

Ph.D. PROGRAM HANDBOOK

THE UNIVERSITY OF WISCONSIN-MADISON Department of Curriculum and Instruction

This *Ph.D. Program Handbook*, although not an official publication of the Graduate School, has been developed by the Department of Curriculum and Instruction Graduate Program Committee (GPC) as a guide for prospective, entering, and continuing Ph.D. degree candidates in this department. The information regarding admission, program requirements, examinations, minimum standards for satisfactory progress toward the degree, and transfer of credits reflects current policies of the Department and of the Graduate School; and these are subject to change.

Applicants and graduate students are responsible for reading and following these Departmental policies; but they should also consult the most recent *Graduate School Academic Guidelines* < <http://www.wisc.edu/grad/guidelines/>> , which includes official statements of Graduate School regulations. That document also includes references to other Graduate School publications, as does the website for Graduate School Publications < <http://www.wisc.edu/grad/gs/admin/press.html>> . Additional information may also be obtained from faculty advisors, the departmental Graduate Program Office, and the Graduate School. The Graduate School's "Information For Current Students" website < <http://info.gradsch.wisc.edu/for/current.html>> and the Department's link for Current Students < http://www.education.wisc.edu/ci/graduate_prog/current_students.asp> are especially useful.

PURPOSES OF DOCTORAL STUDY

Graduate study beyond the master's degree level in the Department of Curriculum and Instruction is primarily research-oriented. The Ph.D. degree is the highest degree conferred by the University of Wisconsin-Madison; and, because it is a research degree, it is never awarded solely as a result of any prescribed period of study or the completion of a prescribed program of course work. Minimum periods of residence and other requirements are listed elsewhere, but the degree is granted only upon evidence of general proficiency, distinctive attainment in a special field, and a demonstrated ability for independent investigation as reflected in a thesis presenting original research or creative scholarship with a high degree of literary skill.

Doctoral study in the Department of Curriculum and Instruction pursues the following major goals:

1. helping students acquire greater competence in curriculum development and better understanding of the teaching-learning process;
2. helping students develop abilities for research in the field of curriculum and instruction;
3. helping students gain depth and breadth of knowledge in related academic fields; and
4. helping students evolve a broadened professional background in areas related to curriculum and instruction such as administration, counseling, educational

psychology, supervision, and the history, philosophy, anthropology, and sociology of education.

I. ADMISSION

Prospective Ph.D. students must meet the admission criteria of both the Graduate School and the Department of Curriculum and Instruction. Consideration for admission requires a completed Graduate School Application Form < <http://www.wisc.edu/grad/eapp/index.html>> and **official** transcripts of **all** previous collegiate work. These materials must be submitted concurrently to **both** the Graduate School and the Department of Curriculum and Instruction by established department deadlines, which are published at the following website: < <http://www.wisc.edu/grad/gs/programs/majors/242.html>> .

A. Requirements for Consideration

To be considered for admission to the Graduate School and the Department of Curriculum and Instruction, applicants must meet an assortment of requirements, which are described below.

1. *A bachelor's degree from an approved institution.*
2. *An undergraduate major or equivalent evidence of suitable background for entering the proposed field of graduate study.* Satisfactory completion of a teacher certification program normally meets this requirement of the Department. Applicants to certain areas of study within the Department can be admitted without teacher certification, but they are required to have taken at least 12 credits in *professional education courses*. Applicants whose records fail to include these credits in professional education may qualify for "**admission with deficiencies**," which is described with more detail under the heading of *Possible Application Outcomes* (page 5).
3. *An undergraduate grade-point average (GPA) of at least 3.00 (4.00 basis) on the last 60 credits.* The Graduate School expects applicants for Ph.D. study to have obtained an undergraduate GPA of at least 3.00 during their last 60 semester credits. Credits and GPAs corresponding to UW-Madison's system are calculated by a Graduate School examiner. If the Department decides to recommend admission of an applicant whose record falls short of this expectation, it must also gain the Graduate School's concurrence with the recommendation. Concurrence by the Graduate School requires compelling alternative evidence of ability to succeed in doctoral work, painstaking documentation, and a persuasively argued appeal by the Department.
4. *A completed master's degree of at least 24 graduate credits, with a GPA of at least 3.25 (on a 4.00 grading system) is expected.* Most of our doctoral students have earned a Master's degree, maintaining a GPA of at least 3.25, before applying for admission to Ph.D. study. However, it is also possible to apply for admission without a Master's degree, so long as one has completed 24 graduate credits approved by the graduate advisor and the Graduate Program Office as a satisfactory foundation for the area of intended doctoral study. Here, too, a GPA of at least 3.25 is expected. A student who has fewer than 24 appropriate graduate credits but who wishes to progress to Ph.D. study without earning an M.S. degree will be classified initially as a Master's degree student; then, once the student has completed 24 course credits of appropriate graduate work, he or she must apply for admission to doctoral study.

5. *GRE General Test scores.* Official scores for the Graduate Record Examination (GRE) *General Test* < <http://www.gre.org>> must be sent by Educational Testing Service directly to the University of Wisconsin-Madison (**Institution Code R1846**) at the time of application. The Department of Curriculum and Instruction's GRE **Department Code** is **3101**. These scores may not be more than five years old.
6. *Three letters of recommendation.* Have letters of recommendation sent directly to the Curriculum and Instruction Graduate Program from three persons qualified to judge the applicant's academic and professional competence. Preferably, these letters should be written by professors from whom the applicant has taken one or more courses. When doubts exist about an applicant's fitness for the academic rigors of a research-oriented doctoral program, letters from fellow teachers and school principals seldom suffice to remove those doubts.
7. *Statement of reasons for doctoral study.* Each applicant is required to submit a detailed statement of reasons for doctoral study. The statement should indicate the applicant's primary area of interest, professional objectives, career goals, and why the applicant is interested in pursuing the Ph.D. degree in the Department of Curriculum and Instruction. This information is used to ascertain the appropriateness of the applicant's program goals in relation to the department's mission and to identify a faculty member who might serve as the student's graduate advisor (major professor). If this statement fails to persuade a faculty member to serve as the graduate advisor, an applicant will be refused admission; it is therefore important that this statement be detailed, well-written, and composed with cognizance of the specific areas of graduate specialization available in the department < <http://www.education.wisc.edu/ci/main/areas.htm>> . If an applicant was encouraged by a specific professor to apply as a prospective doctoral advisee of that professor, the applicant should mention that faculty member in the statement of reasons.
8. *Writing sample.* Doctoral courses, the development of a dissertation proposal, and completion of a dissertation are all writing-intensive activities. In recognition of the importance of writing in the Ph.D. program, prospective advisors and members of the Graduate Program Committee evaluate each applicant's writing. Samples of writing submitted for evaluation are not returned. Suitable examples include a master's thesis, an academic paper from a graduate course, a journal article, or any other writing that can be used to judge an applicant's academic writing ability. Applicants who doubt the quality, currency, or informativeness of their writing sample may wish to supplement it by taking the *GRE Writing Assessment*.
9. *Additional requirement for international applicants.* International applicants whose native language is not English must furnish recent (not older than two years) results of the *Test of English as a Foreign Language* (TOEFL) < <http://www.toefl.org/>> **and** one of the following: (1) the *Test of Written English* (TWE), which is the essay component of the TOEFL, or (2) the *GRE Writing Assessment* < <http://www.gre.org/stuwrit.html>> . Consideration of an application does not proceed until it satisfies both the TOEFL and the TWE-or-*GRE Writing Assessment* requirements. A score of at least **237** on the Computer-Based TOEFL or **580** on the Paper-Based TOEFL is expected by the Graduate School. Applicants with a lower TOEFL score are sometimes admitted; this, however, is a rare event because prospective advisors, the Graduate Program Committee, the Department faculty, and the Graduate School must all concur for it to happen.

B. Steps Involved in Admission Decisions

Decisions about applications for admission involve the following steps.

1. *Verification by the Curriculum & Instruction Graduate Program Office that the application is complete and that all of the required supporting materials have arrived.* Applicants must make sure that their application is complete and that all of the supporting materials required by the Department and The Graduate School have arrived. Active consideration of an application does not begin until all of the required information is available.
2. *Initial review and routing.* The Graduate Program Chair conducts an initial review of each completed application and its supporting materials, then routes the dossier to prospective advisors in the areas of study that best fit the applicant's statement of purpose.
3. *Review by faculty from the applicant's intended area of study within the Department.* Faculty from the applicant's intended area of study within the Department review applications routed to them and decide whether the application warrants final review by the Graduate Program Committee. When an area of study within the department recommends that an applicant be admitted, it also identifies a faculty member who would be willing to serve as graduate advisor and whose expertise matches the applicant's intended area of emphasis. If no faculty member is persuaded by the application to serve as graduate advisor, an applicant will be refused admission. Support by an area of study together with willingness of a faculty member to serve as graduate advisor is a necessary condition for admission. It is not, however, a sufficient condition for admission because the following steps, which are also necessary, remain.
4. *Review by the Graduate Program Committee.* The Graduate Program Committee reviews each applicant for whom a prospective area of study and graduate advisor have been identified. In some cases, the prospective advisor of the applicant may be invited to meet with the Committee. The committee's review culminates in a recommendation either to admit or to deny admission. This recommendation is then presented to the full faculty of the Department.
5. *Action by the full faculty of the Department of Curriculum and Instruction.* The full faculty of the Department is presented with the recommendation of the Graduate Program Committee at a regular Department meeting. The Department takes formal action by either approving or overriding the committee's recommendation, and the resulting recommendation from the Department is relayed to The Graduate School.
6. *Concurrence by The Graduate School.* The culminating step in admittance to doctoral study occurs when The Graduate School concurs with a recommendation from the Department that an applicant be admitted. It is rare for The Graduate School to deny admission to an applicant recommended by the Department, but admission is not final until The Graduate School has acted.

C. Possible Application Outcomes

The sequence described above can result in several possible outcomes, which are described below.

1. *Admit with full standing.*
2. *Admit with deficiencies.* A professional background in education (typically, as a certified teacher) is a prerequisite for most areas of study in the Department of Curriculum and Instruction. Applicants to certain areas of study within the Department are sometimes admitted without teacher certification, but they are nevertheless required to have taken at least 12 credits in *professional education courses*. Equivalent courses taught outside a school of education are permissible, so long as an expressed focus on professional education is judged by the Graduate Program Chair to be evident. At least 6 credits must be in social science foundations of education (e.g., educational anthropology, educational sociology, human development, human learning). Applicants lacking this background may be admitted with deficiencies and will be required to take a specified number of credits in the areas of deficiency, in addition to the course work ordinarily required in the graduate program. Courses taken to remove deficiencies should be chosen in consultation with the graduate advisor, and each of these courses must be taken for a letter grade (not Pass-Fail). These courses may be carried concurrently with regular graduate courses; but, being additional requirements, they do not count toward residence and course requirements of the graduate program.
3. *Admit on probation.* Students who are admitted on probation are expected to attain a 3.50 GPA on the first nine (9) credits of on-campus graduate-level courses, at which time they are automatically removed from probation.
4. *Refuse admission.* An applicant may be refused for any of a variety of reasons including but not limited to: low grades, poor writing, low test scores, low facility in English, deficiencies, lack of space in the intended area of focus, an intended focus incompatible with either the mission of the Department or the strength of current faculty, lack of student funds (usually applies to International students), or lack of departmental funds. An applicant who is refused admission will be informed, by letter, of the reasons for refusal.

Every student who has been accepted for doctoral study is mailed a letter from the Graduate Program Chair of the Department informing him or her of this action. The letter names the student's area of study within the department and the faculty member who has agreed to serve as graduate advisor. (If the need to change to a new advisor should subsequently arise, a student should obtain a *Change of Advisor Agreement* form from the Curriculum and Instruction Graduate Program Office and return it, signed, to that office.) Applicants denied admission will also be informed in writing. Reapplication for admission and consideration by the Committee may be made in the semester or summer following the initial application, but not until additional evidence is available to the Committee. For applicants whose admission has been denied, this evidence may include additional testing, further graduate work, or additional recommendations from faculty. An applicant may have no more than two opportunities to be evaluated for admission to the Ph.D. program.

II. RESIDENCE, COURSE, AND COURSE LOAD REQUIREMENTS

The following describes the minimum requirements for a Ph.D. degree in the Department of Curriculum and Instruction; it also summarizes recent Graduate School requirements that are more fully described in *Graduate School Academic Guidelines*. The current version of *Graduate School Academic Guidelines*, which includes official statements of Graduate School regulations, can be found at < <http://www.wisc.edu/grad/guidelines/>> . That document also includes references to other Graduate School publications, as does the website for Graduate School Publications < <http://www.wisc.edu/grad/gs/admin/press.html>> .

The student's program is developed in consultation with an advisor, beginning as early in the program as possible. Most areas of study with the Department do have either required courses or a distribution of courses that doctoral students must complete. The Department requires that each student complete at least 3 credits of course work on the UW-Madison campus certified by the major professor to be in **research methodology**; apart from that, the Department itself does not require specific courses. However, the program of every student in the Department should include courses which will contribute to attaining the four goals of doctoral study listed at the beginning of this Handbook.

A. Residence Requirements

1. A minimum of 32 credits of *residence credit* on the University of Wisconsin-Madison campus beyond the master's degree is required for the Ph.D. degree.
2. Graduate level courses completed as a “Special Student” cannot be used to satisfy the residence requirement of the Graduate School.
3. Each doctoral candidate in the Department of Curriculum and Instruction must spend at least two academic-year semesters of **full-time** study in the doctoral field **beyond the master’s degree level**, preferably within a single academic year. In each of those semesters, the candidate must carry a full load of at least eight credits of graduate course work or research.

B. Minimum Course Requirement in the Department

Unless waived by the Graduate Program Committee, a minimum of 12 credits beyond the Master’s degree are required for the Ph.D. major in the Department of Curriculum and Instruction, all of which must be in graduate-level courses numbered 500 and above, taken at the University of Wisconsin-Madison in the Department of Curriculum and Instruction (excluding *690 Independent Field Work*, *699 Independent Reading*, *990 Research or Thesis*, and *999 Independent Reading*). This minimum must be satisfied before a student applies to take the preliminary examination.

C. Research Methodology Course Requirement

Each Ph.D. student must complete at least 3 credits of course work on the UW-Madison campus certified by the major professor to be in research methodology. This minimum must be satisfied before a student applies to take the preliminary examination.

D. Course Load Requirements

1. The normal, full-time graduate course load is 8-12 credits during each academic-year semester. For students who register during the eight-week summer session, the normal load is 4-8 credits . Those graduate students who are not subject to other requirements described below may register for less than the normal, full-time course load; the absolute minimum for registration is 2 credits. No graduate student may enroll for more than 12 credits (graduate and/or undergraduate courses) in any semester or more than 8 credits in the eight-week summer session without first obtaining prior written approval from the Graduate School to carry an overload. Before it will consider special requests to exceed these maximum levels, the Graduate School requires a written statement of support from the student's major professor and endorsement by the chair of the Graduate Program Committee; this statement of support must provide specific reasons for exceeding the maximum course load. A copy of the *Credits Overload Request* form may be obtained in the Graduate Program Office and from the Graduate School website < <http://www.wisc.edu/grad/gc/students/overload.html>> .
2. Every student who uses University facilities or confers with faculty on a regular and continuing basis must register for a minimum of 2 credits. As explained below, Ph.D. *dissertators* are required to enroll for a minimum of 3 credits.
3. Doctoral candidates become *dissertators* when they have completed the major and minor course requirements for the Ph.D. degree, satisfied the residence requirement, and passed the preliminary examination. To register with dissertator status for the first time, a student must have fulfilled all requirements for dissertator status prior to the beginning of the academic term. Dissertators must register each academic semester for a minimum of 3 graduate credits. This is a Graduate School requirement that registration during the academic year continue without break from the time dissertator status is achieved to the point when the Ph.D. is awarded.
4. Holders of research assistantships, fellowships, and scholarships supported by the Graduate School are required to carry a full program of graduate studies during their appointment.
5. All teaching assistants and project assistants employed by the Department of Curriculum and Instruction are required to carry a full course load.

III. TRANSFER OF GRADUATE CREDIT

A. Conditions under which course work may be transferred.

1. The student's major professor must submit a letter to the Graduate Program Office, recommending the transfer and specifically identifying the previous course work to be transferred (identifying for each course its name, its number, its number of credits, the academic term when it was taken, and the institution where it was taken). The

Graduate Program Office processes recommendations for transfer of credit only after a student has completed a minimum of 8 credits of satisfactory work on the UW-Madison campus as a matriculated graduate student, and it is advisable that the major professor not write a recommendation until a student has reached this threshold. Students who believe that some of their previous course work warrants transfer should discuss the matter with their major professor after they have reached the 8-credit threshold.

2. Entire summer sessions, semesters, quarters, or individual courses of satisfactory (*B* or better) graduate work may be transferred from another approved institution and established as course credit for graduate degrees in the Department of Curriculum and Instruction provided that: (a) the student had been registered as a graduate student at that institution; (b) the graduate work had been completed within five (5) years prior to the student's admission to the Graduate School at UW-Madison and (c) the student's major professor supports the transfer and submits a letter of request to the Graduate Program Chair.
3. Extension courses offered through institutions other than the University of Wisconsin-Madison may not be recommended for transfer.

B. Procedures to be followed.

1. Requests for transfer of graduate credit are initiated by the student's major professor, then forwarded to the Graduate Program Chair for review and approval.
2. The request forwarded to the Graduate Program Chair by the student's major professor should include: (a) the official transcript from the other institution; (b) the number and title of each course considered acceptable for transfer to the student's program on the Madison campus (subject to the conditions given earlier), and the course number and title of the course offered on the Madison campus that is its equivalent in terms of scope and content; (c) the number of semester credits being transferred.

It is the responsibility of the major professor to obtain enough information from the student to verify that the student was registered as a graduate student when the course was taken, that the course was offered on-campus and met for the appropriate period of time, and that the course (as described in the catalog of the other institution) was a graduate course. It is assumed that any courses which a major professor recommends for transfer of credit are appropriate to the student's program as developed jointly by the student and his/her major professor

IV. TRANSFER OF GRADUATE STATUS ON THE MADISON CAMPUS

A student who has already been admitted to Ph.D. degree study by some other department on the Madison campus may seek admission to a Ph.D. degree program in the Department of Curriculum and Instruction. To do this, the student must:

1. Complete a "Change of Major" form from the Graduate School
< <http://www.wisc.edu/grad/students/changemajorform.html>> .
2. Submit a detailed statement of reasons for doctoral study in the Department of Curriculum and Instruction. (See *statement of reasons for doctoral study*, page 3.)
3. Have letters of recommendation sent directly to the Curriculum and Instruction Graduate Program from three persons qualified to judge the applicant's academic and professional competence. (See *three letters of recommendation*, page 3.) If a transfer applicant has conferred with a faculty member in the Department about the proposed change of major, it is advisable that a fourth letter of recommendation be obtained from that faculty member.
4. Provide *Graduate Record Examination* (GRE) scores less than five years old. (See GRE, page 3.)
5. Present a Writing Sample. (See *writing sample*, page 3.)

Prior admission to a doctoral program in another department on the Madison campus does not automatically guarantee admission to the graduate program in the Department of Curriculum and Instruction. All credentials must be processed and evaluated according to the Department's established admissions criteria (page 2) and procedures for admission (page 4).

Graduate courses already satisfactorily completed as part of a graduate program in the other department, or departments, are not automatically transferred to the student's new program in the Department of Curriculum and Instruction to meet departmental requirements. Such courses must first be evaluated by faculty from the student's intended area of study in the Department of Curriculum and Instruction. Courses which are to be accepted must be processed according to the procedures outlined in the section "Transfer of Graduate Credit" (page 7).

A student who has already been admitted to one area of study within the Department of Curriculum and Instruction but who wishes to transfer to a different area of study within the department, must provide the Graduate Program Office with an updated *Statement of Reasons for Graduate Study* (page 3), a list of courses which have been accepted toward meeting the program requirements in the new area of study and, if appropriate, a signed *Change of Advisor Agreement* form, blank copies of which are available in the Graduate Program Office. (This and other forms will eventually also be available through the Department's website.)

V. CRITERIA FOR MINIMAL SATISFACTORY PROGRESS

Ph.D. Degree

All persons who have been accepted by the Department of Curriculum and Instruction to pursue studies for the Ph.D. degree are required to fulfill the minimum criteria listed below. Any student who

does not maintain minimal acceptable performance as defined by these criteria will be so informed. **Students designated as failing to make minimal satisfactory progress may have their enrollment terminated. Also, the designation of failing to make satisfactory progress can jeopardize fellowships and assistantships.** Any student whose progress has been declared unsatisfactory can appeal to the Graduate Program Committee for reconsideration of his or her status. Progress beyond the minimal criteria will be evaluated by the student's Major Professor and other professors assigned to the student's committee.

1. The student must have a Major Professor (graduate adviser) in the Department of Curriculum and Instruction who approves the student's studies and degree objective in Curriculum and Instruction.
2. The student must maintain an over-all grade-point average of at least 3.25 in graduate courses completed at the University of Wisconsin-Madison, for credit toward his/her degree. If in any semester or Summer Session the student's grade-point-average falls below 3.25, the student shall have the next term in which he/she is enrolled to raise the average to the minimum satisfactory level before progress will be considered unsatisfactory. Any letter grades of "P" or "S" are considered the equivalent of a B in determining grade-point average, and will be considered as indicating satisfactory progress. Students should refer to *Graduate School Academic Guidelines* < <http://www.wisc.edu/grad/guidelines/>> for Graduate School policies concerning grades of BC or lower.
3. Grades of *Incomplete* received during either semester of the academic year or the Summer Session must be removed as soon as possible, as follows:
 - a. an *Incomplete* received in the first semester of the academic year must be removed no later than the 6th week of the second semester of that academic year.
 - b. an *Incomplete* received in the second semester of the academic year must be removed no later than the 4th week of the immediately following 8-week Summer Session.
 - c. an *Incomplete* received during the Summer Session must be removed no later than the 6th week of the semester immediately following that Summer Session.

If it is impossible for the student to meet the above condition for Incomplete removal, the Graduate Program Committee must have a statement from the professor of the course in which the Incomplete was received requesting that the incomplete be extended an additional semester.

A student with more than six credits of unremoved Incompletes is not making satisfactory progress.

4. The following time limits are considered minimal standards for reasonable progress toward completion of the Ph.D. degree. The student will be regarded as making satisfactory progress when he/she has:

- a. passed the Preliminary Examination within three years of full-time study after formal admission to the Ph.D. program. Any student may file a request for an extension of time with the Graduate Program Committee provided that request is supported in writing by the major professor.
 - b. filed in the Graduate Program Office a copy of the dissertation proposal that has been approved by the student's Dissertation Committee at least one semester prior to taking the Final Oral Examination. Under no conditions should the Major Professor and the student's Dissertation Committee permit the student to conduct the dissertation research until the dissertation proposal has been approved and filed.
 - c. passed the Final Oral Examination within five years after formal admission to the Ph.D. program, unless the student has filed a request for extension of time with the Graduate Program Committee that has been approved by the student's Thesis Committee. (The Graduate School stipulates that any candidate who fails to take the Final Oral Examination within five years after passing the Preliminary Examination may be required to retake another Preliminary Examination and be admitted to candidacy a second time < <http://www.wisc.edu/grad/catalog/degreqG.html>> .)
5. Enrollment in the Ph.D. program will be terminated for the student who:
 - a. has failed the Ph.D. Preliminary Examination for the second time, or
 - b. has, in the judgment of the Graduate Program Committee, failed to make satisfactory progress.
 6. Any student who fails to take either the Preliminary Examination or the Final Oral Examination within the time limits that are specified will, unless granted an extension by either the Graduate Program Committee or the Graduate School, be declared "inactive." An inactive student is not eligible for any examination or the degree until his or her program has been reviewed by the major professor and the Graduate Program Committee. The purpose of the review is to determine: Whether the student should seek re-admission to doctoral study, whether additional course work may be necessary, and whether the thesis proposal or thesis is still acceptable.

VI. STEPS TO THE PH.D. DEGREE

A. Admission to the Ph.D. Program

The first step toward the Ph.D. degree is admission specifically to the department's doctoral program, which is described in detail in the Admission section that starts on page 2. Admission to pursue a master's degree does not automatically guarantee that a student will be permitted to work toward the Ph.D. degree. It is required that master's degree students apply for admission to the

Ph.D. program as early in their last semester of master's study as possible. Three major reasons for encouraging early application are:

1. to provide the student with a realistic appraisal of his or her readiness to pursue the doctoral degree before substantial amounts of time, energy, and money have been invested.
2. to enable the student and Major Professor to plan a meaningful and integrated program of studies very early in the student's doctoral program to attain the professional and career goals that have been established; and
3. to enable the student, with the advice of the Major Professor, to establish a reasonable time line for satisfying all degree requirements in the sequence that has been suggested.

B. The Ph.D. Minor

To supplement and complement the *Ph.D. major* in the Department of Curriculum and Instruction, each doctoral candidate is required to complete a minor that is designed to represent a coherent body of work taken as a graduate student. Options A and B provide two ways of meeting this requirement.

1. **Option A** consists of a minimum of 10 credits in graduate courses within a single department outside the Department of Curriculum and Instruction. With the advice of a minor professor in another graduate department, the program of courses necessary to complete this departmental minor are listed on the *Graduate School Ph.D. Minor Agreement Form*, which must be signed by the student's major professor and minor professor. A minor professor is free to require more than the 10-credit minimum for satisfying the *Option A* minor, and some departments do require more than the 10-credit minimum.
2. **Option B** consists of a minimum of 10 credits in graduate courses in two or more departments and **can** include course work in the major department. The student and his/her major professor develop this program in lieu of the Option A minor in which the courses are selected for their relevance to the student's major area of doctoral study. If the basis for thematic consistency in a proposed Option B minor would not be generally recognizable, the student and major professor should attach an explanation of it to the *Graduate School Ph.D. Minor Agreement Form*. The courses comprising the Option B minor are listed on the *Graduate School Ph.D. Minor Agreement Form*, which must be signed by the major professor and reviewed by the Chair of the Graduate Program Committee. Introductory courses in professional education, graduate courses taken for initial teacher certification, and Independent Reading and Independent Study courses are **not** acceptable for meeting the Option B requirement. Courses completed five years prior to admission to the Ph.D. program require special justification. Special attention must be given to the Graduate School regulations governing the use of courses that are cross-listed in Curriculum and Instruction and some other department.

C. The Ph.D. Preliminary Examination

The Preliminary Examination for the Ph.D. provides evidence that the student has reached a highly advanced level of scholarship and conceptual development in an area of specialization and related areas indicative of sufficient background and readiness for original research. The examination is tailored to the individual preparation and experience of the student. The examination provides the student a vehicle for synthesizing and interpreting what has been learned and for preparing for the research work to come.

The faculty in each area of study within the department determine the requirements that must be completed prior to the writing of the Preliminary Examination. For example, some areas require specific course work, some have distribution requirements, others a series of qualifying examinations. Typically, the Preliminary Examination is scheduled when the major advisor is satisfied that the majority of the student's course work has been completed and that the student has the requisite skills necessary to carry out dissertation quality research.

The content of and options for the Preliminary Examination are determined by the major advisor and members of the Preliminary Examination committee, who may consult with the student. The content and options may vary from area to area, so students are encouraged to discuss Preliminary Examination options with the major advisor early in their program.

The Preliminary Examination is designed to be a demonstration of scholarly competence in one or more areas represented by the Department of Curriculum and Instruction. The examination is prepared and graded by the student's Preliminary Examination Committee, which is chaired by the student's major professor. The Preliminary Examination Committee is composed of **at least three professors**, two of whom must be from the Department of Curriculum and Instruction (including the Major Professor, who serves as chair). It is customary for students to discuss with committee members the area(s) to be covered in the examination, but the questions to be answered shall not necessarily be known to the student prior to the formal beginning of the examination. The examination may take one of two forms: (1) a "sit-down" examination over a period of eight hours or (2) a "take-home" examination over a period of time to be determined by the committee. An oral examination may also be required.

Scheduling of Preliminary Examination

The take-home examination may be scheduled at any time that is mutually agreed upon by the student and the Major Professor, so long as the *Application for Preliminary Examination* is submitted at least one month prior to the issuance of the exam to the student. However, for the student to receive the financial advantage of registering with *dissertator status* during the following semester or summer session, the Preliminary Examination Committee must have made its report to the Graduate Program Office no later than one week before the start of that semester or summer session. Because members of the Preliminary Examination Committee may not be able to meet this deadline during breaks between academic terms, students who agree to schedule their preliminary examination near the end of a term or between terms expose themselves to the risk that they will not receive dissertator status during the upcoming term.

To be eligible for the Preliminary Examination, the student must have:

1. filed an Application for Preliminary Examination with the Graduate Program Chair **a minimum of one month prior to the examination date** agreed upon by the committee and the student;
2. completed at least 3 credits of course work on the UW-Madison campus certified by the major professor to be in research methodology (see *Research Methodology Requirement*, page 6);
3. completed a minimum of 12 credits in graduate-level courses numbered 500 and above beyond the Master's degree in the Department—excluding *690 Independent Field Work*, *699 Independent Reading*, *990 Research or Thesis*, and *999 Independent Reading* (see *Minimum Course Requirement in the Department*, page 6);
4. completed a major portion of the course work that has been recommended by the Major Professor for the doctoral program (usually at least 27-30 credits beyond the master's degree);
5. removed all incomplete grades and progress grades (progress grades may remain in Curriculum & Instruction 990);
6. submitted an approved Minor Agreement Form for meeting the minor requirement; and
7. identified, in consultation with the Major Professor, the Preliminary Examination Committee and obtained a warrant from the Graduate School which gives authorization for taking the examination. This warrant is requested by the Graduate Program Secretary when the Application for the Preliminary Examination is filed with the Graduate Program Office.

The preliminary examination is prepared and rated by the student's Preliminary Examination Committee. If the student passes the examination, the warrant is signed by the Committee and forwarded to the Graduate School by the Graduate Program Office. The student is notified, by letter, of the results of the examination.

The Preliminary Examination Committee is composed of at least three professors, two of whom must be from the Department of Curriculum and Instruction (including the Major Professor, who serves as chair). For a committee of four or five, an additional one or two members may be selected from other departments related to the student's area of concentration. The Committee prepares and evaluates the examination, with the recommendation of "pass" or "fail" transmitted to the Graduate Program Committee by the chair of the committee.

A student who fails all or part of the examination may, **at the discretion of the original Preliminary Examination Committee**, be given a second opportunity. Whether a re-test is to be allowed and the conditions under which it will be allowed are to be determined by that Committee and

reported, in writing, to the student and the Graduate Program Committee. A student may have no more than two opportunities to pass the preliminary examination.

Students are ordinarily expected to pass the preliminary examination within three years after formal admission to the Ph.D. program. A student who has not passed the preliminary examination within five years after formal admission to the Ph.D. program must apply anew to the Graduate Program Committee for readmission to the Ph.D. program.

D. Admission to Candidacy for the Ph.D. Degree (Dissertator Status)

The completed warrant constitutes a formal application for admission to candidacy for the Ph.D. degree. An applicant will be admitted to candidacy when s/he has: (1) passed the comprehensive preliminary examination in his/her major field, (2) completed his/her approved program of courses for meeting the minor requirement, and (3) presented the title or special field of the proposed thesis, approved by the Major Professor. The applicant is admitted to candidacy when his/her application (warrant) has been filed with the Dean of the Graduate School. A *Certificate of Philosophy* < <http://www.wisc.edu/grad/guidelines/gloss.html#certphil> > is available as recognition of this achievement, if the student so desires.

Continuous registration. All students who have passed the preliminary examination, satisfied the Graduate School Ph.D. residence requirement (32 credits), satisfied the Department residence requirement (at least two academic-year semesters of full-time study), and completed the major and minor course requirements qualify for *dissertator* status. As dissertators, they are **required by the Graduate School to register each semester until the dissertation has been completed and filed**. For more specific information regarding "continuous registration," obtain a copy of "Everything you Wanted to Know About Dissertator Status But Were Afraid to Ask" from the Graduate Program Office.

Five-year rule. Candidates are expected by The Graduate School to complete the final oral examination within five years after admission to the Ph.D. program. **If a doctoral candidate fails to take the final oral examination within five years after passing the preliminary examination, Graduate School may require the student to retake the preliminary examination and be admitted to candidacy a second time.** Requests for a waiver of the five-year rule require approval in advance by the Major Professor, the Curriculum and Instruction Graduate Program Office, and The Graduate School.

E. Thesis (Dissertation) Requirement

The thesis (doctoral dissertation) constitutes a substantial part of the work toward a Ph.D. degree, and it is a culmination of all other activities. It is the result of the student's creative efforts under the guidance of a Thesis (Dissertation) Committee, and with advice from other faculty consultants. The purpose of the Thesis Committee is to enable the student to make effective use of the departmental and University resources in the planning and conduct of his/her research. It is a committee of three or more members with the Major Professor serving as chair, and it must have a majority of Curriculum and Instruction faculty members. It is appointed by the Graduate Program Chair on recommendation from the student and his/her Major Professor. This committee may be, but is not necessarily, the same

committee which will later be appointed by the Dean of the Graduate School to conduct the final oral examination.

Thesis proposal. A detailed thesis proposal must be approved by the Thesis Committee and filed with the Graduate Program Committee **at least one semester prior to the final oral examination and no later than two years after completing the preliminary examination.** The student is advised that a completed thesis proposal is usually a necessary requisite for embarking upon data collection for the dissertation. A standard cover page and format for the proposal can be obtained in the Graduate Program Committee Office. Research proposals must also be reviewed for conformity with *School of Education Guidelines for Research Involving Human Subjects* < <http://www.education.wisc.edu/soe/subjects/>> .

Thesis Preparation. The final draft of the thesis should follow the specifications provided by the Graduate School in *A Guide to Preparing Your Doctoral Dissertation* < <http://www.wisc.edu/grad/guide/pguide.html>> . The official packet issued by the Graduate School immediately prior to the oral exam contains an official committee page for the thesis, on which committee members' approval is indicated by their signatures. Members of the Thesis Committee approve the thesis by endorsing the official committee page.

F. Final Oral Examination

A candidate who fails to take the final oral examination within **five years after passing the preliminary examination** may be required to take another preliminary examination and be admitted to candidacy for a second time. In the event significant extenuating circumstances exist which make it impossible for the candidate to meet this five-year time limit, the candidate and his/her major professor may petition the Graduate School for an extension of one year without the necessity of another preliminary examination. This request should be sent to the chair of the Graduate Program Committee for forwarding to the Graduate School.

Dissertators should familiarize themselves with the Graduate School document, *The 3-D's: Deadlines, Defending, Depositing Your Doctoral Dissertation* < <http://www.wisc.edu/grad/guide/ddd.html>> . Every candidate for the Ph.D. degree is required to take a final oral examination. The candidate may take this examination when: (1) an academic term (semester or summer session) subsequent to the one in which the preliminary examination was passed has begun, (2) an academic term subsequent to the one in which the thesis proposal was approved has begun, (3) all incomplete grades have been removed, (4) the candidate and his/her Major Professor have submitted a Final Oral Committee Form, and (5) the thesis has been judged by three members of the student's thesis committee to be complete enough for the student to proceed to the oral examination.

The Dean of the Graduate School appoints the Examining Committee and issues a warrant. This committee consists of the Major Professor as chair, the additional two members of the Thesis-Reading Committee, and two other members. At least one member of this five member committee must be from outside the major department. For candidates electing the Option A minor, the minor professor is normally asked to serve on the Oral Examination Committee. Each member of the Committee should be provided a copy of the dissertation at least two weeks before the date of the examination.

The time and place of the examination are arranged by the Major Professor. Although the examination is based primarily upon the thesis, the committee may question the candidate about his/her

major and minor fields of study. The committee, through the Major Professor, notifies the student and the Graduate Program Committee chair of its decision. The committee members sign the final oral examination warrant which is then returned to the Graduate School office.

The final oral examination may be given at any time during the year, but is administered only on the Madison campus. As noted on pages 7 and 15, the continuous registration requirement of the Graduate School necessitates that dissertators be registered for a minimum of 3 credits if the final oral examination is scheduled during the academic year. There is an additional requirement that the dissertator be registered for a minimum of 3 credits during the summer session, if the oral exam is to occur during the summer session. For fee assessment purposes, a student who has fulfilled the continuous registration requirement and registers in the semester or summer session during which the examination is scheduled, is permitted to complete the Ph.D. degree (including filing the final, approved thesis at the Graduate School) on any date **before** the first day of classes of the next semester or summer session. The degree will be awarded on the first degree-granting date following its completion.

Doctoral candidates should be absolutely certain ahead of time that they are themselves entirely satisfied with the copy of their thesis and abstract which they deliver to the Graduate School because, once the Graduate School approves and accepts it, no further changes will be permitted.

Students who wish to participate in formal commencement exercises, which are held in December and May, should inform the Major Professor, the Graduate School, and the Curriculum and Instruction Graduate Program Secretary by the notification deadline required by the Graduate School.

VII. PH.D. MINOR IN THE DEPARTMENT OF CURRICULUM AND INSTRUCTION

Twelve credits are required for a Ph.D. minor in the Department of Curriculum and Instruction. At least six (6) of these credits must be in *substantive, graduate-level courses* taken in the UW-Madison Department of Curriculum and Instruction. With the approval of the minor advisor, the remaining six credits may be met through an approved transfer of credits in *substantive, graduate-level courses* completed at other institutions. A maximum of three (3) credits of the total twelve (12) credit minor requirement may be met through graduate-level independent reading done in the UW-Madison Department of Curriculum and Instruction. (*Substantive, graduate-level courses* excludes credits earned through Independent Reading, Independent Study, Research, and Thesis.)

VIII. SUMMARY

To summarize, the student must successfully complete each of the following steps in the time limits specified to qualify for the Ph.D. degree in Curriculum and Instruction.

1. Apply to the Graduate School for admission to Ph.D. program in the Department. **(STEP 1)**
2. When admitted, obtain an advisor/major professor and plan a program of courses for a major and a minor.
3. Complete at least one research methodology course.
4. Complete **both** the Graduate School residence requirement (32 credits) and the Department residence requirement (at least two academic-year semesters of full-time study in the doctoral field beyond the master's degree level).
5. Complete the Ph.D. minor requirement.
6. Apply for and pass the preliminary examination. **(STEP 2)**
7. Continuously register as a dissertator.
8. Apply for admission to candidacy for the Ph.D. degree.
9. Request, through the major professor, appointment of a thesis committee.
10. Prepare and obtain approval of a detailed thesis proposal to be filed with the Graduate Program Committee at least one semester prior to the final oral examination and no later than two years after passing the preliminary examination.
11. Complete the Human Subjects Review process.
<http://www.education.wisc.edu/soe/subjects>
12. Conduct thesis (dissertation) research, prepare a thesis and a thesis abstract.
13. Complete the PhD Final Oral Examination Committee Approval Form. **(STEP 3)**
14. Pass the final oral examination within five years of passing the preliminary examination.
15. Deliver the completed thesis and thesis abstract to the Graduate School for final approval and acceptance. Doctoral candidates should be absolutely certain ahead of time that they are themselves entirely satisfied with the copy which they are delivering to the Graduate School because, once the Graduate School approves and accepts it, no further changes will be permitted.
16. Attend commencement, if desired.

IX. AREAS OF STUDY IN CURRICULUM AND INSTRUCTION

- _____ Art Education
- _____ Bilingual/Bicultural Education
- _____ Comparative Studies in Curriculum, Pedagogy, & Teacher Education
- _____ Computer Education
- _____ Curriculum Theory & Curriculum Research
- _____ Early Childhood Education
- _____ Educational Communications and Technology
- _____ Elementary Education
- _____ English/Language Arts Education (see Literacy Studies)
- _____ English as a Second Language (ESL) Education
- _____ Foreign Language Education
- _____ French Education (see Foreign Language Education)
- _____ German Education (see Foreign Language Education)
- _____ Health Education
- _____ Inclusive Education
- _____ Literacy Studies
- _____ Mathematics Education
- _____ Multicultural Education
- _____ Music Education
- _____ Reading Education (see Literacy Studies)
- _____ Science Education
- _____ Social Studies Education
- _____ Spanish Education (see Foreign Language Education)
- _____ Teacher Education

**X. LIST OF SUPPLEMENTARY MATERIALS AVAILABLE
FROM THE C & I GRADUATE PROGRAM OFFICE**

1. Steps to the Ph.D.
2. Time Lines for the Ph.D.
3. Minor Agreement Form
4. Application for Ph.D. Preliminary Examination
5. Cover Page for a Ph.D. Thesis Proposal
6. Ph.D. Final Oral Committee Approval Form
7. Change of Advisor Agreement Form
8. Graduate School Student Handbook
9. Re-entry Procedures <http://www.wisc.edu/grad/gs/misc/re-entry.html>
10. Doctoral Dissertation and Degree Completion Requirement
<http://www.wisc.edu/grad/gs/degrees/pguide.html>
- K. Everything you Wanted to Know About Dissertator Status But Were Afraid to Ask
12. The 3-D's: Deadlines, Defending, Depositing
<http://www.wisc.edu/grad/gs/degrees/ddd.html>

TIME LINES FOR THE PH.D.

THE UNIVERSITY OF WISCONSIN-MADISON
DEPARTMENT OF CURRICULUM AND INSTRUCTION
Room 210C Teacher Education Building, 225 North Mills Street
Madison, Wisconsin 53706-1795 USA
(608) 263-7466

Ph.D. PROGRAM HANDBOOK

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