

Department of Teaching and Learning Advanced Studies Policies

Policy Area	Policy Language
Advisor/Chair	<p>Teaching and Learning doctoral programs require students to have an approved advisor in the student’s program or subplan area who serves as Chair of the Doctoral Advisory Committee. At the beginning of each academic year the Doctoral Coordinator will send out the current list of program and subplan area advisors, as determined by program and subplan area program leaders.</p> <p>NOTES:</p> <ul style="list-style-type: none"> ○ Advisors may be from any published list that corresponds to years in the respective program. ○ Approved advisor listings are maintained in the Teaching and Learning Doctoral Office. ○ Faculty who have left the university may not serve as chairs. They may remain on the committee as a co-chair or member, provided that they coordinate with the Graduate College to maintain graduate faculty status within the Department of Teaching and Learning, and with the approval of the current dissertation chair.
Annual Review	<p>Each spring term graduate students are required to complete the Graduate Student Annual Review survey. This survey will be sent by the Graduate College to the student’s Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead. Failing to comply with the annual review requirement will initiate a warning letter to be sent to the student and the student’s advisor. Students must comply in sending the annual review within 30 days of the warning and in all subsequent years. Failure to comply will initiate the Department of Teaching and Learning recommending probation to the Graduate College. Not completing the terms of that probation will result in recommendation to the Graduate College by the Department of Teaching and Learning for separation from the program.</p>
Appeals	<p>Graduate academic appeals are used to request reconsideration or a remedy from alleged unfair or inappropriate academic practice, or relief/waiver from a Teaching and Learning and/or a Graduate College and/or a UNLV and/or a NSHE policy or requirement. There are also a variety of situations that may necessitate the need for an appeal for the Graduate College.</p> <ul style="list-style-type: none"> ○ Appeals must be filed within 60 calendar days from the last day of the term/semester in which the issue being appealed arose, and must be initiated in Grad Rebel Gateway. ○ Each appeal is reviewed individually and a decision will be based on the merits of the request as substantiated in the documentation provided. ○ In the Department of Teaching and Learning all appeals are first heard by the Doctoral Committee; recommendations are forwarded to the Doctoral Coordinator and then to the Department Chair before completing the process up through the Dean of the Graduate College. ○ Faculty must notify the Registrar’s Office to change a grade due to clerical error within 60 calendar days from the last day of the term/semester. The Grade Change Form is available on the Office of the Registrar forms page. ○ For grade changes after the 60-calendar day timeline or not pertaining to a clerical error, an appeal to the Graduate College must be completed. <p>When submitting an academic appeal, it is the student’s responsibility to provide a clear and concisely written statement explaining the reason for the appeal and the remedy being requested. The student must also provide all relevant documentation to be reviewed and considered in the appeal decision.</p> <p>Academic appeals:</p> <ol style="list-style-type: none"> 1. Begin in Grad Rebel Gateway. If you were last enrolled prior to 2017 and have not applied to admission to a different Graduate program since then, and need to submit an appeal, email Grad.Rebel@unlv.edu. 2. Provide an attached written explanation to support considering the appeal. 3. Attach relevant documentation and support. Documents may include, but are not limited to, medical records, work verification, police reports, deployment orders, death certificates, airline receipts, letters from professors on university letterhead, transcripts, etc. <ul style="list-style-type: none"> ○ The Graduate Dean may render a decision, act to resolve the problem, or request that the Graduate College Appeals and Legal Issues Committee (which does not convene in summer) review the appeal and make a recommendation to the Graduate Dean. ○ The Graduate Dean will render the final decision and move to inform the student in a timely manner. ○ Generally, graduate academic appeals take from two weeks to several months to resolve, depending on the nature and complexity of the appeal. <p>Financial Appeals – See the relevant language for Financial Appeals in the Graduate Catalogue and the Tuition & Fee Appeal Form for more detail.</p>

Changing Committee	Any change of committee composition must be reflected by a Change of Advisory committee form in Grad Rebel Gateway . This form will require the approval of any members being removed as well as any members being added.
Change of Doctoral Program from Outside of Teaching and Learning	Students wishing to change from a UNLV doctoral program outside of Teaching and Learning to a doctoral program within Teaching and Learning will need to follow the Admission Policy and Guidelines. Students should verify the yearly application deadline with the Department of Teaching and Learning Doctoral Studies applications. NOTES: <ul style="list-style-type: none"> ○ Students are required to complete all Department of Teaching and Learning milestones (exam, proposal, and dissertation) in the program and/or subplan area where the degree is completed, reflective of the knowledge and expertise associated with the area of study; previously passed milestones will not carry over to the new program. ○ Coursework substitutions and transfers are limited by both the Department of Teaching and Learning Transfer policy and Substitution policy.
Change of Doctoral Program within Teaching and Learning	Students wishing to change degree programs within the department of Teaching and Learning must: <ol style="list-style-type: none"> 1. Meet all of the requirements for admission for Teaching and Learning doctoral degrees. 2. Submit an appeal through Grad Rebel Gateway portal and provide written notification to the current advisor and written support from the proposed advisor for the new program. 3. If approved by the Graduate College, students are required to complete all paperwork and processes outlined by the Graduate College which may include, though not limited to, a new application, and application fee to process the change. NOTES: <ul style="list-style-type: none"> ○ Students are required to complete all Department of Teaching and Learning milestones (exam, proposal, and dissertation) in the program and/or subplan area where the degree is completed, reflective of the knowledge and expertise associated with the area of study; previously passed milestones will not carry over to the new program. ○ Coursework substitutions and transfers are limited by both the Department of Teaching and Learning Transfer policy and Substitution policy. ○ If approved, any forms required in Grad Rebel Gateway will need to be updated and reflective of the new degree program.
Change of Subplan within Doctoral Degree	Students wishing to change subplan areas within a degree in department of Teaching and Learning must: <ol style="list-style-type: none"> 1. Meet all current requirements for admission for Teaching and Learning doctoral degrees 2. Provide written notification to the current advisor and obtain written support from the proposed advisor for the new program. 3. Provide the written documentation referenced in item #2 above to the Department of Teaching and Learning Doctoral Studies Office. 4. Upon receipt of the materials the Doctoral Studies office will process the change; if approved by the Department of Teaching and Learning the Graduate College will be notified to initiate a change of subplan. NOTES: <ul style="list-style-type: none"> ○ Students are required to complete all Department of Teaching and Learning milestones (exam, proposal, and dissertation) in the subplan area where the degree is completed, reflective of the knowledge and expertise associated with the area of study; previously passed milestones will not carry over to a new subplan area. ○ Coursework substitutions and transfers are limited by both the Department of Teaching and Learning Transfer policy and Substitution policy. ○ If approved, any forms required in Grad Rebel Gateway will need to be updated and reflective of the new degree program.
Committee Composition	Prior to the qualifying examination students must complete an Appointment of Advisory Committee form in Graduate Rebel Gateway . To complete that form a student must have an Advisory Committee of at least four members to include a chair from the student's program or subplan area, two additional members from the Department of Teaching and Learning determined in consultation with the Advisory Committee Chair and in line with program or sub-plan area guidelines, and at least one member from an outside department to serve as the Graduate College Representative. <ul style="list-style-type: none"> ○ The committee chair and outside Graduate College Representative must both have graduate faculty status and appropriate permissions.

	<ul style="list-style-type: none"> ○ The two additional advisory committee members and any additional members must have graduate faculty status and appropriate permissions. ○ Faculty recommended from outside UNLV must be approved by the Graduate College following the Graduate College's Graduate Faculty Status guidelines. <p>Note: Program or subplan areas may provide more specific requirements for committee composition including guidelines about the Advisor/Chair and potential Co-Chairs – see program or subplan area handbooks for respective procedures and guidelines.</p>
Communication	<p>Mailing Address - A change of address must be completed by the student through his or her MyUNLV account. Any correspondence from the university mailed to the last address provided by the student to the Registrar and Graduate College will discharge all university responsibility for notification.</p> <p>Rebelmail - Graduate students are required to set-up, use, and monitor their UNLV Rebelmail email accounts. MyUNLV and Rebelmail are the primary ways in which the Graduate College and other campus offices communicate important information to students. Any student wishing to email the Graduate College or any university staff must do so from a UNLV email account. In accordance with FERPA regulations, the Graduate College will not respond to student emails from non-UNLV accounts.</p> <p>Individual faculty members within the Department of Teaching and Learning may be willing to use additional forms of communication.</p>
Continuous Enrollment	<p>Students are considered to be making satisfactory progress toward the degree as long as they are successfully completing six hours of graduate degree program credits per rolling three semesters (including summer), meeting their graduate program milestones, fulfilling degree requirements, progressing toward completion, and submitting all required paperwork in a timely manner.</p> <p>NOTE: Students will be <u>automatically separated</u> for failure to meet UNLV Graduate College continuous enrollment policy which requires students to enroll in and complete a minimum of six graduate credits in a rolling three-semester period.</p>
Coursework Requirements	<p>All doctoral programs in the Department of Teaching and Learning have six credits of Departmental Core Required Coursework (CIG 761 & CIG 790) as well as two Research Required Courses (EPY 718 & EPY 721).</p> <ul style="list-style-type: none"> ○ Courses required of all students in Teaching and Learning are not eligible for substitution (see the exception in the Substitutions policy). ○ Beyond the requirements of all students in the Department of Teaching and Learning, each program or subplan area defines its own program or sub-plan area required, elective, and/or internship courses. ○ All students must complete the 12 required CIG dissertation hours, taken over at least two semesters; students must be enrolled in at least three credits the semester they graduate. <p>NOTE: See the relevant program or subplan area handbook for guidance.</p>
Coursework Revalidation	<p>Any courses that would be greater than six years old at the time of graduation require approval through Six-Year/Eight-Year Course Limit Extension Request found in the Graduate Rebel Gateway. This approval only relates to the age of courses and is in addition to any required appeal based on time in program (See Time in Program policy).</p>
Defenses	<p>Three milestones in a Teaching and Learning doctoral program require a formal defense: qualifying exam, proposal, and dissertation. Defenses cannot be scheduled without the explicit approval of a student's committee chair. Once the committee chair approval is secured in writing, all committee members must also provide written agreement to the defense date; written agreement can be furnished on paper or by email to the Department of Teaching and Learning Doctoral Studies Office, which must be notified at least three weeks prior to the defense. Any paperwork required by the Graduate College prior to a milestone (e.g., Plan of Study) must be completed and approved prior to the defense date. Students must have a unanimous vote of pass on these milestone defenses.</p> <p>Qualifying Exam:</p> <ul style="list-style-type: none"> ○ Before the qualifying exam students must obtain the Exam Results Form from the Department of Teaching and Learning Doctoral Office and bring the form to the defense. ○ Regardless of the outcome, the Exam Results Form must be signed by the full committee and submitted to the Department of Teaching and Learning Doctoral Office within one working day of the defense. Committee members attending remotely (see virtual/remote participation policy) may provide an electronic signature via an email to the Advisory Committee Chair; that documentation must be attached to the form in lieu of a signature.

	<p>Proposal:</p> <ul style="list-style-type: none"> ○ After successfully passing of the proposal defense the Advancement to Candidacy form must be submitted in Grad Rebel Gateway. ● While students may apply for and receive IRB approval prior to the proposal defense, a student must have passed their proposal defense, and have an IRB that reflects the study approved at the proposal in order to begin collecting data for the dissertation study. ● Students must comply with the Graduate College policy regarding when dissertation hours may be taken. <p>Dissertation:</p> <ul style="list-style-type: none"> ○ Students must submit their written dissertation to iThenticate, receive a report, and submit to the committee at the defense. This form will also be required in the culminating experience form. ○ The committee chair must complete required information on the culminating experience form. ○ After passing the final dissertation defense a culminating experience form must be completed in the Grad Rebel Gateway.
Dismissal	See the Graduate College's Student Program Dismissal Procedures for more details.
Dissertation Credits	All students in a Teaching and Learning doctoral degree must have at least 12 CIG 799 credits in order to graduate. The 12 credits must be taken over at least two semesters, and a student must be registered for at least 3 CIG 799 hours the semester they graduate. Students must comply with the Graduate College policy regarding when dissertation hours may be taken.
Dissertation Document	<p>The dissertation picks up where the dissertation proposal leaves off. The written document, guided by the program or subplan area procedures, must:</p> <ol style="list-style-type: none"> 1) address an articulated statement of the problem and related research question/s; 2) provide a related review of literature pertaining to the research problem and question/s; 3) include relevant data, analysis of that data, and findings/results from the study; 4) engage with discussion and/or implications; and 5) accurately reference and list cited material drawing upon the program or sub-plan area requirements for citation and in line with Graduate College policy. <ul style="list-style-type: none"> ○ Students must notify the Department of Teaching and Learning Doctoral Office at least three weeks prior to the defense. ○ The committee must be provided the dissertation document a minimum of two weeks prior to a defense, and have agreed to the scheduled defense date. <p>NOTES:</p> <ul style="list-style-type: none"> ○ The specific processes and formats for a dissertation are at the discretion of the program or subplan area as outlined in the program or subplan handbooks, and must be consistent with Graduate College, UNLV, and NSHE policies. ○ Students must receive a unanimous pass for all milestone defenses. ○ Students not receiving a unanimous pass at the dissertation defense may repeat the defense after a minimum of 30 days and after addressing feedback provided by the Doctoral Advisory Committee. ○ If a student fails to receive a unanimous pass on the second attempt the student will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program.
Exams	<p>The qualifying examination is designed to assess a student's understanding of core concepts and preparedness to pursue advanced study related to a dissertation topic.</p> <p>The exam requires the student to:</p> <ol style="list-style-type: none"> 1) demonstrate a significant level of knowledge in a selected field of study, in writing; and 2) defend that written work at an oral defense. <ul style="list-style-type: none"> ○ Qualifying exams may be taken upon completion of minimum Teaching and Learning requirements which include: Department of Teaching and Learning required courses and research required courses. ○ An exam may not be taken until the Plan of Study I, Plan of Study II, and Appointment of Advisory Committee forms are initiated and approved in the Grad Rebel Gateway. ○ Once minimum program requirements are met, the determination of exam eligibility is at the discretion of the Advisory Committee Chair in consultation with the advisory committee. ○ Exams must be submitted to the committee at least three weeks prior to the exam oral defense.

	<ul style="list-style-type: none"> ○ Students must notify the Department of Teaching and Learning Doctoral Office at least three weeks prior to the defense. ○ The Qualifying Exam Results form must be submitted to the Department of Teaching and Learning Doctoral Office within one business day. <p>NOTES:</p> <ul style="list-style-type: none"> ○ Students must pass the oral defense by a unanimous vote of the Advisory Committee. ○ A student who fails the exam on the first attempt will be recommended to the Graduate College by the Department of Teaching and Learning for probation. The student must comply with the terms of the probation (e.g., take additional coursework, rewrite part or all of the exam) and may retake the exam once more. ○ If a student fails the exam a second time the student will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program. ○ See each program/subplan area handbook for a detailed explanation of the exam procedures.
General Admissions**	<ul style="list-style-type: none"> ● All domestic and international applicants, including students currently matriculated in graduate programs at UNLV outside of the Department of Teaching and Learning, must meet the minimum Graduate College Admission and Registration Requirements, as well as the specific policies outlined below. ● Prior to the admission start date, a master degree from an accredited program in an area closely related to the chosen field of specialization is required, unless seeking admission to the MS/PhD track in Curriculum & Instruction where a Bachelor degree is required. ● Submit a complete Graduate College online application, by the stated application date, including the following: <ul style="list-style-type: none"> ✎ Three letters of recommendation from professionals who can specifically address the applicant's potential for success in the doctoral program. One letter, minimally, must be from a university faculty member addressing past academic success and future potential in a doctoral program. These letters of recommendation will be requested by and must be submitted through the Graduate College online application system. ✎ Submit one set of official transcripts from all previously attended colleges and universities as requested in the Graduate College online application. Unofficial transcripts should be uploaded via the online application for any degrees or coursework in progress at the time of application. Unofficial transcripts will NOT substitute for the official documents with the exception of coursework taken at UNLV. ✎ Submit official Graduate Record Examination (GRE) scores for the General Exam, which must be received prior to the application deadline. ✎ Answering any questions required in the application portal.* <p>NOTES:</p> <ul style="list-style-type: none"> ● After initial screening, applicants moving forward in the process will be invited to an interview. Interviews are conducted by members of the Teaching and Learning graduate faculty. Interviews are not guaranteed simply by means of applying to the program. The Doctoral Studies Office and program faculty members will work to plan interviews with selected applicants. ● Students with less than a 145 Verbal, or a 145 Quantitative, or a 3.5 Analytical Writing, or any combination thereof on the GRE can only be admitted on a conditional basis; if admitted a student must earn a 3.30 (B+) GPA in the Departmental Core (CIG 761 & 790) and two Required Research Courses (EPY 718 & 721) in order to remove the conditional status. ● Students enrolled or matriculated in a graduate program at UNLV outside of the Department of Teaching and Learning currently on probation for an academic reason will need to meet the conditions of the current probation and be removed from probation prior to being considered by the Department of Teaching and Learning for admission and to have program coursework from the previous program considered for transfer or substitution to the Teaching and Learning degree. ● The aforementioned requirements are the minimum requirements; meeting the minimum requirements does not guarantee admission. ● Recommendations to the Graduate College for admission are based 1) on applicants meeting the minimum requirements along with 2) a comprehensive review of the application materials by program and/or subplan area faculty.
GPA and Course Grades	<p>The Department of Teaching and Learning requires a minimum GPA of 3.0 for all graduate coursework taken while matriculated in a Teaching and Learning doctoral degree. Students may not have any grades lower than a B- while in the program. Any grade lower than a B-, while matriculated in a Teaching and Learning degree will initiate a recommendation of probation (see the probation policy). Any additional grades lower than a B- in graduate</p>

	coursework while matriculated in a Teaching and Learning degree and while on probation will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program.
IRB	Approval from UNLV's Institutional Review Board (IRB) is required prior to undertaking a study with human subjects/participants. Working with the dissertation chair and Office of Research Integrity IRB staff, students must complete, through the IRB system the IRB form, and secure IRB approval for their proposed study, including any required training. The proposed study and IRB must both be approved before the study can begin. In addition to UNLV's IRB process, students who wish to conduct research in the Clark County School District (CCSD) will also need to secure IRB approval from the CCSD Assessment, Accountability, Research, and School Improvement Division (AARSI). An appropriate district representative must sponsor studies in CCSD.
Leave of Absence	<p>When necessary, a student may request a Leave of Absence (LOA) from a degree program (visit the Grad Rebel Gateway to access the form).</p> <ul style="list-style-type: none"> ○ One year is the standard leave period; two years is the maximum allowable leave. ○ If approved, the student should remain in contact with the department about return plans by contacting the Teaching and Learning Doctoral Studies Office by email. ○ If a student requested less than the maximum amount of time for a LOA and requires additional time a new LOA form must be completed and approved. ○ If a student does not return by the end of the LOA or does not request for additional time (if eligible), the student will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program. <p>NOTE: All degree requirements must be completed within the maximum time to degree policy as outlined above, regardless of an approved leave of absence, per the Graduate College policy. The Graduate College Leave of Absence Policy provides more information about LOA.</p>
Probation	<p>For the purposes of evaluating student progression, the Department of Teaching and Learning considers student performance in individual graduate classes, successful completion of required milestones, graduate and degree GPA, as well as other considerations.</p> <p>If a student fails to successfully progress in their degree program within the Department of Teaching and Learning a recommendation for probation will be initiated by the Doctoral Coordinator or the Department Chair. Students on probation will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program for failing to successfully meet the condition/s of any approved probation by the deadlines provided in the probation letter.</p> <p>Unsuccessful degree program progression, for the Department of Teaching and Learning includes, but is not limited to:</p> <ul style="list-style-type: none"> ○ a failure to maintain a minimum GPA of 3.0 for all graduate coursework taken while matriculated in a Teaching and Learning doctoral degree. ○ more than two active incompletes ○ any grade below a B- ○ any repeated (two or more) withdrawals from courses required for the degree program ○ failure to maintain continuous enrollment by completing six (6) graduate credits each rolling three semesters (including summer) toward program requirements; ○ failure to meet all degree requirements in the timely manner outlined for each requirement or milestone in the respective Doctoral Handbook <p>Students will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program for the following:</p> <ul style="list-style-type: none"> ○ violations of ethical, professional, and/or student conduct in the field of study and/or as reflected in the UNLV Student Conduct code and adjudicated by the UNLV Student Conduct board review process; ○ failure to successfully progress toward degree; ○ and/or failure to meet academic probation requirements in a timely manner.
Proposal	<p>The dissertation proposal is designed to articulate why a specific study is needed, the state of literature related to the study, how the study will be carried out, and what significance the results may have (anticipated) for the particular field of study. The proposal document must:</p> <ol style="list-style-type: none"> 1) provide a statement of the problem; 2) provide a review of literature pertaining to the research problem;

	<p>3) provide an explanation of the methodological approach and specific methods planned to address the question/s; and</p> <p>4) accurately and consistently reference and list cited material use the current edition of the style manual appropriate to your field.</p> <ul style="list-style-type: none"> ○ Students should work, under supervision of the advisor, on the preparation of the proposal. ○ Once the advisor is satisfied that the proposal can move forward to a defense the student should submit the proposal to the full advisory committee including the advisor. ○ The proposal must be defended orally. ○ A committee must be provided the proposal a minimum of three weeks prior to a defense and have agreed to the scheduled defense date. ○ Students must notify the Department of Teaching and Learning Doctoral Office at least two weeks prior to the defense. <p>NOTES:</p> <ul style="list-style-type: none"> ○ Students are required to have a unanimous pass in order to advance to Candidacy, and must follow policy as well as program or subplan area procedures. ○ While there is no limit to the amount of times a proposal defense may occur as a means of policy, an advisor or advisory committee may make a recommendation to the Doctoral Coordinator of probation for failure to progress based on multiple failed proposal defenses. ○ See the relevant program or sub-plan area handbook for a detailed explanation of the proposal procedures.
Professional Ethics (Academic Integrity)	See the UNLV Graduate College Catalogue for policy regarding academic integrity.
Substitutions	<p>No more than six hours of coursework substitution is allowed for a Teaching and Learning doctoral degree. The two required departmental core courses and the required research courses are not eligible for substitution, with the following exceptions:</p> <ul style="list-style-type: none"> ○ If one or more of the departmental core or required research courses were completed as part of a previously conferred degree a substitution will be allowed and will not count against the substitution limit. ○ In the event that one or both departmental core courses were taken, the course/s would need replacing with a 700-level class in the Department of Teaching and Learning. ○ In the event that one or both required research courses were taken, a more advanced 700 level research course in that/those methodological area/s must be substituted. ○ These substitutions will be indicated as resulting from the required coursework having been previously completed and will be permitted substitutions that will not count against the six-credit limit, and only relate to the specific required courses having been previously completed.
Summer and Other Off-Contract Times	<p>Qualifying examinations, proposals, dissertations, and related oral defenses must generally be scheduled during the regular academic year (fall and spring).</p> <ul style="list-style-type: none"> ○ Summer or other contract dates for defenses cannot be guaranteed. ○ For any qualifying examinations, proposals, or dissertation defense outside of the regular academic year the student should obtain written agreement for participation from the Advisory Committee Chair and all Advisory Committee Members. ○ Agreement documentation should be sent to the Department of Teaching and Learning Doctoral Studies Office.
Time in Program	<p>Doctoral degree programs in the Department of Teaching and Learning may take no more than eight years to complete as follows:</p> <ul style="list-style-type: none"> ○ Doctoral students in the Department of Teaching and Learning beginning doctoral degree programs and holding a master degree must complete all doctoral degree program requirements, and graduate, within six years. ○ Doctoral students in the Department of Teaching and Learning beginning a doctoral degree program without a master degree must complete all requirements for the degree, and graduate, within eight years. <p>Per the Graduate College’s policy these timelines apply to both part-time and full-time students.</p> <p>NOTES:</p> <ul style="list-style-type: none"> ○ Students violating the maximum time to degree policy may request an extension of time once, via an appeal (see Grad Rebel Gateway). ○ The Department of Teaching and Learning Doctoral Committee will generally consider a request up to three additional semesters (including summer). ○ Appeals will be first heard by the Department of Teaching and Learning Doctoral Committee.

	<ul style="list-style-type: none"> ○ The Appeal must address why the extra time is needed and provide a clear action plan to complete the degree requirements and graduate by the end of the requested extension. ○ Students not meeting the time to degree policy and/or whose appeal has been denied will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program. ○ Any approved appeals for extra time will require a Six-Year/Eight-Year Course Limit Extension Request form in the Grad Rebel Gateway if any of the coursework would be older than six years at the time of graduation (see Coursework Revalidation policy). ○ Any approved appeal for time will result in a recommendation for probation to run concurrent with the appealed for time extension; a condition of the probation is successful graduation by the end of the probationary period. ○ Any students granted a one-time extension through appeal and probation who fails to complete the degree requirements and graduate within the three-semester timeframe will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program. ○ Students violating the maximum time to degree policy for whom an appeal is approved are not automatically eligible to complete their program using the degree requirements in place at the time of admission. This decision is left to the discretion of the Department of Teaching and Learning in consultation with the student’s advisor, the College of Education, and Graduate Dean.
Transfer Hours	<p>Students are limited to transferring a maximum of 15 hours to a Teaching and Learning doctoral degree. Once admitted students must obtain prior written consent from the Department of Teaching and Learning and the Graduate Dean, by way of a Transfer Credit Request Form, to take coursework elsewhere and use it in the Teaching and Learning doctoral degree.</p> <p>To be considered for use:</p> <ol style="list-style-type: none"> 1. Course/s must have been taken at a regionally accredited institution in the U.S. or equivalent; 2. The course/s must be graded (e.g., it may not be pass/fail or S/U or S/F); 3. The course/s must have been completed with a grade of B- or higher; 4. The course/s must be documented by official transcripts sent directly from the issuing institution to the Graduate College; 5. The course/s must be posted to the student’s permanent academic record; 6. The course/s must be comparable in content, substance, and rigor to the course work it is replacing in the student’s degree program; 7. The course/s may not be used to replace a Teaching and Learning core required course or required research courses (see exceptions in the substitution policy) 8. Course/s fulfilling requirements for one degree may not be transferred to a new degree. <p>Transfer credit is approved only when evidence exists that the work is certifiably graduate-level. The age of the transfer work under consideration may also be a factor in the decision as to whether or not the course work is admissible. The student is responsible for providing evidence and documentation as required. If approved, non-semester credits will be converted to semester credits for transfer.</p> <p>NOTE: Transferred hours that would be greater than six years old at the time of graduation will require additional approval through Six-Year/Eight-Year Course Limit Extension Request found in the Graduate Rebel Gateway</p>
Virtual/Remote Participation in Defenses	<p>Under extenuating circumstances, a student may submit an appeal through Graduate Rebel Gateway for remote involvement of the student or a committee member/s for exam, proposal, or dissertation defenses. The appeal should be submitted and approved prior to finalizing the scheduling of the defense or immediately upon notice of an emergency situation. The appeal must specify the reason – the undue hardship or emergency – for the request for up to two of the student and/or committee members to participate remotely. Students must specify how and where the defense will take place including technical capacity and support.</p> <ul style="list-style-type: none"> ○ No more than two remote connections (e.g., a student and a member or two members) may be allowed at a defense. ○ The Graduate College representative must be present in person. ○ The defense location must have the necessary technical capacity to allow a remote defense. <p>NOTE: If technical problems interfere with the ability to successfully conduct the presentation and discussion for approved remote participations, the defense meeting must be rescheduled.</p>

NOTES:

* The questions that have previously informed the personal statement will now be embedded into the application portal so that all applicants complete the questions.

What is your desired emphasis area for study including any potential research interests? Identify a program emphasis area faculty member that might fit your articulated emphasis or research interests.

What is/are your reason/s for pursuing a doctoral degree in Teaching and Learning and the program or subplan area you are applying for? Specifically identify short term and long-range goals relative to the pursuit of a terminal degree.

Briefly discuss your educational and/or professional journey. If relevant, include experiences, skills, and/or engagement with research.

Articulate both relative perceived strengths and relative perceived areas for continuous growth related to who you are as a student.

** A subcommittee to be co-chaired by Drs. Clark and McCreery will work to develop a more comprehensive set of admissions data points to inform the process and the basis by which decisions can be made regarding admission. This subcommittee will begin meeting this Spring (2020).