

THE PROGRAM OF STUDY GUIDELINES FOR THE DOCTOR OF ARTS

I. Components of the Program of Study

Students in the Higher Education program pursue a curriculum that combines advanced course work in their chosen field (knowledge area) with the core courses. Each student works with a faculty advisor from both knowledge area and the Higher Education Program to develop a written program of study that encompasses a minimum of 60 credits beyond the master's degree. The program of study includes the following:

- 24 credits minimum in the knowledge area;
- 18 credits in the education core;
- Students must take 601, The Community College, first; and two core courses each academic year until they complete the core requirement;
- 6 credits in the Internship;
- 12 credits, total, in the Doctoral Proposal (CTCH 998) and Dissertation Writing (CTCH 999) courses;
- Students may transfer graduate credits from other universities, provided those credits were earned after completing the master's degree and no earlier than six years to prior admission to the program;
- Students may not complete more than 6 credits in the program via independent study; without permission of the Director.

II. Developing the Program of Study

Students must submit a program of study before the end of the second semester they are admitted. The student draws up a written program of study with the guidance of the knowledge area advisor. After meeting with the knowledge area advisor and an agreement is reached on what courses the student will take, the student completes a program of study and signs it. The knowledge area advisor and Director of the Higher Education program sign the program of study; the document is kept on file at the Higher Education office. Copies of the program of study are sent to the student and the knowledge area advisor.

III. Changing the Program of Study

Students may change their programs of study with the consent of their knowledge area advisor and the Higher Education Director or Academic Director. All changes are to be noted on the "Request for Modification of Program of Study" form. Once the form has been signed by the knowledge area advisor, the student submits it to the Higher Education for approval. Once signed by the Director, the form will be regarded as an amendment to the student's initial program of study. Changes in the education core courses need not be approved by the student's knowledge area advisor.

IV. The Program of Study and Advancement to Candidacy and Graduation

When the doctoral student has satisfactorily completed

- all knowledge area course work,
- all education course work,
- the Internships,
- comprehensive examinations in both the knowledge area and the education core,
- a signed dissertation proposal,

the student may be Advanced to Candidacy. At this time the Program of Study is sent to the Dean's office along with the student's transcripts. These two documents must match. They are held until the student is ready to graduate, when the documents must match the courses listed on the Graduation Application.