



## **Ed.D. in Educational Studies Policies and procedures**

### ***Governance***

All significant decisions are approved by the Doctoral Committee, elected by STE faculty.

The Committee's membership: Sidorkin (Chair), Silverman, Opitz, Walker, Milian, Bartelheim, Fertig.

### ***Admissions***

Admissions to the program are year-around. To qualify for a graduate assistantship, the application must be submitted by March 1 of the previous academic year. The admission process consists of the following steps:

1. An informal preliminary interview with PC, who will try to match applicant's interest with those of STE faculty. PC may or may not recommend applying.
2. An informal interview with an STE faculty member willing to serve as the initial academic advisor. Faculty member may or may not recommend applying.
3. The formal application through Graduate School's Admissions; the application includes three letters of recommendation.
4. The Doctoral Committee votes to admit the applicant, and if an assistantship is requested and available, on the assistantship award.
5. The Committee appoints the Academic adviser who may or may not later become the Dissertation Chair/research Advisor. Academic advisor must have graduate faculty status.

### ***Graduate Assistantships***

1. Assistantships are awarded on a competitive basis, and are subject to funding availability.
2. Renewal of an assistantship is likely, but not guaranteed
3. No doctoral student may be on assistantship for more than 3 academic years.
4. A full time graduate assistantship funded through STE will include 9 hours of teaching (one class), and 7-11 hours of research, depending on funds availability. Assistantships funded by grants or external sources may have different work assignments.
5. A half-time assistantship includes half tuition waiver and requires 10 hours per week of teaching/research obligations.
6. The first teaching assignment has to be supervised by a full time STE faculty.

### ***Course work planning***

By the end of the second semester, a student must complete and approve the STE Tentative Coursework Plan and OGS Degree Plan. All changes must be approved by academic advisor and filed with PC and Graduate School Office.

### ***Comprehensive exams***

1. All coursework must be completed before taking comprehensive exams. The written portion of Comprehensive exams will be held in the in-house or take-home format, as determined by the dissertation committee. Four questions will be forwarded by the Dissertation Committee members.

- a. The in-house exam will take place in two consecutive days, two questions each day. Normally, a student will be allowed 3 hours per each question; this time limit may be increased for ESL students and students with documented disability. No internet access or notes will be allowed.
  - b. The take-home exam will take no longer than 4 weeks.
2. The Oral portion of the comprehensive exam will be scheduled and administered according to UNC Graduate School regulations.
3. The written portion of a comprehensive exam must be an example of original writing. Papers written for classes may not be re-used in whole or in part for the comprehensive exams.
4. Students are discouraged to schedule Comprehensive exams, Proposal hearings and Dissertation defenses during Summer, when most faculty do not have contractual obligations. All members of the dissertation committee must be consulted to approve such actions.