

Department of Curriculum & Instruction, Univ. of Wisconsin-Madison

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Ph.D. Program Handbook

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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. They should also consult The Graduate School's current *Academic Policies and Procedures* - <https://grad.wisc.edu/acadpolicy/> which includes official statements of Graduate School regulations with which both students and departments must conform. Additional information may also be obtained from the faculty advisor, the departmental Graduate Program Office, and the Graduate School. The Graduate School's *Completing Your Degree* webpage <<http://grad.wisc.edu/currentstudents/degree>>, and the Department's website, <http://ci.education.wisc.edu/> are especially useful. Every Ph.D. student must have a faculty advisor, whose recommendations supplement Departmental and Graduate School requirements.

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. The Ph.D. 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 dissertation that presents 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. Below are the application requirements. Consideration for

admission requires a completed on-line Graduate School application form found at <https://www.gradsch.wisc.edu/eapp/eapp.pl> .

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*.
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, documentation, and a persuasively argued appeal by the Department.
4. *A completed master's degree is ordinarily expected, but it is possible to be admitted to the doctoral program without first entering or completing a master's degree.* Admittance directly to the Ph.D. program requires approval by the prospective advisor, the Graduate Program Committee, and the Department. Ph.D. students who bypass the Master's degree will have 30 course credits (the number of course credits required of Master's degree students) added to the 36 course credits required of post-Master's Ph.D. students.

Official transcripts of all previous collegiate work must be submitted in duplicate to the Department of Curriculum and Instruction Graduate Program Office, 225 N. Mills St., Madison, WI 53706 prior to the Department's application deadlines.

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 1846**) at the time of application. These scores may not be more than five years old.

6. *Three letters of recommendation.* Letters should be sent by 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. Letters may also be sent by supervisors, fellow teachers and school principals. Letters may be sent electronically through the Graduate School on-line application or by mail to the Department's mailing address.

7. *Résumé or curriculum vitae.* Each applicant is required to submit a résumé or curriculum vitae that gives a brief account of education to date, previous occupations, and accomplishments.

8. *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 advisor. 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. If an applicant was encouraged by a specific professor to apply as a prospective doctoral advisee of that professor, the applicant should mention the professor in the statement of reasons.

9. *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. This must be mailed to the Department's mailing address.

10. *Additional requirement for international applicants.* International applicants whose native language is not English must furnish recent (not older than two years) results of a *Test of English as a Foreign Language* (TOEFL) <<http://www.toefl.org>>, the *International English Language Testing System* (IELTS) <<http://www.ielts.org>>, or the *Michigan English Language Assessment Battery* (MELAB) <<http://www.cambridgemichigan.org/melab>>. A score of at least **92** on TOEFL's Internet-Based Test (IBT), **7** on the IELTS, or **82** on the MELAB is expected by both the Department and the Graduate School. Applicants with a lower 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. The Department requires that **any student who obtained a TOEFL Total Score less than 92 or a TOEFL subtest score less than 21** take upon arrival the *English as a Second Language Assessment Test* (ESLAT) <<https://english.wisc.edu/esl/international-students-placement.htm>>, which is administered by UW-Madison's Program in English as a Second Language (ESL) <<https://english.wisc.edu/esl>>. If the Program in English as a Second Language then recommends enrollment in specific ESL courses, the student must enroll in the recommended courses in order to be considered by the department to be making *minimal satisfactory progress*.

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 Coordinator 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. The Graduate School requires proof of financial support for at least one year before they will approve of the admission of international students. 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.* Having taken course work in education is a prerequisite for most areas of study in the Department. Applicants to certain areas of study within the Department are sometimes admitted without teacher certification, but to be admitted to the Department without deficiencies, all applicants must have taken at least 12 semester credits of education courses prior to admission. Equivalent courses taught outside a school of education are permissible; so long as an expressed focus on education is judged by the student's advisor to be evident. Applicants lacking this background may be admitted with deficiencies and will be required to take additional credits in the areas of deficiency in addition to the course work ordinarily required in the graduate program in order to meet the 12-credit

requirement. For example, if a student is admitted with 9 semester credits of education coursework, 3 additional credits will be required to fulfill the deficiency. Courses taken to remove deficiencies must be chosen in consultation with and approved by the graduate advisor, and each of these courses must be taken for a letter grade (not Pass-Fail). The required courses must be offered by a department in the School of Education. Workshop credits do not count toward meeting deficiencies, and no more than three independent study/ independent research credits may be counted toward meeting them. These courses may be carried concurrently with regular graduate courses; but, being additional requirements, they cannot be used to satisfy requirements of the Ph.D. program. Furthermore, they should be taken early in the program. By no later than the end of the student's third academic-year semester of graduate study, the student will submit to the Graduate Programs Coordinator and the Graduate Programs Chair a completed and signed Completion of Deficiencies Form.

**DEPARTMENT OF CURRICULUM AND INSTRUCTION
COMPLETION OF DEFICIENCIES FORM**

Date: _____

Student's Name: _____

Student's ID Number: _____

Student's Program Level: _____

Advisor's Name: _____

Semester and Year: _____

Completion Date: _____

Admitted with deficiencies: # of: _____

The following courses have been completed to remove the deficiencies:

Signature of advisor: _____

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 study, an intended focus incompatible with either the mission of the Department or the strength of current faculty, or lack of departmental funds. An applicant who is refused admission will be informed, by letter, of the 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. 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. 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. MINIMUM CREDIT, ENROLLMENT, AND COURSE REQUIREMENTS

The following describes the minimum requirements for a Ph.D. degree in the Department of Curriculum and Instruction; it also summarizes The Graduate School's requirements, which are fully and authoritatively specified in The Graduate School's *Academic Policies and Procedures* <<https://grad.wisc.edu/acadpolicy> />.

The student's program is developed in consultation with an advisor, beginning as early in the program as possible. Some areas of study with the department do have either required courses or a distribution of courses that doctoral students must complete. As of Fall 2013, the department requires Ph.D. students to take a 3 credit introductory course during their first or second semester. At this time, the course is titled "Introduction to Curriculum & Instruction: Research & Resources." As of Spring 2011, Ph.D. students are also required to take at least three research-methods courses—two courses from one research tradition and one from another research tradition—as determined and defined by the student's advisor. Apart from these two requirements, 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. Minimum Credit and Enrollment Requirements

1. The Department requires that Ph.D. students complete a minimum of 36 graduate credits earned at UW-Madison *beyond the Master's degree*.

2. If a student took graduate-level courses at UW-Madison before matriculating as a graduate student (i.e., as a "Special Student"), up to 9 of these credits can be counted towards the 36 credit minimum with their advisor's approval and payment of the difference between special-student and graduate-student tuition.

3. In addition to the foregoing, 36-credit requirement, the Department of Curriculum and Instruction requires its doctoral students to spend at least two academic-year semesters of full-time study here beyond the master's degree level, preferably within a single academic year. For a semester to qualify as full-time, the student must enroll for at least eight credits of graduate course work or research.

B. Minimum Requirement for Courses Taken in the Department

The department requires students to have completed at least 36 graduate credits at UW-Madison during or before the semester in which they take the preliminary examination, and the department specifies these as UW-Madison graduate credits completed subsequent to the Master's degree. At least 18 of these post-Master's graduate credits at UW-Madison must be from the Department of Curriculum and Instruction, all in graduate-level courses numbered 500 and above (excluding *690 Independent Field Work*, *699 Independent Reading*, *990 Research or Thesis*, and *999 Independent Reading*). This 18-credit minimum of post-Master's credits in the department must be satisfied before a student applies to take the preliminary examination.

By the time a Ph.D. student finishes the Ph.D. degree, the Graduate School requires that s/he must have a minimum of 51 graduate credits. Those 51 credits will include the 36 credits taken at UW Madison before the prelim exam, and can include research credits taken as a dissertator and the master's graduate credits taken at UW-Madison or at other accredited universities.

C. Research Methodology Course Requirement

As of Spring 2011, Ph.D. students are required to take at least three research-methods courses—two courses from one research tradition and one from another research tradition—as determined and defined by the student's advisor. This minimum must be satisfied before a student applies to take the preliminary examination.

D. Independent Study

The following summarizes the department's graduate-level independent study, thesis, and dissertation courses:

Course: C&I 990 – Dissertation Research – Intended Audience: Dissertators
No letter grades, must be dissertator, and limited to dissertation research.

Course: C&I 999 – Doctoral Independent Study – Intended Audience: Doctoral Students.

Students need permission from their advisor to register for all of these courses.

C&I 990: Dissertation Research - Credits: 1-12 credits

This course involves planning and conducting dissertation research, as well as writing a doctoral dissertation. It is open to doctoral candidates-- students who have passed their preliminary examination.

The student's advisor will give the student permission to register for a specified number of credits. The amount of academic work required for this course must be in accordance with the Federal Credit Definition. Registering for one credit requires at least 3 hours of academic work per week (or 45 hours per semester), two credits requires at least 6 hours per week (or 90 hours per semester), etc. Registering for 12 credits requires at least 36 hours of academic work per week (or 540 hours per semester).

Preferably prior to registration, the student is expected to provide the advisor with a semester plan. At the end of the semester, the student should inform the advisor of the degree to which the plan has been carried out. Throughout the semester, the student and advisor should regularly meet or otherwise communicate according to a mutually agreed-upon plan.

C&I 999: Doctoral Independent Study - Credits: 1-3

This independent study course is designed for doctoral students. The professor/instructor and student must have a formal agreement (see agreement form, below) describing expectations for the independent study; this agreement includes a written study plan, the number of credits to be earned, the date for completion, and a mutually agreed-upon meeting plan. Both the student and the professor/ instructor should keep a copy of the agreement. The student is responsible for preparing the written study plan in collaboration and agreement with the professor/ instructor. The study plan must include expectations for learning and for student work. If the professor/ instructor approves the plan, the professor/instructor will give the student permission to register for a specified number of credits. The amount of academic work required in an independent study must be equivalent to what would be expected in a conventional course and in accordance with the Federal Credit Definition. One credit of independent study requires at least 3 hours of study per week (or 45 hours per semester), two credits requires at least 6 hours per week (or 90 hours per semester), and three credits requires at least 9 hours per week (or 135 hours per semester).

DEPARTMENT OF CURRICULUM AND INSTRUCTION
GRADUATE INDEPENDENT STUDY AGREEMENT FORM

1. Date:
2. Student's Name:
3. Student's ID Number:
4. Professor's Name:
5. Semester and Year:
6. Course number: 999 (Doctoral)
7. Number of credits (circle one): 1 2 3

(Please note: The amount of academic work required in an independent study must be equivalent to what would be expected in a conventional course and in accordance with the Federal Credit Definition. One credit of independent study requires at least 3 hours of study per week (or 45 hours in one semester), two credits requires at least 6 hours per week (or 90 hours in one semester), and three credits requires at least 9 hours per week (or 135 hours in one semester).

8. Study Plan: PLEASE ATTACH A STUDY PLAN TO THIS FORM

(The student is responsible for preparing a written study plan in collaboration and agreement with the professor /instructor. The study plan must include expectations for learning and for student work.)

9. Meeting Plan:
10. Completion Date:

E. Course Load Requirements

1. In the Department of Curriculum and Instruction, the typical course load is 8-12 credits during an academic-year semester. Most students enroll in 9 credits per semester. During the eight-week summer session, when enrollment is optional, the normal graduate course load is 4-12 credits. Students may register for less than the typical course load, but they may not enroll for more than 12 credits during an academic-year semester without first obtaining prior written approval from their advisor. As described in the next paragraph, the minimum credit load for a graduate student who has not yet become a dissertator is 2 credits.

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 Graduate School's and Department's minimum credit requirements, satisfied the Department's requirement of two full-time semesters, and passed the preliminary examination. **Continuous registration requirement:** Dissertators must register each academic semester for exactly 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. A full program is defined as a minimum of 8 credits per academic-year semester for students who are not yet dissertators, and 3 credits per academic-year semester for dissertators. Likewise, 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 WORK

The department's minimum credit requirement of 36 credits for Ph.D. students can only be satisfied with courses taken as a graduate student at UW-Madison. No course work taken elsewhere will appear on a UW-Madison transcript or count toward this 36-credit minimum. The only exception involves graduate-level course work taken by a UW-Madison graduate student as a Traveling Scholar in the Traveling Scholar Program sponsored by the Committee on Institutional Cooperation (CIC) <www.ci.net/home>. Credits earned by a UW-Madison Ph.D. student as a CIC Traveling Scholar are

posted directly on the student's UW-Madison transcript and, if classified as graduate level, count toward course requirements and the Graduate School's minimum credit requirement.

With program and advisor approval, and payment of the difference in tuition (between special and graduate tuition), students are allowed to count no more than 9 credits of graduate level coursework taken in C&I as a UW Madison Special Student. Credits cannot be more than 5 years old.

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
<<https://grad.wisc.edu/acadpolicy/?policy=changeprogram> >
2. Submit a detailed statement of reasons for doctoral study in the Department of Curriculum and Instruction.
3. Have letters of recommendation sent directly to the Curriculum and Instruction Graduate Program Office from three persons qualified to judge the applicant's academic and professional competence. If a transfer applicant has conferred with a faculty member in the Department about the proposed change of major, it is advisable that one of these should be obtained from that faculty member.
4. Provide *Graduate Record Examination* (GRE) scores less than five years old.
5. Provide a Writing Sample.

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 and procedures for admission.

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 and approved by the student's advisor in C&I. Before a Ph.D. student in Curriculum and Instruction may apply to take the Preliminary Exam, the student must have completed a minimum of 18 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*.

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 an advisor in the Department who approves the student's studies and degree objective in Curriculum and Instruction.

2. The Department requires that any international student who obtained
- a TOEFL IBT Total Score below 92,
 - a TOEFL IBT subtest score below 21
 - an IELTS score below 7,
 - or a MELAB score below 82

take upon arrival at UW-Madison the *English as a Second Language Assessment Test (ESLAT)* <<https://english.wisc.edu/esl/international-students-placement.htm>>, which is administered by UW-Madison's Program in English as a Second Language (ESL) <<http://www.english.wisc.edu/esl/>>. If the Program in English as a Second Language then recommends enrollment in specific ESL courses, the student must enroll in the recommended courses in order to be considered by the department to be making minimal satisfactory progress.

3. 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 The Graduate School's current *Academic Policies and Procedures* <<https://grad.wisc.edu/acadpolicy/>> for Graduate School policies concerning low grades and specifically *satisfactory progress*.

4. *Grades of Incomplete.* The Graduate School considers a student to be making unsatisfactory progress whenever an Incomplete has not been removed by the end of the next academic-year semester during which the student enrolls. If a graduate student in the Department of Curriculum and Instruction has 6 or more credits of Incomplete that have not been removed in this time frame, the Department will block the student's future enrollment by placing a hold on registration. This Departmental hold on registration will be lifted when all of the Incompletes have been removed. Exceptions require a written and date-specific plan from the student, a written appeal from the student's advisor, and approval by the Curriculum and Instruction Graduate Program Chair.

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

5. The following time limits are considered minimal standards for satisfactory 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 admission to the Ph.D. program. Any student may file a request for an extension of time with the Graduate Program Committee provided that the 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 advisor 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 of becoming a dissertator in the Ph.D. program. The Graduate School stipulates that any candidate who fails to take the Final Oral Examination within five years after passing the Preliminary Examination may apply for an extension of the 5-year time limit with his advisor support or be required to retake another Preliminary Examination to be admitted to candidacy a second time.

6. 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.

7. 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 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 advisor 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 dissertation proposal or dissertation 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.

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 advisor 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 advisor, 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 the two ways of meeting this requirement. Courses in C&I may not count toward the minor UNLESS they are part of the Doctoral Minor in Qualitative Methods in Education. For more information about the Doctoral Minor in Qualitative Methods in Education, visit this website: http://website.education.wisc.edu/qrm/?page_id=61

1. **Option A** consists of a Graduate School-specified minimum of 9 credits in graduate courses within a single department or program outside the major department. However, most departments require more than the Graduate School's 9-credit minimum for satisfying the *Option A* minor in their department. With the advice of a Ph.D.-minor advisor, the student develops a program of courses that will satisfy the departmental minor and lists them on the *Ph.D. Minor Agreement Form*, which is available at the C&I Graduate Program Office or on the C&I website. This completed form must be signed by the student's major-department and minor-department advisors, then submitted to the C&I Graduate Program Office.

2. **Option B** consists of a departmentally required minimum of 12 credits in graduate courses in two or more departments.¹ **According to Department policy, C&I students may not include C&I courses as part of an Option B minor.** The student and his/her advisor develop this program. If the basis for thematic consistency in a proposed Option B minor would not be generally recognizable, the student should attach an explanation of it to the *Ph.D. Minor Agreement Form*. The courses comprising the Option B minor are listed on the *Ph.D. Minor Agreement Form*, which must be signed by the advisor and reviewed by the Graduate Program Chair. Introductory courses in professional education, graduate courses taken for initial teacher certification, and Independent Reading 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.

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 area-specific requirements that must be completed prior to the writing of the Preliminary Examination. For example, some areas require specific course work, and some have distribution requirements. Typically, the Preliminary Examination is scheduled when the 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 advisor early in their program.

The examination is prepared and graded by the student's Preliminary Examination Committee, which is chaired by the student's advisor. 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 advisor, 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 Coordinator by the chair of the committee. 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 (ordinarily, two

¹This 12-credit minimum applies to students who commence Ph.D. study in the department after June 12, 2011. A 10-credit minimum applies to students who commenced Ph.D. study in the department before that date.

weeks). An oral examination may also be required. The Graduate Program Chair then notifies the student by letter of the committee's summary evaluation. If the student has passed the examination, the committee members and the Graduate Program Chair sign the preliminary exam warrant and forward it to the Graduate School.

If a student wants more information about the appraisal of his or her Prelim performance, it is usually best if the chair of the Preliminary Examination Committee explains the ratings and interprets the notes made by committee members. If the chair of the Preliminary Examination Committee is unable or unwilling to provide such explanation and interpretation, the Graduate Program Coordinator will provide the student with a copy of the committee's rating sheets.

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 determined by that committee and reported in writing to the student and the Graduate Program Office. 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 admission to the Ph.D. program must apply anew to the Graduate Program Committee for readmission to the Ph.D. program.

Scheduling of the Preliminary Examination

The preliminary examination may be scheduled at any time that is mutually agreed upon by the student, the advisor, and the committee members, so long as the *Application for Preliminary Examination* is submitted a least 3 weeks prior to the start of the exam. However, in the summer session, prelims must be turned in by the student to the committee no later than August 1st. 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 the following semester. 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 Office **a minimum of 3 weeks prior to the examination date** agreed upon by the committee and the student; the graduate coordinator applies for a prelim exam warrant from the Graduate School;
2. completed the course work required in research;
3. completed a minimum of 18 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*;

4. completed a major portion of the course work that has been recommended by the advisor for the doctoral program (usually at least 31-34 credits beyond the master's degree); C&I requires its minimum of 36 UW-Madison credits to have been earned by the end of the term in which the preliminary examination is taken;

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.

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.

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 passed the comprehensive preliminary examination in his/her major field, and the warrant has been filed with the Graduate School.

Continuous registration. All students who have passed the preliminary examination are promoted to *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 obtaining dissertator status. **If a doctoral candidate fails to take the final oral examination within this time limit, Graduate School may require the student to retake the preliminary examination and be admitted to candidacy a second time.** An extension of the five-year time limit requires an academically persuasive request by the advisor and approval by The Graduate School.

E. Dissertation Requirement

The 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 Dissertation Proposal Committee with potential additional advice from other faculty consultants. The purpose of the Dissertation Proposal Committee is to enable the student to make effective use of departmental and University resources in the planning and conduct of his/her research. It is a committee of three or more members with the advisor serving as chair, and it must have a majority of Curriculum and Instruction faculty members.

Dissertation proposal. A detailed dissertation proposal must be approved and filed with the Graduate Program Office **at least one semester prior to the final oral examination and no later than two years after completing the preliminary examination.** The Graduate Program Office can provide a standard cover for the proposal. A completed and approved dissertation proposal is a requisite for embarking upon data collection for the dissertation. Approvals are required from both the Dissertation Proposal Committee and the Education Research Institutional Review Board (IRB), www.irb.wisc.edu/.

Dissertation Preparation. The final draft of the dissertation should follow the specifications provided by the Graduate School in “*Completing Your Degree*”, <http://grad.wisc.edu/currentstudents/degree>.

Effective Fall 2017 Dissertations must acknowledge contributions received from other individuals. The Graduate Faculty Executive Committee (GFEC), the governance body responsible for graduate education policy, has approved changes to the rules that regulate doctoral dissertations at UW-Madison.

Collaboration is already permitted and encouraged; this policy further clarifies current practice. Much scholarly research involves substantial collaboration. In the absence of a specific policy and established practices, questions of student contribution and even plagiarism sometimes arise. Students should feel free to collaborate as appropriate (with faculty, students, and others) to advance their scholarship, but should also be prepared to document the nature of that collaboration to ensure that the dissertation committee can confidently assign due credit to the student whose dissertation is being evaluated.

F. Final Oral Examination

According to The Graduate School’s previously mentioned five-year rule, a doctoral 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 that significant extenuating circumstances have made it impossible for the candidate to meet this five-year time limit, the candidate and his/her advisor may petition the Graduate School for an extension of one year without the necessity of another preliminary examination. Requests for a waiver of the five-year rule require approval in advance by the advisor and The Graduate School. Such requests should be sent directly to the Degree Coordinator at the Graduate School.

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 proposal was approved has begun, (3) all incomplete grades have been removed, (4) the candidate and his/her advisor have submitted a Final Oral Committee Form, and (5) the dissertation draft has been verified by three members of the student’s Dissertation Proposal Committee to be complete enough for the student to proceed to the oral examination.

The Graduate School approves the Examining Committee and issues a warrant. This committee consists of the advisor as chair, and four other members. At least one member of this five-member committee must be from outside the major department. Faculty who have a budgeted appointment in the Department of Curriculum and Instruction may not serve as the outside member of the final oral defense

committee. With approval of the student's advisor and, ultimately, the Graduate School, a qualified person from outside UW-Madison may serve as the fifth member of an Oral Examination Committee. For candidates electing the *Option A* Ph.D. minor, the minor professor is usually asked to serve on the Oral Examination Committee, but it isn't required.

The time and place of the examination are arranged by the advisor. Although the examination is based primarily upon the dissertation, the committee may question the candidate about his/her major and minor fields of study. The Oral Examination Committee, through the advisor, notifies the student and the Graduate Program Office of its decision. The committee members sign the final oral examination warrant, which is then returned to the Graduate School by the student when depositing the dissertation.

The final oral examination may be given at any time during the year, but is administered only on the Madison campus. If the final oral examination is scheduled to occur during an academic year, the continuous registration requirement noted previously means that the dissertator will already be enrolled. However, if the oral examination is scheduled to occur during the summer session, there is an additional requirement that the dissertator be registered for 3 credits 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 depositing the final, approved dissertation 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 the dissertation and abstract that they deposit at the Graduate School because, once the Graduate School approves and accepts it, no further changes are permitted.

Students who wish to participate in formal commencement exercises, which are held in December and May, should inform the advisor and the Curriculum and Instruction Graduate Program Coordinator 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 satisfied with credits in *substantive, graduate-level courses* in Curriculum and Instruction 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.

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 Graduate School for admission to the C&I Ph.D. program.
2. When admitted, obtain an advisor/major professor and plan a program of courses for a major and a minor.
3. Complete the research methodology course requirements approved by the advisor.
4. Complete all Graduate School and Department requirements that are described in the section titled Minimum **Credit and Enrollment Requirements**.
5. Complete the Ph.D. minor requirement.
6. Apply for and pass the preliminary examination.
7. Continuously register as a dissertator.
8. Prepare and obtain approval of a detailed dissertation proposal by a dissertation proposal committee to be filed with the C&I Graduate Program Office at least one semester prior to the final oral examination and no later than two years after passing the preliminary exam.
9. Meet requirements of the Education Research Institutional Review Board (IRB) <<http://www.irb.wisc.edu/>>.
10. Conduct dissertation research, prepare a dissertation and dissertation abstract
11. Submit the Dissertation Committee Confirmation Form and Final Oral Examination Committee Approval Form.
12. Pass the final oral exam within five years of passing the preliminary exam.
13. Deposit the completed dissertation and the signed warrant at the Graduate School for final approval and acceptance.
14. Attend commencement, if desired.

IX. AREAS OF STUDY IN CURRICULUM AND INSTRUCTION

Curriculum Studies & Global Studies

Digital Media

Disciplinary Studies

- Mathematics
- Music
- Science
- Social Studies

Language & Literacies

- English as a Second Language

- Bilingual Education
 - World Language Education
- Multicultural Education, Teacher Education, & Childhood Education

X. LIST OF SUPPLEMENTARY MATERIALS AVAILABLE FROM THE CURRICULUM AND INSTRUCTION GRADUATE PROGRAM OFFICE OR ONLINE

1. Minor Agreement Form
2. Application for Ph.D. Preliminary Examination
3. Cover Page for a Ph.D. Dissertation Proposal
4. Dissertation Committee Confirmation Form
5. Ph.D. Final Oral Committee Approval Form
6. Change of Advisor Agreement Form
7. Everything You Wanted to Know About Dissertator Status but Were Afraid to Ask
8. Options for Dissertation Submission
9. The Graduate School's Academic Policies and Procedures, <https://grad.wisc.edu/acadpolicy/>

**When a Faculty Member Leaves
the Department of Curriculum and Instruction Permanently:
Information Concerning Graduate Students**

In accordance with Graduate School policy (<https://grad.wisc.edu/acadpolicy/#committees>), a C&I faculty member who leaves UW-Madison permanently (e.g., by retiring or taking a position elsewhere) is permitted to continue to do all of the following for a period of one year:

- 1) Advise master's and doctoral students;
- 2) Chair master's and doctoral dissertation committees;
- 3) Serve as a Graduate committee member on master's and doctoral dissertation committees;
- 4) Serve as professor of record for the following courses: 799 and 999 (i.e., master's and doctoral independent studies); and 790 and 999 (i.e., master's projects and theses, and dissertations).

The faculty member may not teach other courses unless re-hired.

At the time of permanent departure, the C&I faculty member is responsible for the following:

- 1) Informing advisees of the departure and explaining relevant Graduate School and department policies. The departing faculty member should discuss with their advisees what role, if any, the faculty member will play in the future; this faculty member has the following options:
 - a) Continue to serve as the student's sole for a period of no longer than one year; or
 - b) Serve as the student's co-advisor along with another C&I faculty member; or
 - c) Step down as the student's advisor and serve as a Graduate faculty committee member for a period of no longer than one year; or
 - d) Step down as the student's advisor or co-advisor and serve in no further capacity

AND

- 2) Providing the Chair of the Graduate Programs Committee and the Graduate Programs Coordinator with a list of all students with whom they will continue to work for a period of one year. The list must specify the capacity in which the faculty member will serve (i.e., sole advisor, co-advisor, committee member).

At the end of one year, the Department of Curriculum and Instruction will remove the name of the faculty member who is leaving permanently from the list of faculty members available to teach the following courses: 799 and 999 (i.e., graduate independent studies); and 790 and 990 (i.e., master's projects and theses, and dissertations). At that point, the permanently departing faculty member may neither serve as sole advisor nor as a Graduate faculty committee member.

A different array of participation options is available:

- a) Co-advise the graduate student and co-chair the master's or dissertation committee along with an active C&I faculty member; or
- b) Serve as a non-Graduate faculty committee member (i.e., an additional committee member beyond the required minimum number of Graduate faculty committee members); or
- c) Serve in no further capacity

At the end of the year just described, if a student is working with co-advisors, the student must enroll for 790, 799, 990, and 999 courses with the active C&I faculty member who is serving as co-advisor.

If the departing advisor agrees to serve as a co-advisor or a committee member, or decides to serve in no further capacity, it is the student's responsibility to find a new advisor (or-co-advisor) as quickly as possible, to complete the paperwork required to change advisors, and to submit that paperwork to the Graduate Programs Office. These actions should be done in a timely manner, and there should be no gap in advising coverage because students who do not have an advisor are automatically dropped from the program.