I. Re: Certification Examination #1:

A. Change in practice for the administration of the Cert 1 Exam: Starting in Fall 2016, the English education cert 1 exam will be a take-home exam with a due date of exactly 1 week from the time and date of the ODS scheduled exam. For the February and June 2016 exams, students will be free to complete the exam in one sitting at the morning administration of the exam or complete the exam as a take-home exam to be completed within one week. Advisers must approve of student choices and indicate option chosen on applications to take the exam.

B. New Policy governing student progress toward the doctorate and the completion of the Certification 1 Examination. This policy applies without exception to all students entering our doctoral program in Fall 2016 (except those entering from the English education EdM Program) and is an option for students already enrolled:

1. Doctoral students must pass the English education certification examination #1, before enrolling in AHE 5504.

2. Doctoral students (except those who have already completed or transferred from the EdM program) will be expected to write their first certification examination paper after they have completed at least 12 units of instruction as doctoral students in English education and by the time they have completed 24 units. Students who have earned 24 or more units (including students who have enrolled for 24 units of instruction but earned less by virtue of incomplete grades in one or more courses) without satisfying the cert 1 examination requirement may not enroll beyond 24 until they have passed the exam, or may do so only as probationary students subject to dismissal, if they have not satisfied the cert 1 requirement by the end of the semester in which they enrolled beyond the 24 unit limit. Students who do not complete the Cert 1 requirement by the end of one probationary semester will be subject to dismissal from the doctoral program, though they will also be eligible to apply for a transfer to the EdM program. Students may also appeal to the doctoral faculty for an extension of their probation for an additional semester. Students who do not pass the Cert 1 examination, may retake the examination at its next administration, but may not retake the examination beyond the second attempt. Doctoral students entering from the English education EdM program will ordinarily complete the Cert 1 examination within their first year of doctoral study.
II. Re: Dissertation Proposal Seminar.

A. Pre-Requisites. Students may not enroll in AHE 7504, the Dissertation Proposal Seminar, until they have passed Certification Examinations #1 and #2 and have completed at least 3 research methods courses. The requirement for a third research course will apply to all students entering an English education doctoral program beginning fall 2016, but is strongly recommended as policy to be enforced by advisers for all students presently in any of our doctoral programs.

B. Clarification of Existing Policy Regarding P/F Grading. Courses taken on a pass/fail basis may not be counted toward any doctoral degree in English education, except for AHE 7504, Dissertation Proposal Seminar, for which no grade except P/F will be available. Nor will any grade or credit be awarded for AHE 7504, until the proposal is approved in an official Proposal Hearing.

III. Reaffirmation of Present Approved Foreign Language Requirement for PhD. Candidates for the PhD degree in English education must demonstrate reading proficiency in at least one foreign language at a level of competence sufficient to read scholarly or professional work relevant to their own field of study in a language other than English. This requirement may be satisfied through a proficiency examination administered by a foreign language program or department in the Columbia Graduate School of Arts & Sciences or by the satisfactory completion (with a grade of B or above) of a Columbia University course designed to certify language proficiency or by a comparable course (with a grade of B or above) offered by another college or university and approved by the appropriate foreign language department at Columbia. Courses in statistics or other past substitutes for a foreign language will not be accepted.