

The Special Education Doctoral Student Handbook

Department of Special Education

College of Education

Illinois State University



2017 – 2018
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This handbook is a supplement to the *Graduate Catalog* and Illinois State University's Graduate School *Mission Statement, Bylaws, Regulations and Procedures* for students seeking a doctoral degree in special education from Illinois State University. It is intended to answer questions about enrollment in the doctoral program and to clarify the requirements and procedures that must be followed to earn the degree. Each student should become familiar with the contents prior to meeting with his or her academic advisor.

For further information, students are invited to consult with Dr. Karen Douglas, the Doctoral Program Coordinator for the Department of Special Education at Illinois State University [(309) 438-2350 (voice) or kdougla@ilstu.edu (email)].

I. The Special Education Doctoral Program

The Doctor of Education (Ed.D.) in Special Education is a degree offered by Illinois State University for persons seeking leadership positions in the field of special education. Doctoral students complete formal course work and professional experiences related to teacher preparation, leadership, and research in the field of special education that culminates in completion of a doctoral dissertation.

Course Requirements

Graduation from the program is determined not only by completing specific courses but also by demonstrating established competencies. Each student's plan of study includes four components: core course work, specialty course work, elective course work, and dissertation.

Required Course Work (Core & Specialty Courses = 16 courses & 45 credit hours)

EAF 508 – Applied Educational Research or EAF 509 – Research Design in Education

EAF 510 – Research Methods/Stats in Education II

EAF 415 – Qualitative Research

SED 501 – Doctoral-Level Scholarship (2 credit hours)

SED 502 – Legal & Policy Issues Affecting Special Education Program Administration

SED 512 – Single Subject Design Research

SED 513 – Program Evaluation in Special Education

SED 540 – Seminar in Contemporary Topics in Special Education

SED 514 – Personnel Preparation in Special Education

SED 515 – Seminar in Special Education Research

SED 522 – Grant Writing in Education

SED 579 – Advanced Technological Applications in Special Education

SED 591 – Doctoral Comprehensive Examination (1 credit hour)

SED 594 – Proposal Development in Special Education

SED 598.01 – Professional Practice in Teacher Preparation

SED 598.02 – Professional Practice in Special Education Research

Elective Course Work (15 credit hours of 400 or 500 level course work – several popular options are listed below)

EAF 410 – Research Methodology and Statistics in Education I

EAF 511 – Research Methodology and Statistics in Education III

EAF 515 – Methods of Qualitative Research in Education

EAF 521 - Moral and Political Foundations of Education

EAF 525 - Cultural Foundations of Education

EAF 526.1 - Indigenous Education

EAF 526.2 - African American Education: The Black Radical Tradition

SED 410 – Educational Assessment and Planning

SED 422 – Teaching Diverse Learners

SED 448 – Applied Behavior Analysis: Changing Behavior & Learning Environments

SED 449 – Teaching Students with Emotional and Behavioral Disabilities

SED 451 – Facilitating Student-Directed Transition Planning

SED 453 - Interagency Collaboration and Post-secondary Systems

SED 454 – Collaboration/Consultation in Special and General Education

SED 455 - Facilitating Employment Outcomes for Individuals with Disabilities

SED 457 - Facilitating Social, Leisure, and Independent Living Outcomes for
Individuals with Disabilities

SED 470 – Research Practitioner: Multiple Disabilities

SED 471 – Needs of Learners with Physical Disabilities and Health Impairments

SED 473 - Introduction to Educating Individuals with Multiple Disabilities

SED 474 – Access to General Education Curricula and Settings

SED 477 – Technology to Support Learning, Instruction, and Communication

SED 500 – Independent Study

SED 598.01 – Professional Practice in Teacher Preparation (Repeat)

SED 598.02 – Professional Practice in Special Education Research (Repeat)

Dissertation (15 credit hours)

SED 599 – Dissertation Research

Director of Special Education Endorsement

While pursuing their doctoral degree, students may also wish to become endorsed as a Director of Special Education (DOSE) depending on their career goals. There is some overlap in coursework (both required and elective) for the doctoral degree and the DOSE endorsement. However, there are additional courses needed to qualify for the DOSE endorsement. Please note that the DOSE program has separate qualifications and a separate admission process. Those interested in this program option should contact Dr. Carrie Anna Courtad, Coordinator, DOSE Program at cacourt@ilstu.edu; additional DOSE program details can be found at http://education.illinoisstate.edu/cert_director_sed.

II. The Doctoral Student

Program Planning and Advisement

The Doctoral Program Coordinator will meet with each doctoral student during the student's first semester and will serve as the initial academic advisor. During or soon after the first semester, a new academic advisor (who must be an SED graduate faculty member) will be assigned to the student based on the student's research interests and career goals. Each student is responsible for developing a Plan of Study in consultation with the academic advisor. Students must have a Plan of Study in place prior to completing 18 credit hours in the program. The Plan of Study identifies course work (including electives) and a projected time line for completing all program requirements. The Plan of Study is documented in the Degree Audit Form (see the "forms section" at the end of the handbook).

Degree Audit Form

The Department of Special Education's *Degree Audit Form* is the student's plan of study, and should be created early in a student's doctoral program. It can be modified during the program, although core and specialty courses must be completed before a degree can be awarded. It must be submitted to the Graduate School at the beginning of the semester in which a student intends to graduate. A Plan of Study is subject to approval by the Doctoral Program Coordinator, Department Chair, and Graduate School Director.

Residency

Residency at Illinois State University allows for (a) adequate time to concentrate on doctoral-level study and research, (b) active involvement on a regular basis in the professional activities of the Department of Special Education, and (c) direct access to libraries, laboratories, and research tools necessary for doctoral-level research. Residency is defined as at least two terms of full-time enrollment in an 18-month period. A term is defined as a semester or an 8-week summer session. Full-time is

defined as successful completion of at least 9 semester hours in the 16-week semester and 6 semester hours in the traditional eight-week summer session. Traditional residency is documented by completing the *Doctoral Residency Form* (see the “forms section” at the end of the handbook).

In lieu of traditional residency requirements, but to meet the same objectives, doctoral students (including off-campus cohorts) may fulfill the Scholarship Development Program.

Scholarship Development Program in Lieu of Traditional Residency

The Department of Special Education supports the doctoral student’s completion of a Scholarship Development Program in lieu of traditional residency requirements. The Scholarship Development component of the doctoral program socializes doctoral students into the academy by affording them opportunities to engage throughout their doctoral program in scholarship activities with SED faculty members. Requirements are documented by completing the *Scholarship Development in Lieu of Traditional Residency Form* (see the “forms section” at the end of the handbook).

The Scholarship Development Program is student-initiated and monitored, and must be completed prior to the dissertation defense. The Scholarship Development Program consists of at least three activities from the following:

- 1 co-presentation at a professional meeting or conference with at least one faculty member
- 1 peer-reviewed journal manuscript co-authored and submitted for publication with at least one faculty member
- 1 State- or Federal-level grant proposal co-authored with at least one faculty member
- 1 review of a journal article (as assigned by the editor of a professional journal) in collaboration with a faculty member.

Activities can be completed more than once to meet this requirement. For example, a student could make 2 presentations at a professional conference and complete 1 review of a journal article to meet this requirement.

Students must take the initiative to inquire about opportunities for collaboration with faculty and pursue these opportunities. Although the scholarship development requirement is a minimal requirement to be met, many students participate in scholarship activities beyond this minimal requirement (and many students meeting traditional residency requirements also engage in the activities listed above).

Time Limitations

All work for the doctoral degree, including the dissertation, must be completed within 8 calendar years, starting with the semester that the student is first enrolled. For example, a student whose first semester is Fall 2018 would need to complete all requirements by the end of the Summer 2026 semester. Although it is not recommended, a student can “sit out” (i.e., not enroll for course work) for one semester and continue in good standing in the doctoral program. However, if a student is not enrolled for two consecutive semesters, then student is automatically dismissed from the doctoral program.

Once a student is in the dissertation phase, however, s/he must be continuously enrolled every semester in SED 599. The student is responsible for complying with continuous enrollment regulations during the dissertation phase (i.e., students must be continuously enrolled for every Fall and Spring semester following the defense of their dissertation proposal; also, summer enrollment is required if the student is going to graduate at the end of a summer term).

The *Graduate School Regulations and Procedures* should be consulted for detailed information on time limitation and continuous enrollment defined. The best course of action is maintain enrollment continuously, and if there is a upcoming semester where a student is not planning to enroll in course work, then the student should call the Graduate School (<http://grad.illinoisstate.edu/>) and double check to make sure that the planned non-enrollment will not affect his or her status in the doctoral program.

III. Dissertation Committee, Comprehensive Examination, Candidacy, Defenses, Degree Completion

The Dissertation Committee

At least 3 faculty members from the Department of Special Education will be recruited to serve as members of the dissertation committee **prior to enrolling in SED 591** (Comprehensive Examination in Special Education). Any remaining dissertation committee members should be identified before or during the semester in which SED 594 (Dissertation Proposal Development) is taken.

The Dissertation Committee will have the following characteristics: (a) the committee will consist of no fewer than three SED Graduate Faculty members; (b) the Committee Chairperson and a majority of the committee must be full members of the SED Graduate Faculty; (c) additional committee members may be faculty members from SED or other departments, colleges, or institutions (e.g., a statistician from the Department of Educational

Administration and Foundations or a content specialist from a related field) at the Department's discretion. Proposed committee members who are not members of the Illinois State University Graduate Faculty must be approved by the Director of Graduate Studies. All committee members must have terminal degrees. Dissertation committee members will collectively provide the expertise essential to support the doctoral candidate's dissertation investigation.

The Chair of the Dissertation Committee will be selected by the student and appointed from the SED graduate faculty by the Graduate School Director with the recommendation of the Department of Special Education. The Committee Chairperson may or may not be the academic advisor with whom the student has worked throughout his or her doctoral program regarding the student's Plan of Study. The Committee Chairperson is responsible for guiding the comprehensive exam process, directing the dissertation, communicating with other Committee members regarding the rules that govern their actions, assisting the student in establishing the timelines which the Committee must meet, and assisting the student with filing required Graduate School forms.

The Comprehensive Examination in Special Education

The purpose of the Comprehensive Examination is to formally admit doctoral students to candidacy for the doctoral degree. Upon passing the Comprehensive Examination students are deemed qualified to undertake completion of their dissertations and subsequent dissertation defense. The Comprehensive Examination provides students with an opportunity to integrate knowledge and engage in critical thinking about key issues and concerns facing special education and related disciplines. Students also demonstrate their ability to use professional written language (within APA 2009 style) to communicate effectively. Professional editors are not allowed.

Procedures for the Comprehensive Examination are as follows:

1. A doctoral student may schedule his or her Doctoral Comprehensive Examinations only after completion of at least 51 hours of course work toward the doctoral degree. Two Comprehensive Examination Evaluation Subcommittees comprised of members of the Dissertation Committee will be formed at least 1 month before the student intends to take the Comprehensive Examination. If the Dissertation Committee includes one or more non-SED faculty members, that member's or those members' involvement in the Comprehensive Examination development and evaluation is optional.

2. Two Comprehensive Examination Evaluation Subcommittees will be formed from among the Dissertation Committee members: one for foundational knowledge and one for the student's specialty area. These evaluation subcommittees will, in consultation with the student, recommend two comprehensive projects. One of these projects will allow the student to demonstrate foundational knowledge, competence, and skills and the other project will allow the student to demonstrate knowledge, competence, and skills in his or her specialty area. Examples of products include, but are not limited to: a written exam, a program evaluation, a grant proposal, a literature review, a scholarly paper addressing concepts or issues in the field, a manuscript appropriate for submission to a peer-reviewed journal, and an action research project. The Comprehensive Examination Evaluation Committee as a whole will approve of the type, number, and scope of the assigned comprehensive examination projects. Taken together, the two projects are intended to provide a comprehensive demonstration of the student's breadth and depth of knowledge and understanding in both foundational and specialty areas. Students may begin work on comprehensive projects only with the approval of the Comprehensive Examination Evaluation Committee.
3. The Comprehensive Examination Evaluation Committee will establish a timeline for completion and submission of the projects. Unless otherwise specified, students will have 3 months to complete the two projects which include two weeks to ask questions. All university policies and procedures related to academic integrity will apply. See the Student Code of Conduct at <http://deanofstudents.illinoisstate.edu/students/get-help/crr/code-of-conduct.shtml>
4. If four committee members participate in the Comprehensive Examination process, each two-member evaluation subcommittee will evaluate one project report in the assigned area. If only three committee members participate in the Comprehensive Examination process, the Dissertation Committee chairperson will evaluate both project reports and the other two committee members will each evaluate one project report.
5. Subcommittee members will independently evaluate a project and have the option of discussing their evaluations in order to reach consensus on a summative rating: Pass, Fail, or Needs Revision. If a two-member subcommittee has a split decision on the status of a comprehensive project, then a third dissertation committee member will be asked to independently evaluate the project and cast the deciding vote. The Dissertation Committee chairperson should summarize feedback from all evaluations and provide the summary to the student within 2 weeks of the student's submission during the fall and spring semesters.

6. If the student passes the written comprehensive projects, s/he will schedule an Oral Doctoral Comprehensive Examination Defense. If the student does not pass one or both written projects, s/he will not schedule the Oral Doctoral Comprehensive Examination Defense. For comprehensive projects that are determined to "need revision", a remediation plan for revision and resubmission of one or both of the project reports will be developed by the Evaluation Subcommittee(s). If a student is provided the opportunity to resubmit one or both projects, the student will have 1 month per project to complete the requirements of the remediation/revision plan. This month includes 1 week to ask questions of their committee members. Only one revision per project will be allowed. If the student does not pass both written comprehensive project reports upon the second written submission (with the support of the remediation plan), the student will be dismissed from the doctoral program.
7. Upon successful completion of the two written comprehensive projects, the doctoral student will schedule an Oral Doctoral Comprehensive Examination Defense. The format of this meeting resembles that of a dissertation defense. To demonstrate the ability to articulate a summary of his or her work, the student will make a brief presentation (10-15 minutes) on each completed project. This presentation will be followed by a question and answer session with the full Evaluation Committee. Members of the Evaluation Committee will vote for either (a) pass, (b) fail, or (c) needs revision. If the doctoral student passes, the committee completes the *Comps Oral Defense Outcome* form and gives the original signed form to the doctoral coordinator. In cases of "needs revision", a remediation plan for Oral Doctoral Comprehensive Examination Defense will be developed. If a student is provided with another opportunity to pass the Oral Doctoral Comprehensive Examination Defense, the student will have 1 month to schedule a new defense date. If the student does not pass the Oral Doctoral Comprehensive Examination Defense on the second attempt, the student will be dismissed from the doctoral program.
8. When a doctoral student has successfully completed the written and the oral components of the Doctoral Comprehensive Examination, s/he enters candidacy status and may enroll in SED 594, Dissertation Proposal Writing. If a student does not successfully complete the written and oral components of the Doctoral Comprehensive Examination after the one allowed written revision or after a second scheduled oral examination meeting, the student will be dismissed from the doctoral program.

Dissertation Proposal Defense

The dissertation itself may not begin until all members of the Dissertation Committee have signed the *Proposal Approval Form* (see Forms Section) after having agreed that the topic is worthy of pursuit and the student's proposed methodology is adequate.

The dissertation proposal defense focuses on the presentation of a proposed study to the Dissertation Committee. The candidate with advisement from the Chair of the Dissertation Committee will schedule the proposal defense. The candidate will be expected to submit a written proposal that includes a statement of the problem, a literature review, and a methodology section (each of which corresponds to a chapter in a dissertation) to the Committee for review at least 2 weeks prior to the scheduled proposal defense. At the proposal defense the candidate should be prepared to provide an overview of the proposed study in a 15-20 minute presentation and answer questions related to the study. The committee can decide to (a) pass, (b) fail, or (c) defer a decision when evaluating a candidate's dissertation proposal defense. A candidate may begin dissertation research only with Committee approval (i.e., unanimous approval) and IRB approval. **A candidate will not be allowed to register for more than 6 hours of dissertation course work (e.g., SED 599) until s/he has successfully completed the Dissertation Proposal Defense.**

The Doctoral Dissertation

The doctoral dissertation provides an opportunity for the candidate to conduct original research and make a contribution to the field of special education. The candidate must register for at least 15 semester hours of dissertation credit (SED 599) to meet graduation requirements.

The dissertation must follow a standard format found in the Graduate School's *Guide for Masters and Doctoral Students* (see <http://grad.illinoisstate.edu/academics/thesis-dissertation/>) using the style found in the 2009 Publication Manual (6th edition) of the American Psychological Association (APA).

In conducting the dissertation study, the candidate is expected to obtain original data and interpret these data in the light of previous work in the field. The candidate is expected to write and submit a dissertation that includes five chapters: a statement of the problem, a review of the literature, a methodology section, a results section, and a discussion section.

The Final Dissertation Defense focuses on the dissertation study. The candidate with approval from the Chair of the Dissertation Committee will

schedule the defense meeting and submit the *Right to Defend* form (see Forms Section) to the Graduate School. One copy of the dissertation, including an abstract, must be deposited with the Graduate School for review/format check no later than the date specified in the current Graduate School Calendar, and at least 2 weeks before the Final Dissertation Defense. Candidates may defend their dissertations only when they have passed the format check by the Graduate School and have been issued an approved *Right to Defend* form. Upon receiving approval, complete copies of the dissertation must be given to the Dissertation Committee at least 2 weeks before the Final Dissertation Defense meeting. In addition, one copy must be available to all Department of Special Education faculty members for a 10-day review and comment period; however, only Dissertation Committee members will have the opportunity to participate in the final approval decision.

At the Final Dissertation Defense (a public meeting), the doctoral candidate will provide an overview of the study and findings in a 15-20 minute presentation and answer questions related to the study from committee members first and then from audience members. The Dissertation Committee can decide to (a) pass, (b) fail, or (c) defer a decision when evaluating a candidate's Final Dissertation Defense. Traditionally, the committee arrives at a unanimous decision. However, it is within the realm of possibility that a student could pass the Final Defense as long as there is no more than one committee member voting to either "fail" or "defer a decision." Put another way, a student passes as long as there is only one member voting to "fail" or "defer a decision", but does not pass if two or more committee members vote to either "fail" or "defer a decision."

A successful *Final Dissertation Defense* is evidenced by Committee members signing the the *Outcome of Defense Form* (see Forms Section p. 12). The candidate must deposit all items required by the Graduate School on or before the date specified in the current Graduate School Calendar for final submission. An electronic copy of the dissertation must be uploaded through ProQuest (<http://grad.illinoisstate.edu/academics/thesis-dissertation/>). Upon making any final changes required by the student's Dissertation Committee, the dissertation must be submitted for final review by the Graduate School. Any errors identified by the Graduate School must be corrected the final electronic copy is submitted to ProQuest.

Application for the Doctoral Degree

The candidate must file an on-line application for graduation with the Graduate School office at the beginning of the semester in which s/he

intends to graduate. At this time, the candidate must also pay the required fees. Candidates should refer to the Graduate School website for deadline dates regarding filing the doctoral dissertation with the Graduate School for Format Check, scheduling the Final Dissertation Defense, and filing of the final approved dissertation. Candidates should also notify their chairperson of their intent to be hooded at graduation.

IV. CHECKLIST GUIDE FOR SED DOCTORAL STUDENTS

- ☐ 1. Contact Doctoral Program Coordinator for initial advisement on coursework and assignment of an academic advisor.
- ☐ 2. Meet with academic advisor and develop a plan of study (Degree Audit Form).
- ☐ 3. Complete 51 hours of course work and maintain a GPA in good standing (each required course must be a grade of "C" or better).
- ☐ 4. Form a Dissertation Committee and receive comprehensive examination projects.
- ☐ 5. Pass Written and Oral Comprehensive Examinations. Submit the signed Documentation of Outcome for Oral Comprehensive Examination form to the SED doctoral program coordinator.
Congratulations! You are now ABD!
- ☐ 6. Submit Dissertation Proposal (Chapters 1, 2, and 3) to Dissertation Committee at least 2 weeks prior to Proposal Defense.
- ☐ 7. Pass Dissertation Proposal Defense. Get approval signatures on *Proposal Approval* Form. Submit form after IRB approval.
- ☐ 8. Submit dissertation research protocol to Institutional Review Board (IRB) for approval (if human subjects are involved in dissertation). Obtain approval from IRB.
- ☐ 9. Collect data, conduct data analysis, and write doctoral dissertation.
- ☐ 10. Submit *Degree Audit* form at beginning of graduation semester and apply (online) for Ed.D. Degree graduation.

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11. Submit Dissertation to Dissertation Committee at least 2 weeks prior to the Final Dissertation Defense. A copy of the dissertation must be available to all Department of Special Education faculty members for a 10-day review and comment period. Format check by the Graduate School may be conducted during these 2 weeks. Students must have a *Right to Defend* form from the Graduate School before they can conduct the Final Dissertation Defense. The Right to Defend form is issued only upon successful format check.

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12. Pass Final Dissertation Defense. Obtain signatures from faculty on the *Outcome of Defense* Form.

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13. CELEBRATE at graduation! You will be formally "hooded" at the Commencement ceremony by your dissertation chairperson.

V. The Graduate Faculty of the Department of Special Education 2017-18

Faculty members in the Department of Special Education who have Graduate Faculty Status are listed below. Graduate Faculty Status is conferred upon Illinois State University faculty members who have met relevant criteria related to tenure-track status and scholarly productivity. It is these faculty members who can serve on dissertation committees as chairpersons and members. Additionally, doctoral students should contact one of the following faculty members for supervision when enrolling in professional practice experiences (i.e., 598.XX courses). Faculty member profiles can be found on the College of Education/Special Education Department web page.

DEPARTMENT OF SPECIAL EDUCATION Graduate Faculty

NAME	PHONE	ROOM	E-MAIL
1. Blum, Craig	8-2165	DeG 528	cblum@ilstu.edu
2. Bock, Stacey	8-7884	DeG 533	sjbock@ilstu.edu
3. Borders, Christy	8-5829	DeG 540	cmborde@ilstu.edu
4. Chung, Yun-Ching	8-2456	DeG 516	ychung@ilstu.edu
5. Courtad, Carrie Anna	8-7524	DeG 543	cacourt@ilstu.edu
6. Crowley, E. Paula	8-8702	DeG 541	epcrowl@ilstu.edu
7. Cuenca, Yojanna	8-5509	DeG 537	ycuenca@ilstu.edu
8. Doubet, Sharon	8-8956	DeG 526	sdoubet@ilstu.edu
9. Douglas, Karen	8-2350	DeG 515	kdougla@ilstu.edu
10. Freeman-Green, Shaqwana	8-8089	DeG 523	smfreem@ilstu.edu
11. Gardiner-Walsh, Stephanie	8-2837	DeG 542	sjgardi@ilstu.edu
12. Hardin, Stacey	8-5993	DeG 527	sehardi@ilstu.edu
13. Jozwik, Sara	8-7386	DeG 514	sljozwi@ilstu.edu
14. Kaczorowski, Tara	8-7875	DeG 522	tlkaczo@ilstu.edu
15. Landa-Vialard, Olaya	8-8986	DeG 538	oalanda@ilstu.edu
16. Lartz, Maribeth	8-8988	DeG 539	mnlartz@ilstu.edu
17. Mustian, April	8-5752	DeG 525	amustia@ilstu.edu
18. Sheldon, Debbie	8-5661	DeG 513	dlsheld@ilstu.edu
19. Uphold, Nicole	8-8136	DeG 512	nmuphol@ilstu.edu
20. Walker, Virginia	8-5562	DeG 511	vlwalk2@ilstu.edu
21. Zablocki, Mark	8-8957	DeG 524	mszablo@ilstu.edu

VI. Forms

Entry into the “gates” of the various stages of the doctoral program are marked by documenting approval on a variety of forms. All forms associated with University approval are on the Graduate School’s website (<http://grad.illinoisstate.edu/academics/forms/>). This section includes the most important forms to provide students and faculty with quick access and easy reference. However, it is best practice to check the graduate school website for updated forms. Although every effort is made to keep this handbook up to date, forms do change over time. The forms included in this handbook are: Degree Audit Form, Doctoral Residency Form, Scholarship Development in Lieu of Traditional Residency Form, Outcome of Oral Comprehensive Examination form, Proposal Approval form, Right to Defend Form, and Outcome of Dissertation Defense Form.



Student's Last Name _____

First Name _____

UID # _____

Degree Audit Form for Doctoral Degrees
(replaces all previous plan of study forms, university and program-specific)

Instructions:

1. Please do not submit this form until the student has enrolled for his or her final semester.
2. Coordinators may choose to fill in course names and numbers themselves, or they may delegate that task to the student or a staff member, who will then forward the form to the coordinator for review. Rationales and requests for exceptions need to be completed by the coordinator.
3. After reviewing this form with the student, the graduate coordinator emails it, along with any required attachments, to Grad.Degree.Audit@ilstu.edu. Submission directly from the graduate coordinator's ISU email account serves as the coordinator's signature on the form and is required for the degree audit.

Semester of first enrollment in this program _____
m/yy

Catalog year for degree audit

- ☐ Follow catalog for year of admission
- ☐ Follow catalog for year of graduation

Time limitation

- ☐ This student is graduating within the time limit stated in the catalog.
- ☐ This student is NOT graduating within that time limit. Degree audit requires *extension form*.
<http://www.grad.ilstu.edu/downloads/Extensionoftime.pdf>

Currency of ISU credits

- ☐ All ISU credits listed in this plan will be no more than 8 years old at the time of graduation.
- ☐ Some ISU credits listed here will be OVER 8 years old at the time of graduation. Degree audit requires a letter or email message from the *department in which each class was offered*, stating that the *student's knowledge from the class* is still current.

Coursework from another University

- ☐ Plan contains no coursework from another university.
- ☐ Plan contains coursework from another university. An official transcript must be submitted to the Graduate School.

University limits on general courses

- ☐ **No** more than 12 hours of Independent Study 500.
- ☐ Plan exceeds university limits on general courses; program requests an exception. Degree audit requires a letter or message from the program *explaining the rationale* for counting excess general courses, *and Graduate School approval*.

Substitutions or exceptions

- ☐ Courses listed below meet all catalog requirements.
- ☐ Courses listed below do NOT meet all catalog requirements; program requests a *substitution or exception*. Degree audit requires a letter or message from the program, *describing all requested substitutions or exceptions* and the program's rationale for each one, and Graduate School approval.

Additional University Requirements

- ☐ GPA is 3.0 or higher; students with gpa's lower than 3.0 will not graduate
- ☐ Only graduate level courses with a grade of A, B, or C, may be used.
(C's are not allowed in some programs or in some courses.)
- ☐ If 300 level courses were taken the mainframe must indicate "G" for graduate
- ☐ Syllabi must be submitted for courses offered under the same number but with different content (e.g. Seminars, Topic Courses, Studies, Workshops).
- ☐ If choosing the dissertation option, a minimum of 15 dissertation hours (599.00) is required, and a maximum of 15 hours is allowed to be used in the degree audit.



GRADUATE SCHOOL
DEGREE AUDIT FOR DOCTORAL DEGREES

NAME		UNIVERSITY IDENTIFICATION NO.	DATE DEGREE EXPECTED
ADDRESS		EMAIL	WORK PHONE HOME PHONE
MAJOR	SEQUENCE		
CHECK ONE: <input type="checkbox"/> Ph.D. <input checked="" type="checkbox"/> Ed.D. <input type="checkbox"/> Au.D.			

ISU GRADUATE COURSES				
Dept. No. and Course No.	Course Title	Sem. Hrs.	Grade	Sem/Yr
591 501	Doctoral-Level Scholarship	2		
591 502	Legal & Policy Issues Affecting Sp Ed ProgAdm	3		
591 512	Single Subject Research in Special Education	3		
591 513	Sem in Evaluation of Sp Ed Programs	3		
591 514	Personnel Preparation in Special Education	3		
591 515	Seminar in Special Education Research	3		
591 522	Grant Writing in Special Ed and Habilitation	3		
591 540	Seminar in Contemporary Topics in Special Ed	3		
591 579	Advanced Technological Applications in Sp Ed	3		
591 591	Doctoral Comprehensive Examination	1		
591 594	Dissertation Proposal Development	3		
591 598.01	Professional Practice in Teacher Preparation	3		
591 598.02	Professional Practice in Applied Research	3		
590 508 or 509	Applied Educl Res or Res Design in Educ	3		
590 510	Research Methodology & Statistics in Educ II	3		
590 415	Qualitative Research in Educational Settings	3		
591 599	Dissertation Research	5		
591 599	Dissertation Research	5		
591 599	Dissertation Research	5		

Total Transfer Hours _____
Must be listed on page 2

Total Graduate Hours _____
(ISU courses + Transfer courses)

By submitting this form and the required attachments from his or her ISU email account, the graduate coordinator confirms that:

- any additional departmental or school requirements for graduation not listed on this form have been met,
- the student has seen this plan and concurs with it,
- this plan is ready to be audited for completion of the degree.

Please use this page, if needed, to list additional courses required for the degree.

Pg. 2

ADDITIONAL ISU GRADUATE COURSES				
Dept. No. and Course No.	Course Title	Sem. Hrs.	Grade	Sem/Yr

Total Hours Transferred _____

Total Graduate Hours _____

Courses From Other Universities Being Used to Meet Degree Requirements				
University	Course Number and Title	Sem. Credit Hrs	Grade	When Taken

Total Hours Transferred _____

Total Graduate Hours _____

(ISU courses & courses from other Universities)

By submitting this form and the required attachments from his or her ISU email account, the graduate coordinator confirms that:

- any additional departmental or school requirements for graduation not listed on this form have been met,
- the student has seen this plan and concurs with it,
- this plan is ready to be audited for completion of the degree.

Rev. 5/10

NAME: _____

SEMESTERS FOR RESIDENCY & HOURS COMPLETED: (1)_____ (2)_____

1. Describe how you took part in the professional activities of the department during your semesters of residency

Required Signatures:

Verification of Completion Date _____

Illinois State University
SPECIAL EDUCATION DOCTORAL PROGRAM
SCHOLARSHIP DEVELOPMENT PROGRAM IN LIEU OF TRADITIONAL RESIDENCY

NAME: _____

ADDRESS: _____

DATE FILING DECLARATION OF SCHOLARSHIP DEVELOPMENT PROGRAM IN LIEU OF TRADITIONAL RESIDENCY: _____

- Please attach a list and description of least three professional activities that demonstrate your engagement with the Department's faculty and your use of libraries, laboratories and other research tools.
- Secure faculty signatures for three activities listed above to document your completion of the activities.

1. I, _____, verify that _____ completed
(*faculty member name*) (*student name*)

(*description of activity*)

(*faculty member signature*) (date)

2. I, _____, verify that _____ completed
(*faculty member name*) (*student name*)

(*description of activity*)

(*faculty member signature*) (date)

3. I, _____, verify that _____ completed
(*faculty member name*) (*student name*)

(*description of activity*)

(*faculty member signature*) (date)

Required Signatures:

Student _____ Date _____

Doctoral Program Coord. _____ Date _____

Department Chairperson _____ Date _____

Verification of Completion Date _____

Department of Special Education
Documentation of Outcome for Oral Comprehensive Examination

Upon successful completion of the two written comprehensive projects, the doctoral student will schedule an Oral Doctoral Comprehensive Examination Defense. The format of this meeting resembles that of a dissertation defense. To demonstrate the ability to articulate a summary of his or her work, the student will make a brief presentation on each completed project. This presentation will be followed by a question and answer session with the full Evaluation Committee. Members of the Evaluation Committee will vote for either “pass”, “fail”, or “needs revision”. In cases of “needs revision”, a remediation plan for Oral Doctoral Comprehensive Examination Defense will be developed. If a student is provided with another opportunity to pass the Oral Doctoral Comprehensive Examination Defense, the student will have 1 month to schedule a new defense date. If the student does not pass the Oral Doctoral Comprehensive Examination Defense on the second attempt, the student will be dismissed from the doctoral program.

Student name: _____

Date of Oral Comprehensive Examination: _____

Outcome (each member of the evaluation committee should vote for one of the following outcomes):

Evaluation committee member name	Evaluation committee member signature	Pass	Needs Revision	Fail



PROPOSAL APPROVAL FORM

Graduate School
309 Hovey Hall
Campus Box 4040
Normal, IL 61790-4040
Telephone: (309) 438-2583
Fax: (309) 438-7912
www.grad.illinoisstate.edu

For Research Leading to a Doctoral Dissertation, Master's Thesis or MFA

Submit the original to the Graduate School, Hovey 309. After review and approval in the Graduate School, copies will be returned via ISU email to the committee chair, to the department/school, and to the student.

Follow the instructions below to complete each section of this form. Submit this form after your committee has approved your proposal. The form consists of seven sections. Complete all sections and seek out all signatures before submitting this form.

(1) Check whether this is a first-time submission or a revision to this form.

(2) Student Information: Please complete all fields.

(3) Tentative Title of Research Project: Include the tentative title of your research project in this space.

(4) Protocol/Compliance: Check one response for each question. Be sure to answer all questions. If you answer yes to any of the questions, obtain and include the IRB, IACUC, and/or IBC protocol number.

(5) Copyright Checklist and Approval: You must seek permission from the rights holder whenever you reprint or adapt any work protected by copyright. It is your responsibility to follow all applicable laws regarding copyright as you prepare your thesis or dissertation. We encourage you to contact the university copyright officer who will be happy to discuss your responsibilities with you.

Fortunately, no one expects you or your committee to be an expert on copyrights. The checklist in this section will help you determine, for the most part, which material you need permission to use. If you plan to use any of the material described in this section, obtain the signature of the university copyright officer for the material you are using. Note that if after starting your research you later insert any of the items listed in this section into your work, you will need to schedule a further consultation with the university copyright officer, discuss the new item, obtain her/his signature, and, if necessary, obtain a further permission. This includes items you may insert between your defense and the final deposit with the Graduate School of your work. If at any time you are unsure how to proceed, [check with the university copyright officer](#).

For more information regarding copyright, permissions, and thesis/dissertations, please view [Copyright Law & Graduate Research](#).

(6) Graduate Committee Information: List the graduate faculty members who have been appointed to serve on your committee and who have approved the proposal. Please secure their signatures. These signatures do not indicate approval of the finished project.

University regulations require that members of the committee conform to the following:

- *all are members of the ISU Graduate faculty
- *at least one chair and a majority of all members hold full membership on ISU Graduate Faculty
- *the majority of members come from the student's department/school

If any member of the committee does not meet the above criteria, complete the exception information in this section.

To check ISU graduate faculty status, see the lists of full and associate members in the [Graduate Catalog](#). Confirm additions and changes of status not yet in the catalog with the Graduate School.

(7) Required Signatures - Please be sure you have signed this form. Obtain the additional signatures required before submitting to the Graduate School for the final approval. This includes the copyright officer's signature in section 5 of this form, if applicable, as well as the signatures of each member of your committee in section 6, and the signature of your department chair/school director.

(1) First Time Submission/Revision☐ This is the first-time submission☐ This is a revised submission**(2) Student Information**

Student's Name _____ UID _____ Student's ISU email _____@ilstu.edu Department/School _____

Degree Type Expected (e.g. M.A., M.S., Ph.D.) _____ Phone Number _____

Mailing address _____

(3) Tentative Title of Research Project**(4) Compliance Requirements**

Does your research involve living human subjects or human subject records? ☐ Yes/Protocol# _____ or ☐ No

Does your research involve living animals in any way? ☐ Yes/Protocol# _____ or ☐ No

Does your research involve recombinant DNA and/or Infectious Agents? ☐ Yes/Protocol# _____ or ☐ No

Does your research involve radioactive materials? ☐ Yes/Protocol# _____ or ☐ No

If yes, name of faculty member who holds University approval for use of radioactive material _____

(5) Copyright Checklist

Please check the box preceding the statement if your thesis or dissertation does (or will) contain any of the following items. Check the box whether or not you purchased the item, received permission to use it in the research, and/or believe you may use it without permission).

- ☐ Image/s originally produced by another person (including but not limited to photographs, graphs, graphics, charts, diagrams, ads, artwork, maps or drawings) whether found in print or online
- ☐ Image/s that you traced, redrew, adapted from or based on images originally produced by someone else whether found in print or online
- ☐ Survey/s, instrument/s, questionnaire or tool/s originally prepared by someone else, whether found in print or online
- ☐ Any survey, instrument, questionnaire, tool, or image that you modified from, adapted from, or otherwise based on an item originally created by someone else, whether found in print or online
- ☐ Entire poem/s or song/s, whether found in print or online
- ☐ Segment/s from poems or songs, whether found in print or online
- ☐ Significant portions of books or articles, whether literary or non-literary, whether found in print or online (generally "significant" is more than one and one half single-spaced pages)
- ☐ Work that you produced for an employer or on a grant
- ☐ Work that you previously published
- ☐ Work that has been accepted for publication
- ☐ Work produced with co-authors, whether published or unpublished
- ☐ I have not used or expect to use any of the items described above in my paper. Skip to section 6 if you did not check any of the items above.

If you checked one or more items, you are required to consult with the copyright officer for advice and to obtain her/his signature before you submit this form. You may need to obtain permission letters to use the material described above.

To be completed by copyright officer:

- ☐ I have discussed this checklist with the student, and advised her/him that no permissions letters are required.
- ☐ Permissions are required. The student has now obtained all appropriate and necessary permission in writing and has attached them to this form.

Copyright Officer Name, Printed

Signature

Date

(6) Graduate Committee Information

The following members have been appointed to serve on this committee and have approved the proposal. These signatures do not indicate approval of the finished project.

- -Please type or print legibly - -

- -Please sign - -

Chair of committee

Name	Dept./School	Signature	Date
ISU Graduate faculty: <input type="checkbox"/> full member <input type="checkbox"/> associate member <input type="checkbox"/> not a member			

Co-chair: (if applicable)

Name	Dept./School	Signature	Date
ISU Graduate faculty: <input type="checkbox"/> full member <input type="checkbox"/> associate member <input type="checkbox"/> not a member			

Committee Members

Name	Dept./School	Signature	Date
ISU Graduate faculty: <input type="checkbox"/> full member <input type="checkbox"/> associate member <input type="checkbox"/> not a member			

Name	Dept./School	Signature	Date
ISU Graduate faculty: <input type="checkbox"/> full member <input type="checkbox"/> associate member <input type="checkbox"/> not a member			

Name	Dept./School	Signature	Date
ISU Graduate faculty: <input type="checkbox"/> full member <input type="checkbox"/> associate member <input type="checkbox"/> not a member			

If the committee members proposed above do not meet all requirements, listed on the instruction page of this form, indicate exception/s requested.

- ☐ chair not a full member
☐ majority not full members of ISU Graduate Faculty
☐ majority not from within the department/school
☐ includes a member not on the ISU graduate faculty (attach copy of outside member's vita)

Brief rationale for each exception sought:

(7) Signatures

Student: I have read and understood the thesis/dissertation assistance information on the Graduate School web site. I have read and understood the copyright checklist and have sought approval from the copyright officer as necessary. As I prepare my thesis or dissertation, it is my responsibility to follow all applicable laws regarding copyright. I will only include items in my thesis or dissertation for which I have obtained permission. If necessary I have obtained IRB/IACUC/IBC approval for my research.

Student's Name, Printed	Signature	Date
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Department Chair/School Director or Designee: I approve the committee composition and the exceptions to the committee membership requirements.

Department Chair/School Director Name, Printed	Signature	Date
--	-----------	------

Graduate School

Signature	Date	Data Entered _____
-----------	------	--------------------



**RIGHT TO DEFEND A DISSERTATION, THESIS OR
MFA SUPPORTIVE STATEMENT**

Graduate School
309 Hovey Hall
Campus Box 4040
Normal, IL 61790-4040
Telephone: (309) 438-2583
Fax: (309) 438-7912
www.grad.illinoisstate.edu

For Research Leading to a ☐ Doctoral Dissertation, ☐ Master's Thesis, or ☐ MFA Statement

Follow the instructions below to receive your right to defend your dissertation, thesis, or MFA Supportive Statement. Submit to the Graduate School, Hovey 309. Your right to defend will be emailed to your ISU email address. Students must wait at least 7 days after approval of the Right to Defend form to hold the defense.

Student's Name _____ Student ISU Email _____ @ilstu.edu

Department/School _____

Committee Chair _____ Chair ISU Email _____ @ilstu.edu

- a) Upload a complete draft of your dissertation, thesis or MFA Supportive Statement including all preliminary pages and appendices to [Proquest](#).

Note: You may schedule an optional format review for your entire dissertation, thesis, or MFA Supportive Statement before the final deposit. This is available by reservation only. You do not need to be on campus. To schedule, call or visit the Graduate School (309 438-2583, 309 Hovey Hall) to reserve an available time.

- b) The members of my committee:

☐ are identical to those listed on my approved Proposal Approval Form.

☐ have changed since I filed my Proposal Approval Form. Complete the [Committee Change Form](#) and return with this form.

- c) I have reviewed the copyright checklist in section 5 of the [Proposal Approval Form](#). Since the time I filed my Proposal Approval Form,

☐ I have NOT included any new material in my dissertation/thesis/MFA Statement which requires copyright permission.

☐ I have included new material in my dissertation/thesis/MFA Statement which requires copyright permission. Complete sections 1, 5, and 7 on the [Proposal Approval Form](#) and return with this form.

Student: I have read and understood the thesis/dissertation assistance information on the Graduate School web site. I have read and understand the copyright checklist and have sought approval from the copyright officer as necessary. As I prepare my dissertation, thesis, or MFA Supportive Statement, it is my responsibility to follow all applicable laws regarding copyright. I will only include items in my thesis or dissertation for which I have obtained permission. If necessary, I have obtained IRB/IACUC/IBC approval for my research.

Student Signature: _____ Date: _____

Committee Chair Signature: _____ Date: _____



OUTCOME OF DEFENSE

Graduate School
309 Hovey Hall
Campus Box 4040
Normal, IL 61790-4040
Telephone: (309) 438-2583
Fax: (309) 438-7912
www.grad.illinoisstate.edu

The information supplied below will communicate to the Graduate School the outcome of the student's final oral defense of their thesis/dissertation/MFA Supportive Statement.

Instructions: After form is complete, student will submit to the Graduate School along with the Final Deposit Checklist. The student will also upload the final version of the thesis/dissertation/MFA Supportive Statement to ProQuest.

(1) Student Information: To be completed by the student.

(2) Signatures: To be signed by student's thesis, dissertation, or MFA committee members after the final oral defense has been completed.

(1) Student Information

Student's name _____ UID# _____

Student's ISU e-mail _____ Department/School _____

Title of (check one) ☐ Thesis ☐ Dissertation ☐ MFA Supportive Statement :

(2) Signatures

Each committee member named below has individually examined the thesis/dissertation under review, has participated in the final oral defense, and has assessed the defense as indicated. (Note: Pass indicates both approval of the oral defense and final acceptance of the thesis/dissertation; Fail indicates either disapproval of the oral defense or rejection of the thesis/dissertation.) Student must earn "Pass" from at least 60% of the members of his/her committee in order to pass the defense (unless a higher standard for pass is required by the department).

Committee members (please type or print)	Committee members' signatures	Pass	Fail	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Committee chair or co-chairs	Committee chair or co-chairs' signature/s	Pass	Fail	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____