

## ADVISER

Upon admission to the doctoral program, a student is assigned to an academic adviser. This faculty member is available to discuss initial course selection, provide general advice about the program, and work on a preliminary Program of Studies which must be filed in the EDPL Office after the first year of course work. Typically, the same adviser guides the student through all course work and the Doctoral Qualifying Exam (DQE).

## DISSERTATION CHAIR

Often the adviser is also the student's dissertation director; however, if the student's choice of dissertation topic and/or methodology warrants a new chair/adviser, the student may select one. This selection is by mutual consent between the student and the faculty member. The dissertation chair guides the student through all work during official doctoral candidacy – the dissertation outline, proposal writing and hearing, dissertation study, writing and public defense.

A list of the current faculty who serve as Advisers and Dissertation Chairs for EDPL doctoral students, along with their academic interests, can be found in the FACULTY section of this handbook.

## CONTINUOUS ENROLLMENT REQUIREMENT

Every graduate student enrolled in a doctoral, master's, or certificate program, must be enrolled as a full-time, half-time, or less than half-time student each fall and spring term to maintain his or her status. Registration in the summer is only required if the student intends to graduate in August. A full-time load consists of 7 or more academic credits; half-time consists of 4-6.99 academic credits; and less than half-time consists of less than 4 academic credits. All degree graduate students must enroll in adviser-approved academic course work, independent study, field placement, graduate assistant teaching or research, thesis, professional project, or dissertation credits, or graduate standing continuation credits.

**Degree and certificate students who fail to enroll for a fall or spring term will be discontinued and must apply for readmission to the Graduate School.**

Options for continuous enrollment include:

1. **Thesis, Dissertation, or Professional Project Continuation Courses** (less-than-half-time, half-time, or full-time status) - Students who have completed all credit requirements for their degree, but need to continue work on their thesis, dissertation or professional project may retain graduate status by enrolling in one of these courses.
2. **Field Placement Continuation Courses** (less-than-half-time, half-time, or full-time status) - *Students who have completed all credit requirements for their degree, but still must participate in a practicum or internship experience may retain graduate status by enrolling in Field Placement Continuation.*
3. **Teaching Assistantship, Research Assistantship, and Fellowship Courses** (full-time status) - *Graduate assistants and fellows MUST maintain full-time status; therefore any GA who enrolls in 6 academic credits in a term may earn full-time status by enrolling in a non-credit GA or TA course.*
4. **Graduate Standing Continuation Course** (less than half-time status ONLY) - *This option is designated as less than half-time, cannot be used in conjunction with other courses, and will not qualify an individual for financial aid.*

Although Continuous Enrollment is a *status*, it is something for which the student must register via CheckMarq, just like any other course. The student must also complete the appropriate form, which is used to justify the Continuous Enrollment status that will be awarded the student. The Continuous Enrollment Form requires the consent and signature of the student's advisor as well as the Director of Graduate Studies, and results in a Permission Number being given to enable the student to register via CheckMarq.

ALL continuous enrollment courses shall be graded Satisfactory or Unsatisfactory and charged \$100. Each course is non-credit.

**NOTE:** CONTINUOUS ENROLLMENT FORMS ARE AVAILABLE ONLINE AT:  
<http://www.grad.mu.edu/forms/index.shtml>

## **PROCEDURES FOR CONTINUOUS ENROLLMENT REGISTRATION:**

Students enrolling in Continuous Enrollment must register to activate their desired status. Prior to registration, all students must secure departmental consent for Continuous Enrollment. Follow these procedures:

**Step 1:** The student must download the appropriate continuous enrollment form and fill in the basic information.

**Step 2:** The student must procure approval and a signature from his/her adviser/supervising faculty member.

**Step 3:** The student must procure a signature from the Director of Graduate Studies.

**Step 4:** The department will grant the student the appropriate Permission Number that will allow him/her to register for the proper course/section of Continuous Enrollment:

**Step 5:** The student must register for the appropriate course/section of Continuous Enrollment using normal CheckMarq registration procedures.

**Step 6:** A copy of the completed and approved Continuous Enrollment Form must be forwarded to the Graduate School Office.

## **ANNUAL REVIEW OF PROGRESS**

At the end of each academic year, the performance of each student in the doctoral program will be reviewed.

A student will be considered to be making satisfactory progress if:

1. At least six hours of course work have been completed and a 3.0 GPA has been maintained
2. There are no grades of BC, C, F, or I.
3. If any grades of "I" are on the record, none is more than one year old
4. The qualifying exam has been completed within one year of course work completion
5. A dissertation proposal has been approved within one year of successful completion of the qualifying exam
6. The Continuous Enrollment requirement has been met

For students who are not making progress, the following procedures will be followed:

1. At the beginning of each semester the Assistant to the Department Chair will give the Director of Graduate Studies and doctoral advisers a list of: all doctoral students not enrolled in courses or continuous enrollment; all students not maintaining a minimum 3.0 grade point average; all students who have earned a "BC," "C," "F" or "I" in one or more courses during the previous semester.
2. A warning letter will be sent by the department to all such students and they will be urged to contact their adviser.
3. A student receiving a grade of "F" in any course will be reviewed by department faculty; such an occurrence may be grounds for termination from the program.

4. Students whose grades continue to be below a 3.0 for two semesters will be dropped from the program.
5. Students who are inactive (less than six credits and/or progress on the qualifying exam, dissertation proposal and/or the dissertation itself) for a year and who fail to maintain continuous enrollment during that time will be dropped from the program.

## INDEPENDENT STUDY

At both the graduate and undergraduate level, EDPL supports serious academic inquiry into topics not offered in existing courses or offered less than once per year. The following guidelines for Independent Study will be observed:

1. Independent Study should not be a substitute for any departmental course that is offered at least annually.
2. It is the responsibility of the student to initiate and complete all necessary paperwork and approvals necessary for the Independent Study.
  - a. Independent Study (295) forms are available from the Graduate School web site at <http://www.grad.mu.edu/forms/index.shtml>
  - b. Forms should be completed by student and faculty performing the Independent Study course
  - c. Completed form should be hand delivered by the student to the Graduate School for processing
3. Mentoring an Independent Study is left to the discretion of faculty members in the department. In general, a faculty member only mentors independent studies in areas of expertise and does not mentor more than one per year.

## INCOMPLETES

The Department of Educational Policy and Leadership adheres to the policy on temporary grades that appears in the Graduate School Bulletin and is described below:

### TEMPORARY GRADES – X, I, or IX

*Graduate students who do not complete course requirements during the term in which the class is offered may be given one of the following temporary grades after consultation with their instructor: X, when one or more examinations are missed; I, when the course work has not been completed; IE, when a grade extension has been approved via student request (see the Request for Extension of I Grade Deadline form, found at [www.grad.mu.edu/forms](http://www.grad.mu.edu/forms)); or IX, a combination of missed examinations and incomplete course work.*

*The faculty member must submit the grade change form, found in CheckMarq, to change an X, I, IC, IE, or IX to a permanent grade. The grade change deadline listed in the Academic Calendar pertains to all incomplete grades.*

In adhering to the Temporary Grades policy, it is important for students to keep in mind:

1. **STUDENTS ARE RESPONSIBLE** for submission of outstanding academic work to the instructor in a timely fashion. As a professional courtesy, students are asked to **submit the**

**required work to the course instructor for review at least two weeks before this 6-week deadline.**

2. **FACULTY ARE RESPONSIBLE** for initiation of the grade change procedure through the online form. The form must be filed before the deadline in the Academic Calendar.
3. **If an extension is granted**, students must complete work by the end of the term in which the extension is requested and granted.
4. **Failure to complete work** for a changed grade during the allotted time will result in a permanent X, I, IE or IX grade on the academic record.
5. For courses that are **prerequisites** for others, it is important for students to **complete the prerequisite BEFORE taking subsequent courses in the sequence**. Students will be administratively dropped from a course if they have not removed a temporary grade before attempting to take the next course.

## TRANSFER OF CREDIT

Graduate credits both from other institutions and from Marquette are accepted for a doctoral program when a *Doctoral Program Planning Form* (see Appendix) is approved. Any graduate student contemplating additional course work to be transferred from another institution subsequent to enrolling in the EDPL doctoral program is urged to seek prior approval from the department and the Graduate School and have the course(s) and the institution(s) listed on the *Doctoral Program Planning Form*. Credits from another institution accepted into a Marquette doctoral program on the *Doctoral Program Planning Form* typically will not appear on the student's official Marquette transcript.

### MASTER'S LEVEL CREDITS

Up to nine credits of master's-level work from another accredited program in a field directly related to the current doctoral program will be accepted. These credits must be specified on the *Doctoral Program Planning Form*.

Credits from a master's program at Marquette University will be considered on a case-by-case basis. These credits must be specified on the *Doctoral Program Planning Form*. A minimum of 30 credits of course work must be completed after acceptance into the doctoral program to fulfill the program requirements.

### DOCTORAL LEVEL CREDITS

Doctoral-level credits are considered on an individual basis, in consultation with the students' adviser for acceptance into a Marquette program.

## TIME LIMITATIONS

Students must complete all requirements for the doctoral degree within six years of their first term of registration in the program. Extensions of time will only be granted for students who are making “sufficient progress” toward their degree but who have extenuating circumstances preventing completion in six years. “Sufficient progress” is defined by these criteria:

1. By the end of five years the student has completed course work and advanced to candidacy.
2. By the end of six years the student has an approved dissertation proposal and a reasonable timeline for completion.
3. Beyond seven years, the student is making progress on the dissertation, and the adviser and student have drawn up a reasonable timeline for dissertation completion.

Students who need an extension of time for degree completion are responsible for filing the completed and signed “extension of time” form with the graduate school before the end of their sixth year of enrollment.

## RESIDENCY

The Marquette University Graduate School residency requirement provides the student with the opportunity to concentrate on their graduate studies intensively. The requirement specifically states that nine credits of course work or its equivalent are required per semester for two semesters or summer sessions within an eighteen month period. There are a number of options available for the student to complete the residency requirement, each of which is described in the *Graduate Bulletin* (see the section on “Doctoral Degree Program”). The residency requirement must be completed before the student can be advanced to candidacy.

## ATTENDANCE

The department emphasizes the importance of attending all classes. We recognize, however, that emergencies do arise. Therefore, one excused absence is allowed during the semester. If a student is absent for two or more classes, s/he may be dropped from the course. Students who chronically miss part of class may also be dropped from the course.

## ACADEMIC INTEGRITY

The EDPL Department, along with all of Marquette University, holds a strong commitment to high standards of academic integrity. We acknowledge the importance of protecting others’ intellectual property, of creating original work, and of maintaining a high level of honesty. Any occurrences in violation of this commitment, such as plagiarism, falsification of records, or cheating, will be taken seriously and will result in disciplinary consequences that may range from re-doing an assignment to failing a course to expulsion from the program. See the Marquette University Graduate Bulletin for further description of this policy.