



## **IUP Graduate Handbook**

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### **Curriculum and Instruction Doctoral Program**

Department of Professional Studies in Education

Handbook Updated *2021*

Curriculum and Instruction Doctorate  
Department of Professional Studies in Education  
303 Davis Hall  
570 South Eleventh Street, Indiana University of Pennsylvania, Indiana, PA, 15705  
Program Website: <http://www.iup.edu/pse/grad/curriculum-instruction-ded/>



Evaluation Outcome for Dissertation and/or Thesis .....	21
University Policies and Procedures.....	21
Research.....	22
Signature Page .....	23





4. Understand and apply educational theory and research in a variety of educational contexts, basic through higher education;
5. Use technology to develop outstanding college-level courses and programs for professionals;
6. Demonstrate knowledge of adult development, characteristics of adult learners, and appropriate ways of supporting professional growth;
7. Apply knowledge of learners and curriculum to offer exemplary college-

IUP provides a number of online resources for international applicants. Applicants should visit the SGSR's website for international applicants and the FAQ for International Students webpage. Information for international applicants may also be found on the website of IUP's Office of International Education.

It is important for international applicants to note that the degree awarded through the Curriculum and Instruction in Education Program is the Doctorate in Education (D.Ed.). Some international students are required to earn a Ph.D., so they should check the requirements of their employers and/or government before applying.

International students must be aware that their admittance to the program may be limited to the main campus program (starting dates in even years only) rather than the online program. This policy is due to visa restrictions that requirement most international students enroll in face-to-face classes on a university's main campus. International students who remain in their home countries or have special visa status may enroll in the online program.

International applicants who are speakers of English as a second or foreign language are required to submit scores from the TOEFL or IELTS, taken no more than one year prior to the expected date of enrollment. The minimum TOEFL score is 600 paper-based (PBT), 250 computer-based (CBT), or 100 Internet-based (iBT), and a minimum TWE (Test of Written English) score of 5.0. An ILETS score must be at least 6.0. TOEFL or IELTS scores are not required for students who have earned a master's degree from a college or university in the U.S. in which the instruction was delivered in English.

### **Admissions Criteria**

Applicants must meet the admission requirements of the SGSR and should refer to the SGSR for the current requirements.

In addition to the SGSR criteria, applicants to the Doctoral Program in Curriculum and Instruction will also meet the following departmental program admission requirements:



Information on scholarships and financial aid available to graduate students is available at:  
<https://www.iup.edu/admissions/graduate/financialaid/graduate-assistantships-at-iup.html>

performance. The written observations become part of the TA's portfolio, just as peer observations become part of all tenure-track faculty members' portfolios.

***Regular meetings.*** The faculty mentor and TA should arrange a minimum of five meetings during the 15-week semester to review the TA's plans and address any concerns. Meetings should be arranged at times mutually convenient for the mentor and the TA. At least some of those meetings may consist of the TA observing and participating in the faculty mentor's class with a particular goal in mind (e.g., invite the TA to attend when a paper is being returned to demonstrate how to go over the material with students and respond to their questions). It is also recommended that the TA observe other instructors







specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit [www.iup.edu/graduatestudies/gsa](http://www.iup.edu/graduatestudies/gsa) for more information.

## Programs and Degrees

### Doctoral Program

2. Enrollment in and satisfactory completion of 6 credits of *CURR 798 – Supervised Doctoral Internship*
3. Completion of an internship experience of 360 hours at the site specified in the Internship Proposal
- 4.

is a fully-executed agreement with valid dates for your internship district by checking this site:

<https://iwiki.iup.edu/display/iafe> (<https://iemail.iup.edu/SRedirect/DAEB818C/iwiki.iup.edu/display/iafe>)

Please click on the PDFs of *Currently Active Agreements* and searching for your site or download the full Excel sheet and use Ctrl-f to search for their site under the Documents tab. If you locate the agreement for your district or educational entity, nothing more is needed except to add the agreement to your









## Degree Completion

**Coursework sequence.** A total of 60 semester hour credits beyond the master's degree are required in the Doctoral Program in Curriculum and Instruction. The course sequence can be undertaken through part-time or full-time study. Please note that all required coursework is delivered in a Saturday format during the academic year and a Friday/Saturday or Saturday-only format in the summer sessions.

The credits are allocated as follows:

27 credits of required coursework in curriculum and instruction

18 credits of required coursework in research methods and scholarly writing.

Six credits of advanced, graduate-level electives in education or a related field. These courses usually take place in the evenings from 5:20-7:50, online, or during the day in the summer.

Any course selected to meet the elective requirement must be approved in advance by the Coordinator of the Doctoral Program in Curriculum and Instruction.

Nine credits of dissertation

***Electives.*** Elective credits allow students to focus on specialized areas of curriculum and instruction that fit their interests and career goals. Elective courses must be at a 500 level or higher and completed with a grade of B or better. Students should check the class schedule to see which courses are being offered. The coordinator can provide elective recommendations.

***Evaluation for Graduation.*** Students must complete all degree requirements including core coursework, special electives, 3.5 or higher GPA, successful

conduct independent research and evidence of having been socialized into the role of a teacher scholar.

A dissertation chairperson and committee of at least two faculty are required for dissertation work. The student invites faculty to serve on a dissertation committee. This selection is made based on the faculty member's eligibility to chair or serve on doctoral committees, specialized expertise, interest in the dissertation topic, and willingness to serve. The Dissertation Chairperson and at least one committee member must be from the PSE Department. However, other appropriate faculty at IUP may become Dissertation Committee members.

**Role of the dissertation committee.** The chairperson must be selected from among the faculty members in the PSE Department who have been approved by the SGSR to teach doctoral-level courses. An up-to-

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aspect that might benefit from the expertise of a faculty member from another department or at another university, discuss this with the chairperson.

***View committee selection as a firm commitment.*** After three faculty members have agreed to serve on a committee, they will work with the student throughout the remainder of the program. Although a student will work most closely with the dissertation committee chairperson, all members must agree and be willing to sign off on the completed dissertation. Keep in mind that if a committee recommends extensive revisions to dissertation work, the committee members cannot be “fired” and replaced with another group. Legitimate reasons for changing the composition of a dissertation committee emanate from the committee members themselves, not from the student. Such reasons include retirement, relocation, or major changes in the dissertation topic and/or approach that render the study outside the committee member’s expertise. A committee member is free to withdraw from a dissertation committee.

***Share a one-page description of the dissertation with prospective committee members.*** In conjunction with the student’s coursework, a succinct overview of the dissertation study should be developed. This assignment can be put to use in three ways. First, it can be shared with faculty members under consideration to chair or serve on a dissertation committee. Second, it can provide the basis for drafting the Research Topic Approval Form that has to be submitted to the SGSR.

***Officially appoint a committee.*** The mechanism for officially appointing a committee is to complete a Research Topic Approval Form with the SGSR. This form includes a one- to two-page description of the study that includes all required components. It must be approved by each member of the committee, the Program Coordinator, and of the Dean of the College of Education and Communications.

***If you find you must make changes to you committee.*** Committee change forms must be submitted at least 15 days prior to the final electronic submission deadline and can be found at this website:

<https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/all-forms.html>

***Registering for dissertation credit.*** Nine dissertation credits are required for the Curriculum and Instruction Program. In most instances, students should wait until their last year of coursework to enroll in dissertation credit and many students

will want to wait until after all coursework is completed. Once students begin taking dissertation credit, they should make measurable progress on their dissertation each semester. Students must abide by the university's continuous enrollment policy.

Dissertation credits are listed under the program coordinator's name. You are only required to take one dissertation credit at a time but must complete a



7. Students submit the dissertation to the SGSR following chairperson approval for the submission.
8. The student must complete all revisions required by the committee and the SGSR by the established deadlines.

## Evaluation Outcome for Dissertation and/or Thesis

Dissertation defenses have three possible outcomes: pass (little to no revisions needed), pass with revisions (most common outcome, students may be required to submit revisions to the entire committee or just the chairperson at the committee's discretion), and fail/retake (a dissertation defense can be retaken only once).

**For students admitted after Fall 2017** – Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

**For students admitted prior to Fall 2017** – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## University Policies and Procedures

**University policy is the baseline policy.** Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact your program coordinator or the School of Graduate Studies and Research.

### Academic Calendar

View the IUP Academic Calendar: [www.iup.edu/news-www.Qqw\(:\)-5.geny.22.03.7\(es\)8\(i\)-0.9u1s7164/tsr\(a\)16w7.97](http://www.iup.edu/news-www.Qqw(:)-5.geny.22.03.7(es)8(i)-0.9u1s7164/tsr(a)16w7.97)



## Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

\_\_\_\_\_[please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit to the program coordinator by the first week of the semester.

The Professional Studies in Education Department will keep this signed document on file.