

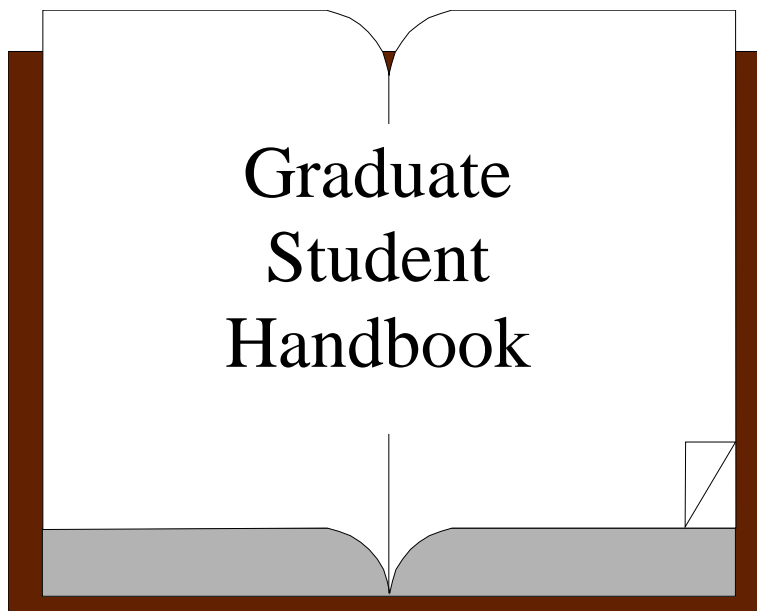
PENNSTATE



COLLEGE OF EDUCATION
Department of
Education Policy Studies

*Educational Theory and Policy
Program*

300 Rackley Building
University Park, PA 16802
(814) 865-1488



Revised: Spring 2012

<http://www.ed.psu.edu/educ/eps/edthp>

Graduate Program
in
Educational Theory and Policy

Welcome!

Congratulations on your acceptance and welcome to the graduate program in Educational Theory and Policy (EDTHP), College of Education at The Pennsylvania State University. The EDTHP program faculty offer an interdisciplinary approach to the study of education and schooling leading to the Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) degrees.

The master's and doctoral programs in EDTHP are designed to prepare people for careers in educational research or policy development and analysis. Graduates of this program commonly pursue positions as faculty members or researchers at policy or research centers, state, national, or international agencies, government ministries, institutes of education and non-governmental organizations.

Students will be expected to acquire a high level of research and scholarly skills applicable to the investigation of significant educational problems facing modern society. In addition to taking core courses in educational theory and policy, students will be expected to gain competency in quantitative and qualitative methods and theoretical approaches to the study of education. Students have the opportunity to develop a course of study that will emphasize their scholarly interests.

As a graduate student at Penn State, you will be expected to follow the procedures outlined in the *Graduate Degree Programs Bulletin* and to be aware of specific program requirements. The *Bulletin* may be found online at <http://www.psu.edu/bulletins/whitebook/>.

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Academic Advisor and Registration

Upon a student's acceptance into the graduate program, an academic advisor is assigned by the Professor-in-Charge (PIC) to begin the process of advising. As students develop specific scholarly interests they may request that another member of the faculty serve as their advisor. Such requests are a common, and well-accepted occurrence. Students who wish to change advisors should obtain the appropriate form from the EDTHP staff assistant.

Incoming students should meet with their advisors on or before the first day of classes for the semester of matriculation. The student and advisor will discuss a program of study that is appropriate for the student's professional objectives and is in accord with the policies of The Graduate School and the EDTHP program. **It is the student's responsibility to meet all deadlines, including those for course registration, scheduling of written and oral examinations, and graduation.**

Course offerings are listed online at http://soc.our.psu.edu/soc/main_search.cfm. Students should register for courses using eLion, <http://www.elion.psu.edu>, typically several months before classes begin. The Registrar's Office allows students to change (drop/add) their class schedules through the first ten days of classes without penalty; after the first ten days, students are charged a fee for each drop or add. **Please note:** a student who *begins* the registration process for a given semester more than ten days after the first day of classes for that semester will be charged a \$250 late registration fee by the Registrar's Office.

Graduate Credits

Graduate students may take 400-, 500-, or 600-level courses. Courses at the 400 level are taken primarily by undergraduates; a student must obtain permission in advance from his/her academic advisor and the instructor in order to receive graduate credit for a 400-level course. A student who is registered for at least 9 credits is considered to be engaged in full-time academic work for the semester. A graduate student may not enroll for more than 15 credits in a semester without permission from the dean of The Graduate School; a written request by the student's academic advisor must be submitted to and approved by Graduate Enrollment Services.

Credit loads are further restricted for students who are awarded graduate assistantships through the department. Guidelines are:

<i>Quarter-time Assistantship</i>	<i>9 to 14 credits</i>	<i>10 hours of work/week required</i>
<i>Half-time Assistantship</i>	<i>9 to 12 credits</i>	<i>20 hours of work/week required</i>

Academic Integrity Statement

As defined by Faculty Senate Policy 49-20, academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner, serving as a basic guiding principle for all academic activity. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity; respect other students' dignity, rights, and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

It is important to note that faculty members of the College of Education are required to report plagiarism to the Dean of the College of Education. Please review the following policy regarding plagiarism: <http://www.ed.psu.edu/educ/current-students/academic-integrity/academic-integrity>

Scholarship and Research Integrity Program (SARI)

All graduate students in EDTHP are required to complete the SARI program that engages graduate students broadly in issues pertinent to research ethics. The SARI program has two parts:

- 1) During the first year of enrollment, graduate students will be required to take Proseminar (EDTHP 500) with which they will complete an online RCR (responsible conduct of research) and IRB (Institutional Review Board) training program provided by the Collaborative Institutional Training Initiative (CITI).
- 2) Graduate students will also be required to engage in an additional five hours of discussion-based RCR education in the Proseminar (EDTHP 500). These discussions will encompass both universal and discipline-specific materials.

Master of Arts

The Master of Arts degree, conferred on students who have studied a well-balanced, unified, and complete program, includes the preparation and acceptance of a high-quality thesis.

It is the student's responsibility to meet all requirements and deadlines.

Program of Studies and Capstone Project

Credit Requirements	<p>A minimum of 36 credits is required. At least 27 credits must be at the 500 level or above; at least 18 credits must be in EDTHP. Only 3 credits of EDTHP 596 (independent studies) may be counted toward the M.A. requirements. Students who wish to transfer credits from other programs must receive prior approval from the EDTHP faculty.</p> <p>Two options exist for the capstone paper: (1) Most students pursue a master's paper, which requires 3 credits of thesis research (EDTHP 600 or 610). (2) Some students may wish to pursue a master's thesis. This requires at least 6 credits of thesis research (EDTHP 600 or 610) to fulfill the Graduate School's requirements. (See "Master's Plan of Study," below.)</p> <p>Required Courses: Proseminar (EDTHP 500)—3 credits 2 EDTHP policy courses 2 EDTHP theory courses 1 research methods course (Statistics is suggested for students pursuing a quantitative capstone project.)</p>
Master's Plan of Study	<p>When a student is ready to begin the capstone paper, he/she should fill out an EDTHP Academic Plan for the M.A. Degree Form (Appendix A). This form identifies the courses that have already been taken and the courses proposed to be taken.</p>
Capstone Option 1:	<p>Students pursuing a master's paper (Option 1) will need to confer with his/her advisor to identify a mutually agreed upon paper topic and identify a second reader of the paper. When they have identified the second reader, they should complete and submit Master's Paper Advisor and Reader Form (Appendix B). Thereafter, the student must submit drafts and get input from the advisor to ensure the final paper is of high quality. The student must submit the final master's paper in keeping with the deadline established by The Graduate School each semester for submitting a final thesis or dissertation. The second reader must sign off on this paper.</p>
Capstone Option 2:	<p>Students pursuing a master's thesis (Option 2) will need to form a committee in consultation with his/her academic advisor and submit an EDTHP M.A. Committee Form (Appendix C). Upon completion of the plan, students pursuing the master's thesis option will begin receiving guidance from his/her thesis advisor, who may or may not be his/her previous academic advisor.</p>

Option 2: A committee of three faculty members, selected by the student and academic advisor, will supervise the development and completion of thesis research. The committee chair, who also is the thesis advisor, must be a member of the Graduate Faculty and an EDTHP faculty member. At least one member must be from outside the department. Any Penn State faculty member with Graduate Faculty membership may participate in the guidance and examination of master's candidates and sign master's signatory pages.

Once a master's committee chair has been selected, a master's candidate must present a thesis proposal to the chair. Only when the chair is satisfied that the proposed topic is academically worthwhile may the student proceed with work on the thesis.

The student is responsible to ensure that both the thesis proposal and the thesis strictly adhere to the guidelines set forth in Penn State's Thesis Guide. The Thesis Guide details acceptable format, paper, fonts, and other specifics and may be viewed online at <http://forms.gradsch.psu.edu/thesis/thesisguide.pdf> or obtained from the Graduate School Thesis Office, 115 Kern Graduate Building.

Research Protections To ensure compliance with applicable federal and state laws, certain University activities require review and approval by appointed institutional review committees. Projects involving *human subjects, vertebrate animals, and/or biohazards* must obtain review and approval through the Office for Research Protections (ORP) **before** the project is initiated. This approval is **mandatory**; failure to comply with this policy may result in retraction of the graduate degree.

Option 1: Master's Paper	Option 2: Master's Thesis
Fill in EDTHP Plan for the M.A. Degree Form	Fill in EDTHP Plan for the M.A. Degree Form
Work with advisor to identify second reader	Identify thesis committee members
Fill in Appendix B (Academic Advisor and Reader)	Fill in Appendix C (EDTHP MA Thesis Committee)
Register for 3 credits of EDTHP 600	Register for EDTHP 600 (six credits of thesis research are required)
Get ORP approval	Get ORP approval
Produce drafts/get advisor's feedback on master's paper	Produce a thesis proposal that is acceptable to committee chair.
Final paper approved by advisor and second reader.	Begin drafting thesis for review by chair and committee
	Final approval by chair and entire committee

Additional M.A. Guidelines

Research Protections	To ensure compliance with applicable federal and state laws, certain University activities require review and approval by appointed institutional review committees. Projects involving <i>human subjects, vertebrate animals, and/or biohazards</i> must obtain review and approval through the Office for Research Protections (ORP) before the project is initiated. This approval is mandatory ; failure to comply with this policy may result in retraction of the graduate degree.
Registration	Master's students who have met the minimum requirement for the degree and are completing thesis writing off campus are not required to register for classes. However, all international students should be registered for at least one credit during each regular (fall and spring) semester, even if an exception to full-time enrollment has been approved. International students who fail to register may jeopardize their status.
Minimum GPA	A minimum grade-point average of 3.00 for work done at Penn State is required for graduation.
Time Limitation	A master's student may meet the degree requirements by either full-time or part-time enrollment and by attendance in any combination of semesters and summer sessions. All requirements for the degree must be met within eight years or a period spanning nine consecutive summers from the semester of admission.

M.A. Graduation

Intent to Graduate	It is the student's responsibility to activate his/her intent to graduate on eLion, http://www.elion.psu.edu . Deadlines are listed on the Grad School calendar, http://www.gradsch.psu.edu/calendar/gradcal.html . Students who do not complete graduation requirements by the deadline must re-activate their intent to graduate for the next semester; this does NOT happen automatically.
Commencement Ceremony	Penn State holds commencement exercises for graduate students three times each year: at the end of the fall and spring semesters and at the end of the summer session. Students are expected to attend commencement exercises; diplomas for students who do not attend will be mailed to the student's home address or eLion diploma mailing address approximately three weeks after commencement.
Commencement Attire	Students are responsible for obtaining appropriate commencement attire (cap and gown), which may be purchased at the Penn State Bookstore. Orders for the cap and gown should be placed as early as possible during the semester of graduation. Caps and gowns may be available to rent as well.

Doctor of Philosophy

Candidates for the doctoral degree in EDTHP must exhibit high research competence, including the ability to identify, conceptualize, and execute a significant research project that clearly will add to the body of knowledge in the field.

Students who receive the Ph.D. in EDTHP must satisfy the following requirements beyond the baccalaureate degree. Students and advisors should maintain an EDTHP Doctoral Plan of Study form (Appendix D). **It is the student's responsibility to meet all requirements and deadlines.**

Program of Studies

Credit Requirements	The EDTHP doctoral program requires 57 beyond the bachelor's degree, which must be distributed according to the course requirements listed on page 9 and approved by the student's academic advisor . If relevant, graduate credits from another university may be transferred to partially satisfy the requirements. Up to 9 credits may be taken in 400-level courses, with additional assignments for graduate credit stipulated by the professor.
Credit Transfer	<p>Requests for academic or professional credit transfers may be submitted after the first semester of coursework through the time of filing of the candidacy portfolio. <i>Note: For students who enroll with higher qualifications (already have completed much doctoral coursework elsewhere), advisors can petition the EDTHP faculty for modification of the typical procedure for advancement to doctoral candidacy, and faculty will decide these on a case-by-case basis.</i></p> <p>Graduate credits may be transferred from another university if the following stipulations are met: 1. Courses to be transferred must have been taken five years prior to the date of first degree registration at the Graduate School; 2. Grades in courses to be transferred must be of at least a B quality (no pass/fail grades); 3. Courses must be relevant to the student's program of study in EDTHP; and 4. Credits have not been counted toward a prior degree. A maximum of 15 academic credits may be transferred. All credit transfer requests must be accompanied by an official transcript and course syllabi.</p> <p>A maximum of 9 professional credits may be awarded to those who have professional experience in education policy. The student must submit to the PIC a letter outlining his/her experience and the number of credits being requested.</p>
Residency	Over some 12-month period during the interval between admission to and completion of the Ph.D. program, the candidate must spend at least two semesters (excluding summer) as a registered full-time student engaged in academic work on the University Park campus. Full-time Penn State employees must be certified by the department as devoting half-time or more to graduate studies and/or thesis research to meet the residency requirement.
Communication and Foreign Language Competence	A candidate for a doctoral degree at Penn State is required to demonstrate a high level of competence in the use of the English language, including reading, writing, listening, and speaking. Proficiency is expected at the time of admission to The Graduate School or must be achieved before admission to candidacy. No other language is required by the EDTHP program.

Ph.D. Course Requirements

Overview of required courses: EDTHP's doctoral program requires a total of 57 credits.

Twenty-four credits must be taken in EDTHP (including the Proseminar, 3 theory courses, 3 policy courses, including EDTHP 587.

The following courses must also be taken: one in qualitative methods, one in research design and two in quantitative methods.

Introduction to the EDTHP Program (3 credits)

EDTHP 500 Proseminar

Research Methods (12 credits)

EDTHP/EDLDR/HI ED 585: Research Design

EDTHP/EDLDR/HI ED 586: Qualitative Methods

In addition, two quantitative methods courses are required. For the first quantitative course, it is recommended that students take EDPSY 400 from Professor Karen Murphy.

Theory Foundations (9 credits)*

Three theory-based 500-level EDTHP courses are required. At least one course must be a 500-level EDTHP course in the area of history or philosophy of education (e.g., EDTHP 533, 536, 540, or 541), and another must be a 500-level EDTHP course in the area of sociology or demography of education (e.g., EDTHP 516, 557, or 597 classes such as Sociology of Education or Sociology of Adolescence). After a student has consulted with his or her advisor, one 400-level course may be substituted for **EITHER** one 500-level Theory course **OR** one 500-level Policy course, depending on the nature of the 400-level course. Students who take advantage of this option will need to do additional work beyond the 400-level requirements and should make arrangements with the instructor ahead of time.

Policy Foundations (9 credits)*

EDTHP/EDLDR/HI ED 587: Policy and Politics

In addition, two 500-level EDTHP courses in educational policy (e.g., EDTHP 516, 518, 520, 527, or 597 classes such as Comparative Analysis of Education Policy) are required. After a student has consulted with his or her advisor, one 400-level course may be substituted for **EITHER** one 500-level Theory course **OR** one 500-level Policy course, depending on the nature of the 400-level course. Students who take advantage of this option will need to do additional work beyond the 400-level requirements and should make arrangements with the instructor ahead of time.

Focused Program of Study (9 credits)

As students advance to candidacy, they will be required consult with their advisor in forming a focused program of study. Students will need to explain how the three chosen courses will have prepared them for their dissertation research. This justification will become a part of the candidacy materials routed to all EDTHP faculty for approval. The course work must have a unifying theme. It does not have to be taken in the EDTHP program.

Other (15 credits)

These include credits for minor or dual-title requirements, electives, and thesis research. A maximum of 9 professional credits and 15 academic transfer credits may be counted.

EDTHP independent study courses (EDTHP 596) will be counted **only** as electives unless the student consults with his/her advisor and then petitions the EDTHP faculty.

It is expected that most students should be able to finish their coursework in three years.

*Note: Some EDTHP courses may be counted as either a Theory course or a Policy course, but they may not be double-counted.

Advancement to Candidacy

**Candidacy
Examination**

The candidacy examination is a written exam consisting of essay questions, administered the week before classes begin for the student's fourth semester. The exam is constructed by the EDTHP faculty and will include questions from the EDTHP courses that the student took in the first three semesters.

The faculty will use a common rubric to evaluate the exams; the assessment of the exam will focus on whether or not the student has demonstrated the level of writing and reasoning expected of a doctoral student. Exams will be assigned one of the following four grades: 4) high doctoral pass, 3) pass at the doctoral level, 2) pass at the master's level, or 1) no pass. If the student fails any or all questions on the candidacy exam, the faculty will identify the specific weaknesses so that the student may prepare to retake either specific parts of the exam or the entire exam. Students will be given one opportunity to retake the exam when the exam is next offered. Students who do not pass after the second administration of the candidacy exam will end doctoral studies in EDTHP at the completion of the semester in which the second exam results are received and will be eligible for a master's degree. Once a student passes the candidacy exam, he/she may be advanced to candidacy.

**Candidacy
Portfolio**

After passing the candidacy exam, the student must prepare a candidacy portfolio that includes: (1) a current unofficial transcript (obtain from eLion); (2) a petition to have coursework transferred from other institutions, if applicable; (3) a petition for professional credits, if applicable; (4) a completed EDTHP Doctoral Plan of Study (Appendix D); (5) an evaluation provided by the faculty with whom the student has worked as a graduate assistant, if applicable; and (6) identification of the thesis advisor/doctoral committee chair and research topic. The student should submit the portfolio to his/her academic advisor, who will attach a letter of support and turn in the entire packet to the EDTHP program office. The portfolio will be reviewed by the entire EDTHP faculty, and after it is approved, the result of the candidacy examination will be forwarded to GES and noted on the candidate's academic transcript. It is expected the candidacy portfolio will be completed by the end of the semester in which the student has passed the candidacy exam.

For students who enroll with higher qualifications (already have completed much doctoral coursework elsewhere), advisors can petition the EDTHP faculty for modification of the typical procedure for advancement to doctoral candidacy, and faculty will decide these on a case-by-case basis.

Students should plan to defend their dissertation proposal (comprehensive exam) the academic year following their advancement to candidacy.

**Time
Limitation**

A student is required to complete the proposed program of study within **eight years** of the date of acceptance as a candidate. The Graduate School bases this calculation on the date the candidacy examination was passed, not on the date the result is received by Graduate Enrollment Services.

The Doctoral Committee

Doctoral Committee	<p>After advancement to candidacy, a student's academic progress will be monitored by a doctoral committee consisting of four or more active members of Penn State's Graduate Faculty. Committee members will evaluate the candidate's comprehensive examinations and supervise and approve the thesis.</p> <p>One person must be designated as chair (usually the student's current academic advisor) and is largely responsible for administrative details of the student's matriculation. Any EDTHP faculty with an appointment from the Graduate Faculty may serve as chair and is also the thesis advisor. A Professor Emeritus or Emerita may serve on the committee but may not be designated as chair.</p> <p>The committee must include at least two full-time members from the EDTHP faculty (i.e., not EDTHP-affiliate faculty). The third member must be from The Department of Education Policy Studies, though not necessarily from EDTHP. At least one member of the committee must be appointed from outside the department and, if the candidate has declared a minor area of study, that field must be represented on the committee. An EDTHP Doctoral Committee form (Appendix E) can be used to gather contact information about the possible committee members.</p> <p>Once designated, the committee must be officially appointed by the dean of The Graduate School. The EDTHP staff assistant will provide the Committee Appointment Form to the student; it is the student's responsibility to obtain each committee member's signature on the form to indicate his or her willingness to serve on the student's committee. After completing the form, the student should return it to the EDTHP staff assistant to be processed.</p>
Special Member	<p>A person who is not affiliated with Penn State but who has a particular expertise in the candidate's research area may be added as a fifth, "special" member of the doctoral committee. A special member is expected to participate fully on the doctoral committee, including attending all committee functions. In order to add the special member, the committee chair must submit a written request, including justification for the addition of the special member, to the dean of The Graduate School. The request must be accompanied by the appointee's résumé or vita, which the student must obtain from the prospective special member.</p>
Committee Changes	<p>Any changes to the committee after it is officially appointed must be submitted to GES on a new Committee Appointment Form. It is the student's responsibility to inform committee members and the EDTHP staff assistant of changes in committee membership and to obtain the new members' signatures on the new form.</p>
Research Protections	<p>To ensure compliance with applicable federal and state laws, certain University activities require review and approval by appointed institutional review committees. Projects involving <i>human subjects</i>, <i>vertebrate animals</i>, and/or <i>biohazards</i> must obtain review and approval through the Office for Research Protections (ORP) before the project is initiated. This approval is mandatory; failure to comply with this policy may result in retraction of the graduate degree.</p>

Ph.D. Comprehensive Examination

Upon the successful completion of all required coursework, the candidate must pass a ***comprehensive examination***.

**Comprehensive Examination,
Part 1: Thesis Proposal**

The student is required to submit to the doctoral committee a thesis proposal; the student should consult with **all** committee members during the writing of the proposal. The proposal usually includes: 1) a statement of the problem or research question, 2) a focused literature review, 3) a study design, and 4) a plan of analysis, including a methods section and, if appropriate, an explication of the study's conceptual/theoretical framework. Students should consult with their chairs about the specific format. The student must circulate the proposal to the committee and obtain the chair's approval before arranging a presentation of the proposal (part 2). Typically, students should expect to produce several drafts before the chair decides that the student can move to the proposal defense stage. Proposals usually will be approximately 25–30 pages (double-spaced). In some cases the chair may ask that a student complete a larger, more comprehensive literature review related to the problem or research question, and this longer version could be attached to the proposal as an addendum. Committee members will evaluate the student's proposal in preparation for the proposal defense.

After the chair decides that the student is ready to advance to part 2 of the comprehensive examination, the proposal defense will be scheduled by the student and doctoral committee (see next section). The student shall submit a short abstract (approximately 3–5 double-spaced pages) of the proposal study to all EDTHP faculty at least two weeks before the defense date. EDTHP faculty members will contact the student's committee chair about any concerns before the proposal defense.

**Comprehensive Examination,
Part 2: Proposal Defense**

The second part of the EDTHP comprehensive examination consists of a 90-minute to two-hour thesis proposal defense (oral comprehensive examination). Typically, soon after the start of the exam, the committee will confer about the proposal without the student for about 15 minutes. The student then is called back in, and then usually gives a brief presentation. The committee may have questions both during and after the presentation.

This portion of the examination is a Graduate School requirement and is scheduled through Graduate Enrollment Services (GES). It is administered and evaluated by the doctoral committee; all members of the doctoral committee, including any special members, *must be present* for the oral comprehensive exam. A favorable vote of at least two-thirds of the committee members is required to pass. The result of the oral comprehensive examination will be sent to GES and entered on the student's official academic record.

The student will work with the doctoral committee to establish the date and time of the proposal defense; the EDTHP staff assistant will reserve a conference room when the student provides the confirmed date and time and will process the appropriate paperwork through GES. GES requires **notification two weeks in advance** of the oral comprehensive examination.

An Oral Comprehensive Examination Checklist (Appendix F) can be used to ensure that all criteria are satisfied before the exam is scheduled.

Second Comprehensive Examination (If needed)	When more than six years have elapsed between the passing of the comprehensive examination and the completion of the program, the student is required to pass a second comprehensive examination before the final oral examination can be scheduled.
Minimum GPA	At the time the comprehensive examination is administered, the candidate must have a minimum grade-point average of 3.00 for work done at Penn State.

Completing the Ph.D. Thesis

Continuous Registration	<p>After a student has passed the comprehensive examination and has met the two-semester residency requirement, no further registration for credit will be required. However, status as a Penn State student must be maintained by continuous registration for at least the fall and spring semesters beginning with the first semester after both of the requirements mentioned above have been met. Continuous registration must be maintained until the student passes the final oral examination (thesis defense), regardless of whether or not work is being done on the thesis during this interval.</p> <p>Registration may include non-credit full-time Ph.D. thesis research, EDTHP 601, or 1 or more credits of thesis research, EDTHP 600 or EDTHP 610 (thesis research off-campus). This registration decision may be based on the student's employment situation, student loan requirements, etc.</p> <p>All international students must be registered for at least 1 credit during each regular (fall and spring) semester, even if an exception to full-time enrollment has been approved. International students who fail to register may jeopardize their status.</p>
Final Oral Examination <i>(Thesis Defense)</i>	<p>The final oral examination provides an opportunity for the student to make a formal presentation of his/her completed thesis research. It will be scheduled only after the thesis has been approved by the chair, read by all members of the doctoral committee, and revised by the candidate to incorporate the major revisions suggested by committee members.</p> <p>It is the responsibility of the student to provide a copy of the revised thesis to each member of the committee at least two weeks before the date of the defense. The final examination is oral, open to the public, and related in large part to the thesis. A favorable vote of at least two-thirds of the members of the doctoral committee is required to pass. The result of the final oral examination will be sent to GES and entered on the candidate's official academic record.</p> <p>A Final Oral Examination Checklist (Appendix G) can be used to ensure that all criteria are satisfied before the exam is scheduled.</p>
Scheduling the Final Oral Examination <i>(Thesis Defense)</i>	<p>The student who has satisfied all other requirements for the degree will be permitted to schedule a final oral examination (thesis defense). The student is responsible for coordinating the availability of his or her doctoral committee members to establish the date and time of the exam. The EDTHP staff assistant will reserve a conference room when the student provides the confirmed date and time and will process the appropriate paperwork through GES. GES requires notification two weeks in advance of the final oral examination</p>

Thesis Submission The student is responsible to ensure that the thesis strictly adheres to the guidelines set forth in Penn State's *Thesis Guide*. The *Thesis Guide* provides requirements and guidelines for the preparation of both master's theses and doctoral dissertations, and may be viewed online at <http://forms.gradsch.psu.edu/thesis/thesisguide.pdf>. Both the format review and final copy must now be submitted online. For information on eTD preparation and submission, go to (<http://www.etsd.psu.edu/>).

Ph.D. Graduation

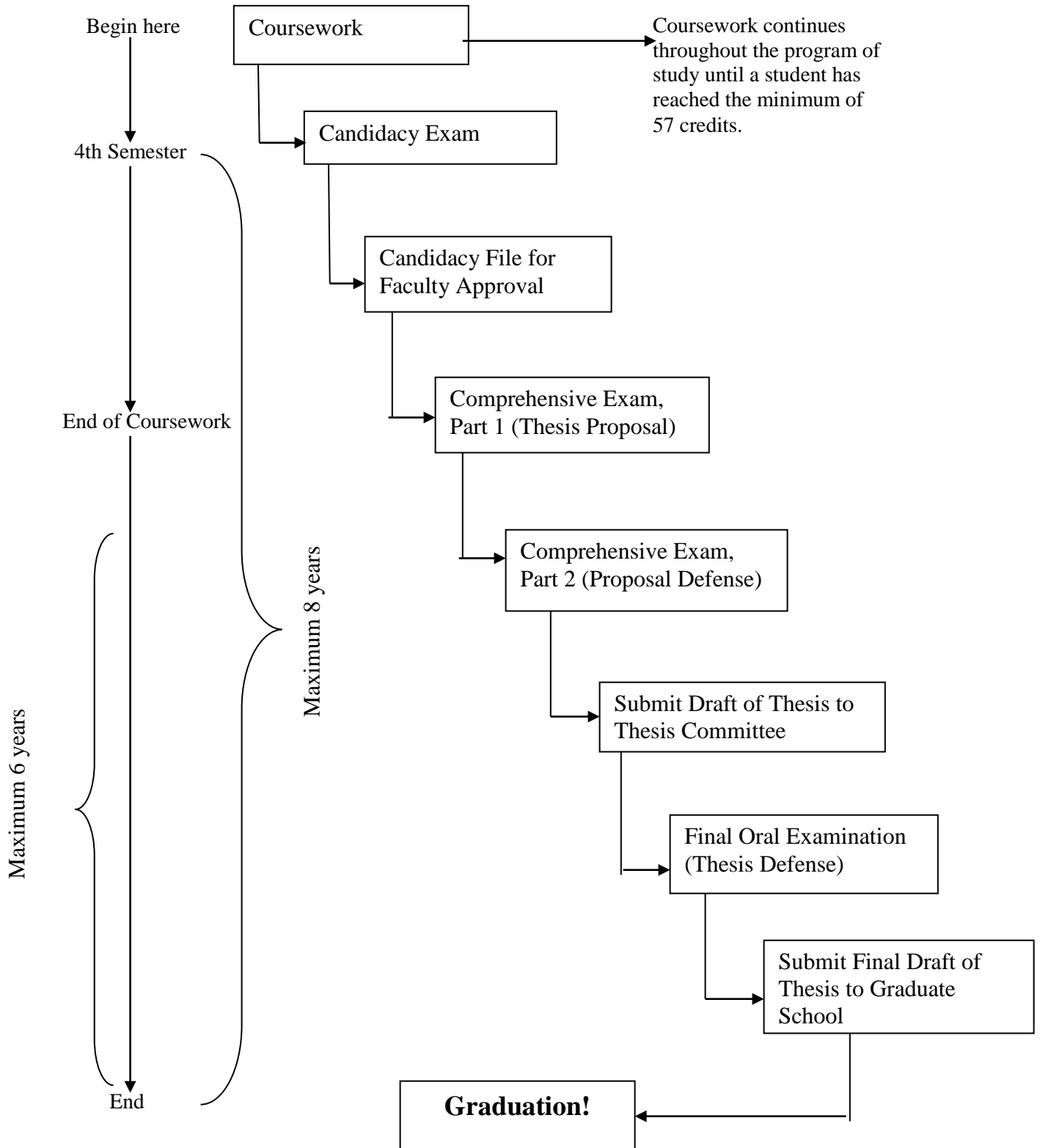
Intent to Graduate It is the student's responsibility to activate his/her intent to graduate on eLion, <http://www.elion.psu.edu>. Deadlines are listed on the Grad School calendar, <http://www.gradsch.psu.edu/calendar/gradcal.html>. Students who do not complete graduation requirements by the deadline must re-activate their intent to graduate for the next semester; this does NOT happen automatically.

Commencement Ceremony Penn State holds commencement exercises for graduate students three times each year: at the end of the fall and spring semesters and at the end of the summer session. Students are expected to attend commencement exercises; diplomas for students who do not attend will be mailed to the student's home address or eLion diploma mailing address approximately three weeks after commencement.

Commencement Attire Students are responsible for obtaining appropriate commencement attire (doctoral hood and gown), which may be purchased at the Penn State Bookstore. Orders for the doctoral hood and gown should be placed as early as possible during the semester of graduation. Doctoral hoods and gowns may be available to rent as well.

Doctor of Philosophy

Summary: Path to Graduation



Comparative and International Education (CI ED) Dual-Title Degree Program

At Penn State, an interdepartmental faculty committee offers graduate students the opportunity for scholarly preparation in Comparative and International Education (CI ED) through dual-title doctoral or master's degrees. Students electing the dual-title option enroll in one of the "stand-alone" graduate major degree programs in the College of Education or in another participating program at Penn State. Students then complete degree requirements of their major simultaneously with those of the CI ED program. A CI ED faculty member must serve on the doctoral committee for students who choose the dual-title doctoral option. Upon graduation, students are awarded degrees in both their major field and CI ED.

Penn State's CI ED program is designed to create professional opportunities for administrators of international programs; for school leaders who instill a global outlook in the curriculum; and for students of social welfare and development in the world's industrial, post-industrial, and emergent economies. The CI ED program trains scholars who advance basic knowledge about schools and society worldwide.

Students interested in pursuing a CI ED dual-title degree should consult the CI ED program for course and other requirements. The CI ED Web site may be found at <http://www.ed.psu.edu/educ/eps/cied>.

EDTHP Faculty

The multidisciplinary approach to Educational Theory and Policy at Penn State is the product of the background experiences and interests of the program's faculty and close cooperation with other faculties across the University. The program faculty have a range of disciplinary backgrounds and interests; many hold joint appointments or associate status with the Department of Sociology and the Population Research Institute, among other departments/units. Program faculty serve on numerous interdisciplinary doctoral committees, and they engage in interdisciplinary research with faculty from other educational fields, the humanities, and social sciences.

David P. Baker, Ph.D., Johns Hopkins University, Professor of Education and Sociology—educational policy; comparative, cross-national studies of school organization; and sociology of education and labor markets.

Katerina Bodovski, Ph.D., The Pennsylvania State University, Assistant Professor of Education—sociology of education, stratification and inequality, race and ethnicity, sociology of children, sociology of family, immigration.

David A. Gamson, Ph.D., Stanford University, Associate Professor of Education—history of education, educational policy; school reform (past and present); and curriculum history.

Mindy L. Kornhaber, Ed.D., Harvard University, Associate Professor of Education—educational policy and human development; testing policies; cognitive development in the context of school reform; educational equity; and qualitative methods.

Gerald K. LeTendre, Ph.D., Stanford University, Professor of Education—young adolescents and schools; ethnography; anthropology of education; comparative education; educational policy; and Japanese area studies.

Dana Mitra, Ph.D., Stanford University, Associate Professor of Education—educational policy; school reform; school-community collaboration; qualitative methods; urban education; and youth development.

Suet-ling Pong, Ph.D., University of Chicago, Professor of Education, Demography, and Sociology—sociology of education; comparative and international education; family-school relationships; and immigration issues.

Madhu S. Prakash, Ph.D., Syracuse University, Professor of Education—philosophy of education; moral education and ethics; ecological literacy; ecofeminism; and culture/race issues.

Maryellen Schaub, Ph.D., The Pennsylvania State University, Assistant Professor of Education—Parenting, Early Childhood Education, School-Family Links, Sociology of Education, Comparative Sociology.

Liang Zhang, Ph.D., Cornell University, Associate Professor of Education—economics of higher education, higher education finance and policy, academic labor market, quantitative methods.

Courtesy Appointment and Affiliate

Suzanne Adair, Ph.D., assistant dean of the Graduate School, senior director of the Office of Graduate Educational Equity Programs, and director of the Office of Postdoctoral Affairs

Talat Azhar, Ph.D., Penn State, Coordinator of the Humphrey Fellowship Program, College of Education

Leila Bradaschia, Ph.D., Indiana University, Director of International Programs, Assistant Professor of Education

Judith Ozment, Ph.D., University of Utah, Associate Professor of Chemistry, Penn State Abington

Graduate Program Forms

Resume Study: A student who has interrupted a normal (fall and spring) sequence of continuous registration is required to apply to Graduate Enrollment Services for permission to resume study at least two months before he or she would like to register. This form is not required if the sequence was broken by the summer session only. The Resume Study/Change of Degree or Major form is available online at <http://forms.gradsch.psu.edu/ges/reschg2.pdf>.

Change of Major: Students who wish to transfer from one major program to another must complete the Resume Study/Change of Degree or Major form and submit it to Graduate Enrollment Services. This should be done in a timely manner so that the proposed major program has an opportunity to obtain additional information if necessary. The Resume Study/Change of Degree or Major form is available online at <http://forms.gradsch.psu.edu/ges/reschg2.pdf>.

Transfer of Penn State Non-degree Graduate Credits to Penn State Degree Credits: Some students will begin taking classes at Penn State as non-degree graduate students. Upon admission to a program (e.g., EDTHP), the student must consult with his or her academic advisor to request transfer of non-degree coursework into the degree program. Forms to request this transfer are available from the EDTHP staff assistant. The completed form should be returned to the program office, where a copy will be kept in the student's file. The Graduate School's policy limits transfer of non-degree to degree credits to 15 credits.

Independent Study 596: Occasionally a course is not available or specialized research is required, necessitating independent study by a student with a faculty member. The student must obtain approval to register for independent study from a faculty member who shares an academic interest in the research area. The Independent Study form may be obtained from the EDTHP staff assistant and returned to the program office when it is filled out completely. The staff assistant will process the form and provide copies of the form to both the student and the supervising faculty member.

Financial Aid: The EDTHP program has available a limited number of graduate assistantships that are typically awarded to doctoral students; only under very unusual circumstances will a master's student be considered. Assistantship awards are granted yearly (**February 1 is the application deadline**) and are often, although not always, awarded for a second year. In order to accommodate the many requests received, awards generally are not granted for more than two years. The EDTHP assistantship application form is available at <http://www.ed.psu.edu/educ/eps/edthp/downloads-forms/EDTHP%20assistantship%20application.pdf>.

For additional sources of financial aid, check the Web site of The Graduate School's Office of Graduate Fellowships and Awards Administration at <http://www.gradsch.psu.edu/prospective/funding.html/>. The office is located in 317 Kern Building; the phone number is (814) 865-2514.

General Information

Thesis Office

115 Kern Building
 (814) 865-5448
 gradthesis@psu.edu
<http://www.gradsch.psu.edu/current/thesis.html>

General questions about thesis regulations, format, or submission, and requests for forms relating to the submission of theses should be directed to the thesis secretary. The thesis fee (a one-time processing fee for the University's copy of a thesis) must be paid to the Thesis Office when the thesis is submitted for review.

Graduate Enrollment Services (GES)

114 Kern Building
 (814) 865-1795

GES monitors students' official progress through the graduate program and keeps official graduate records. Questions about appointment of or changes in doctoral committees, scheduling of doctoral examinations, completion of course requirements, etc., should be directed to this office.

Office for Research Protections (ORP)

212 Kern Building
 (814) 865-1775
 orprotections@psu.edu
<http://www.research.psu.edu/orp/>

Any use of human or animal subjects for research purposes must be reviewed and approved through the ORP before subjects are involved in any way. Contact the office for information and procedures.

Graduate Student Association (GSA)

111B Kern Building
 (814) 865-4211
<http://www.clubs.psu.edu/up/gsa/>

The GSA sells thesis paper at a reasonable price. It also maintains a file of typists and provides author-typist agreement forms.

Registrar's Office

112 Shields Building
 (814) 865-6357
<http://www.registrar.psu.edu>

The Registrar's Office handles students' course registration, intent to graduate, diplomas, and official name changes.

Bursar's Office

103 Shields Building
 (814) 865-6528
<http://www.bursar.psu.edu/index.cfm>

The Bursar's Office maintains all student accounts, including tuition payments, etc.

Multimedia & Print Center

107 Hostetter Business Services Building
 (814) 863-0580
<http://www.multimediaprint.psu.edu/thesis/>

Orders for copying and binding of personal copies of theses may be placed with the Penn State Multimedia & Print Center.

Office of Multicultural Programs

123 Chambers Building
 (814) 865-0904
<http://www.ed.psu.edu/educ/multicultural-programs>

The Office of Multicultural Programs facilitates the development of an infrastructure and climate that promotes and values diversity and multiculturalism, infuses diversity across the curriculum and student experiences, facilitates access to post-secondary opportunities, supports the advancement of outstanding underrepresented educators and works towards the greater diversification of the education profession.

University Office of Global Programs

410 Boucke Building

(814) 865-7681

<http://www.global.psu.edu/DISA/>

The University Office of Global Programs (UOGP) provides support and oversight for all of Penn State's international engagements. UOPG oversees education abroad programs; hosts international students, scholars, and international visitors; and provides support for the University's international partnerships and collaborations around the world.

LGBTQ Student Resource Center

101 Boucke Building

(814)863-1248

<http://www.sa.psu.edu/lgbt/>

The LGBTQ Student Resource Center assists the entire Penn State University community in ensuring the inclusion of LGBTQ persons and in eliminating homophobia and heterosexism at PSU by providing a comprehensive range of direct service, referral, programming, outreach, and education.

Student Health Insurance Office

302 Student Health Center

(814) 865-7467

<http://studentaffairs.psu.edu/health/services/insurance/>

The Student Health Insurance office is responsible for administering the health insurance plans for Penn State students.

Students are not covered by the University for accidents, health problems or damage to property or people that may occur during an off campus internship. You must rely on personal or family insurance to provide this liability coverage.

Appendix A

EDTHP Academic Plan for the M.A. Degree

Name: _____ Academic Advisor: _____

PSU ID: _____

At least 36 credits are required for the master's degree in EDTHP. Specifics include: at least 27 credits at the 500 level or above; at least 18 credits must be EDTHP courses; up to 9 credits in thesis research (EDTHP 600 or 610) or independent study (EDTHP 596) may be counted toward these requirements (If writing a thesis, the Graduate School requires at least 6 credits of thesis research for graduation).

<u>Course</u>	<i>Semester/Year</i>	<i>Instructor</i>	<i>Credits</i>
Proseminar (<i>EDTHP 500</i>)	_____	_____	_____ <u>3</u>
Research and Methods (minimum 3 credits):	_____	_____	_____
_____	_____	_____	_____
Theory Foundations (minimum 6 credits must be EDTHP courses):	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Policy Foundations (minimum 6 credits must be EDTHP courses):	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Additional Courses:	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Master's Paper or Thesis Research Credits (Opt. 1: 3 credits; Option 2: 6 credits):	_____	_____	_____
_____	_____	_____	_____
TOTAL CREDITS (minimum 36 credits)			_____

Appendix B**Master's Paper Advisor and Reader (Option 1)**

Name: _____ Academic Advisor: _____

PSU ID: _____

Committee members *(please print clearly)*:

Name of advisor

Department

Office Address/Phone

Email Address

Name of second reader

Department

Office Address/Phone

Email Address

Appendix C
EDTHP M.A. Committee

Name: _____ Academic Advisor: _____
 PSU ID: _____ Thesis Advisor: _____

Committee members *(please print clearly)*:

Name of chair

 Department

 Office Address/Phone

 Email Address

 Name of faculty member

 Department

 Office Address/Phone

 Email Address

 Name of outside faculty member

 Department

 Office Address/Phone

 Email Address

 Name of additional faculty member (if applicable)

 Department

 Office Address/Phone

 Email Address

**Appendix D
EDTHP Doctoral Plan of Study**

Student Name _____ Advisor _____ Date _____
 PSU ID _____ Concentration _____ Minor (15) _____

<u>Course</u>	<u>Title</u>	<u>Credits</u>	<u>Instructor</u>	<u>Semester/Year</u>
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A. Introduction to the EDTHP Program (3 credits)

<i>EDTHP 500</i>	<i>Proseminar</i>	<u>3</u>		
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B. Research Methods (12 credits)

<i>EDTHP 585</i>	<i>Research Design</i>	<u>3</u>		
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<i>EDTHP 586</i>	<i>Qualitative Methods</i>	<u>3</u>		
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C. Focused Program of Study (9 credits)

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		—		

D. Theory Foundations (9 credits; must be EDTHP courses)

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		—		
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E. Policy Foundations (9 credits; must be EDTHP courses)

<i>EDTHP 587</i>	<i>Policy and Politics</i>	<u>3</u>		
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F. Minor or Dual-title Requirements*, Elective or Transferred Credit, or Professional Experience (15 credits)

		—		
		—		
		—		
		—		
		—		
		—		
		—		

* Students should consult the specific minor or dual-title program for course requirements.

TOTAL CREDITS _____ **(Minimum 57 credits)**

Appendix E

EDTHP Doctoral Committee

Name _____	Academic Advisor _____	
PSU ID _____	Thesis Advisor _____	

Committee members *(please print clearly)*:

Name of chair	Name of second EDTHP faculty member
Department	Department
Office Address/Phone	Office Address/Phone
Email Address	Email Address

Name of outside faculty member	Name of additional EPS faculty member (if applicable)
Department	Department
Office Address/Phone	Office Address/Phone
Email Address	Email Address

Name of minor representative faculty member (if applicable)	Name of special member (if applicable)
Department	Department
Office Address/Phone	Office Address/Phone
Email Address	Email Address

Appendix F**Oral Comprehensive Examination (Proposal Defense) Checklist**

The following criteria, as set forth by Graduate Enrollment Services, must be satisfied before an Oral Comprehensive Examination will be scheduled:

- ✓ The student must be registered the semester of the oral comprehensive examination.
- ✓ The student must not have any missing or deferred grades.
- ✓ The student must have at least a 3.00 grade-point average.
- ✓ The program has certified that the student has met the language and communication requirement.
- ✓ The program has certified that the student has met the English competency requirement.
- ✓ The oral comprehensive examination is being scheduled within eight years of the date of admission to candidacy.

Appendix G

Final Oral Examination (Dissertation Defense) Checklist

The following criteria, as set forth by Graduate Enrollment Services, must be satisfied before a Final Oral Examination will be scheduled:

- ✓ The student must be registered the semester of the final oral examination.
- ✓ The student must not have any missing or deferred grades.
- ✓ The student must have at least a 3.00 grade-point average.
- ✓ Residency requirement: After admission to the Ph.D. program, the student must have been registered full-time for two consecutive semesters in a one-year period or be certified as a full-time employee enrolling half time.
- ✓ Three months must have elapsed between the oral comprehensive examination and the final oral examination.
- ✓ The final oral exam must be held within six years after the student passed the oral comprehensive examination. If it is not, the student must pass a second oral comprehensive examination.
- ✓ Continuous registration requirement: The student must be registered continuously each semester beginning with the semester following the passing of the oral comprehensive examination.
- ✓ If a minor program of study has been declared, the student must have at least 15 credits in that area. A faculty member from the minor field of study must be appointed to the doctoral committee.
- ✓ All requirements must be completed within eight years of the date of admission to candidacy. If they are not, an extension must be requested by the candidate and approved by the faculty.