

Department of Teaching, Learning, and Teacher Education

Doctoral Degree Specializations

- Teaching, Curriculum, and Learning
- Instructional Technology
- Internet-Based Education

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Welcome

The Department of Teaching, Learning, and Teacher Education (TLTE) in the College of Education and Human Sciences (CEHS) offers a variety of courses and programs of study leading to doctoral degrees which can be designed to meet your unique needs and interests. These programs draw from a wide range of courses offered by the graduate faculty within TLTE as well as from those courses offered in other departments across the College and University.

The degrees and specializations offered by TLTE, in conjunction with the Graduate College, are described on page 4. In brief, the degrees and specializations offered are:

- ◆ **Ph.D.** (Doctor of Philosophy). The Ph.D. is designed for students seeking to conduct research in order to generate new knowledge or reform educational theory.
- ◆ **Ed.D.** (Doctor of Education). The Ed.D. is recommended for those whose primary interest is in the application of theory and knowledge to improve educational practice.

Both degrees are available in TLTE's three broad areas of doctoral specializations:

- ◆ **Teaching, Curriculum, and Learning** (TCL) focuses on teaching and learning processes.
- ◆ **Instructional Technology** (IT) focuses on using technology as a learning tool in various educational settings.
- ◆ **Internet-Based Education** (IBE) focuses on using the internet as a platform for teaching and learning.

All three specializations are presently within the Educational Studies doctoral program.

Mission Statement

The Department of Teaching, Learning, and Teacher Education (TLTE) is committed to the preparation and development of educators who possess the understanding, commitment and ability to perform well in their field and to make ethical decisions that support the well being of all citizens and the education profession. TLTE prepares leaders to function effectively as teachers in a variety of settings and engage actively in scholarship and policy making.

Graduate Program Goals

The Teaching, Curriculum, & Learning doctoral specialization is designed to meet the unique experiences and professional goals of each student. Areas of emphasis allow students to work within particular topics, gaining expertise, and developing research strength in a) Curriculum, Teaching & Professional Development, b) Education Policy, Practice, & Analysis, c) Literacy, Language, & Culture, d) School, Society, & Reform, or e) Teaching and Learning with Technologies.

The Instructional Technology doctoral specialization prepares individuals to work in a variety of educational settings and bring expertise to fellow employees and students in effectively utilizing technology as a learning tool. Individuals develop skills and knowledge in learning with technology, faculty and staff development, and skills in the use of hardware and software in the areas of computing, distance learning and networking. This specialization may cover a broad range of topics from the application of technology in K-12 schools at both teaching and administrative levels to the application of learning theory to develop and evaluate technology-based learning materials. The focus of students in this specialization is determined by the needs of the student and the recommendations of the mentor and doctoral committee members.

The doctoral specialization in Internet-Based Education is intended to reflect intensive training and high skill levels of recipient practitioners and researchers in using, developing and studying Internet-based educational systems. Students in this specialization will learn and apply research skills, learning theory, instructional design, evaluation, and advanced methods for developing technologies to the creation and study of Internet-based educational resources. Graduates of this specialization can be expected to provide new knowledge and apply theory and research in areas such as distance education, instructional materials development, design and delivery of internet-based instruction, online assessment and evaluation, and online data driven educational management and decision-making.

In summary, your TCL or IT or IBE program is tailored to build on your previous professional, experience, academic background, and professional goals, and to fulfill the degree requirements of the Graduate College and the University of Nebraska-Lincoln. A more detailed description of each component of these doctoral programs is presented in this handbook.

Degrees Offered

The Teaching, Curriculum, and Learning specialization, the Instructional Technology specialization, and the Internet-Based Education specialization sponsored by TLTE offer both Doctor of Education (Ed.D.) and Doctor of Philosophy (Ph.D.) degrees. The choice of degree will be based on your professional experiences and professional goals.

Doctor of Education

A person pursuing a Doctor of Education degree is primarily interested in investigating the application of theory to improve education. The program emphasis is on developing decision-oriented inquiry skills, in which the educator applies theory and knowledge to the solution of educational problems. The person holding a Doctor of Education degree is a practitioner of education whose practice is drawn from a highly developed, scholarly study of educational theory complete with skills of analysis which permit direct application of that theory.

Doctor of Philosophy

A person pursuing a Doctor of Philosophy degree is primarily interested in conducting research for the purpose of generating new knowledge or reforming existing educational theory. Although results of research conducted may result in the improvement of teaching, the principal goal of a Ph.D. student is in the development of theoretical knowledge. Therefore, a Ph.D. program will contain a strong set of research tools in addition to coursework and adjunct educational experiences.

Mentorship

A mentor is a faculty member who will serve as academic advisor, lead doctoral seminars, and guide your research and academic activities. The mentor should hold academic and research interests similar to yours, have graduate faculty status, and be one with whom you can work with confidence.

Your program of study must consist of courses and experiences to fulfill your goals in the areas of emphasis, common studies, multicultural/global perspectives, research, teaching and service. However, the mentorship model assumes that the individual doctoral supervisory committee, chaired by the mentor, is best equipped to know the needs of individual doctoral students. As such, the curriculum requirements set by the graduate faculty of these programs have been held to a minimum, and your program of study will be individually designed to assist you in reaching your goals.

Brief Overview of Degree Requirements

Doctoral degree requirements are described on pages 10-20. In brief, these requirements include:

Areas of Emphasis Currently Offered

Areas of emphasis (which do not appear on transcripts or diplomas) currently supported by faculty in TLTE are listed online. Examples of common areas of interest include curriculum studies, middle level education, second-language acquisition, educational policy and practice, teacher development, and subject areas such as math, science, social sciences, and literacy.

Number of Hours

The minimum amount of graduate credit for the Ed.D. or Ph.D. program of study is 90 graduate hours. Most programs, however, will go beyond the minimum number of hours required in order to accommodate the goals, experiences and career aspirations of each doctoral student.

Time and Residency Requirements

The time limit on completing the Ph.D. or Ed.D. degree is **eight years** from the time of filing your program of studies in the Office of Graduate Studies. For a student beginning a doctoral program in the University of Nebraska system, the residency requirement is typically 27 hours of graduate work within a consecutive 18-month period or less.

Supervisory Committee

A supervisory committee consists of at least four faculty members with graduate status. At least half of the committee must be affiliated with TLTE. The chair of the Supervisory Committee must have graduate faculty status. At least one graduate faculty external to the academic department or specialization in which the doctorate is to be granted must be included on the committee responsible for supervising your doctoral program of studies.

Common Studies and Research Tools

A core of common competencies is required of all doctoral students. This requirement recognizes that all doctoral students are involved in an area of emphasis which is bound together by a core of knowledge and skills; they are expected to function within the values of a democratic society; and they must learn to interact with one another in the common cause of their field of study.

Research Proficiency

At least 10-20 credit hours are required within the Common Studies block of courses. Demonstration of research proficiency occurs in the defense of the dissertation or field investigation at the conclusion of the doctoral program.

Doctoral Seminar

Two doctoral semesters (in sequence) (TEAC 995, 3 credit hours each) are required of all TCL, IT, and IBE students.

Comprehensive Examination and Admission to Candidacy

When your program of courses is substantially completed, comprehensive examinations covering the appropriate field of study and related subjects will be administered. These examinations will thoroughly test for an understanding of the field of knowledge designated by you.

Portfolio Requirement

Students in the Instructional Technology and Internet-Based Education specializations are required to complete a written portfolio in conjunction with the comprehensive examination. The portfolio contains both narrative and artifacts that demonstrate the achievement of program goals. A personal plan for completion of the portfolio is developed concurrently with the program of studies. The acceptance of the portfolio is determined by the Supervisory Committee.

Candidacy

When you have passed the comprehensive examination and satisfied language and research tool requirements of your approved program, your supervisory committee will recommend to the Office of Graduate Studies your admission to Candidacy. It is your responsibility to file the application for candidacy at least seven months prior to your final oral examination (dissertation defense).

Dissertation

There is no fixed length for the dissertation or field investigation. The Ph.D. dissertation should demonstrate technical mastery of your field and modify or add to the theoretical knowledge base. Ed.D. dissertations should demonstrate your competency in applying sound research strategies to the theoretical or applied problems anticipated in your future career.

Oral Exam

A final oral examination (dissertation defense) is conducted by the supervisory committee after your studies have been completed and the dissertation has been approved by your reading committee. The committee determines the character and duration of the examination.

Applying to the Doctoral Program

Admission Criteria

The Teaching, Curriculum, and Learning; the Instructional Technology; and the Internet-Based Education specializations (within the EDUS doctoral program) seek to educate scholar-practitioners who will affect educational progress in local, regional and national settings. Students who desire admission to these doctoral specializations must be intellectually able and committed to the ethical examination of educational issues. One of the intentions of these specializations is to develop a diverse faculty and student community that engages in intensive studies of contemporary issues from diverse perspectives. Such diversity and the resulting exchange of views enriches the experiences of all.

In seeking admission to one of these doctoral specializations, you will need to complete an application file for the TLTE Graduate Studies Office. Students who are fully admissible will meet the following criteria:

1. Undergraduate GPA: minimum of 3.0 on a 4.0 scale. Graduate GPA minimum of 3.75 on a 4.0 scale.
2. Test scores: 50th percentile on each of the Verbal, Quantitative, and Analytical sections of the GRE taken in the past five years (and for foreign students a TOEFL score of 79).
3. Professional experience: a minimum of two years as an educator in school or non-school settings.
4. Fit between the applicant's goals/interests and the department's ability to address those goals/interests.
5. Mentorship: Doctoral applicants are not required to identify a mentor in the application process. They may identify a mentor preference, and be assured that this choice will be given full consideration. Complete files will be made available to all faculty to access and provide feedback to the reviewing committee and identify interest in assuming an advising role/supervisory committee member role. The review committee will make a judgment as to admittance and potential mentors, and the final decisions will be made in consultation with the graduate committee. Proposed mentors will examine successful doctoral applicant files and confirm that they are willing to assume the role before confirmation letters are forwarded to newly accepted doctoral students.
6. Evidence of writing abilities.

No one criterion is more important than another. The application file is reviewed as a total package.

Admission Procedures

NOTE: *It is important that every doctoral applicant not only know the steps in the application process but also take responsibility to see that each step is successfully completed by established deadline dates. Your application file, including official GRE scores and transcripts, must be complete in the TLTE Graduate Support Office by **February 15** for consideration for the Fall term; **October 1** for consideration for the Spring term.*

1. Complete the UNL Graduate Studies online application at www.unl.edu/gradstudies and pay the requested application fee directly to the Office of Graduate Studies. Indicate in Part 2 (Academic Information) "Proposed Study" the major department code for your desired doctoral program EDUS (TCL), EDUS (IT), or EDUS (IBE).
2. Request the registrar of each college or university you have attended to send two official transcripts directly to the UNL Office of Graduate Studies, 1100 Seaton Hall, Lincoln, NE 68588-0619.
3. Request Educational Testing Services (ETS) to send GRE and TOEFL (international students) directly to UNL Graduate Studies.
4. Complete the departmental application available on the TLTE web site at <http://cehs.unl.edu/tlte>. Submit the department application and the following necessary department application materials to TLTE Graduate Committee, Department of Teaching, Learning, and Teacher Education, 118C Henzlik Hall, Lincoln, NE 68588-0885:
 - a) Vitae/Resume
 - b) Essay: An autobiographical statement (suggested length: 3-5 pages). Discuss your professional career to date, highlighting experience, philosophies, goals, service (leadership, productivity and contributions to your profession), and the role of research in your area of specialization. In addition, address your reasons for wanting a doctorate and what you are looking for in a doctoral mentor.
 - c) Printed materials, (e.g., articles or grants) written by you would be appropriate.
 - d) Three letters of recommendation, at least one of which addresses your "scholarly" ability (ability to do quality graduate work).
5. Only completed application files will be reviewed. Following the review process, you will be informed in writing of the admission decision.

Application Decision

If you are accepted into the program, a letter will be sent to you as to your standing within the department and instructions to contact your mentor to establish the Supervisory Committee and prepare a doctoral Program of Study.

Faculty and their areas of active scholarship are listed online at <<http://cehs.unl.edu>>. Contact the Graduate Chair of TLTE for the availability of mentors in areas not currently listed.

Financial Aid

A limited number of graduate assistantships are available to support graduate studies for TLTE doctoral students. After you have been accepted to a doctoral program and if you would like to be considered for an assistantship, you must apply to the Chair, TLTE, 118 Henzlik Hall, Lincoln, NE 68588-0355, (402) 472-2231. Graduate assistantship applications must be received by February 15 for the following academic year. In addition to a stipend, graduate assistantships often include health benefits and tuition remission. Available assistantships and fellowships are listed online at <<http://cehs.unl.edu>>.

Planning the Doctoral Program

Meeting with the Advisor

You should meet with your advisor immediately following notification of acceptance. Together, you and your advisor will select the supervisory committee.

Supervisory Committee

A supervisory committee consists of at least four faculty members with graduate status. At least half of the committee must be affiliated with TLTE. The chair of the Supervisory Committee must have graduate faculty status. This committee must be established, through submitting the Appointment of Supervisory Committee form, before you have completed 45 hours exclusive of language and/or research tools.

This Graduate Faculty who have been appointed to Emeritus status may co-chair the supervisory committees of doctoral students with a resident Graduate Faculty member. (All professors on the examining committee must either be on the Graduate Faculty or be non-Graduate Faculty approved to perform specified Graduate Faculty duties.) At least one Graduate Faculty member external to the academic department or area in which the doctorate is to be granted must be included on the committee responsible for supervising the student's doctoral program of studies. The representative of the minor department on the committee may serve as the outside representative. The supervisory committee is appointed on the recommendation of the Graduate Committee in the student's major. The establishing of supervisory committee is based upon the students:

1. Demonstrated ability in the fundamental subject matter of his/her major field, and
2. Professional promise. The minor or related fields, if applicable, will be represented on the committee.

If the chair of a Ph.D. supervisory committee leaves the employ of the University, or retires, the Office of Graduate Studies must be notified immediately and a change in the supervisory committee made as follows:

- a) If the student has already achieved Candidacy, the former chair who has left the employ of the University may be permitted to continue as co-chair of the supervisory committee, with the concurrence of the departmental Graduate Committee and the UNL Dean of Graduate Studies. A second co-chair must be appointed who is a resident Graduate Faculty member.
- b) If the student has not yet achieved Candidacy, a new chair of the supervisory committee who is a resident Graduate Faculty member must be appointed immediately, with the concurrence of the departmental Graduate Committee and the UNL Dean of Graduate Studies.

If a member of the supervisory committee other than the chair leaves the employ of the University, or retires, a replacement should normally be appointed who is a resident Graduate Faculty member. In certain circumstances where a special and needed continuing expertise is involved and the staff member is willing to continue serving, he/she may continue as a member of the supervisory committee, with the approval of the departmental Graduate Committee and the UNL Dean of Graduate Studies.

Occasionally a doctoral student's supervisory committee may believe that the participation of a graduate faculty member from another university would enhance the quality and direction of the dissertation. Faculty from other universities with special expertise may be enlisted, with the approval of the Graduate Dean, to serve in a courtesy association on the supervisory committee of a doctoral candidate. Such individuals would serve without official vote but would be empowered to sign the dissertation approval document and be duly acknowledged by the student in the dissertation.

Program of Studies

Within three weeks of its appointment the supervisory committee will meet to designate and subsequently to file in the Office of Graduate Studies a complete program of studies, including any language or research tool requirements, and the general area of research for the dissertation. Your program of study must conform with one of the following plans:

1. The student chooses a major from the list of approved doctoral programs. At least half of the graduate work, including the dissertation, will be done in this field. The remaining work, subject to the approval of the supervisory committee, may include either:
 - e) supporting courses in the same or in related departments, or
 - f) a minor field of study outside of the major department. The minor must include at least 16 semesters hours with 6 hours in courses open exclusively to graduate students (900 level or 800 level without 400 level or lower counterparts). It may be taken in any department which has been approved to offer a major leading to a masters degree. In addition, the minor for the Ph.D. may, in certain departments, be completed in a subdivision of the administrative department. Approved fields of study, which may be selected with each administrative department, must be approved by the Graduate Council for use as a minor and are indicated in this bulletin in the sections of the programs for the respective departments.
2. The student may select a field of study which integrates material offered in two or more departments without meeting the specific major requirements as outlined under 1. Such a program of study must be in an approved interdepartmental area for which a special area Graduate Committee representing the departments concerned has been appointed by the Dean of Graduate Studies.

The committee is not obligated to accept credits beyond the masters degree which were completed prior to its appointment. At least half of the total program of courses and dissertation research must be completed following submission of the program to the Office of Graduate Studies. Any subsequent change in the program or in the dissertation topic is approved by the supervisory committee and the action reported to the Office of Graduate Studies.

The minimum amount of graduate credit is 90 semester hours, including a dissertation. Not fewer than 45 semesters hours must be completed at the University of Nebraska after the filing of the program of studies. The Ph.D. program will normally include a minimum of 12 hours and a maximum of 55 hours of dissertation research. The time limit on granting the doctoral degree is eight years from the time of filing the student's program of studies in the Office of Graduate Studies.

Transfer Credit

Any graduate credit beyond the masters degree earned at a campus other than UNL, UNK, or UNO and taken at an institution having NCATE accreditation for either the educational specialist or doctoral degree may be accepted to apply on your doctoral program. No fewer than 45 graduate credit hours must be completed at the University of Nebraska-Lincoln after the program is filed at the UNL Graduate Studies Office.

The doctoral supervisory committee is empowered to accept or reject courses taken prior to approving your program of study. The primary function of the doctoral supervisory committee is to design a quality program that meets your needs and to provide assistance to you throughout your degree program, culminating the final presentation of your completed dissertation.

Language and Research Tool Requirement

There is no uniform requirement for UNL Graduate Studies, however, certain departments have specific research tool requirements and/or language requirements, which are explained in the sections of this bulletin describing the program in the department or interdepartmental area.

Prior to the admission to Candidacy and at least seven months before the final oral examination the student must have satisfied the language and research tool requirements for their department as noted in the bulletin.

Research Proficiency

At least 10-20 credit hours are required within the Common Studies block of courses. Demonstration of research proficiency occurs in the defense of the dissertation or field investigation at the conclusion of the doctoral program. To accomplish this task, research tools needed should be determined within the dissertation proposal and approved by the supervisory committee. Research proficiency can be obtained through research courses in statistics, research design, TEAC courses that focus directly on research, and education research courses. For an Ed.D. program, research courses will appear within the body of the program of studies memorandum and may be repeated in the research tools portion if desired by the committee. For a Ph.D. program, research courses may appear within the body of the program; however, there must be six (6) hours of research tools not listed in the body of the program that are listed in the research portion of the course memorandum.

Doctoral Seminar

Two doctoral semesters (in sequence) (TEAC 995, 3 credit hours each) are required of all TCL, IT, and IBE students. There are different seminar models. Each seminar model, however, is responsive to the strengths of the graduate faculty and the specific needs of graduate students enrolled.

Dissertation

The minimum number of dissertation hours for an Ed.D. program is 12 while the minimum number of dissertation hours for a Ph.D. program is 15. However, the usual range for an Ed.D. is 12-15 credit hours and the range for a Ph.D. is from 15-20 credit hours. Committee decision as to the number of research hours required will be individualized, based on program needs and goals.

A sample of the distribution of programs hours follows:

| | Ed.D. | Ph.D. |
|---------------------------------|-------------------|-------------------|
| Masters Degree | 36 credits | 36 credits |
| Doctoral Seminar | 6 credits | 6 credits |
| Area of Emphasis | 20 credits | 18 credits |
| Common Studies & Research Tools | 18 credits | 12 credits |
| Dissertation | 15 credits | 18 credits |
| Additional Research Tools | | 9 credits |
| TOTAL | 95 credits | 99 credits |

Completing the Doctoral Program

Advisor

A central aspect of a doctoral program is the working relationship between you and your mentor. You are expected to maintain regular contact with your advisor. The frequency and type of contact expected by you and your mentor should be established early in the doctoral program. Failure to maintain contact could result in the termination of your program.

Supervisory Committee

It is recommended that you also maintain some form of contact with your supervisory committee.

Changing the Supervisory Committee

Many factors enter into the selection of an advisor and doctoral supervisory committee members: the faculty member's research interests and background, style of mentoring students, availability, and her or his compatibility with the student are important considerations. There is no expectation that faculty selected to provide early guidance will necessarily guide you throughout your graduate program. Moreover, there is no expectation that you have only one faculty member with whom you are working closely in research. Some students may work closely with more than one faculty.

Changes may be made as a student's interest and foci change. First, students should initiate a discussion with their advisor and, second, discuss proposed changes with any other involved faculty before a change is formally requested. Students should feel free to discuss these matters with the Chair of the Graduate Committee and/or the Department Chair. Keep in mind that appropriate times to assess whether changes to the committee are warranted are at the completion of coursework, prior to comprehensive exams, and prior to developing a research proposal for dissertation research. All committee changes should be documented and filed, informing the Department Administrative Assistant of changes to your committee. These will be forwarded to the Graduate College for approval.

Time and Residency

The Office of Graduate Studies has established a residency requirement for the purpose of ensuring that the doctoral program should be reasonably compact, continuous, and coherent; and that a substantial portion be in fact done at and under close supervision by the University. The residency requirement is part of the student's approved program.

For a student beginning a doctoral program in the University of Nebraska system with a bachelors degree, the residency requirement for the Ph.D. is 27 hours of graduate work within a consecutive 18-month period or less, with the further provision that 15 of these 27 hours must be taken after receiving the masters degree or its equivalent.

For a student who transfers to the University of Nebraska system with a masters degree from another institution, or who takes a break in their graduate work at Nebraska between the time the masters degree is awarded and the time they start work on a doctoral program, the residency requirement for the Ph.D. is 27 hours of graduate course work (excluding dissertation hours unless approved the Graduate Dean) within a consecutive 18-month period or less.

For 1) a member of the University staff who is engaged at least half time in instruction or research in their major area, or 2) a person employed in their major field, the residency requirement is 24 credit hours of graduate work within a consecutive two-year period with the further provision that they take at least 12 of these after receiving the masters degree or its equivalent. For important restrictions, see "University Staff Exemption" on page 10 of the Graduate Bulletin.

Not more than one-third of the work for residency or 9 hours total credits may be taken during the summer sessions.

In exceptional circumstances, where it is clear that the purpose of residency will be fulfilled although the above formal conditions are not met, the student's supervisory committee may, with the approval of the Dean of Graduate Studies, designate an alternative procedure for satisfying the residency requirements.

A minimum of three full years of graduate study is normally required to complete a program for the degree of doctor of philosophy. Neither the courses taken nor the time spent in study determines the granting of the degree. It is given primarily for high attainment in some special field of scholarship and for demonstrated power of independent research in a subdivision of this field.

The time limit on granting the doctoral degree is eight years from the time of filing the student's program of studies in the Office of Graduate Studies. The Supervisory Committee will determine what course work taken prior to filing of a program of studies, including hours earned toward the masters degree(s), will be accepted as part of the 90 hour program. The Committee is not obligated to reduce the doctoral program of studies by applying all course work taken toward a previously earned masters degree(s). Prior course work should be assessed in relation to its contribution to framing a research foundation for the doctorate. Each course accepted must be determined to be current and relevant in relation to the desired degree.

Students who have earned a previous doctoral degree at any institution, including the University of Nebraska, may seek additional doctoral degrees. The subsequent doctoral degree(s) may be in the same discipline as the previously earned degree(s), or in a different discipline. However, no graduate credits will be accepted as transfer credit toward a subsequent doctoral program if the course work has been applied toward a previously completed doctoral degree at any institution, including UNL. Course work applied toward a previously earned masters degree may be considered for transfer to a subsequent doctorate at the discretion of the Supervisory Committee.

Changes to Program of Study

Once a Program of Study has been filed with Graduate Studies, any changes in your doctoral program must be approved by your supervisory committee. The supervisory committee may waive their rights to accept/deny minor changes when the Program of Study has been agreed upon. In such cases, your advisor will accept/deny minor changes. It is your responsibility to complete a Change of Program form, attain the necessary signatures and submit the form to the Graduate Chair in Teaching, Learning and Teacher Education.

Institutional Review Board

Research activities involving human subjects may not be conducted at the University of Nebraska-Lincoln (UNL) unless the research activities have been reviewed and approved by the appropriate board or committee. The Institutional Review Board (IRB) review projects involving human subject research and the Institutional Animal Care and Use Committee (IACUC) reviews the use of animals in research. These reviews are in accordance with Federal regulations and UNL assurance documents to the Office of Protections from Research Risks (OPRR). Note that the IRB and IACUC will not review projects already in progress; approval must be secured prior to the initiation of the research. The Research Compliance Assurance Form can be obtained at www.unl.edu/research; the completed form must be submitted at the time the final version of the thesis or dissertation filed.

Comprehensive Final Examination

When a student has substantially completed studies in the doctoral program, he/she must pass a written comprehensive examination, in major and minor or related fields. The written comprehensive examination is not a repetition of course examinations but is an investigation of the student's breadth of understanding of the field of knowledge of which their special subject is a part.

At the discretion of the supervisory committee, the student may also be required to pass an oral comprehensive examination. The oral examination may include the minor or related fields in addition to the major field of study. The supervisory committee arranges for written or oral examinations.

As soon as possible after the supervisory committee has graded the comprehensive examination, it shall convene to prepare a report to the Office of Graduate Studies on the results of the examination. When the student has passed the comprehensive examination and satisfied language and research tool requirements of her/his approved program, the committee will recommend to the Office of Graduate Studies the doctoral student's admission to Candidacy by filing the Application for admission to Candidacy for the doctoral degree, noting the dates of completing the comprehensive examination and completing the comprehensive examination and language and research tool requirements. The application must be filed **at least seven months prior** to the final oral examination (dissertation defense).

Following admission to Candidacy the student must register for a least one credit hour during each academic-year semester until he/she receives the doctoral degree, even if the student has already met the total dissertation hours on their approved program of study. Failure to register during each academic-year semester will result in termination of the program of study.

NOTE: Should the Supervisory Committee determine the student has failed the comprehensive examination, a letter must be submitted by the chair of the supervisory committee to the Dean of Graduate Studies stating the conditions under which the student may attempt another examination, or part thereof, not earlier than the following academic term. Typically, but upon the discretion of the supervisory committee, only two attempts to pass the comprehensive examination will be permitted.

Candidacy

When your program of courses is substantially completed, comprehensive examinations covering the appropriate field of study and related subjects will be administered. These examinations will thoroughly test for an understanding of the field of knowledge designated by you. If you fail the comprehensive examination, another attempt to pass such examination may not be made in the same academic term.

You formally become a candidate for the Ed.D. or Ph.D. degree when a report attesting to the passing of the comprehensive examinations and the completion of research tool requirements has been filed at least seven months prior to the final oral examination. If the term of candidacy is extended beyond three years, you must pass another comprehensive examination. Following admission to candidacy you must register for courses/credit during each academic-year semester until you receive the doctorate. Failure to register during each academic-year semester will result in termination of candidacy.

Dissertation

There is no fixed length for the dissertation or field investigation. The Ph.D. dissertation should demonstrate technical mastery of your field and modify or add to the theoretical knowledge base. Ed.D. dissertations should demonstrate your competency in applying sound research strategies to the theoretical or applied problems anticipated in your future career.

The doctoral dissertation and the abstract must be approved by the reading committee (a subset of your supervisory committee) prior to application for the final oral examination. Each candidate must also submit an abstract of the dissertation or field investigation. The abstract must not exceed 350 words, including title.

The dissertation and abstract are passed by a reading committee of two members from the supervisory committee, excluding the chair/co-chair. The manuscripts must be presented to members of the reading committee in time to permit review and approval.

It is the student's responsibility to file a copy of the dissertation or field study, a copy of the abstract, and the application for the final oral examination with the Office of Graduate Studies at least three weeks before the date of that examination for preliminary review. A copy of the dissertation or report of the field investigation must be given to each member of the supervisory committee, other than the members of the reading committee, at least three weeks before the oral examination.

The dissertation and abstract must be typed and double-spaced. Acceptable type includes a dark print from a letter quality printer or black ribbon copy from a typewriter. The margins should be at least one-and-one-half inches (1.5") at the left and one-inch (1") on each of the three other sides. If plates or folded tables are included, they should have exactly the same margins as the text, or should be folded to come within them. Footnotes should be single-spaced and placed at the bottom of the page to which they pertain unless special instructions are given by the major department. **All final copies must be either printed or copied on 20 lb (minimum) white, 25 percent (25%) rag content watermarked bond paper not designed for easy erasure.**

Following the successful completion of the oral examination, the student should submit **two** final unbound copies of the dissertation (including abstract), two additional copies of the abstract, and two extra title pages to the specialist for doctoral programs in the Office of Graduate Studies, 1100 Seaton Hall. The doctoral specialist will also check for completed and signed final forms.

Only abstracts/dissertations that meet all published requirements can be approved and stamped for depositing in 318 Love Library. The student must also present to the Dean of University Libraries a signed agreement for the publication of the abstract and microfilming of the dissertation.

Before the degree is granted, each Candidate pays a binding fee and a fee to cover the cost of microfilming the entire dissertation or field investigation and of publication of the abstract in *Dissertation Abstract International*.

Final Exam

The final oral examination (dissertation defense) is conducted by the supervisory committee after your studies have been completed and the dissertation or field investigation approved by the reading committee. The committee determines the character and duration of the examination.

The final examination for the doctoral degree is oral and open to members of both the University community and the public. During the dissertation presentation and general questioning all persons may be present. However, at the end of the public hearing there will be a closed questioning portion of the examination where all persons except the Candidate, doctoral supervisory committee, and invited faculty must be excused. It is given by the supervisory committee after the Candidate's studies have been completed and the dissertation accepted. The committee also determines its character and length. The examination may be devoted to the special field of the dissertation or to the candidate's general knowledge, or it may be designed to test judgment and critical powers.

The final oral examination for the Ph.D. will not be scheduled unless the chair of the supervisory committee and at least two other members of the committee are available for the examination. Exceptions may be made only by permission of the Dean of Graduate Studies. In any event, the supervisor of the dissertation must have seen and approved the completed dissertation before the examination will be scheduled.

The final oral examination over the dissertation may be waived only with the unanimous consent of the supervisory committee. The committee reports the results of the final oral examination or the reason for its waiver to the Office of Graduate Studies.

In the event that members of an oral examining committee are not unanimous regarding passing a Candidate, the student is to be approved for the degree if only one examiner dissents. However, in each case, the dissenting member of the committee will be expected to file a letter of explanation in the Office of Graduate Studies.

If a student fails to pass the final oral examination for an advanced degree, his/her committee must file a report on the failure in the Office of Graduate Studies and indicate what the student must do before taking another examination. Another examination may not be held during the same semester or the same summer session in which the student failed.

Summary of Procedures for Doctoral Program

1. The student meets with her/his doctoral mentor to establish a committee (see Graduate College requirements), develop a personalized program of studies, and outline practicum experiences.
2. The student's committee meets to review and approve a program of studies and the practicum experiences. Residency requirements are established. (See current Graduate Bulletin for details.)
3. Two semesters of doctoral seminars (TEAC 995, 3 credit hours each, in sequence) are required of all students. There are many models, but each specific seminar will be responsive to the strengths of the graduate faculty and the specific needs of the graduate student.
4. The established program is completed, printed out, signed, and forwarded to the Graduate College. An absolute minimum of 45 hours approved by the committee needs to be completed after the program is filed.
5. The student reports to the advisor on a regular basis regarding his/her progress.
6. The student completes the coursework and practicum experiences.
7. A written comprehensive examination must be passed at least seven months prior to the oral examination (dissertation defense).
8. Application for candidacy form must be filed following successful completion of written comprehensive examination. Continuous registration during fall and spring semesters is required after candidacy is attained.
9. The candidate completes the dissertation. The "Guidebook for Preparing Thesis or Dissertation" is available in any CEHS Graduate Support Services office.
10. The dissertation is sent to a two-person reading committee (6 weeks prior to oral exam) appointed by chairperson.
11. The date for the oral examination is set. The oral examination may be waived at the discretion of the committee.
12. Two copies of approved dissertation, four copies of an abstract not to exceed 350 words, and application for Oral Defense of Dissertation (or request for waiver) must be filed in the Graduate College at least three weeks before the final oral examination.
13. The dissertation proposal is developed with the guidance of the mentor and must be approved by members of the committee.
14. The oral examination is held.
15. Each doctoral student must pay the abstract fee and binding fees (for two copies of the dissertation). University Microfilms will apply for copyright in the name of the author, if authorized. If copyright is requested, there is an additional charge. These fees, which are subject to change, are payable to the Cashier after the copies are deposited in Love Library.
16. As the final step following payment of fees, the student should take the Final Report on Doctoral Degree form, with proof of payment, to the Office of Graduate Studies, 1100 Seaton Hall.