean, 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 senior assistant dean will review your research methodology course selection when you file your informal program of study. If your choices represent a pattern that is unusual, your faculty advisor may be asked to submit a statement of rationale for the choices to the senior assistant dean, who 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

The scenarios listed below provide general models for what your research methods course sequence should look like, unless you are in a Cultural Foundations of Education program which employs other methodologies. 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 647 - Statistical Thinking and Applications or EDU 737 - Quantitative Research Design (EDU 647 or equivalent is a prerequisite to this.)

### **Quantitative: Statistical Emphasis**

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

### **Quantitative: Design Emphasis**

1. EDU 647 - Statistical Thinking and Applications
2. EDU 737 - Quantitative Research Design
3. EDU 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. To seek exemption from EDU 781, you must present evidence that you have already achieved this goal by filing a petition to the senior assistant dean.

A. You 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 your 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 your 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. You should develop your own point of view in relationship to the alternatives described in the first objective and should be able to apply your views to the analysis of problems within your own area of expertise or in education generally.

C. You 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 not be necessary to have taken courses specifically focused on these areas. You might

Please note: Syracuse University awards degrees four times a year in May, June, August, and December. If you complete all requirements by the Graduate School deadlines for a May degree or earned your degree the previous June, August, or December, you are invited to participate in the May commencement and hooding ceremonies. To participate in the ceremony you must file a diploma request via MySlice, no later than February 1 for a May degree. If you will not degree requirements until June, August, or December following May commencement, you are invited to participate in the School of Education's December graduation celebration and/or the commencement and hooding events the following May.

have done relevant work as units in a variety of courses. Course syllabi and/or papers written by you might be used to demonstrate mastery of the objectives. If you believe that you qualify for exemption under these guidelines should submit your petition and supporting materials to the senior assistant dean, who will evaluate each case.

## TIME-TO-COMPLETION REQUIREMENT

Qualifying examinations should be attempted no later than the semester following the last semester of course and research apprenticeship work. The student is advanced to candidacy status (A.B.D.) upon successful completion of all pre-candidacy requirements, with the qualifying exam typically the last requirement completed.

The dissertation must be defended **within five calendar years** of advancement to A.B.D./candidacy.

## 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, you must be registered for courses that are part of your program. If you are in between courses, or have completed all courses and dissertation credits, but are still working on requirements such as projects, exams, or portfolios, AND you are still meeting time-to-completion requirements, you 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. Failure to register typically results in you being discontinued from your program, and requires you to complete paperwork to be reinstated.

### For doctoral students who have not achieved A.B.D. (candidacy) status

Within the seven year time-to-completion window, you may register for GRD 998 for four semesters without paying a fee except the Graduate Student activity fee. Upon your fifth registration for GRD 998, you will be assessed a \$500 fee for each fall and spring semester until A.B.D. status is achieved. The GRD 998 fee 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.

If you have completed seven years in the program, and have not yet achieved A.B.D. status, the GRD 998 fee gives way to the Graduate School requirement of registering for one credit of GRD 991 each fall and spring semester until A.B.D. status is achieved. You would be required to pay for the one credit hour. In this situation, approval for you to stay active will depend on departmental/program review.

### For doctoral students who have achieved A.B.D. status

Once you achieve A.B.D. status, a five-year window for completion of the dissertation is opened. Within this window, you also need to maintain continuous registration during every fall and spring semester, and should register for either any dissertation credits (EDU 999) that you still need for your program, or, if you need none of these credits, for GRD 998 (with no fee except the graduate student activity fee).

### Exceeding Time to Degree Completion Requirements

If you have exceeded the seven-year limit for achieving A.B.D. status, you must register for GRD 991, which requires a minimum of one credit hour per semester, each fall and spring semester until ABD status is achieved. If you fail to register for GRD 991 for a given term, you will be withdrawn from the program. If you require EDU 999 credits, please speak with your academic advisor about options.

If you have exceeded the degree completion limit of five years after achieving A.B.D. status, you must register for GRD 991, which requires a minimum of one credit hour per semester, each fall and spring semester until the completion of the doctoral degree. If you fail to register for GRD 991, for a given term, you will be withdrawn from the program.

In both cases you will also be asked to petition to extend your program, detailing a plan for reaching the next stage. These policies also apply to doctoral students who are asking to reactivate in a program and have exceeded time-to-completion requirements.

### Taking a Leave of Absence/Withdrawing

If you are still within one of the time-to-completion periods but circumstances are such that you have to register for GRD 998 for an extended period of time, you may 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. Contact your Academic Advisor in the Office of Academic and Student Services. During your one year leave of absence, GRD 998 fees will be waived.

To reactivate your status as an active student, you must fill out a return from leave of absence form or petition to return and submit it to the Office of Academic and Student Services. If your leave extends past one year, you will be responsible for the \$500 GRD 998 fee for each fall and spring semester over your one year leave.

If, after one year, you wish to withdraw from your program, you must work with your Office of Academic and Student Services Academic Advisor to complete a permanent leave of absence-not returning. This form is available in the Office of Academic and Student Services.

### **SYRACUSE UNIVERSITY 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\*](#).

Doctoral students must take at least 50 percent of coursework, exclusive of dissertation, in courses offered through a Syracuse University registered graduate degree program. Experiential learning credit and professional experience courses don't count toward the residency requirement

# DOCTORAL TIME LINE FOR FULL TIME STUDENTS

## 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 QUALIFYING EXAMINATION

*Complete research apprenticeship and submit forms*

*Submit IRB approval letter if applicable*



## SEMESTER FOLLOWING COURSEWORK COMPLETION AND RESEARCH APPRENTICESHIP

*Complete qualifying exam(s)*



## WHEN ALL STEPS ABOVE ARE COMPLETE

*Complete All But Dissertation (A.B.D.) status form*



## FINAL STEPS

*Complete all dissertation steps leading to final steps of entering dissertation into the registry, filing diploma request, and defense.*

## 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 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 of Education'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

Syracuse University aspires to the highest standards of integrity and honesty in all endeavors. The [Academic Integrity Policy](#) is designed to make integrity and honesty central to the Syracuse University experience by: setting forth clear ethical expectations for students in their academic endeavors;

#### 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.)

promoting consistency of standards and practices across colleges, schools and programs; encouraging reporting of suspected violations; and facilitating the resolution of cases as promptly as possible while providing thorough and fair consideration for students and instructors. Education is a central goal of the policy, including affording students an opportunity to discuss and learn from academic integrity violations.

## **NONCONSENSUAL SEXUAL ACTIVITY AND SEXUAL HARASSMENT**

Syracuse University is committed to the maintenance of an environment which is supportive of its primary educational mission and free from all exploitation and intimidation. The University will not tolerate rape, sexual assault, or other forms of sexual violence or nonconsensual sexual activity. The University will respond promptly and equitably to any such incidents and to any student, staff, or faculty member who reports such incidents.

Syracuse University supports this policy for students, faculty, and staff through its educational prevention programs and its counseling and medical support services.

Syracuse University will enforce this policy through internal disciplinary procedures, security programs, and the encouragement of external prosecution of alleged offenders through appropriate external judicial forums. Violations of this policy include, but may not be limited to, the following:

1. Any form of nonconsensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim. Sexual intercourse can involve anal, oral, or vaginal penetration, no matter how slight.
2. Any actual or attempted nonconsensual sexual activity including, but not limited to: sexual intercourse, or sexual touching, committed without physical force, coercion, threat, or intimidation; exhibitionism or sexual language of a threatening nature by a person(s) known or unknown to the victim.

Nonconsensual activity includes, but is not limited to, situations where the victim is unable to consent because he/she is physically helpless, or is mentally incapacitated due to drug or alcohol consumption, or is unconscious, regardless of whether or not the consumption was with the victim's consent.

It is against University policy and against the law to retaliate

against a person for making a complaint of sexual violence or harassment. Any retaliation should be promptly reported to the Title IX Compliance Officer/Sexual Harassment Officer at 443-0211.

Victims of nonconsensual sexual activity may seek confidential supportive services at The Advocacy Center (students) at 443-7273 or at the Faculty and Staff Assistance Program (faculty/staff employees) at 443-1087.

Victims of nonconsensual sexual activity are encouraged to file a complaint through the Title IX Compliance Officer/Sexual Harassment Officer (443-0211), the Department of Public Safety (DPS 711 or 443-2224), Office of Student Rights and Responsibilities (Judicial Affairs), Residence Life, or Human Resources as soon as possible after the alleged incident. Complaints against members of the University community may also be filed by non-community members through the Department of Public Safety or the Title IX/Sexual Harassment Officer. The University will conduct an investigation, as appropriate under the circumstances. In most cases involving sexual violence or assault, DPS or the Syracuse Police Department will conduct the investigation. In some cases involving students, Student Rights and Responsibilities (Judicial Affairs) also may conduct an investigation.

In cases involving alleged criminal conduct, DPS will assist a complainant in making a criminal complaint if he/she wishes, and any criminal complaint will be forwarded to the appropriate law enforcement agency. For the main campus in Syracuse, this is the Abused Persons Unit of the Syracuse Police Department.

Complaints against students will be forwarded to the Office of Student Rights and Responsibilities (Judicial Affairs) for resolution within the University Judicial System. Complaints against University employees will be forwarded to the Office of Equal Opportunity, Inclusion, and Resolution Services for resolution within the University's respective grievance procedure systems.

Members of the University community found to be in violation of this policy through the procedures and systems described above will be subject to sanctions, including suspension and permanent expulsion.

This policy supplements all other University policies relating to sexual abuse and harassment, all of which will remain in effect.

## **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.

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 senior assistant dean for academic and student services. If no appeal of the dismissal is lodged within one month, the dismissal will be communicated to the Graduate School.

## **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 senior assistant dean for academic and student services. The senior 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 SU 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.

# OFFICE OF ACADEMIC AND STUDENT SERVICES

The Office of Academic and Student Services for the School of Education is located at 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](mailto:amredmon@syr.edu) • 315-443-2506

*Senior 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.

**Mihaela Shaleva-Staykova** • [mashalev@syr.edu](mailto:mashalev@syr.edu) • 315-443-2506

*Assistant to the Senior Assistant Dean*

Contact Mihaela if you would like to meet or speak with the Senior Assistant Dean

## Academic Advising by Program

**Sheila DeRose** • [saderose@syr.edu](mailto:saderose@syr.edu) • 315-443-4522

- Clinical Mental Health Counseling
- Counseling and Counselor Education
- Cultural Foundations of Education
- Higher Postsecondary Education
- Instructional Design, Development and Evaluation (All programs)
- Intercollegiate Athletic Advising
- School Counseling

**Marie Sarno** • [mrsarno@syr.edu](mailto:mrsarno@syr.edu) • 315-443-1464

- Arts Education Preparation
- Art Education Professional Certification
- Early Childhood Special Education
- Educational Leadership
- English Education (7-12)
- Inclusive Special Education (1-6)
- Inclusive Special Education 7-12 (Generalist)
- Inclusive Special Education: Severe/Multiple Disabilities
- Literacy Education (All programs)
- Mathematics Education (All programs)
- Media and Education
- Music Education (All programs)
- Music Education: Professional Certification
- Science Education (All programs)
- Social Studies Education
- Teaching English Language Learners
- Teaching and Curriculum

**Bobbi Latimer** • [bjlatime@syr.edu](mailto:bjlatime@syr.edu) • 315-443-4759

*Career and Certification Advisor*

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

**Speranza Migliore** • [smiglior@syr.edu](mailto:smiglior@syr.edu) • 315-443-2505

*Assistant Director of Graduate Admissions and Recruitment*

Contact Speranza if you would like information on or would like to apply to other graduate programs.

**Crystal Ross** • [crross@syr.edu](mailto:crross@syr.edu) • 315-443-9319

*Office Coordinator*

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.

## IMPORTANT TELEPHONE NUMBERS

### SCHOOL OF EDUCATION

#### ACADEMIC DEPARTMENTS

Dean's Office	315-443-4751
Counseling and Human Services	315-443-2266
Cultural Foundations of Education	315-443-3343
Higher Education	315-443-4763
Instructional Design, Development & Evaluation	315-443-3703
Reading and Language Arts	315-443-4757
Teaching and Leadership	315-443-1468

#### Syracuse University

Department of Public Safety	315-443-2224
Bursar's Office	315-443-2444
Information Technology and Services	315-443-2677
Counseling Services	315-443-8000
Center for Disability Resources	315-443-4498
Financial Aid	315-443-1513
Health Care Services	315-443-8000
Housing, Meal Plans, and ID Cards	315-443-2721
Lesbian, Gay Bisexual, Transgender and Queer (LBGTQ) Resource Center	315-443-3983
Office of Multicultural Affairs	315-443-9676
Recreation Services	315-443-8000
Registrar's Office	315-443-2422
Center for International Services	315-443-2457
Dean of Students Office	315-443-4357

## FORMS REFERRED TO IN THIS BOOK

Forms referred to in *The Orange Book* can be obtained online at [Office of Academic and Student Services - Forms](#) and/or through the eForms portal in the student MySlice menu,

The following forms are paper forms that are not found online.

- Add/drop form

*Complete process through MySlice registration within deadlines. For courses that do not follow a standard semester/term format, use the Request to Add/Drop Flexible Session Class form available through the eForms portal. For other situations, contact your Academic and Student Services advisor.*

- Application for readmission/termination of leave of absence You may use a petition to the faculty form.

- Leave of absence or withdrawal from the university

*Contact your Academic Advisor in the office of Academic and Student Services*



**Syracuse University**  
**School of Education**

Office of Academic and Student Services

111 Waverly Avenue, Suite 230

Syracuse, NY 13244-2340

315-443-9319