

Program & Policy Manual for Doctoral Studies In the Department of Educational Specialties (EDS)

College of Education
University of Nevada, Reno (UNR)

Welcome to the **Doctoral Programs** in the Department of Educational Specialties (EDS). If you have not already done so, please visit our departmental web site at <http://www.unr.edu/educ/eds>.

This manual will help guide you through the policies and procedures related to earning an advanced graduate degree through our department, college, and university. Another source of information about your doctoral program is the UNR *General Catalog* (available for cost through the UNR Bookstore or on-line at <http://www.ss.unr.edu/records/catalog.asp>). A program manual may also be available for your intended area of study. Please carefully observe relevant information in each of these documents.

The information contained in this manual is not intended to supplant or supersede information from other sources. Rather, it is intended to centralize and clarify information found in a variety of places in order to make graduate administration and advisement clearer. It is also important to note that this document is no substitute for regular, close contact with your academic advisor (also known as your committee chair). The relationship with your advisor is key to successful completion of your degree.

Doctoral Degree Programs Offered within EDS

Individualized programs of study are offered in each of the three doctoral DEGREE programs described below. PLEASE NOTE: SELECT ONE OF THE THREE DEGREE NAMES WHEN APPLYING ON-LINE WITH THE GRADUATE SCHOOL.

- **Doctorate in Literacy Studies** explores the linguistic, psychological, and multicultural aspects of literacy development and instruction from the preschool years through adulthood. Students engage in in-depth exploration of significant historical and contemporary research in literacy and related fields while developing their own more focused research study.
- **Doctorate in Special Education and Disability Studies** focuses on issues of disability as they apply to schools and to human service agencies. Students may focus broadly across disability areas and age ranges, or they may focus more narrowly. Courses are available in the categorical areas of learning disabilities, emotional/behavioral disorders, mental retardation and severe multiple disabilities, and early childhood special education. Cross-categorical courses are also offered, as well as special topics courses related to key contemporary issues in special education.
- **Doctorate in Educational Specialties** offers two distinct areas of emphasis from which to choose:

1. ***Equity and Diversity in Educational Settings*** involves advanced study of theory, research, and K-12 applications related to teaching diverse learners, with particular attention to culture, exceptionality, gender, and language. Students may focus their study entirely within this area, or they may develop a program of study that focuses on inclusive pedagogy in combination with a content area (e.g., mathematics, science, or social studies).
2. ***Language, Literacy, and Culture*** is an interdisciplinary program that focuses on the interconnectedness between language, literacy, and culture and emphasizes that pedagogy and scholarship in education should be designed to meet the needs of all students by preparing them effectively to live and work in a democratic and pluralistic society. The program is designed for individuals interested in the intersection of first and second language acquisition, TESOL, bilingual education, literacy, and multicultural education.

Governance of Graduate Programs

The Graduate School

The Graduate School is the academic unit at the University of Nevada, Reno that is responsible for the administration of all graduate programs. The principal administrative officer is the Vice President for Research, who also serves as the Dean of the Graduate School. He/she is the academic dean for all graduate students in the university. The Associate Dean of the Graduate School is responsible for many of the Graduate School's activities and programs and often acts as the Dean's designee. All graduate degrees are granted through the Graduate School. Admission to any graduate degree program is granted by the Dean of the Graduate School upon recommendation of the department of proposed study.

All students in graduate education are enrolled in the Graduate School, regardless of the department they enter and where their courses are housed. Graduate students in any department must comply with all policies, regulations, and deadlines set by the Graduate School, as well as any additional requirements of the College of Education and the EDS Department. Information about Graduate School requirements can be found at <http://www.vpr.unr.edu/grad2/>.

Graduate Faculty

Graduate Faculty consists of those members of the faculty appointed to this status by the EDS Department and the College of Education. Only Graduate Faculty may chair your Advisory/Examining Committee or may serve as supporting committee members. Members of the faculty who have not been appointed to the Graduate Faculty may, upon specific approval by the Graduate Dean, be permitted to serve on graduate Advisory/Examining Committees. We encourage you to familiarize yourself with faculty in your area of interest by visiting the EDS Department's web page (<http://www.unr.edu/educ/es/>).

UNR General Catalog

This catalog is the official bulletin of the University of Nevada, Reno. It details policies, regulations, and procedures in effect when the publication went to press. The following statement from the Policy Statement section (“Legal Notice”) of the *General Catalog* is relevant to changes in college or university policies:

The University of Nevada, Reno General Catalog describes anticipated programs, courses and requirements, but these are subject to modification at any time to accommodate changes in university resources or educational plans. The catalog does not constitute a contractual commitment that the university will offer all the courses or programs described.

Students are responsible for observing the regulations contained in the catalog and any policies and regulations approved by the College of Education or the EDS Department (<http://www.ss.unr.edu/records/catalog.asp>). Updated information can be found under the Graduate Catalog link near the bottom of the UNR Graduate School’s home page (<http://www.unr.edu/grad/>).

Dean and Associate Dean of the College of Education

The Dean of the College of Education is the principal administrative officer of the college. The Dean’s chief responsibility is the development, supervision, and operation of the academic programs of the college. The Dean is responsible to the Vice President of Academic Affairs and to the President of the University. The Dean of the College of Education has designated the Associate Dean of the College of Education as the officer to approve applications for graduation of all graduate students. Once approved within the college, applications are forwarded to the Dean of the Graduate School.

EDS Department Chair

The Chair of the EDS Department is responsible for providing general leadership for graduate education and research and serves as the Director of Graduate Studies for the department. Department chairs approve individual programs of study for graduate students, notices related to comprehensive examinations, applications for the Human Research Protection Review Board, and completion of theses and dissertations. Such documentation is then forwarded to the Dean of the Graduate School. Even though individual faculty advisors work directly with students in the various aspects of the graduate program, it is the role of the Department Chair to monitor such activities to ensure timely and orderly processes.

Graduate Committee of the EDS Department

This committee approves the admission of students into doctoral programs within the department. The committee also develops and maintains policies and procedures that guide all aspects of doctoral study. The committee follows the progress of doctoral students, oversees students on provisional admission status, and maintains all advisement materials for doctoral study within the department.

Faculty Advisor and Advisory/Examining Committee

Each doctoral student develops a Program of Study, listing courses required to complete the graduate degree. The student's Advisory/Examining Committee, made up of a committee chair and four or five members of the Graduate Faculty, reviews the Program of Study for approval. The committee will also be responsible for providing feedback and making acceptance decisions on the student's comprehensive examination and doctoral dissertation.

A particularly important duty of the faculty advisor is monitoring individual program development and deadlines for submission of program forms to the Graduate School. You may be delayed in graduating if these deadlines are not met, so it is in your best interest to be familiar with these procedures. See the sections below for information on submission of various forms and completion of other program requirements. The *General Catalog* and the Graduate School web site (<http://www.vpr.unr.edu/grad2/>) list deadline dates for each semester of the university calendar.

Description of Doctoral Programs

Doctoral programs in Educational Specialties prepare students at an advanced level to work in the professorial ranks of higher education or assume positions of leadership in public and private schools and agencies. They provide rich preparation by exposing students to a wide variety of courses and experiences related to fundamental theories and concepts associated with curriculum and instruction, as well as current issues and trends in teaching and learning. The strength of these degree programs lies in the opportunity for students to be exposed to a variety of courses and faculty members in the Educational Specialties Department, the College of Education, and the University.

The Department of Educational Specialties offers three doctoral programs, each offering two degree options, the Doctor of Education Degree (Ed.D.) and the Doctor of Philosophy Degree (Ph.D.). These degrees are both terminal degrees, and each represents the highest level of professionalism and scholarship. The two degrees have slightly different professional emphases and course requirements. Applicants are encouraged to thoroughly investigate which of the degrees best fits their professional goals.

Doctor of Education (Ed.D.) Programs

The Ed.D. degree allows students to focus on one or more areas of emphasis. The program may contain courses from a variety of departments, as long as courses are selected with a coherent purpose. Persons selecting this degree option often have goals to work in leadership positions in public schools or agencies, teacher preparation, or related areas.

The Program of Study for the Ed.D. may include up to 30 credits from master's degree work and up to 16 credits from other degree or licensure programs (such as an Ed.S. program). The minimum number of credits required for the Ed.D. is 90, but programs often exceed the minimum. At least 12 credits of dissertation must be included in the

degree, as well as a 15-credit research core. At least 30 credits must be taken at the 700 level (exclusive of dissertation credits). Up to 18 of the 700-level credits may be from master's degree work. The Ed.D. program requires two consecutive semesters (fall/spring or spring/fall) of full-time study to meet residency requirements. A minimum of 9 credits must be taken during each of these semesters. Ed.D. students have the option of also satisfying the residency requirement by completing at least two full-time summer or regular semesters with a minimum of 12 graduate credits for each semester. A maximum of three credits of dissertation, independent study or workshop credits may be applied per full-time term. Residency requirements must be satisfied after admission to the doctoral program.

Doctor of Philosophy (Ph.D.) Program

The Ph.D. degree allows students to focus on one or two areas of emphasis (at least 21 credits each) and to develop a strong foundation in research design and methodology. Individuals who attain this degree often have goals to work in university research settings, teacher preparation programs, or related areas.

The Program of Study for the Ph.D. may include up to 24 credits from master's degree work. The minimum number of credits required for the Ph.D. is 96, but programs often exceed the minimum. At least 24 credits of dissertation must be included in the degree, as well as a minimum 21-credit research core. At least 30 credits must be taken at the 700 level (exclusive of dissertation credits). Up to 18 of the 700-level credits may be from master's degree work. The Ph.D. program requires two consecutive semesters (fall/spring or spring/fall) of full-time study to meet residency requirements. A minimum of 9 credits must be taken during each of these semesters.

Course/Credit Requirements

Minimum number of semester credits:

- Ed.D.: 90 credits
- Ph.D.: 96 credits

Each student's Program of Study must satisfy the following components:

1. EDUC 779 Professional Seminar in Educational Specialties (3 credits) [offered each fall semester]

**2. Research
Ed.D. (18 credits)**

The following courses are required:

- 1 introductory research course (3 credits)
- 1 statistics course (3 credits)
- 1 qualitative research course (3 credits)
- 1 dissertation proposal preparation seminar (3 credits)
- 2 additional research courses that support the student's program goals (6 credits)

Ph.D. (21 credits)

Requirements are the same as for the Ed.D. above, with the addition of 3 credits of research to be selected by the student's doctoral/advisory committee.

3. Educational Foundations (3 credits)

Selected options include:

- EL 712 History of Education
- EL 713 History of Education in the United States
- EL 719 Philosophy of Education

4. Area of Emphasis in EDS (21 credits)

Each student must select at least 21 credits in one area of emphasis available within the Department of Educational Specialties. Areas of emphasis may be selected from those designated below, or individualized areas of emphasis may be developed jointly with the committee chair. Some areas of emphasis have developed lists of specific courses and program requirements. These lists are available in the EDS Department office. Coursework in areas of emphasis may include courses both within and outside of EDS.

5. Supporting Coursework

Ed.D. (33 credits) / Ph.D. (24 credits)

Remaining coursework may be applied toward establishing a second area of emphasis (inside or outside of the department) of at least 21 credits or taking additional coursework in areas that serve a student's interests and professional goals (e.g., research, foundations, or a particular discipline). Courses should be appropriate to a cohesive Program of Study.

6. Dissertation

Ed.D. (12 credits) / Ph.D. (24 credits)

Each student will determine with her or his committee chair where to schedule the dissertation credits within the Program of Study.

Admission Procedures for Doctoral Programs

Potential applicants are encouraged to communicate with individual faculty members who share their scholarly interests. The more easily the Graduate Committee can identify students' professional goals and interests, the more timely the admission process and the better the match between students and faculty mentors.

Application Submission

Applications for admission to a doctoral program in Educational Specialties are due by February 1. This allows students to begin their studies the following summer (May-August) or fall semester (August-December). Consideration of applications received after the deadline will be contingent upon an applicant's qualifications and program openings. The Department of Educational Specialties reserves the right to postpone consideration of any application until the next application deadline.

The admission process includes submitting application materials to **both the Department of Educational Specialties (EDS) and the University of Nevada Graduate School**.

Application materials for the Department of Educational Specialties must include the materials listed below, submitted by February 1 to:

Chair, Graduate Committee EDS Department / MS 0299 University of Nevada, Reno Reno, NV 89557-0299
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1. *Application and Checklist for a Doctoral Program in the Department of Educational Specialties* (attached to this manual) with a clear indication of the area of proposed concentration for doctoral study
2. The signed *Professional Behavior and Dispositions* form (attached to this manual)
3. A current resume describing professional education and relevant experience
4. Essay on reasons for pursuing this degree
5. Three letters of reference from professionals qualified to judge potential for success in doctoral work (send directly to the EDS Graduate Committee)
6. Up to three samples of written work (e.g., master's thesis/project, course papers or projects, grant proposals, publications)

Students may also be asked to be available for a phone or in-person interview, as determined by the Graduate Committee.

Hand-carried materials may be taken to the EDS Office in room 3067 of the College of Education (also known as the William Raggio Building) on the UNR campus. The phone number is (775) 784-4383.

Application materials for the UNR Graduate School (<http://www.unr.edu/grad/>) must include the following materials, submitted by February 1:

1. An application form submitted online to the Graduate School at <http://www.ss.unr.edu/apply/> PLEASE NOTE: THERE WILL BE MENU OPTIONS FOR DEGREE PROGRAMS. SELECT THE APPROPRIATE DEGREE NAME AS LISTED ON PAGE 1 OF THIS MANUAL.
2. Official transcripts of all university work, showing degrees completed (These must be sent directly from the institution, not hand carried by the student.)
3. Official results from the Graduate Record Examination (GRE)

The Graduate School does not accept hand-carried materials. Transcripts must be sent directly from universities, and test results must be sent through the Educational Testing Service. The phone number of the Graduate School, which is located on the second floor (Room 225) of the Student Services Building, is (775) 784-6869. E-mail inquiries can be sent to gradschool@unr.edu.

When both the EDS Department and the Graduate School have received all application materials, the Chair of the Graduate Committee will forward the application packet to faculty in the requested area(s) of emphasis for their review and consideration. As noted, applicants may choose to contact a faculty member in their requested area(s) of emphasis in advance to facilitate this process. Faculty member information (including areas of concentration and contact information) may be found on the Department of Educational Specialties' web site at <http://www.unr.edu/educ/eds/>.

Application/Admission Criteria

Applicants for one of the doctoral programs in Educational Specialties must meet the following criteria:

1. Minimum GRE scores as noted in the next section
2. A master's degree from an accredited institution in education or a related field
3. A grade point average (GPA) of at least 3.3 (4.0 scale) in graduate coursework
4. Two years of contractual teaching experience or the equivalent (approved by the Graduate Committee) completed prior to application. Some areas of concentration may accept experience in early intervention, nontraditional settings, or related fields of human service. The applicant must provide evidence of how this criterion has been met. Ambiguity in the amount and type of professional experience often causes delays in student admission. Students are advised to seek clarification about this requirement if needed.

Also note:

- Members of the Graduate Faculty in the department must be willing and able to mentor the student in his or her chosen area(s) of emphasis.
- Admission decisions will include consideration of an applicant's demonstrated potential for success in advanced doctoral work in the judgment of department faculty.

Graduate Record Exam (GRE) Scores

The GRE is required for all applicants seeking admission to a doctoral program. Applicants must attain a minimum score of 400 on each of the verbal and quantitative subtests. As a rough guideline, the department seeks applicants with a minimum combined verbal and quantitative score of 1000. Applicants with a combined score under 1000 may be considered for either regular or provisional admission if they show strong evidence of an ability to be successful in doctoral-level work. For international applicants, the Graduate Committee may consider TOEFL scores at or above 600 in conjunction with the verbal subtest score from the GRE as another indicator for standard admission to a doctoral program. Evidence of potential for success in doctoral study may be discerned, in part, through telephone or face-to-face interviews.

Provisional Admission

Applicants who do not meet #1 and/or #3 of the application/admission criteria above may be admitted with **provisional standing**. The number of students with provisional

standing may never exceed 10% of the total number of doctoral students in the department.

Students admitted with provisional standing must complete two consecutive semesters of full-time graduate study (total of 18 credits) in a program approved by the Graduate Committee and the Graduate School. Students unable to complete graduate study on a full-time basis may request an exception to the 18-credit requirement. The student's Advisor must make this request—providing a strong rationale—in writing to the Graduate School, who must in turn approve the request.

Provisional standing in the EDS Department may not last more than two semesters. Courses taken during the period of provisional standing are designated as a **Provisional Standing Plan** and are listed on a departmental form, submitted to the Chair of the Graduate Committee (see Appendix B). These courses are to be selected from those required in the appropriate doctoral program and must include the following:

- At least 6 credits from the Research core
- At least 9 credits at the 700 level (“Special Topics” or “Independent Study” courses may not be included)

Other credits must be applicable to the student's Program of Study but may be applied toward the doctoral degree only with approval of the student's Advisory/Examining Committee.

During the last semester of provisional standing, the student and Chair submit a **qualifying examination**, consisting of one piece of scholarly writing that the student developed in a course on the provisional plan. The student must incorporate corrections and suggestions from the course instructor into the final edited document. The document is to provide a substantial piece of work that gives compelling evidence of the student's ability to engage in critical, analytical thinking and to express her or himself clearly in writing. The document is submitted to the Graduate Committee via the Chair of the student's Advisory/Examining Committee. It is the responsibility of the student and her/his Chair to monitor the progress of the examination and to submit it to the Graduate Committee no later than four weeks prior to the end of the final semester of the prescribed program.

At approximately the same time that the qualifying examination paper is submitted, the student's advisor solicits feedback about the student's performance from the faculty of the courses on the provisional plan. A summary of this feedback is submitted to the Graduate Committee to consider for the student seeking to be removed from provisional status.

Students are removed from provisional standing once the qualifying examination paper is determined to be acceptable by the Graduate Committee, faculty feedback indicates satisfactory performance, and the student has completed all courses listed on the provisional plan with an overall GPA of 3.5 and a grade of B (not B-) or better in each course. Students will receive a letter from the Graduate Committee informing them that they have been admitted to regular standing within the program. Students who do not

fulfill the criteria for removal from provisional status will not be permitted to continue in the program. They will receive written notification of this decision.

General Procedures for Doctoral-Level Study

Students admitted to a doctoral program are assigned to a **faculty advisor**. This person is the first point of contact with the student and *may* become the Chair of the student's Advisory/Examining Committee.

Advisory/Examining Committee

During the first few semesters of study, the student must select a Chair for the Advisory/Examining Committee. The Chair must be a member of the Graduate Faculty who is capable of leading the student in developing a Program of Study and completing the dissertation research. The student and Chair develop the student's **Program of Study**. This lists all courses that will be taken for the doctoral degree, including required courses as noted elsewhere in this document. The program is listed on a *Program of Study* form (see Appendix B). The Program of Study should be developed at the completion of 12-18 credits after admission to the doctoral program.

All members of the student's Advisory/Examining Committee must approve the Program of Study for it to be accepted. The committee must include at least five members: three members from the student's area of study (within EDS), one member from a closely related field (outside of EDS), and one member ("Graduate School Representative") who may be in a related or unrelated field (outside of EDS). Faculty members have the discretion to choose whether they wish to serve on a student's committee. Faculty who are not members of the Graduate Faculty or who are retired (emeritus) faculty may serve on the committee as departmental members with approval of the Graduate Dean. They may not serve as the university at-large member of the committee, nor may they chair the committee.

Changes to the faculty serving on the Advisory/Examining Committee or to the courses listed on the Program of Study may be made by submitting the appropriate forms to the Graduate School (*Change of Advisory Committee* form or *Change in Program of Study* form—see Appendix B). These must be submitted prior to the Application for Graduation.

Residency Requirement

For the doctor of philosophy (Ph.D.), students must complete a two-semester residency consisting of successive semesters, excluding summer, of at least nine credits each semester. The same residency requirement holds for the doctor of education (Ed.D.); however, Ed.D. students have the option of satisfying the residency requirement by completing at least two full-time summer or regular semesters with a minimum of 12 graduate credits for each semester. For the Ed.D., a maximum of three credits of dissertation, independent study or workshop credits may be applied per full-time term. Residency requirements must be satisfied after admission to the doctoral program. The residency requirement provides the opportunity for part-time doctoral students to

experience full-time graduate study for at least two semesters. Residency allows students to develop closer relationships with faculty and other graduate students and to devote more time to intensive study. It also enables future leaders in schools and universities to gain insight into departmental operations and the roles of academic faculty.

Continuous Enrollment and Time Limits

Graduate students must be continuously enrolled in at least 3 graduate credits each fall and spring semester they are in the program. Students with Graduate Assistantships must remain enrolled in at least 6 credits per semester. Students must maintain a GPA of 3.0 in their doctoral studies (departmental requirement). No credit is received for grades below B-.

Students who wish to take a leave of absence for one or more semesters must have an approved Program of Study on file with the Graduate School and must submit an *Application for Leave of Absence* form (see Appendix B). Approved leaves of absence do not abrogate the time limitations on coursework described below. Students wishing to resume their graduate program must contact the Graduate School.

All program requirements must be completed within eight years of the date of admission to the program. Extensions to these procedures are rare and must be approved through a memo sent to the Dean of the Graduate School from the Chair of the student's Advisory/Examining Committee.

Mid-Program Review

A manual with full details and forms related to the Mid-Program Review is available online at <http://www.unr.edu/educ/eds/programs/doctoral.htm>. All doctoral students will participate in a mid-program review after having completed 24-30 credit hours since being accepted into the program. Each student will attend a one-half-hour individual interview with a Graduate Review Board. Students will submit materials in advance to support their progress in the program, demonstrating evidence of courses taken, grades achieved, and scholarly efforts outside of coursework. (Instructions and forms for submitting these materials may be obtained in the EDS office.) These materials should include evidence of efforts toward the experiences listed in the next section ("Professional Experiences"). Continuation in the program will be contingent upon the student's successful demonstration of potential for high-quality advanced doctoral work in the judgment of department faculty. This review will serve as the student's qualifying examination.

A student deemed unsuccessful in the mid-program review will be notified in writing of this decision and will not be permitted to continue in the program. A student considered marginal will write a proposed plan that he/she plans to follow in preparation for a required second review. The Graduate Review Board will approve the plan or indicate required revisions in order to approve the plan. A successful second review will be necessary to continue in the program.

Professional Experiences

Attaining a doctoral degree involves experiences that extend beyond coursework. Accordingly, EDS doctoral students should strive to accomplish as many of the following experiences as possible during their doctoral program. These experiences may be completed through coursework, under guidance from an advisor, or in collaboration with faculty members or peers. Please note that this list is not exhaustive.

- Submit for publication one or more refereed journal articles or book chapters.
- Conduct one or more conference presentations, at least one of which is a national research presentation.
- Serve on one or more departmental, college, or university committees.
- Engage in one or more service activities for external professional organizations (e.g., serve on a committee or serve as a reviewer/referee for a journal).
- Submit one or more grant proposals.
- Teach a university class.
- Participate in conducting and writing an empirical research study.

Comprehensive Examinations

After completing at least 75% of the courses listed on the Program of Study, students may take Comprehensive Examinations. These may take various forms, depending on the program in which the student is enrolled. Upon successful completion of all comprehensive examination procedures, the Advisory/Examining Committee submits a form entitled *Doctoral Degree Admission to Candidacy/Comprehensive Examination Report* (see Appendix B) to the department chair for forwarding to the Dean of the Graduate School. Students must be admitted to candidacy at least 8 months prior to their graduation.

Dissertation Proposal

Students complete a dissertation proposal before beginning data collection for their dissertation research. The proposal typically includes three chapters: (1) an introductory chapter that provides a context and rationale for the study and includes the research hypotheses/questions; (2) a thorough review of related literature; and (3) a chapter describing the research design and procedures. The student works closely with the Chair and members of the Advisory/Examining Committee to develop the proposal. At least two weeks after the final draft has been distributed to the entire committee, a proposal meeting is held. During this meeting, the student presents and defends the proposed study, and the committee indicates whether the study is approved as designed. Committee members sign a departmental form (see Appendix B) indicating their approval of the proposed study and noting any needed modifications.

Office of Human Research Protection Approval

After the research proposal has been approved, the student must submit the research plan to the Office of Human Research Protection. This board reviews the proposal for any potential dangers to research participants, researchers, and the university. Approval by the Office of Human Research Protection is required before any data gathering or analysis may be completed. Information and forms for this review can be obtained through the Office of Human Research Protection (205 Ross Hall;

<http://www.unr.edu/ohrp/>). Students must also successfully complete the web-based “Human Subjects Research Training” (see <http://www.unr.edu/ohrp/Training.htm>) before they may enter their proposal-writing course.

Depending on the nature of the study, students may also need to seek permission from the school district or agency in which the study is to take place.

Application for Graduation

During the semester prior to the last semester of enrollment (during the fall semester for May graduation, during the spring semester for August or December graduation), students must submit an *Application for Graduation*. Applications are available from the Cashier’s Office (fee required). All courses listed on the application must match those on the Program of Study.

Dissertation and Oral Defense

Upon completion of the final draft of the dissertation, copies are distributed to all members of the Advisory/Examining Committee, and a meeting for the public oral defense of the dissertation is scheduled. An announcement of the defense is made to all faculty within the college via email and other available electronic means. In addition, the announcement is posted on bulletin boards throughout the college and in each department at least two weeks in advance of the defense date.

At the dissertation defense, the student presents the research project, findings, and implications. Attendees may ask questions and make comments. Only members of the student’s Advisory/Examining Committee make the decision as to whether or not the dissertation is approved. The *Doctoral Degree Notice of Completion* form (see Appendix B) is signed and submitted to the Department Chair for forwarding to the Dean of the Graduate School. The deadlines for submission of the Notice of Completion and the final draft of the dissertation are published in the UNR *General Catalog*. There are no exceptions to these deadlines.

The dissertation format must conform to regulations published by the Graduate School, which may be found at <http://www.vpr.unr.edu/grad2/> (see “Graduation” within “Publications/Forms” section). The current *Publication Manual of the American Psychological Association* is used as a guide for headings, citations, references, and other features of the dissertation. George Perreault of the Educational Leadership Department has developed a helpful reference entitled *Completing Your Dissertation: A Manual for Doctoral Students*, which is available at the UNR bookstore. It is important to note, however, that the student’s Advisory/Examining Committee has final approval of all decisions about the format and content of the dissertation.

Additional Policies and Procedures

Graduate Special Status

Graduate Special is the classification for students who wish to take graduate courses but have not been admitted into a doctoral program. This status is attained by

completing the relevant form and paying the required application fee at Admissions and Records **Admission to Graduate Special status does not constitute admission to graduate standing in the Graduate School or to a degree program in the EDS Department.** A maximum of nine credit hours taken under Graduate Special status may be applied toward a graduate degree. International students who hold student visas are not eligible for admission to the Graduate Special classification.

International Students

A Test of English as a Foreign Language (TOEFL) score of at least 500 is required for admission to the Graduate School. International students with Graduate Assistantships must earn a TOEFL score of 550. Students who have achieved a TOEFL score of at least 600 are exempt from Intensive English Language Center evaluation. Students who score below 600 on the TOEFL must report to the Intensive English Language Center for Evaluation and appropriate placement in English language courses. International students who have received a baccalaureate or advanced degree from an accredited university or college in the United States are exempt from the requirement to provide TOEFL scores. International students must satisfy medical examination and financial responsibility requirements prior to admission. International applicants should contact the Office of International Students and Scholars (ISS) for information on all procedures for application. Information can also be found on the ISS web site at <http://www.unr.edu/oiss/>.

Transferring Credits From Another Graduate Program

Students may request to apply graduate credits earned at another university toward a graduate degree at UNR by completing a *Graduate Credit Transfer Evaluation Request* form, available at the Graduate School. Requests must be approved by the student's advisor, department chair, and Dean of the Graduate School, and they must be certified by the Office of Admissions and Records. Courses must have a grade of B or better to transfer into a doctoral program.

Students accepted into the Ph.D. program may transfer up to 24 credits from master's degree work. An additional 16 credits may be transferred from a degree program (such as an Ed.S.) or a licensure program.

Students accepted into an Ed.D. program may transfer up to 30 credits from master's degree work. An additional 16 credits may be transferred from a degree program (such as an Ed.S.) or a licensure program.

Changing From One Degree Program to Another

Students who want to change from one program to another within the same department or to a degree program in a different department must re-apply to the department in which they seek to be enrolled, following all application procedures listed in the advisement materials for that department.

Auditing Courses

Students may audit courses at any time with the instructor's approval. These courses will not be counted toward completion of any graduate degree program, but they may

count as part of the 6 credits required for a Graduate Assistantship. Audited graduate courses may count as part of the 9 credits required for full-time student status. In addition, an audited graduate course may count toward continuous enrollment in a graduate program.

Satisfactory-Unsatisfactory (“Pass-Fail”) Courses

Courses described in the catalog as being graded satisfactory-unsatisfactory (“pass-fail”) may apply to a student's graduate program. Students in the College of Education may not take a course that is usually graded A-F as satisfactory-unsatisfactory (S-U) if it is listed on the Program of Study. For graduate courses, a grade of S (satisfactory) will be earned for a grade equivalent of A or B only.

Full-Time Study

Full-time study as a graduate student consists of being enrolled in 9 or more graduate credits each semester. This may include audited courses.

Graduate Assistantships

The College of Education offers a limited number of Graduate Assistantships each year. These are available to students fully admitted to a graduate program (i.e., under regular status) who have a cumulative graduate GPA of at least 3.0 (master's plus doctoral coursework). Students employed as Graduate Assistants (GAs) must be enrolled in at least 6 graduate credits each semester. GAs work a variety of assignments for the department for 10 or 20 hours per week. In addition to the Graduate Assistant stipend, GAs receive a grant-in-aid, which pays for course fees (with the exception of a per-credit processing fee), and health insurance coverage. There are some exceptions to the amount covered by the grant-in-aid, depending on the source of the assistantship funds. Applications for Graduate Assistantships are available in the EDS Department. These applications are due by March 1 (for the following fall semester) and October 1 (for the following spring semester). Assistantships generally are not available for the summer (with the exception of grant-supported assistantships).

Financial Aid

Questions about additional sources of financial aid should be addressed to:

Student Financial Services / MS 076
University of Nevada, Reno
Reno, NV 89557
Phone: (775) 784-4666
Fax: (775) 784-1025
E-mail: finaid@unr.edu

Student Financial Services is located in the Student Services Building (adjacent to Brian Whelan Parking Complex), 3rd floor. Office hours are Monday-Thursday 8:00 a.m. to 5:00 p.m. and Friday 9 a.m. to 5 p.m. Hours may vary during peak processing periods. The office's web site is <http://www.finaid.unr.edu/>.

Graduate Student Files

Unofficial graduate student files are maintained in the EDS Department office. These files should contain copies of all forms approved by the Graduate School and are used for departmental record-keeping and advisement purposes. The Graduate School maintains official records on each graduate student accepted to the university.

Grade Attainment Standard

A minimum grade of B- must be attained in all courses. This includes transfer courses and all courses taken within and outside of the department. Otherwise, such coursework (or the equivalent) will have to be retaken.

Grades of Incomplete

Grades of incomplete may be awarded in cases where the student is passing the course but—for some uncontrollable reason—is unable to complete all course requirements within the grading period. The grade of I is changed to F if it is not made up by the last day of the next regular semester (summer session excluded). Students are not permitted to graduate with an outstanding I mark.

An extension of the incomplete may be requested for one additional semester. An *Approved Grade Report for Incomplete* form must be filled out by the instructor and received by the Office of Admissions and Records at least two weeks prior to the end of the semester in which the I mark expires.

Students may make up the incomplete by completing all work necessary and submitting it to the instructor. The instructor must complete the *Removal of Incomplete* form, reporting the grade and showing the approval of the department chair and college dean.

Grade Changes and Grade Appeals

After final grades are filed, a grade may only be changed to correct a clerical error. The instructor must file a completed *Change of Grade* form with the Office of Admissions and Records.

Students may appeal a final grade by filing an *Intent to Appeal a Grade* form (available at Admissions and Records) with the department chair within 20 days of issuance of official grades by the Registrar. Students who do not file the proper forms within the timeline forfeit the right to appeal that grade.

Under certain circumstances, students who do not withdraw from the university in accordance with official procedures may appeal the grades they received that semester. The appeal procedures apply in emergency or hardship situations and require documentation to substantiate the appeal. The appeal applies to all courses taken in that semester and must be made within six months of the end of the semester (unless there is demonstrated incapacity to do so beyond that date). Students who meet the specified criteria must submit a written statement with supporting documentation to the Director of Admissions and Records.

Academic Dishonesty

Academic dishonesty is defined as cheating, plagiarism, or otherwise obtaining grades under false pretenses. Resulting academic action may include (1) canceling the student's enrollment in the class without a grade; (2) filing a final grade of F; (3) assigning a failing mark on the test or paper in question; (4) requiring the student to retake the test or resubmit the paper. For more information see "Student Conduct Information" at <http://www.unr.edu/stsv/acdispol.html>.

Academic Standing and Probation

To remain in good academic standing with the UNR Graduate School, students must maintain a GPA of 3.0 in doctoral work. If the GPA falls in the 2.4-2.9 range, the student is placed on academic probation. If the GPA remains below 3.0 for two consecutive semesters, the student is dropped from graduate standing. If the graduate GPA falls to 2.3 or lower at any time, the student is removed from graduate standing. A student with a cumulative GPA of less than 3.0 is not eligible for appointment as a teaching or research assistant.

A student who is dropped from graduate standing due to grade-point deficiencies may only enroll as a graduate special student in undergraduate-level courses. To enroll in graduate courses, written approval must be obtained in advance from the course instructor, the pertinent department, and the Graduate Dean.

Readmission to Graduate School

A student who has been dropped from graduate standing may re-apply for admission to a graduate program after eliminating the existing grade-point deficiency and achieving an overall cumulative GPA of 3.0 or better. Re-admission to doctoral study may require significant additional documentation and will be considered on a case-by-case basis. The student must then file an application for admission with the Graduate School and follow all current departmental requirements for admission.

Appendices

Appendix A: Doctoral Program Timeline

Appendix B: Selected Departmental and Graduate School Forms (Note: All graduate School forms are available on-line in fill-in version at <http://www.vpr.unr.edu/grad2/>)

Appendix A

Doctoral Program Timeline

Checklist for Earning a Doctorate in Educational Specialties

Note: Students admitted on provisional standing should also consult the “Provisional Admission” section of this manual.

Date Completed	Action
	Choose a program.
	Apply to Graduate School (<i>by February 1</i>).
	Apply to EDS Department (<i>by February 1</i>).
	Receive letters of acceptance from EDS & Grad School.
	Meet with advisor.
	Create Program of Study and select five-member committee (<i>at completion of 12-18 credits</i>).
	Complete residency requirement (<i>sometime during program</i>).
	Prepare for and complete mid-program review (<i>at completion of 24-30 credits</i>). [serves as qualifying exam]
	Prepare for and complete comprehensive examination (<i>after completing at least 75% of courses listed on Program of Study; at least 8 months before graduation</i>).
	Complete and successfully present dissertation proposal (<i>submit to all committee members at least two weeks in advance</i>).
	Complete coursework.
	Obtain approval for dissertation research from the Office of Human Research Protection and data-collection site, if needed, and successfully complete web-based “Human Subjects Research Training” (<i>prior to data collection</i>).
	Apply for graduation (<i>semester prior to last semester enrolled</i>).
	Complete and defend dissertation.
	Graduation—Celebrate!

Appendix B

Selected Departmental and Graduate School Forms

Graduate School forms are available on-line in fill-in versions at <http://www.unr.edu/grad/>. The Graduate School will no longer accept handwritten forms. The forms below are Graduate School forms unless otherwise noted.

GRADUATE SCHOOL ADMISSION

- Application for Graduate School Admission
- Notice of Reinstatement to Graduate Standing
- Graduate Credit Transfer Evaluation Request (attached to the Program of Study form, listing all courses taken at other institutions that will be counted toward the doctoral degree)
- Request for Recommendation

GRADUATE PROGRESSION

- Dept of EDS Provisional Plan Form (for students accepted under Provisional Admission) [department form at <http://www.unr.edu/educ/eds/programs/doctoral.htm>]
- Program of Study Requirements (instructions and form)
- Change in Program of Study (to change courses listed on an approved Program of Study)
- Change of Advisory Committee (to change the membership of the Advisory/Examining Committee)
- Doctoral Degree Admission to Candidacy/Comprehensive Examination Report (must be filed upon successful completion of the Comprehensive Examination and at least 8 months prior to graduation)
- Exception to Policy Request Form
- Application for Leave of Absence (filed if the student is not enrolled in 3 or more credits during any fall or spring semester)
- Dept of EDS Dissertation Proposal Acceptance Form [department form at <http://www.unr.edu/educ/eds/programs/doctoral.htm>]

GRADUATION

- Applying for Graduation
- Thesis and Dissertation Preparation Guidelines
- Doctoral Signature Page (5 committee members)
- Doctoral Signature Page (6 committee members)
- Doctoral Degree Notice of Completion (to be filed upon successful completion of dissertation defense)

Application and Checklist for the Doctoral Programs in the Department of Educational Specialties

In order to have a total picture of you as an applicant to one of the doctoral programs in Educational Specialties, we request that you provide us with a variety of materials. Please complete the form below and submit it along with the items listed on the next page. Your application will not be considered until all items have been received.

Name: _____ Phone: _____

Address: _____

E-mail: _____ Social Security Number: _____

Requested Initial Advisor: _____

Degree program for which you are applying (select one):

- Doctorate in Educational Specialties
 - Emphasis in Equity and Diversity School Settings
 - Emphasis in Language, Literacy, and Culture
- Doctorate in Literacy Studies
- Doctorate in Special Education and Disability Studies

Other areas of interest related to your doctoral studies: _____

EDUCATIONAL BACKGROUND:

Degree	Institution	Dates	Major

GPA for Master's Degree: _____

GRE Scores: Verbal _____ Quantitative _____ V+ Q Combined _____

RELEVANT PROFESSIONAL WORK EXPERIENCE:

Dates	Institution	Job Description (please be specific: full-/part-time, etc.)

Other Professional Accomplishments (awards, service, published writing, etc.)

CHECKLIST OF MATERIALS TO PROVIDE TO THE DEPARTMENT OF EDUCATIONAL SPECIALTIES:

- This form and a signed Professional Behaviors and Dispositions form (attached)
- A current resume
- A personal statement of at least one single-spaced page that addresses why you are interested in pursuing this degree
- Letters of reference from three professionals able to comment on your professional experiences and/or your potential for success in advanced graduate work (submit directly to the Graduate Committee in the Department of Educational Specialties)
- A master's thesis/project or at least two other samples of written work (e.g., course papers or projects, grant proposals, journal publications, training manuals)

DOCTORAL STUDENT PROFESSIONAL BEHAVIORS AND DISPOSITIONS

(submitted with application form)

Department of Educational Specialties

University of Nevada, Reno

All professional educators are expected to adhere to a professional code of conduct. Any educator pursuing graduate studies serves as a model for others. The faculty of the Department of Educational Specialties (EDS) at the University of Nevada, Reno have adopted a set of professional behaviors or dispositions that are crucial for doctoral level students. These dispositions apply to the university setting, courses, and supervised experiences. Failure to demonstrate one or more of the dispositions may lead to an individualized plan for improvement and, in extreme cases, could lead to removal from the program. The list of dispositions is not exhaustive. Depending on the situation, there could be behaviors that do not appear on the list, but which could be considered in an evaluation of readiness to continue in master's study.

<u>Reflective Practitioner</u>
<u>Professional Ethics.</u> The candidate adheres to standards of ethical conduct including academic honesty and confidentiality.
<u>Collaboration/Collegiality.</u> The candidate works effectively with colleagues and contributes to a professional collegial atmosphere.
<u>Commitment to Teaching.</u> The candidate values the education profession. He or she exhibits a positive attitude toward schools, teaching, university students, K-12 students and their families.
<u>Emotional Maturity.</u> The candidate responds to frustration and stress appropriately.
<u>Professional Demeanor & Responsibility.</u> The candidate is prompt, is not unnecessarily absent, notifies appropriate individuals when absence is necessary, completes assignments on time, and follows through on commitments.
<u>The candidate is poised and professional in his or her demeanor.</u>
<u>Professional Feedback.</u> The candidate is receptive and responsive to professional feedback, incorporating suggestions into practice.
<u>Self-Reflection.</u> The candidate reflects on and evaluates his or her own behavior and work. He or she is willing to consider multiple perspectives of his or her own performance. The candidate is willing and able to recognize own difficulties or deficiencies and begin to develop potential solutions.
<u>Multicultural and Democracy</u>
<u>Student Focus.</u> The candidate recognizes and respects university and K-12 students as valued and unique individuals.

<u>Commitment to Diversity.</u> <u>The candidate values multiple aspects of diversity. He or she respects university students, children and adults of varied cultural and linguistic backgrounds, ethnicities, religions, sexual orientations, social classes, abilities, political beliefs, and disabilities.</u>
<u>Love of Learning & Strong Fund of Knowledge</u>
<u>Initiative.</u> <u>The candidate is independent and goes beyond minimum expectations.</u>
<u>Problem Solving.</u> <u>The candidate is an active and effective problem solver.</u>
<u>Commitment to Learning.</u> <u>The candidate is curious and interested in learning more about their chosen field and related areas</u> <u>The candidate seeks out and takes advantage of opportunities for professional growth beyond the minimum expectations of what is required in classes.</u> <u>The candidate recognizes and assumes responsibility for directing and contributing to his/her own educational development.</u>
<u>Research and Scholarship</u>
<u>Ethical Researcher.</u> <u>The candidate understands and adheres to accepted practices regarding acknowledging and referencing other's ideas, writings, and data.</u> <u>The candidate understands and adheres to requirements for the protection of human subjects as set forth through the Institutional Review Board.</u> <u>The candidate recognizes, appreciates and generates research that contributes to their field of study.</u>

I have read the dispositions and professional behaviors above and I understand they describe a set of expectations for candidates enrolled in graduate programs in the College of Education at the University of Nevada, Reno. I further understand that if I do not exhibit these behaviors based on the professional judgment of program faculty, I may be asked to leave the program.

Candidate Signature _____ Date: _____