

TEACHERS COLLEGE – COLUMBIA UNIVERSITY

OFFICE OF DOCTORAL STUDIES

**REQUIREMENTS FOR THE DEGREE
OF DOCTOR OF EDUCATION (COLLEGE TEACHING
OF AN ACADEMIC SUBJECT)**

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NOTE REGARDING DEGREE AUDIT

Degree Audit is available for doctoral students to track both academic and administrative requirements for graduation. Please see the ODS website for the doctoral degree audit guidebook.

Responsibilities of Students

Students are expected to show initiative and responsibility in completing the requirements for the degree. When notified by the Office of Doctoral Studies, students should obtain the latest revision of the "Requirements for the Degree of Doctor of Education (College Teaching of an Academic Subject)." It is revised periodically and the ODS website (<https://www.tc.columbia.edu/doctoral/forms/>) states changed requirements and contain important announcements. The Academic Calendar on the TC web site (<https://www.tc.columbia.edu/doctoral/calendar/>) gives dates when examinations are held, when applications/forms are due, and other pertinent deadlines. General College requirements are included in the *Teachers College Catalog* and in this bulletin. In addition, the department and program will have departmental program guides outlining the specific program requirements for the degree. For changes in mailing and permanent addresses, the student is responsible to make the change on myTC. For your assistance, your Academic Advisor and the staff of the Office of Doctoral Studies are available to answer questions concerning the Ed.D. degree. Please also be sure to check your TC e-mail account on a regular basis for important updates on deadlines, policies, and procedures. ***However, the primary responsibility for the fulfillment of degree requirements rests with the individual student.***

Summary of Steps Required in Earning the Degree of Doctor of Education in the College
Teaching of an Academic Subject (Ed.D. CTAS)

1. **ADMISSION.**
Obtain admission through the Teachers College Admission Office to a program of study leading toward certification for the Ed.D. degree.
2. **ACADEMIC ADVISOR.**
Secure an Ed.D. Academic Advisor at Teachers College to work with you in your program.
3. **TRANSFER CREDITS.**
In consultation with your Academic Advisor, submit an application for transfer credits (if applicable) through the Office of the Registrar's website.
4. **CONTINUOUS REGISTRATION.**
5. **CERTIFICATION EXAMINATION.**
Apply and take (with Academic Advisor's approval) the Certification Examination. See Academic Calendar for dates and deadlines.
6. **PROGRAM PLAN (DEGREE AUDIT).**
Prepare a Program Plan showing distribution of courses (completed and proposed) for meeting requirements set by the department. Secure Academic Advisor's approval who will submit via Degree Audit.
7. **VERIFICATION OF TEACHING EXPERIENCE OR INTERNSHIP**
8. **DISSERTATION PROPOSAL HEARING AND APPROVAL.**
9. **OBLIGATION FOR CONTINUOUS ENROLLMENT REQUIREMENT.**
10. **DEPARTMENTAL RECOMMENDATION FOR CERTIFICATION.**
11. **COMPLETION OF REQUIRED COURSES.**
12. **COMPLETION OF DISSERTATION MANUSCRIPT.**
13. **DISSERTATION ORAL DEFENSE.**
14. **FINAL ELECTRONIC DEPOSIT OF DISSERTATION AND ABSTRACT.**

Requirements for the Degree of Doctor of Education in the College Teaching of an Academic Subject (Ed.D. CTAS)

The degree of Doctor of Education in the College Teaching of an Academic Subject (Ed.D. CTAS) provides for specialization in an academic discipline with special attention to the place of that field in college curricula, to teaching procedures and resources, and to interrelationships among the subject fields included in the college curriculum; for consideration of the organization of higher education and of related instructional issues; and for competence in research appropriate to the candidate's field of specialization. The holder of the degree may indicate the field of specialization in connection with the degree title (i.e., Doctor of Education: English; Doctor of Education: Mathematics; etc.). Programs leading to the degree of Doctor of Education in the College Teaching of an Academic Subject are only offered in some departments. However, programs leading to the degree of Doctor of Education are offered in most areas of study in Teachers College but not all; the degree of Doctor of Education emphasizes broad preparation in a specialized branch of education or in an area of instruction. For more information, consult the bulletin, "Requirements for the Degree of Doctor of Education," obtainable on the Office of Doctoral Studies website.

Office of Doctoral Studies

In order to assist faculty and students, an Office of Doctoral Studies (ODS) exists for the purpose of providing information on the general University and College degree requirements. Such information must be taken into consideration by the doctoral student in conjunction with specific departmental requirements, as stated in their respective publications. The Office serves as one of the central administrative support services for the faculty and students along with the Office of the Registrar. All forms required for doctoral candidacy monitoring are to be filed in ODS following an Academic Advisor's and/or Department Chairperson's recommendation after which time the staff reviews them per academic policies and refers them to the Faculty Committee on the Doctoral Degree for final approval.

Administration of the Ed.D. Degree in Teachers College

Within Teachers College, the Faculty Committee on the Doctoral Degree (which consists of the Teachers College members of the standing Subcommittee on the doctoral degree) administers the Ed.D. and Ed.D. CTAS programs through ODS.

Degree Audit

The Degree Audit system is now being utilized to track the status of ODS graduation requirements for doctoral students, such as Certification requirements (including the program plan), obligation for continuous enrollment, and eligibility for defense and graduation.

Multiple Degree Requirements

Students who wish to earn more than one degree through the College should refer to Appendix A for the policy on the minimum points to be completed through College registration and may consult with the Registrar if they have specific questions.

En Passant Degrees

Many Ed.D. degree programs have a Master of Arts, Science, or Education degree that (if eligible) may be acquired *en passant* (French for along the way). In addition, the Master of Science degree in Applied Statistics is an approved *en passant* program for all Ed.D. degree

programs at Teachers College. Please consult with your academic advisor and your doctoral student guide to determine if your program has such an option. Please also review Appendix A regarding multiple degrees and take into consideration that no credits from a prior MA or MS at Teachers College may be used to fulfill any credits towards an *en passant* degree.

Department and Academic Program

Every Ed.D. CTAS student in Teachers College must be formally admitted and enrolled in a department and in a designated academic program. Ed.D. programs are offered in most areas of study in Teachers College. Two departments offer programs leading to the Ed.D. CTAS degree for persons preparing for college teaching. Programs are offered in:

<u>Mathematics, Science, and Technology</u>	<u>Arts and Humanities</u>
Mathematics Education	Art and Art Education
	Music and Music Education
	Teaching of English

For information concerning specific academic program requirements, students must consult departmental Academic Advisors in the area of interest.

Academic Advisor

The Academic Advisor is a member of the faculty of your department having the rank of Professor, Associate Professor, or Assistant Professor who guides your studies for the entire program. In rare cases, upon the recommendation of the department and with the approval of the Provost, other instructional staff can serve as an Academic Advisor. Academic Advisors are generally assigned by the program. You may change your Academic Advisor within the department upon consultation with your Program Director.

Graduate Credit in Advanced Columbia University Undergraduate Courses

Students in degree programs may petition the Registrar to have an advanced undergraduate course offered at Columbia University counted as graduate credit toward the degree. To be considered for graduate credit, the course(s) must be beyond the general introductory level, relevant to the student's specialty, and must not be available on the graduate level within the University. In addition, a student must obtain a written statement from the instructor of the course clarifying the additional work required in order to differentiate between undergraduate and graduate participation in the course. For basic language courses, courses must be beyond the first two years. No more than six points in advanced undergraduate courses may be approved for graduate credit. The Academic Advisor's written recommendation is also required, and final approval is granted by the Registrar. Petition forms may be obtained from the Office of the Registrar website.

Transfer of Credits (from Outside Institutions)

A maximum of 45 transfer credits can be used toward the minimum point requirements for the Ed.D. CTAS degree; however, please note that your program may allow substantially less than that. Graduate credits from other institutions are evaluated by the Office of the Registrar upon the student's submission of the online Transfer Credit Request form found on the Office of the Registrar's website. The courses designated by the Office of the Registrar as "available" may be

applied toward the minimum requirements for the Ed.D. CTAS degree; their applicability toward the degree at Teachers College is approved by the Academic Advisor up to the maximum available and allowed by the program.

Please Note: If you will be earning more than one degree from Teachers College, please consult Appendix A to determine the maximum number of transfer credits you may apply towards your doctoral degree. In these cases, the maximum number of applicable transfer credits may be fewer than 45.

Please Note: Coursework taken at Teachers College prior to entering an Ed.D. CTAS program is not considered transfer credit and does not count towards your applicable limit.

Minimum Course Requirements and "R" Credit

The minimum program of study for the Ed.D. CTAS degree consists of 90 points of acceptable graduate courses, of which at least 45 points must be completed through Teachers College registration. Some specializations have requirements that exceed 90 points. Course credit not exceeding 9 points may be earned by attendance credit (R grades), subject to the policies of the student's department and the approval of the Academic Advisor. See the grades section of the *Teachers College Catalog* for definitions and limitations.

Program of Study

Each department and area of specialization which offers Ed.D. CTAS programs has a statement of its programs of study which a student obtains from the program office or from the Academic Advisor. All programs include (1) introductory and advanced work leading to competence in a program, including, if required by your program, teaching experience, internship, and foreign language, (2) relevant doctoral research courses, and (3) instruction in broad and basic areas of education, and the methods of evaluation and research.

Programs include advanced preparation of some depth in scholarly disciplines applicable to the development of new knowledge in the specialty. Students must be certain to obtain competence in appropriate research methodologies applicable to their dissertation study prior to embarking upon the dissertation proposal (see section on Research Competency).

Major Field Requirements

Students must complete the approved program of study of their area of specialization, including specific research courses, seminars, foreign language competence, mathematical knowledge, two years of teaching experience or an internship, and the department's "specialization" courses as noted in the departmental degree statement.

Nonmajor (or Broad and Basic Course) Requirements

A minimum of fifteen (15) points in courses from outside the major program are required. Approved transfer credit courses are allowed to be utilized towards this requirement, but must come from disciplines outside of the program major. At least two courses (for not less than two points per course) must be from among offerings dealing with the study of higher education, adult education, curriculum on the collegiate level, psychology of late adolescence, and/or psychology of the adult. Credit obtained through Independent Study or by Attendance Credit ("R" credit) may not be offered to meet minimum nonmajor point requirements.

Teaching Requirements

Ed.D. CTAS students are required to show competence in teaching through the taking of an Internship course on the college teaching of their subject. Students having two or more years of teaching experience at the college level can request a waiver of this requirement by submitting the “Ed.D. College Teaching of an Academic Subject Teaching Form” which can be obtained from the ODS website.

Continuous Registration Requirement

Ed.D. CTAS students must register continuously until all requirements for the Ed.D. CTAS degree have been satisfactorily fulfilled. Exceptions to actual registration are made only if a Leave of Absence has been requested and approved by the Office of the Registrar prior to or during the period requested. Applications are available from the Office of the Registrar website. For more detailed information, please see Leave of Absences in the Exemptions section of this bulletin.

Program Plan (via Degree Audit)

The courses the student plans to take to fulfill Ed.D. CTAS degree requirements is referred to as the Program Plan. The student, in consultation with an Academic Advisor, and per the program, prepares the Program Plan on the Degree Audit system. The Academic Advisor should approve the Program Plan in the same term as the department’s submission of the doctoral student’s Recommendation for Certification.

Students earning more than one degree through Teachers College must be certain that they have satisfied the general University's residence requirement for multiple degrees. Residence requirements detail the minimum number of points that must be completed through your Teachers College registration and the maximum number of transfer points that may be used for multiple degrees. Please see Appendix A.

Requirements for Certification

"Certification" represents full candidacy for the degree. All of the following requirements must be fulfilled to be Certified:

- 1) Formal admission and enrollment in an Ed.D. CTAS program,
- 2) Passing the Certification Examination,
- 3) An approved Program Plan (via Degree Audit),
- 4) An approved Foreign Language (for Mathematics Education students only),
- 5) An approved Dissertation Proposal to include IRB approval,
- 6) Recommendation for Certification by the Academic Advisor and department.

Courses and Grades in Relation to Certification

Certification for a doctoral degree is necessarily selective, and high grades are among the most meaningful criteria for appraising scholarly excellence. A doctoral student is expected to maintain any minimum grade requirements as set by their individual programs in addition to meeting Teachers College’s minimum grading requirements as set within the Teachers College Policy Library.

Before Certification, a student must complete at least six courses in Teachers College, for which evaluative grades (other than P or R) have been received.

Certification Examination

The Certification Examination is typically at least a three-hour examination in the major field and must be taken on the dates announced in the Academic Calendar. Some departments/programs have approved alternative evaluative means for this requirement; in such instances, it will be noted in department/program guides. The examination is given in the Autumn and Spring terms by all departments and by some in the Summer term. Students are responsible for obtaining an application form and filing it in ODS by the application deadline date.

Each student is encouraged to consult with their Academic Advisor as to appropriate preparation and readiness to sit for the examination.

Some departments and/or areas of specialization within the program require additional methods of assessment. The student should be certain to ask the Academic Advisor about specific program requirements.

Results of the Certification Examination are communicated to each student by program faculty or the Academic Advisor. Please note that satisfactory passing of the Certification Examination does not constitute completion of all requirements for Certification, minimum grades, Program Plan, plus other requirements as determined by the program, are to be met prior to the Department's recommendation to continue pursuit of the Ed.D. CTAS degree under the auspices of Teachers College.

Certification

When a student has completed all the requirements cited above, ODS presents the student's records to the Faculty Committee on the Doctoral Degree. The committee considers all relevant information about the student including performance on tests and examinations, grades, and the department's recommendation. If all criteria are deemed satisfactory, the committee indicates its approval and ODS notifies the student in writing that they are a certified candidate for the degree of Doctor of Education. Once a doctoral student has been Certified, they may now display the status of doctoral candidate on their e-mail signature and/or official correspondence with the college.

Certification will also be displayed on the official transcript and in the student's Degree Audit.

Period of Certification

Once the student becomes a certified candidate by the Faculty Committee on the Doctoral Degree, they have a specific number of years to complete all the requirements for the Ed.D. CTAS degree depending on how many credits they have completed. The Period of Certification begins at the close of the term during which the student is certified, and its length is:

- Five years for a candidate who completed 60 to 75 points before Certification, or
- Four years for a candidate who completed 76 or more points before Certification.

The points referred to above include points earned in or through Teachers College, and any transferred credits. Each candidate must complete all remaining requirements for the degree before the expiration of the designated Period of Certification.

Obligation for Continuous Enrollment

Students fully admitted to the Ed.D. CTAS program must be registered for a minimum of three points of graduate credit, or the program's Dissertation Advisement course (Program Code_89xx), in each Autumn and Spring term, starting with the term following whichever of the below occurs first, and continuing until all requirements for the degree are met:

- the successful completion of all program Certification requirements through receipt of the department's Recommendation for Certification, or
- the term in which the Dissertation Proposal Hearing is successfully held.

The requirement does not apply to the Summer term except when a Dissertation Oral Defense (see the following pages for explanation) during the Summer term has been approved.

PLEASE NOTE: The Dissertation Advisement course (Program Code_89xx) does not carry points of course credit but grants full-time status. The fee is equal to three (3) points at the current tuition rate for each term.

Obligation for Continuous Enrollment ends after the student has been fully recommended for graduation by ODS. Students have until the deposit deadline date of the next degree period (i.e., February for an Autumn term defense, or October for a Spring or Summer defense) on the ODS calendar to deposit the dissertation in ODS without re-registration. *Anyone depositing after this date resumes Obligation for Continuous Enrollment for that semester and in each subsequent semester until the deposit is made.*

PLEASE NOTE: Courses that grant full-time status, but are less than three credits, DO NOT fulfill Obligation for Continuous Enrollment.

Obligation for Continuous Enrollment is required in each Autumn Term and Spring Term whether or not the candidate is in attendance, up through and including the term in which the oral dissertation defense is held. Obligation is also required in the Summer Term when special permission to schedule an oral dissertation defense has been granted.

Exemptions

A student shall be exempt from Obligation for Continuous Enrollment only when a Leave of Absence, Waiver, or Personal Exemption is requested and approved.

Leave of Absence

A Leave of Absence (LOA) can be requested for the following reasons:

1. A Personal LOA will only be granted for major professional, personal, and familial events that effectively preclude continued participation in a degree program. With appropriate documentation a Personal LOA may be granted for one academic term and may, with further documentation, be renewed for a subsequent academic term. The maximum cumulative time that will be granted for a Personal LOA is two terms. **All requests for a Personal LOA must be submitted by the last day of the change of program (add/drop) period for the term requested.**

2. A Medical LOA will only be granted on the written recommendation of a licensed health care professional for a student who must interrupt study temporarily because of a serious physical or psychological illness or condition or for a student's family member where the student must become the primary caregiver. A Medical LOA may be granted for no longer than one academic term, but may, upon documentation from a licensed health care professional confirming that the student is still unable to engage in graduate study, be renewed for a subsequent academic term. The maximum cumulative time during the period of study that will be granted for a Medical LOA cannot exceed two (2) years.

Please Note: Students who are pregnant may file a Medical LOA during their pregnancy and immediate postpartum recovery duration. Approved Medical LOAs for this reason do not count towards the two (2) year limit of Medical LOAs.

3. Eligible students may be able to take a Family LOA: (1) For pregnancy or a pregnancy-related condition (2) To bond with a child during the first 12 months following the birth, adoption or foster care placement of a child; or (3) To participate in providing care, including physical or psychological care, for a family member (child, spouse, domestic partner, sibling, parent, grandchild, grandparent, or parent of a spouse or domestic partner) with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or, continuing treatment by a health care provider.

For more information concerning Pregnancy and Parenting at the College please see: <https://www.tc.columbia.edu/policylibrary/policies/pregnancy-and-parenting-at-teachers-college-11309642/>

To apply for family leave, the student must complete and submit a family leave request form. Please contact the Registrar's Office (212-678-4050 or loa-registrar@tc.columbia.edu) to obtain the form. To return from family leave a student need only inform the Office of the Registrar of the intent to return and register for classes.

Family leave will be granted for no longer than one academic term but may be renewed for a subsequent academic term upon submission of an extension request indicating that a continued family leave is warranted for one of the above eligible purposes.

4. A Military LOA will only be granted for students who are called to active duty. To apply for a Military LOA, official active duty orders must be submitted. The term of a Military LOA will depend on the anticipated period of active duty service and per federal regulations but may not exceed a cumulative time period of five (5) years.

For Certified Ed.D. CTAS candidates, a Medical, Family, or Military LOA extends the Period of Certification for the period of time while on leave. A candidate cannot apply for a Personal leave after the initial Period of Certification has expired. A Personal LOA does not extend the Period of Certification. A candidate cannot apply for a Personal LOA if both Personal Exemptions have been used.

All Leave of Absences must be approved prior to or during the term for which it is requested; it cannot be granted retroactively. (The only exception will be for a Military LOA when it is precluded by military necessity per federal regulations.)

A Leave of Absence is not a form of registration. Therefore, no tuition or fees will be charged for semesters for which a leave of absence has been approved provided that the request is received and approved. In addition, a student is not considered a registered student and therefore does not have the rights and privileges of a registered student when on leave.

A student on leave may not fulfill any degree requirement (including the Certification Exam) other than the completion of work in courses for which the instructor had issued an approved grade of "Incomplete." The one-year grace period for an Incomplete is not changed by a Leave of Absence. In addition, no student may receive advisement nor hold the Dissertation Proposal Hearing or Dissertation Oral Defense during a Leave of Absence. A student may not apply to graduate during the period while on leave.

Waiver

A Waiver from Dissertation Advisement can be requested if the student's Academic Advisor or candidate's Dissertation Advisor is unavailable to provide advisement due to sabbatical or medical leave. A Waiver can only be requested by students or candidates who are Obligated for Continuous Enrollment.

For certified Ed.D. CTAS candidates, an approved Waiver from Dissertation Advisement will extend the Period of Certification for the academic term(s) that are waived.

Personal Exemption

A Personal Exemption from Dissertation Advisement can be requested if the dissertation is at a stage where advisement is not necessary. In addition, a Personal Exemption can be requested if a student, who would normally be eligible for a Leave of Absence, wishes to maintain active student status. A Personal Exemption can only be requested by students or candidates who are Obligated for Continuous Enrollment. A maximum of two terms of Personal Exemption may be granted. If both Personal Exemptions have been taken, a Personal LOA may no longer be requested.

For certified Ed.D. CTAS candidates, an approved Personal Exemption does not extend the Period of Certification. If the candidate wishes to extend the Period of Certification, they must file the "Petition for Extension of Certification."

A student is not eligible for advisement during the term of a Waiver or Personal Exemption. Requests for a retroactive Waiver or Personal Exemption require written verification from the Dissertation Advisor (or Academic Advisor) that advisement was not provided during the term (a signed statement to this effect must be attached to the request) and in addition must be approved by the department chair. If the student is granted a Waiver or Personal Exemption, they must register for IND6000 "Doctoral Candidate" if not registered for the approved term.

Please Note: The Dissertation Proposal Hearing or Dissertation Oral Defense may not be held during the term when a Waiver or Personal Exemption has been granted.

Doctoral Pass (DP) Grade after Certification

After Certification, an Ed.D. CTAS candidate is privileged to seek scholarly goals for their own sake without undue dependence on evaluative course grades. In terms subsequent to the term in which the candidate becomes Certified, a candidate may offer DP (doctoral pass) grades in fulfillment of all remaining program requirements.

The doctoral pass grade (DP) may be assigned only to a certified doctoral candidate who passes a course, having successfully completed all requirements prescribed by the instructor. The candidate must request DP credit through ODS before two-thirds of the class sessions have met. Eligibility is established by presenting the doctoral certification letter and application for DP credit (obtainable from the Registrar) to the course instructor for approval.

The grade of DP is available only in courses offered by Teachers College, and is optional, not mandatory. Students are cautioned that some requirements external to Teachers College (such as professional licenses) may demand conventional grades. When recorded, the grade of DP is permanent and may not be changed to any other grade.

Extension of Certification

Each candidate is expected to complete all requirements for the Ed.D. CTAS degree before the expiration of the designated Period of Certification. Extensions may be granted under certain circumstances as outlined below.

- **Six Months' Extension**

A candidate who has completed all work for the Ed.D. CTAS degree within the allotted Period of Certification except for certain final requirements (e.g., the Dissertation Oral Defense or depositing the dissertation) may request additional time, not to exceed six months, from ODS.

- **Extension for Exceptional Hardship**

An extension of certification for a period longer than six months will be granted only for reasons of exceptional hardship or handicap beyond the control of the student. Examples of acceptable reasons are exceptional personal misfortunes or hardship and unavoidable external obstacles to gathering materials for the dissertation study. Being too busy in a professional position is not regarded as an acceptable reason.

The candidate makes the request for an extension on the “Petition for Extension of Certification” form obtainable from the ODS website and submits a letter fully describing the reason(s) for the request as well as supporting documentation. A detailed plan and timetable for fulfilling remaining requirements during the period of the extension must also be submitted. The request for extension must be signed by the candidate's Dissertation Advisor or Academic Advisor and department chair, and shall be submitted to ODS.

If the Faculty Committee on the Doctoral Degree judges that the candidate's reasons are acceptable and if the requirements stated above have been met, the Committee may grant an extension for a maximum of one year from the date of the expiration of the initial Period of Certification. If an extension of less than one year is granted, the Committee may grant additional extension(s) but the total of all extensions shall not exceed three years beyond the expiration of the initial Period of Certification. In extraordinary circumstances and with the

approval of the Provost, extension beyond three years may be granted. Students must remain continuously registered for at least three graduate credits or Program Code_89xx each term.

Please Note: If an extension of Certification is granted, candidates are no longer eligible for a Personal Exemption or Personal LOA during the extended period. However, a Medical LOA, Family LOA, Military LOA, or Waiver from continuous registration may be granted under extenuating circumstances.

The Dissertation

The dissertation is a major undertaking by which an Ed.D. CTAS candidate demonstrates competence in the major area and ability to prepare an effectively written professional report. Approval of a dissertation proposal is required for certification in some programs; therefore, students should consult their program for additional information. The dissertation may involve the application of a method of scholarly, scientific or professional analysis, research or experimentation; it may be the creation or preparation of materials of educational or other professional significance; or it may entail the design and application of a policy or program in an educational setting.

A dissertation which involves performance in a specific educational situation or the creation or preparation of educational or other professional materials must include a rationale. The rationale shall include an analysis of the theoretical or other bases of the study and shall draw on the literature of professional education or of other relevant fields of scholarship. When a dissertation is a cooperative enterprise, it must be planned so that the individual contribution of each candidate can be identified and evaluated. A candidate should consult with the Academic Advisor on the choice of a type of dissertation most appropriate to his or her professional goals and preparation. The early choice of a topic permits a student to obtain needed preparation in a method of investigation such as historical research or statistical analysis. The subject of the dissertation should be one for which resources are available to the candidate within the University and Teachers College. A doctoral candidate who plans to send or distribute questionnaires or similar instruments in connection with the dissertation must first secure the approval of the questionnaire and its cover letter from the Dissertation Advisor or Academic Advisor. All students should review the IRB Website (<http://www.tc.edu/irb>) for additional assistance.

The dissertation proposal and the dissertation are formal academic work products and as such are expected to follow the conventions of scholarly writing. The dissertation proposal, when submitted to the Dissertation Proposal Committee, and the dissertation, when submitted to the Dissertation Oral Defense Committee, must be complete and free of errors in form, style, spelling and grammar. As the author of the documents, the student is responsible for his or her own writing. The documents submitted for the Proposal Hearing and the Dissertation Oral Defense are expected to be in final form and may not be draft documents. These documents must follow the guidelines in the style manual issued by ODS, *General Instructions for the Preparation of Dissertations for Doctoral Degrees: A Manual of Style*.

Research Competency

To ensure minimum research competency, students are required to register for coursework that reflects the type of research they will be conducting for the dissertation. Academic Advisors should ensure that program required research coursework is placed on the Program Plan so that

doctoral students have the proper research foundation to prepare for the Dissertation Proposal Hearing.

Dissertation Committee

Each dissertation is guided and supervised by two or three faculty members (one of whom serves as a Dissertation Advisor, another as the Second Reader, and (if applicable), a Third Reader) known as the Dissertation Committee. The Dissertation Advisor is usually the candidate's Academic Advisor but may be another professor if the Academic Advisor approves. Regular, Visiting, or Adjunct faculty members of professorial rank (assistant, associate or professor) in any faculty or school of Columbia University are eligible to serve on the committee. In rare cases, upon the recommendation of the department and with the approval of the Provost, Teachers College instructional staff who hold doctoral degrees and faculty from other institutions can serve as members of the Dissertation Committee. This request must be approved prior to the Dissertation Proposal Hearing. Faculty from other institutions need to be approved by the Provost as an honorary appointee. To do this, the Dissertation Advisor should provide a letter requesting the faculty member and include the faculty member's CV to ODS. Under the guidance of the Dissertation Advisor, the candidate ascertains each professor's consent to serve as a committee member.

Dissertation Proposal Hearing

The student's dissertation proposal must be approved by his or her Dissertation Committee and department at a formal meeting called the Dissertation Proposal Hearing. The procedures for granting departmental approval of a dissertation proposal differ somewhat from one department to another.

The Dissertation Committee officially comes into existence after the Dissertation Proposal Hearing takes place. It is the student's responsibility to keep committee members informed of progress on the dissertation and to consult with them on problems that may arise.

In preparation for the Dissertation Proposal Hearing, the student prepares a dissertation proposal according to the departmental program requirements. Departments have instructions for the preparation of proposals which the candidate may obtain from the Academic Advisor. Proposals may vary according to the nature of the study and the method of investigation used but ordinarily includes statements of the purpose, the problem or hypothesis, the procedures and the competencies and resources needed. Among other components, the proposal normally includes a tentative outline of the stages for the development of the dissertation.

Once a student has an approved dissertation proposal on file, a student is Obligated for Continuous Enrollment based on the Dissertation Proposal Hearing date even if the student has not been recommended for Certification by their department. If a student is already Obligated for Continuous Enrollment by the fact that the student was already recommended for Certification, a student may not have a Leave of Absence, Personal Exemption or Waiver from Dissertation Advisement in the same semester that they hold a Dissertation Proposal Hearing.

After the successful Dissertation Proposal Hearing, the student emails a pdf copy of the "Dissertation Proposal Hearing Report" form to ODS so that the date of the hearing can be entered into the student's records. Then, the student applies for Institutional Review Board (IRB) approval. The Office of Sponsored Programs handles the IRB procedures (more information can be found at <http://www.tc.edu/irb>). IRB approval is required regardless of whether or not the

student used human subjects. Once this approval is received, pdf copies of the approved IRB letter and the approved dissertation proposal manuscript are sent to ODS to complete the proposal submission process.

Once the Dissertation Proposal Hearing has taken place, a change in Dissertation Committee member requires approval of all committee members, incoming and outgoing, and the department chair, through the completion of the Change of Dissertation Committee Form, available on the ODS website.

Dissertation Seminar

Each doctoral student is required to be registered in his/her program's dissertation seminar (Program Code_7500 series) for at least one term. The purpose of the seminar is to develop the dissertation proposal. This seminar cannot be counted more than once toward the degree unless the program allows that it be taken a second time. Under no circumstances should a dissertation seminar course be taken more than twice, even if the candidate has yet to complete the Dissertation Proposal Hearing. Once a student has successfully held the dissertation proposal hearing, a student may no longer register for the departmental dissertation seminar course. All doctoral students registered for Dissertation Seminar or Dissertation Advisement (program code 89xx) will have the option to use Turnitin Services to assist with research and to protect against plagiarism. Turnitin Services can be accessed in MyTC under the Courses tab (Canvas courses) called Originality Check for Dissertations. If it is not available, submit a Service Desk ticket and request access.

Review of Progress

Each student must complete a program of study per the approved Program Plan previously submitted to ODS. At the time candidates register for final courses, they must review their Teachers College transcript and compare it with the approved Program Plan to make certain that all requirements are complete. This review entails the student checking that minimum points requirements have been completed and that the continuous registration requirement has been maintained. If there is any discrepancy, the student should bring the matter to the attention of the Ed.D. Assistant Manager in ODS for advice. This review must take place after the Dissertation Proposal Hearing and before the completion of the dissertation to guarantee that the candidate has fulfilled all requirements, in addition to a completed dissertation, for graduation.

Intention to Defend the Dissertation and Application for the Dissertation Defense

The purpose of the Dissertation Oral Defense is to determine the acceptability of the dissertation and to assess the need for revisions prior to preparation of the first deposit. Under the guidance of the Dissertation Committee, the student prepares an initial draft of the dissertation for critique and recommendations. In the preparation of the dissertation manuscript, a candidate should consult the manual "*General Instructions for the Preparation of Dissertations for the Doctoral Degree: A Manual of Style*" (referred to as the "Manual of Style") obtainable from ODS.

After the candidate has received consent from the Dissertation Committee that the dissertation is ready for the Dissertation Oral Defense, the candidate obtains the "Ed.D./Ed.D. CTAS Intention to Defend the Dissertation" form from ODS and returns it by the deadline date, which is indicated on the Academic Calendar and is always the second Thursday of the academic term in which the Dissertation Oral Defense will be scheduled. **The candidate should file this form only if they expect to be ready to stand for the Dissertation Oral Defense in that academic year.** Upon receipt of this form, ODS will confirm the candidate's eligibility to defend and will

notify the candidate whether they have been cleared to schedule the defense. If the candidate is ineligible, ODS will inform the candidate of all requirements and not approve the defense process until all requirements are met.

The Dissertation Oral Defense Committee consists of (a) the Dissertation Committee (usually two faculty members) and (b) two additional faculty members whose specializations are related to the dissertation's subject matter, both of whom are selected by the candidate and the Dissertation Advisor. The first of the latter two faculty members is usually from within the department although this is not mandatory. This Committee member typically serves as the Defense Moderator. The second (the Outside Reader) is the member of the Committee that is from outside the candidate's departmental program. Regular, visiting, or adjunct faculty members of professorial rank (assistant, associate, or professor) in any faculty or school of Columbia University, including Union Theological Seminary, are eligible to serve on the Dissertation Oral Defense Committee. Any request for a committee member from an institution outside of Teachers College or Columbia University must receive special approval (a committee member from outside of Teachers College cannot serve as Defense Moderator). Please reach out to ODS for further information.

Please Note: A doctoral candidate who had three official members of the Dissertation Committee for the Dissertation Proposal Hearing will have a five member Dissertation Oral Defense Committee and indicate five members on the Intention to Defend form.

To be eligible to schedule the Dissertation Oral Defense, an Ed.D. CTAS candidate must be (a) fully Certified and (b) have a successfully defended dissertation proposal with IRB approval on file in ODS **prior to the start of the term in which the candidate plans to defend the dissertation**. To be fully Certified, a candidate must be formally recommended for Certification by the academic department, and approved by ODS as having met all other requirements for Certification including an approved Program Plan on file. For example,

- any candidate wishing to defend in the Spring term must be fully Certified and have a successfully defended dissertation proposal on file by the end of the Autumn term of the same academic year; and,
- any candidate wishing to defend in the Autumn term must be fully Certified and have a successfully defended dissertation proposal on file by the end of Summer Term B of the prior academic year.

Dissertation Oral Defenses are held in the Autumn term and Spring term. Only for reasons of very exceptional urgency, according to criteria established by the Faculty Committee on the Doctoral Degree, and upon recommendation by the candidate's Dissertation Advisor and the Office of the Provost, can a Dissertation Oral Defense be scheduled during the Summer term. For further information, please review the "Criteria for Scheduling Summer Dissertation Oral Defense" obtainable from the ODS website.

Please note: Students who hold their Dissertation Oral Defense during the Autumn semester will be eligible for, at the earliest, a February degree date. Students who hold their Dissertation Oral Defense in the Spring semester will be eligible for, at the earliest, a May degree date.

ODS will inform the candidate when they have been cleared to schedule their Dissertation Oral Defense and will send the "Ed.D./Ed.D. CTAS Application for the Dissertation Defense" form via email. This form must be filed with ODS *no less than three weeks before* the date of the Dissertation Oral Defense.

NOTE: It is the candidate's responsibility to schedule their defense with their committee members and to secure a room for the defense. Fully remote defenses are authorized by the college with no special permission required.

When the "Ed.D./Ed.D. CTAS Application for the Dissertation Defense" form has been approved by ODS, a final confirmation email is sent to the student and committee members. *Not less than three weeks before the date*, the candidate submits a copy of the final draft of the dissertation to each member of the Committee. If a member of the Committee judges that the dissertation is not ready for the Dissertation Oral Defense, they inform the candidate's Dissertation Advisor and the Assistant Manager for the Ed.D. Degree of ODS.

Please note that for in-person defenses, the candidate, Dissertation Advisor and Defense Moderator must be physically present for the Dissertation Oral Defense. The Dissertation Advisor may request the Second Reader or Outside Reader to attend electronically (Skype or teleconference) with permission from ODS. For fully remote defenses, all participants must attend remotely.

The Dissertation Oral Defense is scheduled for a period of two hours. At the outset, the candidate will be asked to make a brief presentation of the study of not more than ten-fifteen minutes. The examiners then ask questions to explore the candidate's background in the field of research, to clarify methodological procedures, results, and implications for theory and application, or to recommend changes in the dissertation study. The examiners may vote the results as follows:

1. Approved as submitted (Line 0):

The committee may ask that minor revisions or corrections be made before the dissertation is deposited. A written description of those minor revisions should be provided to the candidate at the defense. The expectation is that the deposit will be made within one month of the oral defense.

2. Approved pending revisions (Line 1):

The committee may ask that revisions be made before the dissertation is deposited. A written description of those revisions should be provided to the candidate at the defense or shortly afterward. The expectation is that the deposit will be made within six months of the oral defense.

3. Referred (Line 2):

The committee believes that substantial work must be undertaken on the dissertation by the candidate before it can reach a recommendation to award the degree. A detailed written description of the reservations about the examined dissertation should be provided to the candidate at the defense or shortly afterward. At the time of the defense, a subcommittee composed of two unanimously agreed upon members of the original committee (and including the Dissertation Advisor) will be formed. The subcommittee must approve the revised version for the candidate to be recommended for the degree. The dissertation will then be recommended for award of the degree. The expectation is that the deposit will be made within one year of the oral defense.

4. Fail (Line 3)

The committee believes that the dissertation is not acceptable, and the candidate will not be recommended for the degree. No candidate may have a second defense unless the Teachers College Provost concludes, upon evidence provided either by the candidate or by a member of the committee, that procedural irregularities occurred during the defense.

Depositing Final Copies of the Dissertation

The dissertation is in final form when the candidate makes all corrections deemed necessary at the Dissertation Oral Defense. The Dissertation Advisor will sign the “Dissertation Manuscript Approval” form stating that the dissertation is ready to be reviewed by the Office of Doctoral Studies. In the case of major revisions, the Dissertation Revisions Committee signs the approval form.

The instructions for preparing the final copies of the dissertation are numerous and complex. The candidate must follow the directions given in the Office of Doctoral Studies manual, "General Instructions for the Preparation of Dissertations for Doctoral Degrees: A Manual of Style." *This manual supersedes all other guides or instructions* with respect to the style of the doctoral dissertation.

The candidate should make the revisions required by the Committee at the Dissertation Oral Defense, have the revisions approved, and then follow Appendix A of the Teachers College Manual of Style, where the candidate will be directed to visit the ODS Deposit Gateway on the ODS website. There the candidate downloads the Electronic Deposit bulletin to assist in uploading the dissertation manuscript to ProQuest.

Normally, every dissertation is published, in full, and exactly in the form given final approval. Publishing and copyrighting are arranged through the Teachers College ProQuest website. A Dissertation Defense fee of \$95 is payable to Teachers College following the instructions in the Guide to the Teachers College Electronic Deposit of the Ed.D. Dissertation.

Students have until the deposit deadline date of the next degree period (i.e., February for an Autumn term defense, or October for a Spring or Summer defense) on the ODS calendar to deposit the dissertation in ODS without re-registration.

If a candidate plans to publish an article or book based on the dissertation, the candidate can request an embargo be put on their manuscript to delay the publication of the dissertation for up to five years, so that the printed version may appear first. The dissertation will eventually be published whether or not the article or book has been accepted for publication.

Abstract

The candidate prepares an abstract of the dissertation. The Manual of Style will assist with the proper formatting and placement of the abstract in the dissertation manuscript. The abstract ordinarily includes (1) a statement of the purpose and problem, (2) the procedures, and (3) the results and conclusions.

Award of the Degree

When the candidate has completed all degree requirements, including coursework, continuous registration, deposited the electronic final copy of the dissertation and the abstract, satisfactorily

made all revisions and corrections, and arranged for publication of the dissertation, they will be *recommended* to the Registrar that the degree of Doctor of Education be conferred by the College. The Registrar makes a *final* review of all College requirements and authorizes the issuance of a letter of degree award. All degrees are awarded by the College in October, February, and May. However, an interim statement of completion of degree requirements will be issued, upon written request, by the Registrar following the Registrar's final review.

Readmission

Readmission may provide a way for former students, who were administratively withdrawn due to either failing to continuously register or who are not approved to extend their Period of Certification, to resume their studies.

An application for readmission is reviewed through the Office of the Registrar. It requires a letter from the student and a supporting letter from the Program Director. If the Office of the Registrar approves the petition, ODS will assist with the readmission process.

If approved and admitted back into the program, and the student was a Certified doctoral candidate, the process of recertification is similar to that of initial Certification. The student must fulfill each of the following requirements for recertification:

1. Student must meet current departmental standards which may be different from or higher than those existing at the time of earlier admission and certification.
2. Prepare and submit a new Program Plan which meets current requirements.
3. Proceed with the normal process leading toward certification including passing a new Certification Examination in all instances, and being recommended for recertification by the department.
4. Fulfill any additional requirements specified by the department.
5. Present a dissertation proposal. If a previously approved dissertation proposal is presented, the hearing will judge its relevance and excellence by current standards. If the proposal is on file and is approved, there is no need to retake the dissertation seminar course (Program Code_7500 series).

If recertification is granted by the Faculty Committee on the Ed.D. Degree, the period of recertification will be for four years, subject to extensions only for reasons of exceptional hardship such as would justify an extension under the provisions for initial Certification. Personal Exemptions may not be utilized, even if the student still has some remaining for use.

Reinstatement

Reinstatement is similar to readmission, and if the petition is approved by the program, ODS, and Registrar, the student will be brought back into the same program with the same original term of admission. The results of reinstatement are noted below:

1. All progress that was made prior to the term of withdrawal is kept on the student's record.
2. Any missing terms of registration must be made up retroactively for the cost of maintaining minimum registration that term meaning:
 - a. If not Obligated: IND 6000
 - b. If Obligated: Dissertation Advisement under the Dissertation Advisor

Appendix A

General Residence Requirements (Minimum Point Requirements for Multiple Degrees)

This list represents only the minimum point requirements to establish residence for multiple degrees. In addition, each degree program has a planned program of study, and the degree requirements as outlined by your department and in this bulletin must also be satisfied. It is possible that students will need to take more than the minimum point requirements.

	Minimum Point Requirement	Minimum TC Credit	Maximum Transfer Credit
<u>Two Degrees at Teachers College</u>			
M.A. (M.S.) and M.A. (M.S.)	60*	60*	0
M.A. (M.S.) and Ed.M.	60	45	15
Ed.M. and Ed.M.	90	60	30
M.A. (M.S.) and Ph.D.	75	45	30
M.A. (M.S.) and Ed.D.	90	45	45
Ed.M. and Ph.D.	75	45	30
Ed.M. and Ed.D.	90	45	45
<u>Three Degrees at Teachers College</u>			
M.A. (M.S.), M.A. (M.S.), and Ed.M.	90	75	15
M.A. (M.S.), Ed.M., and Ed.M.	90	90	0
M.A. (M.S.), M.A. (M.S.), and Ed.D.	90	75	15
M.A. (M.S.), M.A. (M.S.), and Ph.D.	75	75	0
M.A. (M.S.), Ed.M., and Ph.D.	75	60	15
M.A. (M.S.), Ed.M., and Ed.D.	90	60	30
Ed.M., Ed.M., and Ed.D.	90	90	0
<u>Four Degrees at Teachers College</u>			
M.A. (M.S.), M.A. (M.S.), Ed.M., and Ed.D. (or Ph.D.)	120	120	0
M.A. (M.S.), Ed.M., Ed.M., and Ed.D. (or Ph.D.)	120	120	0

* Plus an essay or 32 points without an essay. Please note that no coursework from a previous MA or MS degree may be used towards a subsequent MA or MS degree. (See Teachers College Catalogue for details.)