

Program Handbook: Ph.D. in Curriculum and Instruction

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## **I. General Information**

### **Introduction**

Congratulations on entering the Ph.D. program in Curriculum and Instruction at Texas A&M University-Corpus Christi. You have embarked on an intense and life-altering experience as an educational professional. The Doctor of Philosophy Degree in Curriculum and Instruction is designed primarily to prepare you to teach at colleges and universities or to lead district programs. The program features course work, seminars, comprehensive examinations, and dissertation research.

The purpose of this handbook is to provide you with information and advice concerning the nature and progression of the program. Always be prepared to discuss the program with your advisors and professors, as changes from what is included here may occur from time to time.

### **Program Description**

The doctorate in Curriculum and Instruction is a progressive and evidence-based program that offers students the choice of five emphases: Curriculum Studies, Instructional Design and Educational Technology, Kinesiology, Literacy Studies, and Special Education. The 60- semester credit-hour program prepares graduates to teach at colleges and universities as professors, have careers as researchers and scholars, and fill other major educational positions. Required are 18 semester credit hours of core curriculum and instruction courses, 18 semester credit hours in research courses, 18 semester credit hours in chosen emphasis, and 6 semester credit hours allocated for the completion of the dissertation.

### **Student Learning Outcomes**

Students will:

- Students will demonstrate mastery of the specific field of education they are specializing in as part of their program (i.e., Curriculum Studies, Information Design and Educational Technology, Kinesiology, Literacy Studies, and Special Education).
- Students will demonstrate mastery to conduct original research.
- Students will demonstrate mastery of Curriculum & Instruction.
- Students will disseminate their original scholarship through appropriate state/national/international conferences and professional publications.

### **Admission to the Program**

Application reviews normally take place once during the fall, spring, and summer semesters. Admission is competitive, grounded in a well-developed rubric of standards that examines performance on a standardized measure, the Graduate Record Examination (GRE), graduate level

grade point average, portfolio presentation (educational experience and potential), professional references, interpersonal skills, and written and verbal communications.

Application to the program is done online through Apply Texas. In order to be considered for admission to the program, you must have submitted or documented the following:

1. Graduate Record Examination (GRE) (taken within last five years)
2. A minimum of 3 years teaching experience (or equivalent)
3. A minimum of four letters of recommendation from people testifying to your ability to do doctoral level work and
4. Official transcripts of all undergraduate and graduate coursework including completion of a master's degree in a relevant field from a regionally accredited university.

Admissions decisions are made by program faculty members. If you are admitted for a specific semester, you have one year to matriculate for classes from the time of admission. Failure to enroll in classes after being admitted within a year will result in your having to reapply for admission to the program.

The Selection Committee seeks to admit students who are motivated, have appropriate experience or demonstrate strong potential to become educational leaders, and possess written and oral communication skills sufficient to successfully complete rigorous doctoral study and a dissertation. In short, the Selection Committee favors students with high potential to succeed academically and professionally.

### **Advising**

You are assigned to a faculty advisor upon admission; however, you are encouraged to ask questions of any faculty member. The informal conversations between professors and students during the course of each semester serve to mentor you through the program. Any student may make an appointment with the Program Coordinator. In addition, questions about procedures (registration, comprehensive exams, graduation, and so forth) are often best addressed by the department's administrative assistant.

### **Program Requirements**

The Doctor of Philosophy Degree in Curriculum and Instruction is awarded in recognition of the attainment of independent and comprehensive scholarship in the field. To qualify for the degree, the student must meet the following specific requirements.

- **Coursework:** Sixty semester hours of coursework are required, inclusive of dissertation courses. With departmental approval, up to 12 semester hours for the degree plan may be transferred from another regionally accredited University. The transfer credits must be post master's-level graduate coursework, must be less than ten years old at the time of conferral of the Texas A&M University-Corpus Christi degree, and may not have been included on degree plans for any other degree. The student must have been enrolled as a terminal degree student when coursework was completed. Likewise, up to one-fourth of the credits for the degree plan may be transferred from post master's-level work taken at Texas A&M

University-Corpus Christi. The program faculty and the Graduate Dean must approve the transfer credits. The degree requires the following:

- 18 hours of core curriculum & instruction
- 18 hours in research tools
- Choose an emphasis (Minimum of 18 hours to be chosen with faculty advisor)
  - Curriculum Studies
  - Instructional Design and Educational Technology
  - Kinesiology
  - Literacy Studies
  - Special Education
- A minimum of 6 hours of Dissertation in Progress (repeated as necessary)
- Candidacy/Comprehensive Examinations: Comprehensive examinations will be scheduled at such time as the student's advisor judges that the student is ready, but not before the student has completed all the required core curriculum and instruction emphases, and research tools courses. Admission to candidacy for the degree requires passing written comprehensive examination.
- Dissertation: The dissertation is developed under the supervision of a dissertation advisor, who serves as chair of the dissertation committee. The committee is composed of at least four members including the chair.

### **Program Course Descriptions**

The Curriculum and Instruction doctorate has five tracks, Curriculum Studies, Instructional Design, and Educational Technology, Kinesiology, Literacy Studies, and Special Education. The courses for tracks are presented below:

#### **Required Curriculum Courses**

EDCI 6302 Curriculum & Instruction Seminar

3 Semester Credit Hours (3 Lecture Hours)

This course orients curriculum and instruction doctoral students to the ways in which scholars situate themselves to become influential and productive members in academia and/or their respective disciplinary environments. Class sessions focus on the use of knowledge bases; high quality professional development experiences; the critical analysis of research in education and related disciplines; and the identification of researchable questions in the field of curriculum and instruction.

EDCI 6303 Issues in Curriculum and instruction

3 Semester Credit Hours (3 Lecture Hours)

This course will prepare the doctoral student in curriculum and instruction to understand, appreciate, and evaluate a variety of curricular strategies with attention paid to a continuum of philosophies and strategies in the area of curriculum development and the impact of those on instruction.

EDCI 6324 Curriculum Theory

3 Semester Credit Hours (3 Lecture Hours)

An analysis of theoretical structures underlying curriculum development, implementation, and evaluation.

EDCI 6336 Culture, Language, and Cognition

3 Semester Credit Hours (3 Lecture Hours)

The focus is on cultural, linguistic, and pedagogical rationales for adapting curricula and materials to meet the needs of our students. By adopting various theoretical, methodological, and cultural frames of reference, course participants recognize capabilities in all learners.

EDCI 6356 Writing for Publications in Higher Education

3 Semester Credit Hours (3 Lecture Hours)

This course addresses topics in writing for publication in higher education including the writing process, composition, organization, collaboration, and the identification of forums for dissemination of research and scholarship.

EDCI 6390 Special Topics in Curriculum

3 Semester Credit Hours (3 Lecture Hours)

This course addresses contemporary issues in education. Topics vary. It may be repeated when topics vary.

EDCI 6392 Critical Pedagogy

3 Semester Credit Hours (3 Lecture Hours)

Attention goes to a set of philosophical positions and educational practices known as “critical pedagogy” and also to critiques and inquiries associated with this line of scholarship that address issues of difference and disadvantage.

EDCI 6398 Dissertation in Progress

1-6 Semester Credit Hours (1 Lecture Hour)

Doctoral candidates conduct an approved study under the supervision of a dissertation advisor and committee.

EDCI 6696 Directed Individual Study

1-6 Semester Credit Hours (1 Lecture Hour)

May be repeated when topics vary.

**Required Research and Statistics Courses**

*EDLD 6333 Statistics I*

Topics include descriptive and inferential statistics: frequency distributions, central tendency, variability, the normal curve, z-scores, percentile ranks, hypothesis testing, one- sample test, estimation, single-factor analysis of variance (one-way ANOVA), bivariate correlation, bivariate regression, and effect size indices. The course also includes hands-on microcomputer laboratory experiences in the use of the Statistical Package for the Social Sciences (SPSS) with exercises related to the topics covered.

*EDLD 6384 Qualitative Research Design*

This course is experientially based on the philosophy, design, and practice of qualitative research. It is understood that participants have a solid background in methods (as defined by the positivist and

post-positivist tradition) and statistics. Students will situate qualitative inquiry/research in their philosophical, theoretical, and historical situations, learn methods of qualitative design, and develop a capacity to collect, analyze, and interpret qualitative empirical materials.

#### *EDLD 6392 Statistics 2*

Topics include: a brief but comprehensive review of topics covered in the earlier course.

Two-factor and higher analysis of variance (two-way, three-way and higher ANOV A), single-factor and two-factor repeated measures ANOV A, single-factor multivariate analysis of variance (MANOV A), single-factor analysis of covariance (ANCOV A), factor analysis, internal consistency estimates of reliability, multiple linear regression, predictive discriminant function analysis, logistic regression, binomial test, one- sample Chi-square test, two-way contingency table Chi-square analysis, and effect size indices. The course also includes hands-on, microcomputer laboratory experiences in the use of the Statistical Package for the Social Sciences (SPSS) with exercises related to the topics covered.

#### *EDCI 6335 Curriculum Research Design*

This course focuses on the design of research studies, including experimental and quasi-experimental designs, other quantitatively based designs, qualitatively oriented designs, and mixed model designs. Prerequisites; EDLD 6333, EDLD 6384, EDLD 6392, and EDLD 6385.

#### *EDLD 6385 Advanced Data Analysis in Qualitative Methods*

This course is designed for doctoral students who want to pursue their interests in qualitative methods and who want to use these methods in their dissertation. Students would need to have a qualitative research methods course completed in order to take this class. Students will learn to use various qualitative data analysis methods using multiple data sources.

#### *EDCI 6397 Seminar on Dissertation Research*

This course is designed to assist students in writing a research proposal (introduction, review of literature, methods) that may become the basis for a doctoral dissertation. Prerequisites: EDCI 6335.

#### *EDCI 6398 Dissertation in Progress*

Completion of an approved study under the supervision of a dissertation advisor

Approved courses in emphases in Ph.D. in Curriculum & Instruction

#### **Curriculum Studies**

EDCI 6390 Research in Educational Assessment

EDCI 6390 Research in Mathematics through Children's Literature

EDCI 6390 Research of Interactive and Multimedia Activities in STEM

EDCI 6390 Research in Applied Connections: Math, Sci., Communications

EDCI 6390 Research in Methods of Teaching Mathematics

EDCI 6390 Research in Instructional Strategies for Effective Teaching

#### **Instructional Design and Educational Technology**

IDET 6301 – Instructional Design Foundations

IDET 6315 – Project-Based Learning Types and Emerging Technologies

IDET 6345 – Visual Literacy

IDET 6375 – Theoretical Foundations and Frameworks of Learning Environments

IDET 6385 – Design-Based Research Methods

IDET 6390 – Special Topics

### **Kinesiology Courses (18 SCH minimum)**

KINE	5306	Sport Nutrition
KINE	5312	Sport Physiology (required)
KINE	5313	Athletic Testing
KINE	5314	Principles of Strength and Conditioning
KINE	5325	Program Design for Resistance Training
KINE	5327	Sport Biomechanics (required)
KINE	5338	Motor Development for Sport
KINE	5340	Sport Psychology

### **Literacy Studies**

READ 6310 Emergent Literacy

READ 6345 Stages and Standards for Reading Development

READ 6369 Content Area Reading

READ 6371 Diagnosis and Correction of Reading Problems

READ 6372 Classroom Assessments and Instruction

READ 6380 Advanced Studies in Literature for Children and Adolescents

READ 6392 Psycho-Sociolinguistics and Reading

READ 6395 Leadership and Literacy

READ 6697 Reading Practicum

READ 6390 Special Topics in Reading

### **Special Education**

SPED 6319 Introduction to Low-Incidence Disabilities

SPED 6320 Applications of Learning Principles

SPED 6321 Supporting Access for Students with Low-Incidence Disabilities

SPED 6380 Behavior Supports and Interventions for Students with Disabilities

SPED 6385. Emergent Bilinguals and Special Education

SPED 6386. Strategic Reading and Language Interventions for Students with High-Incidence Disabilities

SPED 6387 Strategic Math and Content Area Interventions for Students with High-Incidence Disabilities

### **Schedule of Course Offerings**

The three-year course calendar (below) serves as a planning guide. Every effort is made to follow it; however, academic departments are dynamic, and it is occasionally necessary to change the order of classes on the calendar. The calendar is available at the department reception desk, is posted on the department bulletin board and in the departmental Web site.

**Texas A&M University-Corpus Christi**  
**Curriculum & Instruction Ph.D.**  
**Tentative Schedule of Course Offerings through SS II 2024**

Classes	2023-2024				2024-2025				2025-2026			
	Fall 2023	Spr 2024	SS I 2024	SS II 2024	Fall 2024	Spr 2025	SS I 2025	SS II 2025	Fall 2025	Spr 2026	SS I 2026	SS II 2026
EDCI 6303-Issues in Curriculum & Instruction	X								X			
EDCI 6324-Curriculum Theory			X								X	
EDCI 6335-Curriculum Research Design	X				X				X			
EDCI 6336-Culture, Language and Cognition						X						
EDCI 6356-Writing for Publication in Higher Education		X								X		
EDCI 6390-Special Topics in Curriculum							X					
EDCI 6392-Critical Pedagogy					X							
EDCI 6397-Dissertation Research		X				X				X		
EDCI 6398-Dissertation in Progress	X	X	X	X	X	X	X	X	X	X	X	X
EDLD 6333-Applied Statistics I	X				X				X			
EDLD 6384-Qualitative Research Methods	X				X				X			
EDLD 6385-Advanced Qualitative Methods		X				X				X		
EDLD 6392-Applied Statistics II		X				X				X		
READ 6310-Emergent Literacy				X				X				X
READ 6314-College/Adult Literacy												
READ 6345-Stages & Standards for Reading Development	X				X				X			
READ 6352-Theoretical Bases for Literacy												
READ 6357-Critical Literacy												
READ 6369-Content Area Reading	X				X				X			
READ 6371-Diagnosis and Correction of Reading Problems		X				X				X		
READ 6372-Classroom Assessment and Instruction				X				X				X
READ 6380-Advanced Studies in Literature for Children and Adolescents			X				X				X	
READ 6390-Special Topics in Reading												
READ 6391-Evaluation of Literacy Methods, Materials, and Assessment												
READ 6392-Psycho-Sociolinguistics and Reading	X				X				X			
READ 6393-Literacy Curriculum & Supervision												
READ 6395-Leadership & Literacy		X				X				X		
READ 6396-Literacy Research Seminar	X				X				X			
READ 6399-Advanced Literacy Research Seminar												
READ 6697-Reading Clinic Practicum		X				X				X		
READ 6698-Advanced Reading Supervision Practicum												

### Grading Policies

Required Average. You must maintain a grade point average of 3.0 or higher and have no more than two C grades. Upon receiving a second C, you will be put on probation and must retake the course in

which you received a C. Students who receive a third C or who receive two failing grades will be exited from the program. A grade of B or better must be obtained in all research tools classes.

Incomplete Grades are awarded rarely and only in cases where you (1) are passing the course but (2) face a crisis beyond your control that interferes with completion. Lack of time is not an acceptable reason for the assigning of incomplete grades. For information about incompletes and other grade policies, refer to the Graduate Catalog.

Appeals. Appeals for program decisions or coursework related problems must be submitted in writing. Appeals (petitions) are reviewed first by the Department Chair, second by the Assistant Dean for Graduate Studies, and, finally, by either the Dean of the College of Education and Human Development or the Dean of the College of Graduate Studies. At any point in the process, the Chair, Associate Dean, or Dean may convene a review committee to consider the appeal.

### **Continuous Enrollment**

Unless on an approved leave of absence (see below), students in terminal degree programs must be enrolled continuously for at least 3 semester credit hours each fall and spring semester and pay designated tuition and fees. Students should be aware that unapproved leaves in a fall or spring semester may result in the student being required to re-apply to their program.

### **Leave of Absence**

Students experiencing life changing or catastrophic events should consult with their program coordinator and/or department chair and request a [Leave of Absence](#) in writing from the College of Graduate Studies using the [Request for Leave of Absence form](#). A student who is in good standing may petition for a leave of absence of no more than two full academic terms. The maximum number of leave of absence requests permitted in a program is two. A request for a leave of absence requires approval in advance by the faculty advisor, Program Coordinator, College Dean, and Graduate Dean. If the Graduate Dean approves the petition, the registration requirement is set aside during the period of time of the leave. Students should be aware that leaves of absences require suspension of all activities associated pursuit of the degree. See the catalog for more information.

### **Transfer Credits**

Coursework completed before the student applies for admission at Texas A&M University - Corpus Christi or completed at another institution after admission to Texas A&M University - Corpus Christi is considered transfer of credit. Course work transferred or accepted for credit toward the doctorate must represent graduate course work relevant to that degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the Curriculum and Instruction's doctorate. The following rules apply to all graduate transfer courses.

- Transferred graduate credit must have been earned at a regionally accredited institution.
- The student must have earned a grade of B or better in the transfer course work. Courses lacking letter grades (e.g., courses graded pass/no pass, credit/no credit, or satisfactory/unsatisfactory) will not be accepted as transfer credit.
- The course work must be less than five years old at the time the Texas A&M University-Corpus Christi degree is awarded.

- Credit from a degree earned at another institution will not be applied to a graduate degree at Texas A&M University- Corpus Christi
- The student must have been enrolled as a terminal degree student when the coursework was completed.
- The maximum amount of transfer credit from another doctoral degree program accepted toward the Texas A&M University-Corpus Christi degree is one-fourth of the credit hours required for the A&M-Corpus Christi degree.

In the transfer of credit, all credits must be relevant to the degree and be approved by the advisor and program coordinator. Please see the Graduate Catalog for specific transfer credit information.

### **Non Degree Enrollment in Curriculum and Instruction Courses**

University policy permits students to complete up to nine credits under non-degree status. Admission for non-degree status is through the Office of Graduate College. The Department of Curriculum, Instruction, and Learning Sciences welcomes non-degree students with appropriate background and need who meet departmental criteria for non-degree enrollment. The department reserves the prerogative of rejecting requests for non-degree enrollment for any student not meeting one or more departmental criteria.

### **Departmental Criteria for Enrollment as a Non-Degree Student in Doctoral Classes**

1. A student desiring to take classes non-degree must secure permission from the Program Coordinator; final decisions are made in consultation with class professors.
2. The student must have an earned master's degree from an accredited college or university.
3. There must be space in the class; specifically, Curriculum and Instruction students have first priority in class enrollment.
4. The student must meet course pre-requisites.
5. It must be clear that the class meets the academic and professional goals of the prospective student. In other words, the student must have the professional background to participate in and benefit from the requested class(es).
6. No more than three classes (or nine credits) may be taken under non-degree status.
7. Students who have applied three times but were not accepted into the doctoral program are normally denied permission to take non-degree classes.
8. Audits are allowed rarely, under exceptional circumstances, with departmental permission, and under university catalog guidelines.
9. Performance in classes taken non-degree may be factored into admissions decisions but do not guarantee admission to the program. Course grades are only one component of the complex selection criteria.

### **Degree Plan (DP)**

All students will develop a degree plan with their faculty advisor.

1. Each student admitted to the program is assigned a faculty advisor who is a member in the Ph.D. in C&I program.
2. Degree plans must be developed by the time students have completed half of the course work in the program prior to completing 18 months, and copies must be electronically filed.
3. It is the student's responsibility to obtain prior permission from their advisor for any changes in the degree plan. Changes in the degree plan must be approved by the faculty advisor,

program coordinator, department chair, the College Dean, and the Graduate Dean, using Form I: Graduate Degree Plan Exceptions Form

4. Final Degree Plans (FDP) are submitted online during the semester a student completes comprehensive examinations. These forms are approved by the Dissertation Chair (if there is one of record) or faculty advisor and the Department Chair and are filed in the College of Graduate Studies.

PDPs do not require updates; however, it is the **responsibility of the student** to file appropriate forms for modifications in the Final Degree Plan. Failure to do so may delay graduation.

## II. Candidacy and Dissertation Information

### Comprehensive Examinations

Comprehensive examinations are administered to ascertain whether you are sufficiently grounded in professional knowledge and methods of inquiry to become a candidate for the doctorate. Examinations may be taken after you complete the core course work and during the semester that you are enrolled in EDCI 6397 Seminar on Dissertation Research. You may retake the comprehensive examinations once. Students who do not pass the exams the second time will be exited from the program.

#### Written Phase of the Comprehensive Examination

Written exams are administered during the spring semester during EDCI 6397. Comprehensive examinations evaluate the degree to which you have mastered the theoretical foundations of Curriculum and Instruction, as well as research knowledge sufficient to complete a dissertation. Faculty members in the program will read and grade each written question and grade it either pass or fail. Faculty will meet and determine a pass or fail grade for each written question. If you failed two or more questions, you have failed and will have to retake the examination the following year.

#### Evaluation

All faculty members associated with the Ph. D. in C&I may participate in evaluating the written comprehensive examinations. Written responses are blind reviewed; majority rankings prevail. Exams are rated Pass/ Non-Pass:

- Pass: Well-organized and written addresses all parts of the question(s), grounded in theory.
- Non-Pass: Responses are largely deficient.

#### Retaking Comprehensive Examinations

Non- Pass. In the event of failure to meet expectations, you may retake the examination as recommended by the department faculty committee. **The written comprehensive examination may not be taken more than twice.**

## **Admission to Candidacy**

Students passing the comprehensive examination are admitted to candidacy. This is a symbolic designation used at doctoral institutions. It means the student has mastered core courses and passed examinations; therefore, the student becomes a candidate for the doctorate.

## **The Dissertation**

Your final and most important achievement in the doctoral program is the completion and defense of your dissertation. In preparing a dissertation, you demonstrate the ability to conceptualize a problem, think it through logically, and conduct systematic inquiry towards its solution. The dissertation is considered the capstone of the program. While successful completion of the dissertation is the final requirement for the degree, you are encouraged to begin early in the program to reflect on possible research topics for investigation and then to select one among those topics to pursue in a dissertation and develop competency in the methods appropriate to the problem.

## **Dissertation Committees**

The dissertation committee consists of at least four faculty members, one of whom serves as Chair, or major professor for the study. The Dissertation Chair or one of the Co-Chairs must be faculty who are a member in the Ph.D. in C&I program; other committee members may be from outside the department, college, or (with permission) the university. The graduate dean will select a faculty member outside the discipline to serve on the committee as your Graduate Faculty Representative. All dissertation committee members, including those from outside the college, must meet University graduate faculty requirements. See the Graduate Catalog for specifications.

1. The dissertation committees will approve your research proposal, give direction to the development of the dissertation, conduct the dissertation defense, and determine when the dissertation has been successfully defended. While the chair of each committee has primary responsibility for providing direction to your research, all members of the committee share in the responsibility for the quality of the work and are expected to make contributions in their respective areas of specialization.

## ***Proposal and Dissertation Defense Meetings***

The Dissertation Chair initiates dissertation committee meetings. You work closely with the Chair (or Co Chairs) to write the proposal and final dissertation drafts. The Chair determines when it is appropriate to involve the entire committee. It is your responsibility to organize dissertation committee meetings in conjunction with the department secretary. This does not preclude your working individually with all committee members throughout the process. Dissertation committees are to approve your research proposal, give direction to the development of the dissertation, conduct the dissertation examination, and determine when the dissertation has been successfully defended. A majority of the committee is required for a meeting of the dissertation committee. While the Chair of the committee has primary responsibility for providing direction to your research, all members of the committee share in the responsibility for the quality of the work and are expected to make contributions in their respective areas of specialization.

## Preparing for the Dissertation: The Dissertation Proposal

The basic structure of the dissertation proposal should be initiated while you are enrolled in the seminar on dissertation course. This work should form the foundation for further development of the proposal under the direction of the dissertation chair. When completed, the dissertation proposal should include the following elements:

1. Title
2. Statement of the problem or research question including a justification for its significance.
3. A discussion of relevant literature with references cited
4. Statement(s) of the research questions, hypotheses, and/or purposes which clarify the problem
5. A description the research methodology, how the data to be collected addresses the question(s) of interest, the plan for collecting the data, and how the data will be treated.

Please note, the proposal document is not the first three chapters of a dissertation. It is a starting point that will evolve and develop into the first three chapters.

### Proposal Approval

The proposal approval process involves the following steps:

1. You confer with your dissertation chair concerning possible research topics; the two of you agree on a feasible and worthwhile topic.
2. You complete a first draft of dissertation proposal in conjunction with your dissertation chair.
3. A dissertation committee is assembled in collaboration between your dissertation chair and you.
4. You complete the Form requesting a Graduate Faculty Representative (GFR) from the Graduate College.
5. You schedule a pre-proposal meeting with the chair and committee. The extent of materials to be sent to the committee members is decided by your chair and you. The purpose of this meeting is to affirm that all committee members are informed and supportive of the dissertation study. At the conclusion of this meeting, you will compose a memo of understanding (MOU) and send it to all committee members. In the MOU, you will outline modifications the committee deemed appropriate.
6. You schedule the proposal hearing with the chair, committee members, and Graduate Faculty Representative (GFR). *Scheduling is your sole responsibility and making sure that all parties are available and willing at the designated time is essential. However, the departmental administrative assistant should be notified of the date and will assist in reserving a conference room. In addition, you must have filled out and filed the Form D, Doctoral Dissertating Proposal Hearing Request Form at least two weeks before the proposal.*
7. You submit a revised proposal to the complete committee at least 10 days before the actual dissertation proposal.

8. Human Subject Clearance All Institutional Review Board (IRB) and Human Subjects requirements are completed and submitted to the respective University College of Graduate Studies before you can begin collecting data.

All students must abide with the university's requirements with respect to the treatment of human subjects. Forms for submission to the Institutional Review Board may be obtained by going to the university's web page and clicking on the research link. A signed clearance from the IRB must be in your file before you may collect the data. You must submit any additional approval forms required by outside entities involved in the research.

### **Oral Dissertation Defense**

Your work culminates with the oral defense of the dissertation. In the defense, you respond to examiners' questions concerning the soundness of the study and the significance of the findings. The time and place of the defense must be announced two weeks in advance. A copy of the dissertation in final form must be provided to committee members two weeks prior to the oral defense. Your Chair will ask you to present a brief summary of the dissertation and then will have you entertain questions from members of the committee. When all questions are exhausted, all except the committee leave the room while the committee debates the outcome. The vote shall be either "Pass" or "Not Pass." A vote of "Pass" may be conditional on changes required by the committee. If you fail the first defense, you will be allowed one more opportunity at a later date. The advisor files the necessary forms. All members of the dissertation committee and a representative of the Office of Graduate Studies and Research will attend the meeting

All dissertation defenses are announced to faculty and students in the College of Education and Human Development who may attend. Doctoral students are encouraged to attend oral defenses in advance of their own defense.

### **Dissertation Defense Procedures**

1. All forms and applications are completed in the College of Graduate Studies by the posted deadlines. Additionally, the Preliminary Approval of Dissertation form must be signed by all committee members and submitted to the Office of Graduate Studies and Research. This is normally done 12 weeks before graduation.
2. Application and fees for graduation are paid by the posted deadlines.
3. The dissertation committee is continuously involved in revising and completing the final dissertation.
4. You submit the final dissertation to all committee members *at least 10 working days* prior to the final defense date.
5. You prepare the defense and schedule the dissertation defense with your chair.
6. You provide the department doctoral secretary with dates for the final defense of the dissertation.
7. You present and defend the dissertation before the committee and Graduate Faculty Representative.
8. Revisions are made as warranted by the chair and committee.
9. You submit bound copies of your dissertation to the College of Graduate Studies and the Department of Curriculum, Instruction, and Learning Sciences.

## Standards for Dissertations

### General quality standards

The quality of the inquiry procedures and the quality of the final narrative should meet the standards for publishable reports. It is your responsibility, and a charge to each dissertation committee, to see that standards of excellence are upheld.

### Dissertation production and distribution requirements

The dissertation should be completed with a computerized word processing application. The printing should be accordance with the most recent style manual of the American Psychological Association. Format, production, and distribution of the dissertation should be in accordance with the standards for dissertations established by the College of Graduate Studies. See the Graduate College web page for doctoral dissertation formatting guidelines.

## III. Additional Information

### Summary of Degree Requirements

1. Course work: Sixty semester hours of course work are required. This number of semester hours may be larger in cases where a student does not have a background in education, literacy, or area of specialization. A maximum of 15 semester hours of course work may be transferred from another institution. All course work must be at the graduate level and meet other university requirements (see the Graduate Catalog).
2. Comprehensive Examinations: Comprehensive examinations will be taken during EDCI 6397 Seminar Dissertation Research. You cannot take the comprehensive examination until you have completed at least 90 percent of your coursework. Admission to candidacy for the degree requires passing the comprehensive examination.
3. Dissertation and Final Examination: The dissertation is developed under the supervision of a dissertation advisor, who serves as Chair of the dissertation committee. The committee is composed of three members in addition to the Chair, all of whom meet university requirements for serving on doctoral committees. There will be a final oral examination that should be directed primarily to the defense of the dissertation.

### Continuous Enrollment and EDCI 6398: Dissertation in Progress

You must be continually enrolled in EDCI 6398 Dissertation in Progress every semester throughout the dissertation writing process including the semester of graduation. Students who have completed all coursework and been admitted to candidacy and have not successfully proposed for their dissertation within a year after being admitted to candidacy must either propose within that semester or request a leave of absence. Failure to do so may result in being exited from the program.

### Time Limit to Degree

The requirements for Ph.D. in C&I at Texas A&M University-Corpus Christi must be completed within ten years subsequent to enrollment in the terminal degree program. The ten-year period begins with the first semester in which the student enrolls and is calculated from the date of degree conferral. Students have a maximum of five years to advance to candidacy and a maximum of 5 years from candidacy to successfully defend the dissertation. Students who exceed the candidacy

deadline may request an extension. Candidacy extensions require strong justification in writing from the student and must include a plan for timely completion of the comprehensive examination, the proposal, and the final dissertation. The extension must be approved by the student's faculty advisor, the department chair, the College Dean, and the Graduate Dean. Credit that is more than ten years old will not count toward a terminal degree. Exceptions will only be considered for courses completed at Texas A&M University-Corpus Christi and will require **strong** justification in writing from the student requesting the exception as well as a revalidation plan. Written approval from the major department chair, the Dean of the college from which the degree is offered, the Graduate Dean, and the Provost are required.

### **Academic Misconduct**

Students and faculty members are responsible for maintaining academic integrity by refusing to participate in or to tolerate academic misconduct. In a case of academic misconduct, written documentation must be maintained for any alleged acts of misconduct (see below) by the affected faculty member.

Commission of any of the following acts will constitute academic misconduct. This list is not exclusive of any other acts that may reasonably constitute academic misconduct.

- Plagiarizing or submitting academic work for credit that includes examinations, themes, reports, drawings, laboratory notes, computer-processed materials, published or unpublished material copied or paraphrased without documentation or citation.
- Fabricating information to falsify results obtained from a research or laboratory experiment. Falsifying written and/or oral presentations including the results of research or laboratory experiments.
- Cheating or knowingly assisting another student in committing an act of cheating or other form of academic dishonesty.
- Unauthorized possession of examinations, reserved library materials, laboratory materials, or other course related materials.
- Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report; falsification of student transcript or other academic records; or unauthorized access to academic computer records.
- Nondisclosure or misrepresentation in filling out applications or other university records in, or for, academic departments or colleges.
- Attempting, aiding, abetting, conspiring, hiring or being an accessory to commit any act prohibited in this code shall be considered substantive violations.
- Violation of departmental, college, or university policies.

**Student Organizations** The Association of Supervisors of Curriculum Development (ASCD) has a chapter for honor graduate students.

### **Conferences to Attend**

ME by the SEa is a mathematics and science education conference held on the campus of TAMUCC the second Friday of June.

School University Partnership Conference for Education (SUPCE) is offered in the fall. Current and former graduates of the program are invited to present.

Southwest Educational Research Association (SERA) is a research conference offered in February that accepts Graduate students' proposals of research in progress.