



SCHOOL OF EDUCATIONAL STUDIES

PHD HANDBOOK



School of Educational Studies
PhD Handbook

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CGU Faculty, Staff, & Department Directory: <http://www.cgu.edu/pages/110.asp>

WELCOME TO CGU AND THE SCHOOL OF EDUCATIONAL STUDIES

Welcome to Claremont Graduate University (CGU) and the School of Educational Studies (SES). We hope that you find your academic pursuits here both fulfilling and enjoyable.

You will undoubtedly have a number of questions during your program of study. Please refer to the *Bulletin*, CGU's academic catalog, on-line at <http://www.cgu.edu/pages/940.asp> for CGU policies as there is a wealth of pertinent information there.

This Handbook is a general guide through the SES PhD process and should supplement ongoing discussions with your faculty advisor about your individualized course of study.

The fact that each PhD program is individually designed offers you the opportunity to structure an educational experience that is uniquely suited to your own research, career interests, and goals. This handbook describes the structure and elements of the PhD program in Education in a way that should facilitate degree completion. You will find it much easier to work with your advisor if you read the handbook because it explains policies, procedures, and practices.

If you are one of our many students with full-time job responsibilities, developing a network of faculty and student colleagues can be a challenge. One of the benefits of our small, flexible doctoral program is the increased opportunity for students to work closely with SES faculty and staff. SES-sponsored opportunities to meet with other students and faculty members are provided each semester.

You are encouraged to work closely with your faculty advisor and faculty committee. In addition, the staff is eager to assist you throughout your program.

During the admissions and matriculation process you met with Nicole Kouyoumdjian, Director of External Affairs, as well as the John Rodriguez, Program Administrator. From enrollment through graduation you will interface mostly with Cece Gaddy, Administrator of General Education Student Programs, though all of the staff members are supportive. You are also welcome to contact Dean Margaret Grogan at any time.

In cases of emergency or special needs, please work with your advisor and Cece Gaddy so they can help you make arrangements to complete your degree.

If you have any questions regarding any aspect of the program or contents of this handbook, please let your academic advisor or Cece know (cece.gaddy@cgu.edu).

GENERAL INFORMATION

Student Portal

An interactive student portal (<https://www.my.cgu.edu>) provides real-time access to all of your academic information. This includes unofficial transcripts, degree audits, grades, class schedules, account balance, financial aid awards, holds, etc. On-line registration is conducted through the portal, as well. Please become familiar with it and use it as often as you like.

E-mail Accounts

The Office of Information Technology (IT) will assign you a CGU e-mail account when you enter the University. You will receive information about the account, your password, and instructions on using your account within a week or two after you are matriculated. Keep this letter in a safe place as you may need to provide your pin number to get telephone assistance from the Help Desk sometime in the future.

The general format for CGU e-mail addresses is: `firstname.lastname@cgu.edu`.

Official e-mail from Claremont Graduate University will be sent *only* to your CGU e-mail address. *Please check your CGU email regularly* as important reminders about academic and financial deadlines, upcoming events, job announcements, etc. will be sent to you there. If you have another e-mail account that you prefer to use (AOL, Yahoo, etc.), you can forward your CGU mail to this account. Instructions for doing this can be found on the e-mail log-in page, www.mail.cgu.edu, under “Frequently Asked Questions.”

Contact the CGU Help Desk if you need assistance. It is reachable 24 hours/day and seven days/week at 800.630.8893 (toll free) or 909.621.8174 (off campus) or 1-8174 (on campus). You can also send e-mail to helpdesk@cgu.edu.

Sakai

Sakai is an electronic learning management system used by the Claremont Colleges so that faculty can provide class resources to their students electronically. Access to your Sakai account is made using the same username and password you use to access your student portal and CGU e-mail account. Faculty who use Sakai will let their students know on or before the first class meeting. Sakai tutorials are available at <http://www.cgu.edu/techtutorials>.

Student Identification (ID) Card

Once you have been matriculated and have registered for classes, you can obtain your CGU student ID card. You cannot use Honnold Library, obtain a parking permit, or use the health and counseling facilities until you have a valid ID card, so you will want to take care of this important piece of business as soon as possible in the semester. The first card is free of charge. Replacement cards are \$10 each. To get your card, take your

state-issued driver's license, identification card, or passport to the Claremont Card Center in the basement of McAlister Center (just north of Honnold Library at 919 N. Columbia Ave.; tel. 909.607.CARD). For hours of operation, see <http://www.cgu.edu/pages/1833.asp>.

Writing Center

CGU's Writing Center provides writing assistance to all CGU students. Don't wait until the end of a semester to take advantage of this excellent benefit. Students are entitled to one free consultation per week. Go to the website at <http://www.cgu.edu/pages/777.asp> for details.

Computer Labs

There are several computer labs located around the campus for student use. Their locations and hours of operation are available at <http://www.cgu.edu/pages/968.asp>.

Libraries of the Claremont Colleges

The Claremont Colleges are served by a central library system whose holdings are available to all members of The Claremont Colleges community. Honnold/Mudd Library houses the main social sciences, sciences, and humanities collections; Ella Strong Denison Library emphasizes the arts and women's studies. Special collections such as rare books, manuscripts, and archives are housed in Honnold/Mudd Library and in Denison Library.

The library collection includes over 2 million volumes (books, journals, magazines, newspapers) and a variety of media resources. The collection includes electronic access to articles in thousands of journals, electronic books, data sets, images, and more. These materials are searchable through Blais, the online library catalog, or through the many databases to which the library subscribes.

Students, faculty and staff of The Claremont Colleges may use Interlibrary Loan or Link+ services to obtain books and articles that are not available at the Claremont Colleges library.

Library workshops and individual research appointments are available to assist students in learning to use print and electronic resources for research and course assignments. Research assistance is also available via the library's Ask Us instant messaging and email service.

For more information about library collections and services, visit The Claremont Colleges library web site at <http://www.libraries.claremont.edu>.

Parking

If you are planning to park your car in a parking lot on campus, please visit the Campus Safety office (located at 251 E. 11th Street in Baxter Hall) to obtain a parking permit (see <http://www.cgu.edu/pages/5066.asp>). There is no charge for the permit but you will need to present your vehicle registration, a valid driver's license, and current CGU ID card.

Campus Safety will not issue a parking permit without a valid ID card. A permit is not required for street parking, although students should avoid parking on the west (residential) side of College Avenue.

Reporting Emergencies on Campus

The Department of Campus Safety is the first responding agency on campus and will call for any other needed agencies (police, fire, medical, etc.). Campus Safety will clear the way and guide other emergency service providers to your location and you will get the service faster if the call goes to Campus Safety first, rather than to 911. You might want to put the following numbers in your cell phone in case you ever have to use it to report an emergency or request an escort.

From non-campus phones: dial 909.607.2000 or 909.621.8170

From campus phones: dial 7-2000 or 1-8170

Academic Information

Registering for Classes

SES course schedules for each semester are available at <http://www.cgu.edu/pages/354.asp>; a comprehensive list of all courses taught at CGU in a given semester can be found at <http://www.cgu.edu/pages/1159.asp>.

Registration is accomplished mostly on-line via the Student Portal. There are exceptions that require a paper registration form to be processed by the student's school office. These include registration for independent study units (ED 398 and 498), course audits, and courses taken outside the student's own school as instructor permission is usually required before the registration may be processed (for example, an education student taking a psychology course or a history student taking an education course).

You must be officially registered in the fall and spring semesters unless you have been granted a leave of absence (<http://www.cgu.edu/pages/1933.asp>). Summer registration is optional (as long as the CGU residency policy of 24 units completed in 24 months can be met).

General registration timeframes are as follows (see <http://www.cgu.edu/pages/2059.asp> for specific dates):

mid-November – mid-December	Spring semester
mid-April – mid-May	Summer semester (Modules 1, 2)
mid-April – early August	Fall semester

Once registration begins, register! Students who are not enrolled for class by the end of the add/drop period each fall and spring semester are removed from the active student pool and notified of the same by letter from the Registrar. A student who fails to register

by the last day of the semester will be formally withdrawn from CGU and must go through the reinstatement process, paying the related fees, if they wish to return.

It is required that students working with faculty in any manner must be registered in a class or in Doctoral Study.

Residency

The CGU residency requirement mandates completion of 24 units within a 24-month period (six courses within two years). Students taking only one course a semester can meet the requirement by taking a course in summer. Note that you must be registered in a course in each fall and spring semester through graduation to stay enrolled in the University. Summer enrollment is optional.

Holds

It is a good idea to check your account via the student portal for any holds at least one month prior to the start of registration so you have time to take care of any issues that will prevent you from registering.

Tuition

Bills are posted on your student portal. Help in understanding your account is available at <http://www.cgu.edu/pages/312.asp>.

Tuition is due as follows:

Fall semester:	August 26 (continuing students) September 26 (new students who start in fall semester)
Spring semester:	December 26 (continuing students) January 26 (new students who start in spring semester)
Summer semester:	May 26 (continuing students) June 26 (new students who start in summer semester)

Contact the Student Accounts Office directly if you need to discuss your account.

Adds/Drops

Students can add and drop classes without charge for the first two weeks of classes in fall and spring semesters, and during the first week of class in summer. If you decide to drop a class after add/drops end, take care to check the refund schedule (<http://www.cgu.edu/pages/2059.asp>) as tuition reimbursement diminishes as the semester progresses.

Leave of Absence

CGU grants leaves of absence for military service, family leave, medical disability, or financial hardship. Leaves requests must be submitted to the Dean of Students in writing along with appropriate supporting documents. They are normally granted for one semester and are not automatically renewed. Additional information and the leave of absence form can be found at <http://www.cgu.edu/pages/1933.asp>.

Reinstatement

Students who have withdrawn from their graduate programs or exceeded institutional time limits, and who have not been dropped for scholastic or disciplinary reasons, may request reinstatement (see <http://www.cgu.edu/pages/1932.asp>). MA/PhD students in the School of Educational Studies submit their reinstatement request to Cece Gaddy in the SES Office. It should be accompanied by a detailed account of past scholarly activity, as well as a plausible timetable for completing all remaining degree requirements. Requests are reviewed by the SES Admissions Committee for a decision. If time has gone by since your last registration and coursework, the School of Educational Studies may require additional coursework. A nonrefundable reinstatement fee is required.

Time Limits and Extension of Time

The CGU time limit to complete the PhD is seven years. With the transfer of 13 -24 semester units of prior graduate work, the time limit is reduced to six years. The Registrar's office will notify you the semester before your time limit expires by placing an "Out of Time" hold on your account that can be seen via the student portal. With approval from both your advisor and the SES dean, a first time extension of two years may be granted. Subsequent extension requests are each for only one year. To apply for an extension when you receive notice from the Registrar, complete the Extension of Time for Degree Request Form (see <http://www.cgu.edu/pages/179.asp>). A timetable outlining your plan for completing all outstanding degree requirements must be attached to the form and submitted to the SES Office for signature by your advisor and the dean. Subsequent requests for extensions will be approved or not depending on progress made towards completing outstanding degree requirements.

Withdrawal from Graduate Study

A student who needs to withdraw from the University is requested to file a letter of withdrawal with the Dean of Students. Students who do not register in a given semester will be considered as withdrawn and "withdrawn" will be noted on their transcript. It is required that any student working with the faculty in any manner must be registered in a class or Doctoral Study.

Minimum GPA

PhD students must maintain at least a 3.0 GPA to remain in good standing in the program. A student falling below this level will have one semester to meet this requirement. Thereafter, the student may be dismissed from the program.

CGU uses the following grading system:

A+	= 4.0	B-	= 2.7
A	= 4.0	C+	= 2.3
A-	= 3.7	C	= 2.0
B+	= 3.3	C-	= 1.7
B	= 3.0	U	= 0

Additional information about CGU's grading policy can be found in the *Bulletin* (see <http://www.cgu.edu/pages/940.asp>).

Incomplete Grades

With the approval of the course instructor, you may take an "incomplete" (I) in a course (see <http://www.cgu.edu/pages/1240.asp>). A student who has received an Incomplete will be required to make up the work by such time as is stipulated by the instructor after consultation with the student, but in no case later than one calendar year from the time at which the work was originally due. It is advisable to work out a completion date that is fairly soon after the course's conclusion. If the Incomplete is not made up within the specified time, it will become a permanent incomplete (PI) and the units (not necessarily the same course) will have to be retaken at prevailing tuition rates.

Be aware that more than two incompletes on your record results in a loss of good academic standing and negatively impacts your ability to get student loans (see <http://www.cgu.edu/pages/5081.asp>), as well as fellowship support. A student may carry no more than two incompletes to receive a fellowship award.

Research and Funding

Research Opportunities

The process to identify research opportunities is fairly informal in the School of Educational Studies. At any given time, several faculty members will be conducting active ongoing research projects that may provide graduate student research opportunities. Most commonly these opportunities are supported by a grant received by the faculty member for a specific project over a specific number of years. The number of research opportunities will vary from year to year, depending on the number of funded projects, the stage of activity, and needs of the research project. As you take courses with faculty and become aware of the on-going research needs, and you are interested in assisting, you should express your interest to the faculty member. The faculty member will also advertise or make a general announcement to the student community when a new opportunity arises.

The Teacher Education program offers several opportunities each year for PhD students with teaching experience to apply to become Faculty Associates. Faculty Associates play an important role in the teaching and mentoring of the MA Teacher interns. Information about these opportunities may be acquired from the Teacher Education Office (909.621.8076).

Fellowships

Fellowship applications are due to the School of Educational Studies by February 1 for priority consideration. Applications received after February 1 will receive consideration based on remaining funding. Application forms may be downloaded from the CGU website <http://www.cgu.edu/include/InstitutionalAid.pdf>.

SES takes both financial need and academic merit into account when awarding fellowships. Once an award is made, it stays with the student throughout the coursework phase of their program, including summers, as long as the student is making satisfactory progress and remains in good standing with the university. Fellowship support ends with the completion of all coursework for unit credit (i.e., when the Doctoral Study phase of the program begins) because of the significant reduction in tuition cost during this phase.

Financial Aid

Many students rely on student loans and external scholarships to help finance their education. Visit the website for the Office of Student Financing at <http://www.cgu.edu/pages/1161.asp> to fill out the FAFSA, find out about private loans, review resource lists for off-campus scholarship possibilities, understand your award, etc. Questions about financing should be made directly to the Office of Student Financing (finaid@cgu.edu; 909.621.8337)

Dissertation Grants

Helen R. Powell Dissertation Award

SES doctoral students doing dissertation research on creative and innovative topics pertaining to elementary school curriculum can apply for this monetary award which helps cover out-of-pocket dissertation costs. Application instructions are sent out to SES students via e-mail in late fall or early spring. A panel of SES faculty will review the applications and select the winning application(s).

CGU Dissertation Grant

CGU sponsors a yearly dissertation grants competition. Students who wish to apply for the grants, which require written statements of support from the student's dissertation committee, must have their proposals approved by their dissertation committee members no later than one month ahead of the institutional deadline for submission of the application. The application period is usually announced via CGU e-mail by the Office of Student Financing sometime in early March with a submission deadline in approximately the first week in April.

Conference Travel Grants

GSC Travel Awards

CGU's Graduate Student Council (GSC) helps promote student attendance at academic conferences by offering some travel grants (see <http://www.cgu.edu/pages/1665.asp>). Watch for e-mails about this through the year.

SESSA Travel Awards

The School of Educational Studies Student Association (SESSA) travel awards aim to encourage research and scholarship among our PhD students. The awards help subsidize student travel to present research at conferences.

Depending on available funds, several awards may be made each semester. Recipients submit original receipts and may claim up to \$500 for travel, accommodation, and food

expenses incurred. Only PhD students in good academic standing are eligible for the awards. Students may apply individually or as a group of up to three students. When applying as a group, only one award is given to be shared among group members.

The request for travel award applications will be sent by e-mail with instructions for submission so please stay on top of your CGU e-mail.

School of Educational Studies PhD PROGRAM

Components

The following sections describe components of the PhD program and the procedures that lead to fulfilling degree requirements which are:

- 72 semester units (minimum) of course work (up to 24 semester units may be transferred from prior graduate degree work with advisor approval, including work done at CGU)
- A residency requirement of completing 24 units within 24 months
- SES Proseminar for Doctoral Study course (ED 580) (required for students entering Fall 09 or later)
- One transdisciplinary course (aka “t-course” or “TNDY” course)
- Program Outline (filed before/upon completing 24 units)
- Two research tools
- Four written qualifying examinations
- A oral qualifying examination
- A dissertation proposal meeting
- Institutional Review Board (IRB) approval on any research involving human subjects
- A written dissertation
- A dissertation defense

Milestones

You will hear the term “milestones” used in the School of Educational Studies. These include the following components from the list above:

- Coursework (including transdisciplinary and research tool courses)
- Program Outline
- Written qualifying examinations (four)
- Oral qualifying examination
- Dissertation proposal meeting
- Dissertation defense

Role of the Faculty Advisor/Program Chair

The doctoral program in the School of Educational Studies is tailored to the interests and professional goals of the individual student. You will design your own program of study with the help of a faculty advisor. Upon admission to the program, an initial faculty advisor was assigned to you based on the research interests described in your application statement. If, after taking a few courses, you find your interests more compatible with those of another faculty member, you are encouraged to ask that person to serve as your advisor, get his/her signature on the “Change of Advisor” form (see <http://www.cgu.edu/pages/347.asp>), and submit it to Gwen Hoyt in the SES Office. The advisor whom you have chosen is the chair of your program committee and one or two qualifying exams will be completed under his/her direction.

Once you know your initial advisor, you will want to schedule a “get acquainted” meeting and select courses for your initial term of study. Before registering each semester, you should consult with your advisor by appointment or e-mail regarding course selection and progress in your program.

It is important to create a “roadmap” for your program by completing a Program Outline (see <http://www.cgu.edu/pages/347.asp>) with the help of your faculty advisor. You will want to start this when you have taken 16 – 20 units as it must be filed in the SES Office by the time you complete 24 units at CGU. The Program Outline specifies the courses you intend to take during your program as well as the number of units you intend to transfer, names both proposed research tools, and identifies four different areas for the qualifying exams along with the faculty member you want to supervise each one. You will need to converse with each qual supervisor to discuss your ideas and obtain her/his signature on the Program Outline form indicating willingness to work with you. Each qual supervisor becomes a member of your program committee, and your faculty advisor becomes the program committee chair.

When you file a dissertation proposal, the faculty member with whom you expect to work most closely on the dissertation project (often, but not always, the program committee chair) becomes the dissertation committee chair.

In summary, the advisor-advisee relationship is negotiated between the student and a faculty member based on interests. The advisor must be consulted regarding all academic decisions. Cece Gaddy, Administrator of General Education Student Programs and John Rodriguez, Program Administrator, serve as resources for questions about program procedures and institutional requirements.

Coursework

The PhD program in Education requires 72 semester units of coursework which can include up to 24 semester units transferred from other graduate degree programs, including those taken at CGU. While you will be able to choose most of your classes, there are a few that are required, including:

- ED 580 Proseminar for Doctoral Study (4 units)

- Transdisciplinary course of your choosing (4 units)
- Two tools courses (8 units)

SES Proseminar for Doctoral Study

This is a required course for all first-year doctoral students in the School of Educational entering Fall 09 or later. It is intended to introduce new students to the SES doctoral program, “scholarly life,” and major issues and seminal research in education while developing the academic skills expected and required in PhD courses, qualifying exams, and dissertation research. The SES faculty feels strongly that a sound foundation early in the program will optimize and maximize student success.

Transdisciplinary Course

“Transdisciplinary” scholarship is an approach to knowledge, research, and problem-solving that takes the core ideas, methods, concepts, and history of several disciplines and uses them to study a broad issue or problem. Such an approach requires scholars to position their knowledge on a broad intellectual map, a process that goes well beyond interdisciplinary and multidisciplinary scholarship. To that end, students embarking on doctoral programs are required to take one 4-unit transdisciplinary core course (aka “T-course”) during the second calendar year of their enrollment (see <http://www.cgu.edu/pages/3831.asp>). Postponing the T-course beyond the second year of study may be possible, depending on individual circumstances, but must be requested via the Academic Petition form (found at www.cgu.edu/pages/2241.asp).

Students in the Joint Doctoral Program with San Diego State University are not required to take a T-course but may, after discussion with their advisor, elect to do so. Master’s students may, with advisor approval, petition to take a T-course as part of their program (<http://www.cgu.edu/pages/3831.asp>).

Research Tools

Two research tools are required. Their purpose is to assure proficiency in research methodologies most likely to be used in the dissertation project. The tools may be completed through courses in quantitative, qualitative, mixed methods, assessment, and case studies. A grade of B+ or better is required if the course is to be counted as a tool. A research tool may also be met by proving competency in a second language relevant to your doctoral research.

Research tool verification is not automatic. You will submit a Research Tool form (see <http://www.cgu.edu/pages/347.asp>) and unofficial CGU transcript (printable from the Student Portal) to Gwen Hoyt in the School of Educational Studies Office for signatures when a tool requirement has been completed. Gwen will take the signed form to the Registrar’s Office for posting to your academic record. Keep in mind that your dissertation topic may require further study on research methods, even if you have received the approval for two tools.

Both research tools must be completed and recorded (posted on your academic record) prior to scheduling the oral qualifying examination. Posted tools will appear at the bottom of your CGU transcript which you can view via the Student Portal.

Qualifying Examinations

The purpose of qualifying examinations (“quals”) is to provide a method in which students demonstrate expertise in four areas of study. It is important to work with your advisor and program committee concerning the purpose or focus of the quals.

You will ask three or four faculty members with whom you have taken, or plan to take, classes to serve on your program committee and supervise quals (one person may supervise two qualifying areas). The chair of your program committee must be a core member of the SES faculty and is typically the student’s advisor. One member of the committee may be drawn from the wider CGU graduate faculty, which includes professors from other CGU fields and full-time faculty from the other Claremont Colleges.

The qualifying examination requirement is a two-stage process which includes four approved written exams followed eventually by the oral qualifying exam, a meeting of the program committee and the student, as described below.

Written Qualifying Examinations

Four written qualifying examinations are required. Faculty members and alumni agree that it is important to work toward completing these written exams as you proceed through course work, rather than delaying until after coursework is completed, as there is a tendency to disengage when students are no longer coming to CGU regularly. Qualifying topics may be influenced by course content or challenges and opportunities in some aspect of your work. Taking courses with different core faculty members early in your program allows you to be acquainted with, and learn the research interests of, professors with whom you may arrange qualifying exams.

The quals are usually written as research papers, a literature review on your research interest, or an exam (currently there are two exams given regularly: the Higher Education Great Books and Teaching and Learning Great Books exams). They may involve several iterations before being approved by the qual supervisor. Often the fourth qual is directly related to the dissertation and can be the basis for the literature review in the dissertation.

Approved qualifying examinations are marked “approved” and are signed and dated by the qual supervisor. The qual supervisor typically notifies the student that the qual is approved, and then submits the approved document to the SES Office (Administrator of General Education Student Programs) for posting to your academic record. Original approved quals are then retained in your file in the SES Office.

Oral Qualifying Examination

There are several prerequisites to the oral qualifying exam: (1) residency completed, (2) 68-72 units of coursework completed, including transfer units (may be enrolled in last class), (3) all program forms on file, (4) two research tools completed and filed, (5) four written qualifying papers/exams approved by faculty members and filed with the SES Office.

Your program committee chair initiates scheduling of the oral qual through Gwen Hoyt in the SES Office. You and your program committee attend. The qual oral is a discussion and examination of the work completed in your PhD program to this point, as demonstrated by the written qualifying examinations.

The oral qualifying examination is typically about 1.5 hours in length. It begins with a 15-20 minute presentation by you that summarizes all four quals, followed by a question period during which the committee members will engage you in an academic discussion around your expertise developed through coursework, qual exams, and your own work. This exchange is conducted in a collegial manner.

Doctoral Study

After you have completed your coursework, or during any fall or spring semester when you are not registering for a course or on a leave of absence, you will register for Doctoral Study (ED 499). Think of this as continuous registration. Doctoral Study is not a unit course but maintains your status as an active student and continues your access to faculty, e-mail, library privileges, etc. It also qualifies you as a full-time student for loan purposes. There is no registration for Doctoral Study in the summer since summer enrollment is not mandatory. Students who do not register in a given semester (except summer) will be assumed to have terminated their studies at CGU and will be withdrawn from the active student pool. The Registrar will notify the student of this action and advise them that they may still register (probably in Doctoral Study) up until the last day of the semester. If no registration is received by the last day of the semester, the student is withdrawn from the University and will have to request reinstatement in order to continue their studies in the future (see <http://www.cgu.edu/pages/1932.asp>).

Independent Research

A maximum of four units of the PhD program may be accomplished through Independent Research (ED 498). Instructor and advisor approval is required and registration must be handled through the SES Office staff.

DEVELOPING AND FILING YOUR PROGRAM OUTLINE

Most general forms you will need as a student at CGU are located at the Registrar's web site: www.cgu.edu/pages/179.asp. The forms are in a fillable PDF format and may be downloaded.

Those forms specific to the School of Educational Studies are available at www.cgu.edu/pages/347.asp and are also in fillable PDF format.

The form required for filing your PhD program plan is:

- Program Outline (to be filed by completion of 24 units)

Other forms you will need to complete:

- Research Tools Form
- Proposal Description of Qualifying Examination
- Transfer of Credit Form (if applicable)

Program Outline

Planning your doctoral program is a very important exercise as it becomes your academic “roadmap.” You are strongly encouraged to meet with your advisor before taking any classes to have a preliminary discussion about your goals. You will want to be thinking about this in your first year of study. Upon completion of 16-20 units of coursework (4-5 courses), a program should be developed in consultation with your academic advisor using the Program Outline form and the process below:

- 1) Prepare a draft of the Program Outline (see <http://www.cgu.edu/pages/347.asp>). This form specifies the courses you have taken and intend to take during your program, names the two proposed research tools, and identifies four different areas for the qualifying exams, as well as the faculty member you want to supervise each one.
- 2) Schedule an appointment with your faculty advisor to discuss the Program Outline. After you and your advisor meet and reach agreement on what you plan to do for your program, obtain your advisor’s signature.
- 3) Schedule appointments to meet with each faculty member whom you want to ask to supervise a qual so you can discuss your general ideas and obtain her/his signature on the Program Outline form as indication of an agreement to work with you on a qual in a given general area. Each qual supervisor becomes a member of your program committee, and your faculty advisor becomes the program committee chair. One or two qualifying exams will be supervised by the program chair. You will have either four qual supervisors or three (one person can supervise two quals).
- 4) When you have obtained all necessary signatures on the Program Outline form, submit it to Gwen Hoyt in the SES Office so that your program committee can be recorded in People Soft, CGU’s student data program. This will complete the Program Outline process and the form will then be kept on file in the office. It is the student’s responsibility to obtain the necessary signature on this form. If schedule difficulties preclude a face-to-face appointment with a potential qual supervisor, a phone appointment can be arranged. Faculty signatures on the Program Outline are the preferred indication of agreement to supervise a qual. However, if you are unable to

obtain a faculty signature, an e-mail from the faculty member indicating agreement to supervise your qual on a topic clearly stated in the e-mail will be accepted.

Important: The Program Outline form must be filed in the SES Office by the time you complete 24 units at CGU. *A registration hold will be placed on your account if a program outline is not filed by completion of 24 units of coursework at CGU, blocking registration for future semesters until a completed Program Outline is submitted to the SES Office, at which time it will be lifted. You may be charged a late registration fee if this hold prevents you from registering during regular registration.*

Changes to the Program Outline

The Program Outline is meant to guide your academic development. It may be changed after submission to reflect refinements in academic focus. If you change your mind on courses or research tools, discuss the changes with your advisor to ensure that they are in your best interest. No formal change needs to be made on the Program Outline. However, if you decide to change one of the four proposed qualifying examination areas or supervisors, the Program Outline needs to be revised as follows:

- 1) Using a blank Program Outline form, fill out the student information at the top of the form and type in the new topic in the “Proposed Areas for Qualifying Exams/Paper” section, then sign and date it in the space at the bottom of the form.
- 2) Discuss the desired change with your advisor and get approval for the change either by his/her signature on the form or via e-mail (if by e-mail, attach a copy to the form).
- 3) Obtain the signature of the new qual supervisor on the form (if by e-mail, attach a copy to the form).
- 4) Take the revised form to the SES Office and, together with Gwen Hoyt or Cece Gaddy, the word ‘Revised’ will be written on the original Program Outline form and the topic area or supervisor that is being replaced will be crossed out. The revised form will then be stapled to the original, and any change in faculty supervisors will be posted to your record in People Soft by the SES staff.

It is important to file changes to your Program Outline in a timely manner so that the correct faculty members are contacted when it is time to set up the oral qualifying exam.

Proposal Description for Qualifying Examination Form

(<http://www.cgu.edu/pages/347.asp>)

You identified four qualifying examination general topic areas on your Program Outline and got signature agreements from the faculty supervisor for each area. As you continue your coursework and ideas for each of your quals take definite shape, you will seek approval on the proposed qualifying exam description as follows:

- 1) Fill out a “Proposal Description for Qualifying Examination” form (one qual per form) and sign it.

- 2) Meet with the qual supervisor to discuss your proposal description. When there is agreement on the description, the faculty member will sign the Proposal Description form and you will submit it to Gwen Hoyt in the SES to be kept on file there.

If you plan to take a Great Books qualifying exam, you will follow the procedure above and submit the Proposal Description form to the exam reader for signature when you sign up for the Great Books exam.

Transfer of Credit Form (see <http://www.cgu.edu/pages/347.asp>)

The School of Educational Studies allows doctoral students to transfer up to 24 relevant semester units from your MA or other graduate work, including work done at CGU. CGU's Transfer of Credit policy can be found on p. 38 of the *Bulletin*. Your advisor will work with you to determine which courses are appropriate for transfer. This can be done at any time but many faculty members prefer to deal with this together with the Program Outline. The process is as follows:

- 1) Using a copy of your official transcript from your MA or prior graduate work, draft a Transfer of Credit form (fillable PDF) to identify up to 24 semester units you feel are relevant to your PhD program.
- 2) Schedule an appointment with your faculty advisor to discuss the draft Transfer of Credit form. Make any changes necessary and obtain the faculty advisor signature on the revised form to indicate approval of the transfer courses.
- 3) Submit the *typed* Transfer of Credit form along with a photocopy of your official transcript to Gwen Hoyt in the SES Office.
- 4) Gwen will take the Transfer of Credit form and official transcript photocopy to the Office of Admissions and Records where the transfer units are posted to the student's academic records. Once posted, the total number of transfer units show up at the bottom of your CGU transcript (viewable via the Student Portal). The specific courses transferred do not appear on the transcript.

If you obtained the MA at Claremont Graduate University, the 24 units of MA work you wish to include for the PhD are listed on the Program Outline rather than on the Transfer of Credit form since no units are being transferred.

Research Tool Form (see <http://www.cgu.edu/pages/347.asp>)

Two research tools are required for doctoral students. Their purpose is to assure proficiency in research methodologies most likely to be used in the dissertation project. Both research tools must be completed and recorded (posted on your academic record) prior to scheduling the oral qualifying examination. Courses which qualify as research tools include:

- ED 465 Quantitative Research Methods
- ED 466 Quantitative Research Practicum

ED 467 Applied Multivariate Analysis
ED 469 Advanced Statistical Analysis
ED 462 Educational Assessment
ED 473 Qualitative Inquiry: Theory, Models and Methods
ED 601 Research Methods
ED 670 Case Study Research

Courses that qualify as research tools usually are identified as such in the course description.

TIMELINE FOR COMPLETING AND DEFENDING YOUR DISSERTATION

You have come a long way in your program and now face the final phase: completing and defending your dissertation. It is important to continue to check your CGU e-mail regularly. While you may not be interested in all of the announcements sent there, you will not want to miss important reminders from the School of Educational Studies and Central Administration that will help you in finishing your program.

The School of Educational Studies website also has a variety of items that will be helpful to you as you begin to work on your proposal and dissertation (see <http://www.cgu.edu/pages/347.asp> under the heading 'Dissertation'). You should read these through before you begin discussing the proposal and dissertation with your dissertation committee chair.

The Assistant Registrar in the Office of Admissions and Records takes care of a number of important items for students finishing their programs including receiving Intents to Receive a Degree, conducting final degree audits, checking formatting on final dissertation and theses copies, mailing out diplomas, etc. There is some very useful dissertation-related information at <http://www.cgu.edu/pages/1239.asp> which you should definitely review.

Important Dates

You will want to create a calendar for the completion of your dissertation, based on important deadlines listed in the School of Educational Studies' Graduation Timelines and Student Academic Calendar. Several steps are described below and are followed with general guidelines for completion of each step.

Start by reviewing the SES Graduation Timelines (<http://www.cgu.edu/pages/347.asp>) and find the degree date -- January, May or August -- that best suits your situation. Carefully note the important dates to observe. Then go to the Student Academic Calendar (www.cgu.edu/pages/2059.asp) and note various important deadline dates there, such as:

- Registration
- Filing the “Intent to Receive a Degree” form
- Last day to schedule final dissertation defense
- Last day to hold final dissertation defense
- Final date to file dissertations in Registrar’s Office

Preliminary Draft to Chair

You will provide your chair with a preliminary draft of your dissertation according to the SES Graduation Timeline for your anticipated graduation date. This allows the chair time to read your draft and make suggestions, and for you to respond to the required changes.

Polished Draft to Committee

Your entire committee should receive a polished draft three - four months prior to your anticipated graduation. Your chair will let you know when the work is ready for distribution to the entire committee. This allows time for your committee to review your dissertation and suggest changes.

Filing Intent to Receive a Degree

You may complete the Intent to Receive a Degree form and submit it to the registrar without being positive you will complete degree requirements during a given semester. However, if you do NOT submit the form by the deadline date, you may not be allowed to graduate and participate in commencement exercises. There is no fee for filing and the form is semester specific. If completion takes another semester, a new Intent Form must be submitted to the registrar’s office for the following semester by the deadline date. Intent Forms are available on the CGU website at <http://www.cgu.edu/pages/5068.asp>. Specific dates for filing Intent Forms can be found in the Student Academic Calendar at www.cgu.edu/pages/2059.asp.

Scheduling Final Oral Defense

Your dissertation chair will contact Gwen Hoyt in the SES Office when the dissertation draft is approved for defense. Gwen will schedule the dissertation defense at a time when you and all of your committee members can be present. Coordinating busy schedules is difficult. You can help by being as flexible as possible. Let Gwen know at least a week before your defense meeting date about specific audiovisual needs you will have so that appropriate arrangements can be made for both the room and equipment. The oral defense usually lasts 1 -1.5 hours.

Conducting Final Oral Defense

The final oral begins with you giving your committee members a 20-30 minute overview of your dissertation. (Students frequently prepare handouts, overheads, or power point presentations to support this.) Your committee members will then ask you questions about your dissertation. When their questions have been exhausted, you will be asked to leave the room and your committee will confer together outside the room to decide whether or not you passed, and will inform you of their decision at the end of the defense. You may be asked to make some revisions to the final dissertation manuscript, in which case you will be passed provisionally until the changes are made and a revised copy of

the dissertation is submitted to the committee. So expect to do some “clean up” work on your dissertation in the days following your defense.

Complete All Degree Requirements

Exact dates of institutional requirements for January, May, and August graduations are listed in the Student Academic Calendar at <http://www.cgu.edu/pages/2059.asp>.

We hope this handbook has been helpful and welcome any suggestions you have for improvement. Please send them to your advisor or to Cece Gaddy (cece.gaddy@cgu.edu). Thank you!