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Responsibilities of Students

Students are expected to show initiative and responsibility in completing the requirements for the degree. When notified by the Office of Doctoral Studies, students should obtain the latest revision of the "Requirements for the Degree of Doctor of Education." It is revised periodically and revised editions often state changed requirements and contain important announcements. The Academic Calendar on the TC web site gives dates when examinations are held, when applications/forms are due, and other pertinent deadlines. General College requirements are included in the Teachers College Catalog and in the “Requirements for the Degree of Doctor of Education.” In addition, the department and program will have departmental program guides outlining the specific program requirements for the degree. For changes in mailing and permanent addresses, the student is responsible to make the change on MyTC. For your assistance, the major advisor and the staff of the Office of Doctoral Studies are available to answer questions concerning the Ed.D. degree. Please also be sure to check your TC e-mail account on a regular basis for important updates on deadlines, policies, and procedures. However, the primary responsibility for the fulfillment of degree requirements rests with the individual student.
Summary of Steps Required in Earning the Degree of Doctor of Education (Ed.D.)

1. ADMISSION.
2. MAJOR ADVISOR.
3. PROGRAM PLAN.
4. CERTIFICATION EXAMINATION.
5. DEPARTMENTAL RECOMMENDATION FOR CERTIFICATION.
6. CONTINUOUS REGISTRATION REQUIREMENT.
7. DISSERTATION PROPOSAL HEARING AND APPROVAL.
8. COMPLETION OF REQUIRED COURSES.
9. COMPLETION OF DISSERTATION MANUSCRIPT.
10. DISSERTATION ORAL DEFENSE.
11. FIRST DEPOSIT TO THE OFFICE OF DOCTORAL STUDIES FOR REVIEW.
12. FINAL ELECTRONIC DEPOSIT OF DISSERTATION AND ABSTRACT.
Requirements for the Degree of
Doctor of Education (Ed.D.)

The degree of Doctor of Education emphasizes broad preparation in a specialized branch of education or in an area of instruction. Additionally, programs leading to the degree of Doctor of Education in College Teaching of an Academic Subject (Ed.D. CTAS) are offered in some departments. For more information, consult the bulletin, "Requirements for the Degree of Doctor of Education in College Teaching of an Academic Subject," obtainable on the Office of Doctoral Studies website.

The program requirements for both the Ed.D. and Ed.D. in College Teaching of an Academic Subject degrees are administered by the Committee on the Degree of Doctor of Education (the Ed.D. Committee). Former Teachers College Ed.D. students who have not registered in the last five years must apply for readmission through the Office of Admission. Applications for re-admission follow the same processes and standards as those for initial admission. If re-admitted, current degree requirements must be satisfied.

Department and Major Program
Every Ed.D. student in Teachers College must be formally admitted and enrolled in a department and in a designated major program. Ed.D. programs are offered in most areas of study in Teachers College.

Major Advisor
The major advisor is a member of the faculty of your department having the rank of Professor, Associate Professor, or Assistant Professor who guides your studies for the entire program. In rare cases, upon the recommendation of the department and with the approval of the Provost, other instructional staff can serve as a major advisor. Advisors are generally assigned by the program. You may change your advisor within the department upon consultation with your Program Coordinator.

Program of Study
Each department has a statement of its programs of study which a student obtains from the program office or from the major advisor. All programs include (1) introductory and advanced work leading to competence in a major, (2) relevant doctoral research courses, and (3) instruction in broad and basic areas of education, and the methods of evaluation and research.

Programs include advanced preparation of some depth in scholarly disciplines applicable to the development of new knowledge in the specialty. Students must be certain to obtain competence in appropriate research methodologies applicable to their dissertation study prior to embarking upon the dissertation proposal (see section on Research Competency).
Graduate Credit in Advanced Columbia University Undergraduate Courses
Students in degree programs may petition the Registrar to have an advanced undergraduate course offered at Columbia University counted as graduate credit toward the degree. To be considered for graduate credit, the course(s) must be beyond the general introductory level, relevant to the student's specialty, and must not be available on the graduate level within the University. In addition, a student must obtain a written statement from the instructor of the course clarifying the additional work required in order to differentiate between undergraduate and graduate participation in the course. For basic language courses, courses must be beyond the first two years. No more than six points in advanced undergraduate courses may be approved for graduate credit. The advisor's written recommendation is also required and final approval is granted by the Registrar. Petition forms may be obtained from the Office of the Registrar. Tuition charges for undergraduate courses that the Registrar approves for graduate credit or undergraduate language courses taken to fulfill the language requirement for the Ed.D. may be used to calculate students' federal financial aid awards. Undergraduate courses that fall outside of these parameters will not be factored into federal aid awards.

Transfer of Credits
A maximum of 45 transfer credits can be used toward the minimum point requirements for the Ed.D. degree; however, please note that your program may allow substantially less than that. More specifically, graduate credits from other institutions are evaluated by the Office of the Registrar only upon submission of the online Transfer Credit Request form. A copy of the completed evaluation is sent to the student, the advisor, and to the Office of Doctoral Studies. The courses designated by the Office of the Registrar as "available" may be applied toward the minimum requirements for the Ed.D. degree; their applicability toward the degree at Teachers College is not automatic but depends on their relevance to the student's program as judged by the department and the Ed.D. Committee. Students who wish to earn more than one degree through the College should refer to Appendix A for the policy on the minimum points to be completed through College registration and may seek consultation with the Registrar.

Program Plan
The courses the student plans to take to fulfill Ed.D. degree requirements is referred to as the Program Plan. The Program Plan form is available on the Office of Doctoral Studies website, and must be returned to the Office of Doctoral Studies. The student, in consultation with an advisor, and per the major, prepares the Program Plan. The student should submit the Program Plan no earlier than after the completion of at least six courses for letter grades and no later than the term in which 75 points of graduate study (including transferred credits) have been completed. The student must obtain the advisor’s signature on the Program Plan before submitting it to the Office of Doctoral Studies. The Office of Doctoral Studies will review the Program Plan against the current transcript. Courses that have a missing grade or a grade of Incomplete past the one-year grace period may not be included as part of the 90 credits with the exception of Dissertation Seminar prior to the Dissertation Proposal Hearing. IND 6000 and (DEPT) 8900 courses are not to be included on the Program Plan.
When the Ed.D. Committee approves the Program Plan, a copy is sent to the student and to the advisor. If changes in the approved Program Plan are necessary, such as not taking a course stated or taking a different course than indicated on the Program Plan for a particular semester, the student must complete a Change of Program Plan form that must be approved by the advisor. The form is obtained on the Office of Doctoral Studies website and returned to the Office of Doctoral Studies. If the student must add more than four courses on their Program Plan, he or she must submit a new Program Plan. NOTE: A Change of Program Plan form does not need to be submitted if a student takes a course stated on the plan in a different semester.

Students earning more than one degree through Teachers College must be certain that they have satisfied the general University's residence requirement for multiple degrees. Residence requirements detail the minimum number of points that must be completed through your Teachers College registration and the maximum number of transfer points that may be used for multiple degrees. Please see Appendix A.

Requirements for Certification
"Certification" represents full candidacy for the degree. All of the following requirements must be fulfilled to be certified: 1) formal admission and enrollment in an Ed.D. program, 2) completion of at least 60 points, 3) passing the Certification Examination, 4) an approved Program Plan, 5) a composite grade decile of 6 or above in courses taken before certification, and 6) recommendation for certification by the advisor and department. Some programs also require an approved dissertation proposal; check with your program to see if this is a requirement.

Courses and Grades in Relation to Certification
Certification for a doctoral degree is necessarily selective, and high grades are among the most meaningful criteria for appraising scholarly excellence. In computing grade averages, the doctoral committees use deciles, that is, scores which range from 1 (low) to 10 (high). A sheet describing how deciles are calculated is available on the Office of Doctoral Studies website and each student is encouraged to compute his/her decile. Please note that courses with a grade of “P” are excluded in the computation of a grade decile. A doctoral student is expected to achieve a composite grade decile of 6 or above in work taken before certification. A worksheet is available in the Office of Doctoral Studies that allows students to compute their current decile.

Before certification, a student must complete at least six courses in Teachers College, for which evaluative grades (other than P or R) have been received. Most students exceed this minimum. A student with an Incomplete or missing grade on the transcript cannot be certified until a grade is submitted. However, if the course is not listed on the Program Plan, then the certification process can proceed.
Certification Examination
The Certification Examination is an examination that lasts at least three hours and covers the student's major. The examination is prepared and evaluated by the department and is administered by the Office of Doctoral Studies. Some departments/programs may prescribe additional examinations or modes for evaluation in connection with certification. Some departments/programs have approved alternative evaluative means for this requirement; in such instances, it will be noted in the department/program guides. Each student must consult their major advisor concerning required preparation. The examination is given once in the Autumn term and once in the Spring term; some departments also give it during the Summer term. Students can obtain the application for the next examination from the Office of Doctoral Studies website typically 4-6 weeks after the previous exam’s date. It must be approved by the major advisor and filed at the Office of Doctoral Studies no later than the dates stated in the Academic Calendar. All applications must be received in the Office of Doctoral Studies by the deadline date; LATE APPLICATIONS WILL NOT BE ACCEPTED. Doctoral students with six or more credits with grades of Incomplete and/or missing grades included on their program of study (i.e., the Program Plan) will not be allowed to sit for the Certification Examination. The department notifies its students of the results of the examination, and sends a report to the Office of Doctoral Studies. NOTE: PASSING THE CERTIFICATION EXAM DOES NOT IMPLY THE STUDENT IS CERTIFIED.

Certification
When a student has completed all the requirements cited above (i.e., has an approved Program Plan in the Office of Doctoral Studies; passed the Certification Exam; completed the minimum number of courses described earlier; has been recommended for certification by the department; has a composite grade decile of 6 or above in courses taken before certification; and, in some cases an approved dissertation proposal) the Office of Doctoral Studies presents the student's records to the Ed.D. Committee. The committee considers all relevant information about the student including performance on tests and examinations, grades, and the department's recommendation. If all criteria are deemed satisfactory, the committee indicates its approval and the Office of Doctoral Studies notifies the student in writing that he or she is a certified candidate for the degree of Doctor of Education.

Minimum Course Requirements and "R" Credit
The minimum program of study for the Ed.D. degree consists of 90 points of acceptable graduate courses, of which at least 45 points must be completed through Teachers College registration. Some specializations have requirements that exceed 90 points. Subject to the policies of the student's department and the approval of the advisor, course credit not exceeding 9 points may be earned by attendance credit (R grades). See the grades section of the Teachers College Catalog for definitions and limitations.
**Period of Certification**
When the student becomes a certified candidate by the Ed.D. Committee, he or she has a specific number of years to complete all the requirements for the Ed.D. degree depending on how many credits he or she has completed. The period of certification begins at the close of the term during which the student is certified, and its length is:

- Five years for a candidate who completed 60 to 75 points before certification, or
- Four years for a candidate who completed 76 or more points before certification.

The points referred to above include points earned in or through Teachers College, and any transferred credits. Each candidate must complete all remaining requirements for the degree before the expiration of the designated period of certification.

**Continuous Registration**
Students fully admitted to the Ed.D. program must be in continuous enrollment in Teachers College coursework for a minimum of three points of credit, or in the program’s Dissertation Advisement course (Program Code_8900), in each Autumn and Spring term, starting with the term following:

- the successful completion of the program’s Certification Examination through receipt of the department’s recommendation for certification, or
- the term in which the dissertation proposal (see the following pages for explanation) was approved at the Dissertation Proposal Hearing, whichever comes first, and continuing until all requirements for the degree are met.

The requirement does not apply to the Summer term except when a Dissertation Oral Defense (see the following pages for explanation) during the Summer term has been approved. Certification Examinations taken in the Summer term are not usually evaluated by departments and programs until the Autumn term; consequently, such students will not be obligated for continuous enrollment until the following Spring term.

**PLEASE NOTE:** The Dissertation Advisement course (Program Code_8900) does not carry points of course credit. The fee is equal to three (3) points at the current tuition rate for each term. A Certificate of Equivalency for any amount DOES NOT meet the requirements of Continuous Registration.

The obligation for continuous registration ends after the student has been fully recommended for graduation by the Office of Doctoral Studies. Students have until one month into the start of the following term after the date of the Dissertation Oral Defense to deposit the first deposit of the dissertation in the Office of Doctoral Studies without re-registration. *Anyone depositing after this date resumes obligation for continuous registration for that semester and in each subsequent semester until the final deposit is made.*
Exemptions
A student shall be exempt from continuous registration only when a Leave of Absence, Waiver, or Personal Exemption is requested and approved.

- **Leave of Absence**
  A Leave of Absence (LOA) can be requested for the following reasons:

1. **A Personal LOA will only be granted for major professional, personal, and familial events that effectively preclude continued participation in a degree program. With appropriate documentation a Personal LOA may be granted for one academic term and may, with further documentation, be renewed for a subsequent academic term. The maximum cumulative time that will be granted for a Personal LOA is two terms. All requests for a Personal LOA must be submitted by the last day of the change of program (add/drop) period for the term requested.**

2. **A Medical LOA will only be granted on the written recommendation of a licensed health care professional for a student who must interrupt study temporarily because of serious physical or psychological illness or condition (such as pregnancy) or for a student’s family member where the student must become the primary caregiver. A Medical LOA may be granted for no longer than one academic term, but may, upon documentation from a licensed health care professional confirming that the student is still unable to engage in graduate study, be renewed for a subsequent academic term. The maximum cumulative time during the period of study that will be granted for a Medical LOA cannot exceed two (2) years.**

3. **A Military LOA will only be granted for students who are called to active duty. To apply for a Military LOA, official active duty orders must be submitted. The term of a Military LOA will depend on the anticipated period of active duty service and per federal regulations but may not exceed a cumulative time period of five (5) years.**

For certified Ed.D. candidates, a Medical or Military LOA extends the period of certification for the period of time while on leave. A candidate cannot apply for a leave if the period of certification is expired. A Personal LOA does not extend the period of certification. A candidate cannot apply for a Personal LOA if both Personal Exemptions have been used or the initial period of certification has passed.

All Leave of Absences must be approved prior to or during the term for which it is requested; it cannot be granted retroactively. (The only exception will be for a Military LOA when it is precluded by military necessity per federal regulations.)

A Leave of Absence is not a form of registration. Therefore, no tuition or fees will be charged for semesters for which a leave of absence has been approved provided that the request is received and approved prior to the start of the semester. In addition, a student is not considered a registered student and therefore does not have the rights and privileges of a registered student when on leave.
A student on leave may not fulfill any degree requirement (including the integrative project or other exam) other than the completion of work in courses for which the instructor had issued an approved grade of “Incomplete.” The one-year grace period for an Incomplete is not changed by a Leave of Absence. In addition, no student is eligible for a Certificate of Equivalency during a Leave of Absence and may not receive advisement nor hold the Dissertation Proposal Hearing or Dissertation Oral Defense. A student may not apply to graduate during the period while on leave.

- **Waiver**

A Waiver from Dissertation Advisement can be requested if the student’s advisor or candidate’s sponsor is unavailable to provide advisement due to sabbatical or medical leave. A Waiver can only be requested by students or candidates who are Obligated for Continuous Registration.

For certified Ed.D. candidates, an approved Waiver from Dissertation Advisement will extend the period of Certification for the academic terms that are Waived.

- **Personal Exemption**

A Personal Exemption from Dissertation Advisement can be requested if the dissertation is at a stage where advisement is not necessary. In addition, a Personal Exemption can be requested if a student, who would normally be eligible for a Leave of Absence, wishes to maintain active student status. A Personal Exemption can only be requested by students or candidates who are Obligated for Continuous Registration. A maximum of two terms of Personal Exemption may be granted. If both Personal Exemptions are taken, a Personal LOA may not be requested.

For certified Ed.D. candidates, an approved Personal Exemption does not extend the period of Certification. If the candidate wishes to extend the period of certification, he or she must file the “Petition for Extension of Certification.”

A student is not eligible for advisement during the term of a Waiver or Personal Exemption. Requests for a retroactive Waiver or Personal Exemption require written verification from the dissertation sponsor (or major advisor) that advisement was not provided during the term (a signed statement to this effect must be attached to the request) and in addition must be approved by the department chair. If the student is granted a Waiver or Personal Exemption, he or she does not maintain status as a registered student for the term. If the student wishes to maintain student status he or she must register for IND6000 “Doctoral Candidate.” If the student has a student loan during the term of a Waiver or Personal Exemption and he or she wishes to be eligible for a loan deferment, the student must register for IND6000 “Doctoral Candidate” and file an approved Certificate of Equivalency. Certificates of Equivalency are only granted when a student is working on an approved activity toward the satisfaction of degree requirements for a specific number of hours. Certificate of Equivalency forms are available in the Office of the Registrar.

**Note:** The Dissertation Proposal Hearing or Dissertation Oral Defense may not be held during the term when a Waiver or Personal Exemption has been granted.
**Doctoral Pass (DP) Grade after Certification**

After certification, an Ed.D. candidate is privileged to seek scholarly goals for their own sake without undue dependence on evaluative course grades. In terms subsequent to the term in which the candidate is certified, a candidate may offer DP (doctoral pass) grades in fulfillment of all remaining program requirements.

The doctoral pass grade (DP) may be assigned only to a certified doctoral candidate who passes a course, having successfully completed all requirements prescribed by the instructor. The candidate must request DP credit before two-thirds of the class sessions have met. Eligibility is established by presenting the doctoral certification letter and application for DP credit (obtainable from the Registrar) to the course instructor for approval.

*The grade of DP is available only in courses offered by Teachers College, and is optional, not mandatory.* Students are cautioned that some requirements external to Teachers College (such as professional licenses) may demand conventional grades. When recorded, the grade of DP is permanent and may not be changed to any other grade.

**Multiple Degree Requirements**

Students who wish to earn more than one degree through the College should refer to Appendix A for the policy on the minimum points to be completed through College registration and may consult with the Registrar.

**Extension of Certification**

Each candidate is expected to complete all requirements for the Ed.D. degree before the expiration of the designated period of certification. Extensions may be granted under certain circumstances as outlined below.

- **Six Months' Extension**
  
  A candidate who has completed all work for the Ed.D. degree within the allotted period of certification except for certain final requirements (e.g., the Dissertation Oral Defense or depositing the electronic copy of the dissertation) may request additional time, not to exceed six months, from the Office of Doctoral Studies.

- **Extension for Exceptional Hardship**
  
  An extension of certification for a period longer than six months will be granted only for reasons of exceptional hardship or handicap beyond the control of the student. Examples of acceptable reasons are exceptional personal misfortunes or hardship and unavoidable external obstacles to gathering materials for the dissertation study. Being too busy in a professional position is not regarded as an acceptable reason.

The candidate makes the request for an extension on the “Petition for Extension of Certification” form obtainable from the Office of Doctoral Studies and submits a letter fully describing the reasons for the request as well as supporting documentation. A detailed plan and timetable for fulfilling remaining requirements during the period of the extension must also be submitted. The request for extension must be signed by the candidate's dissertation sponsor or major advisor and department chair, and shall be submitted to the Office of Doctoral Studies.
If the Ed.D. Committee judges that the candidate's reasons are acceptable and if the requirements stated above have been met, the Ed.D. Committee may grant an extension for a maximum of one year from the date of the expiration of the initial period of certification. If an extension of less than one year is granted, the Committee may grant additional extension(s) but the total of all extensions shall not exceed three years beyond the expiration of the initial period of certification. In extraordinary circumstances and with the approval of the Provost, extension beyond three years may be granted. Students must remain continuously registered for at least three Teachers College credits or Program Code_8900 each term. NOTE: If an extension of certification is granted, candidates are no longer eligible for a Personal Exemption or Personal LOA during the extended period. However, a Medical LOA, Military LOA, or Waiver from continuous registration may be granted under extenuating circumstances.

The Dissertation
The dissertation is a major undertaking by which an Ed.D. candidate demonstrates competence in the major area and ability to prepare an effectively written professional report. Approval of a dissertation proposal is required for certification in some programs; therefore, students should consult their program for additional information. The dissertation may involve the application of a method of scholarly, scientific or professional analysis, research or experimentation; it may be the creation or preparation of materials of educational or other professional significance; or it may entail the design and application of a policy or program in an educational setting.

A dissertation which involves performance in a specific educational situation or the creation or preparation of educational or other professional materials must include a rationale. The rationale shall include an analysis of the theoretical or other bases of the study and shall draw on the literature of professional education or of other relevant fields of scholarship. When a dissertation is a cooperative enterprise, it must be planned so that the individual contribution of each candidate can be identified and evaluated. A candidate should consult with the major advisor on the choice of a type of dissertation most appropriate to his or her professional goals and preparation. The early choice of a topic permits a student to obtain needed preparation in a method of investigation such as historical research or statistical analysis. The subject of the dissertation should be one for which resources are available to the candidate within the University and Teachers College. A doctoral candidate who plans to send or distribute questionnaires or similar instruments in connection with the dissertation must first secure the approval of the questionnaire and its cover letter from the dissertation sponsor or major advisor. All students should review the IRB Website (http://www.tc.edu/irb) for additional assistance.

The dissertation proposal and the dissertation are formal academic work products and as such are expected to follow the conventions of scholarly writing. The dissertation proposal, when submitted to the Dissertation Proposal Committee, and the dissertation, when submitted to the Dissertation Oral Defense Committee, must be complete and free of errors in form, style, spelling and grammar. As the author of the documents, the student is responsible for his or her own writing. The documents submitted for the Proposal Hearing and the Dissertation Oral Defense are expected to be in final form and may not be draft documents. These documents must follow the guidelines in the style manual issued by the Office of Doctoral Studies, General Instructions for the Preparation of Dissertation for the Doctor of Education Degree: A Manual of Style.
**Research Competency**

To ensure minimum research competency, students are required to register for coursework that reflects the type of research they will be conducting for the dissertation. Faculty advisors should ensure that program required research coursework is placed on the Program Plan so that doctoral students have the proper research foundation to prepare for the Dissertation Proposal Hearing.

**Dissertation Committee**

Each dissertation is guided and supervised by two or more faculty members (one of whom serves as a dissertation sponsor) known as the Dissertation Committee. The dissertation sponsor is usually the candidate's major advisor but may be another professor if the major advisor approves. Regular, visiting, or adjunct faculty members of professorial rank (assistant, associate or professor) in any faculty or school of Columbia University are eligible to serve on the committee. In rare cases, upon the recommendation of the department and with the approval of the Provost, Teachers College instructional staff and faculty from other institutions can serve as members of the Dissertation Committee. This request must be approved prior to the Dissertation Proposal Hearing. Faculty from other institutions need to be approved by the Provost as an honorary appointee. To do this, the Sponsor should provide a letter requesting the faculty member and include the faculty member’s CV to the Office of Doctoral Studies. Under the guidance of the dissertation sponsor, the candidate ascertains each professor's consent to serve as a committee member.

**Dissertation Proposal Hearing**

The student’s dissertation proposal must be approved by his or her Dissertation Committee and department at a formal meeting called the Dissertation Proposal Hearing. The procedures for granting departmental approval of a dissertation proposal differ somewhat from one department to another.

The Dissertation Committee officially comes into existence after the Dissertation Proposal Hearing takes place. It is the student’s responsibility to keep committee members informed of progress on the dissertation and to consult with them on problems that may arise.

In preparation for the Dissertation Proposal Hearing, the student prepares a dissertation proposal according to the departmental program requirements. Departments have instructions for the preparation of proposals which the candidate may obtain from the major advisor. Proposals may vary according to the nature of the study and the method of investigation used but ordinarily includes statements of the purpose, the problem or hypothesis, the procedures and the competencies and resources needed. Among other components, the proposal normally includes a tentative outline of the stages for the development of the dissertation.

Once a student has an approved dissertation proposal on file, a student is obligated for continuous registration for doctoral Dissertation Advisement based on the Dissertation Proposal Hearing date even if the student has not been recommended for certification by their department. If a student is already obligated for doctoral Dissertation Advisement by the fact that the student was already recommended for certification, a student may not have a Leave of Absence, Personal Exemption or Waiver from Dissertation Advisement in the same semester that he or she holds a Dissertation Proposal Hearing.
After the successful Dissertation Proposal Hearing, the student applies for Institutional Review Board (IRB) approval. The Office of Sponsored Programs handles the IRB procedures (more information can be found at [http://www.tc.edu/irb](http://www.tc.edu/irb)). IRB approval is required regardless whether or not the student used human subjects. After this approval is received, the student E-mails the “Dissertation Proposal Hearing Report” form, a copy of the approved IRB letter, and the approved dissertation proposal manuscript to the Office of Doctoral Studies. NOTE: This will obligate the student for continuous registration even if the student hasn’t been recommended for certification.

Once the Dissertation Proposal Hearing has taken place, a change in Dissertation Committee member requires approval of all committee members, incoming and outgoing, and the department chair through the completion of the Change of Dissertation Committee Form available on the Office of Doctoral Studies website.

**Dissertation Seminar**

Each doctoral student is required to be registered in his/her program’s dissertation seminar (Program Code_7500 series) for at least one term. The purpose of the seminar is to develop the dissertation proposal. This seminar cannot be counted more than once toward the degree unless the program requires that it be taken a second time. Under no circumstances should a dissertation seminar course be taken more than twice, even if the candidate has yet to complete the Dissertation Proposal Hearing. Once a student has successfully held the dissertation proposal hearing, a student should not register for the departmental dissertation seminar course.

**Review of Progress**

Each student must complete a program of study per the approved Program Plan previously submitted to the Office of Doctoral Studies. At the time candidates register for final courses, they must review their Teachers College transcript and compare it with the approved Program Plan to make certain that all requirements are complete. This review entails the student checking that minimum-points requirements have been completed and that the continuous registration requirement has been maintained. If there is any discrepancy, the student should bring the matter to the attention of the Ed.D. Assistant Manager in the Office of Doctoral Studies for advice. This review must take place after the Dissertation Proposal Hearing and before the completion of the dissertation to guarantee that the candidate has fulfilled all requirements, in addition to a completed dissertation, for graduation.
**Intention to Defend the Dissertation and Dissertation Oral Defense Request to Schedule**

The purpose of the Dissertation Oral Defense is to determine the acceptability of the dissertation and to assess the need for revisions prior to preparation of the first deposit. Under the guidance of the Dissertation Committee, the student prepares an initial draft of the dissertation for critique and recommendations. In the preparation of the dissertation manuscript, a candidate should consult the manual "General Instructions for the Preparation of Dissertations for the Doctor of Education Degree: A Manual of Style" (referred to as the “Manual of Style”) obtainable from the Office of Doctoral Studies.

After the candidate has received consent from the Dissertation Committee that the dissertation is ready for the Dissertation Oral Defense, the candidate obtains the “Ed.D./Ed.D. CTAS Intention to Defend the Dissertation” form from the Office of Doctoral Studies and returns it by the deadline date, which is indicated on the Academic Calendar and is always the second Thursday of the academic term in which the Dissertation Oral Defense will be scheduled. **The candidate should file this form only if he or she expects to be ready to stand for the Dissertation Oral Defense in that academic year.** Upon receipt of this form, the Office of Doctoral Studies will confirm the candidate’s eligibility to defend and will request an external examiner for the candidate’s defense. If the candidate is ineligible, the Office of Doctoral Studies will inform the candidate of all requirements and not begin the defense process until all requirements are met.

The Dissertation Oral Defense Committee consists of (a) the Dissertation Committee (usually 2 faculty members) and (b) two other faculty members whose specializations are related to the dissertation’s subject matter. One of the latter two faculty members is selected by the candidate and the Dissertation Committee, and is usually from within the department although this is not mandatory. This Committee member typically serves as the Oral Defense Chair and may NOT be from an institution outside of Teachers College or Columbia University. The fourth member is assigned by the Office of Doctoral Studies as the external examiner and is the member of the Committee that is from outside the candidate’s departmental program. Regular, visiting, or adjunct faculty members of professorial rank (assistant, associate, or professor) in any faculty or school of Columbia University, including Union Theological Seminary, are eligible to serve on the Oral Defense Committee. **NOTE:** A doctoral candidate who had three official members of the Dissertation Committee for the Proposal Hearing will have a five member Dissertation Oral Defense Committee and indicate four members on the Intention to Defend form. The fifth member will be assigned by the Office of Doctoral Studies.

To be eligible to schedule the Oral Defense of the Dissertation for the Doctor of Education degree, an Ed.D. candidate must be (a) fully certified and (b) have a successfully defended dissertation proposal with IRB approval on file in the Office of Doctoral Studies **prior to the start of the term in which the candidate plans to defend the dissertation.** To be fully certified, a candidate must be formally recommended for certification by the academic department, and approved by the Office of Doctoral Studies as having met all other requirements for certification including an approved Program Plan on file. For example,

- any candidate wishing to defend in the Spring term must be fully certified and have a successfully defended dissertation proposal on file by the end of the Fall term of the same academic year; and,
• any candidate wishing to defend in the Fall term must be fully certified and have a successfully defended dissertation proposal on file by the end of the Summer Term B of the prior academic year.

Dissertation Oral Defenses are held in the Autumn term and Spring term. Only for reasons of very exceptional urgency, according to criteria established by the Ed.D. Committee, and upon recommendation by the candidate's dissertation sponsor and the Office of the Provost, can a Dissertation Oral Defense be scheduled during the Summer term. For further information, please review the “Criteria for Scheduling Summer Dissertation Oral Defense” obtainable in the Office of Doctoral Studies.

The Office of Doctoral Studies will inform the candidate of his or her selected external examiner by sending the "Ed.D./Ed.D. CTAS Dissertation Oral Defense Request to Schedule" form via E-mail. This form must be filed with the Office of Doctoral Studies no less than three weeks before the date of the Dissertation Oral Defense and must include confirmation e-mails from each of the committee member’s and confirmation of the room assigned for the defense.

NOTE: It is the candidate’s responsibility to schedule their defense with their committee members and to secure a room for the defense.

When the “Ed.D./Ed.D. CTAS Dissertation Oral Defense Request to Schedule” form has been approved by the Office of Doctoral Studies, the candidate is notified and a date is set for the Dissertation Oral Defense. Not less than three weeks before the date, the candidate submits a copy of the final draft of the dissertation to each member of the Committee. If a member of the Committee judges that the dissertation is not ready for the Dissertation Oral Defense, he or she informs the candidate's dissertation sponsor and the Manager of the Office of Doctoral Studies.

The Dissertation Oral Defense is held on a set date and at a specific time for two hours. At the conclusion, the Committee signs the “Ed.D./Ed.D. CTAS Dissertation Oral Defense Report” form (provided to the Committee prior to the defense) to indicate the candidate’s status after the Dissertation Oral Defense. If the Committee agrees by majority vote (including the vote of the dissertation sponsor) that the dissertation is acceptable or can be made acceptable with minor changes approved by the dissertation sponsor, the candidate receives a pass for the Dissertation Oral Defense and may proceed with the preparation of the first deposit. If the Committee accepts the Dissertation Oral Defense but requires substantial changes in the dissertation, the revised version must be approved by the dissertation sponsor and one other member. These two faculty members become the Dissertation Revisions Committee. If the Dissertation Oral Defense is judged unsatisfactory the candidate may have the privilege of another Dissertation Oral Defense only by permission of the Ed.D. Committee. No more than two Dissertation Oral Defenses are allowed.

**Depositing Final Copies of the Dissertation**

The dissertation is in final form when the candidate makes all corrections deemed necessary at the Dissertation Oral Defense. The dissertation sponsor will sign the “Dissertation Manuscript Approval” form stating that the dissertation is ready to be reviewed by the Office of Doctoral Studies. In the case of major revisions, the Dissertation Revisions Committee signs the approval form.
The instructions for preparing the final copies of the dissertation are numerous and complex. The candidate must follow the directions given in the Office of Doctoral Studies manual, "General Instructions for Preparing Doctor of Education Dissertations: A Manual of Style." This manual supersedes all other guides or instructions with respect to the style of doctoral dissertation.

The candidate should make the revisions required by the Committee at the Dissertation Oral Defense, have the revisions approved, and then following Appendix A of the Teachers College Manual of Style, submit the “Dissertation Manuscript Approval” form along with a pdf copy of their approved manuscript to the Office of Doctoral Studies. Prior to submission, the candidate must make sure that all requirements under Appendix A have been met, otherwise the first deposit will be returned unaccepted to the candidate for further revision. A returned manuscript must still meet college deadline requirements for graduation.

An accepted dissertation manuscript and abstract will be proofread by the Office of Doctoral Studies to ensure that the copy conforms to the required formatting and style. The Office of Doctoral Studies then sends any edits and changes to the candidate. The candidate is required to make these edits and changes and re-submit the dissertation manuscript and abstract as the final deposit (see below). The student has until one month into the start of the following term after the semester of the Dissertation Oral Defense to deposit the first deposit of the dissertation in the Office of Doctoral Studies without having to register for Dissertation Advisement.

Upon return of the corrections from the Office of Doctoral Studies, the candidate will be directed to visit the Office of Doctoral Studies Deposit Gateway on the Office of Doctoral Studies website. There the candidate downloads the Electronic Deposit bulletin to assist in uploading the dissertation manuscript to ProQuest.

Normally, every dissertation is published, in full, and exactly in the form given final approval. Publishing and copyrighting are arranged through the Teachers College ProQuest website. A Dissertation Defense fee of $95 is payable to Teachers College following the instructions in the Guide to the Teachers College Electronic Deposit of the Ed.D. Dissertation. Further information may be found in the manual "General Instructions for Preparing Doctor of Education Dissertations: A Manual of Style" Appendix B.

If a candidate plans to publish an article or book based on the dissertation, the candidate can request an embargo be put on their manuscript to delay the publication of the dissertation for either 6 months, 1 year, or 2 years, so that the printed version may appear first. Under no circumstances may the embargo be extended beyond the 2 year maximum. The dissertation will eventually be published whether or not the article or book has been accepted for publication.

Abstract
The candidate prepares an abstract of the dissertation, not exceeding 350 words. The manual "General Instructions for Preparing Doctor of Education Dissertations: A Manual of Style" will assist with the proper formatting and placement of the abstract in the dissertation manuscript. The abstract ordinarily includes (1) a statement of the purpose and problem, (2) the procedures, and (3) the results and conclusions.
**Final Deposit**
After the Office of Doctoral Studies’ review, the candidate does the following:

1. makes all the corrections indicated by the Office of Doctoral Studies;
2. visits the Deposit Gateway on the Office of Doctoral Studies website to download the Guide to the Teachers College Electronic Deposit of the Ed.D. Dissertation bulletin; and,
3. follows the directions in that bulletin to make an electronic deposit on the Teachers College ProQuest website.

The “General Instructions for Preparing Doctor of Education Dissertations: A Manual of Style” Appendix B provides more detailed information concerning the final deposit of dissertations and abstracts.

**Award of the Degree**
When the candidate has completed all degree requirements, including coursework, continuous registration, deposited the electronic final copy of the dissertation and the abstract, satisfactorily made all revisions and corrections as per the Office of Doctoral Studies’ review, and arranged for publication of the dissertation, he or she will be recommended to the Registrar that the degree of Doctor of Education be conferred by the College. The Registrar makes a final review of all College requirements and authorizes the issuance of a letter of degree award. All degrees are awarded by the College in October, February, and May. However, an interim statement of completion of degree requirements will be issued, upon written request, by the Registrar following the Registrar's final review.
**Readmission**
Readmission may provide a way for former candidates, whose period of certification expired and who are not eligible for extension, to resume their studies.

A former candidate whose period of certification expired or will expire before completion of all requirements, and who is not eligible for or has been denied an extension of certification as defined above, may apply for readmission. The student who applies for readmission should consult the department of study and the Office of Admission. If approved and admitted back into the program, the process of recertification is similar to that of initial certification. The student must fulfill each of the following requirements for recertification:

1. Be readmitted to Teachers College through the Office of Admission.
2. Be accepted by the department and by a major advisor as a satisfactory applicant who agrees to meet current departmental standards which may be different from or higher than those existing at the time of earlier admission and certification.
3. Prepare and submit a new Program Plan which meets current requirements.
4. Proceed with the normal process leading toward certification including passing a new Certification Examination in all instances, and being recommended for recertification by the department.
5. Fulfill any additional requirements specified by the department.
6. Present a dissertation proposal. If a previously approved dissertation proposal is presented, the defense will judge its relevance and excellence by current standards. If the proposal is on file and is approved, there is no need to re-take the dissertation seminar course (Program Code _7500 series).
7. Be considered for Certification by the Ed.D. Committee and be required to meet the standards which govern decisions on current applicants for certification.

If recertification is granted by the Ed.D. Committee, the period of recertification will be for four years, subject to extensions only for reasons of exceptional hardship such as would justify an extension under the provisions for initial certification. Personal Exemptions may not be utilized, even if the student still has some remaining for use.
# Appendix A

## General Residence Requirements (Minimum Point Requirements for Multiple Degrees)

This list represents only the minimum point requirements to establish residence for multiple degrees. In addition, each degree program has a planned program of study, and the degree requirements as outlined by your department and in this bulletin must also be satisfied. It is possible that students will need to take more than the minimum point requirements.

<table>
<thead>
<tr>
<th>Two Degrees at Teachers College</th>
<th>Minimum Point Requirement</th>
<th>Minimum TC Credit</th>
<th>Maximum Transfer Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A. (M.S.) and M.A. (M.S.)</td>
<td>60*</td>
<td>60*</td>
<td>0</td>
</tr>
<tr>
<td>M.A. (M.S.) and Ed.M.</td>
<td>60</td>
<td>45</td>
<td>15</td>
</tr>
<tr>
<td>Ed.M. and Ed.M.</td>
<td>90</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>M.A. (M.S.) and Ph.D.</td>
<td>75</td>
<td>45</td>
<td>30</td>
</tr>
<tr>
<td>M.A. (M.S.) and Ed.D.</td>
<td>90</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>Ed.M. and Ph.D.</td>
<td>75</td>
<td>45</td>
<td>30</td>
</tr>
<tr>
<td>Ed.M. and Ed.D.</td>
<td>90</td>
<td>45</td>
<td>45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Three Degrees at Teachers College</th>
<th>Minimum Point Requirement</th>
<th>Minimum TC Credit</th>
<th>Maximum Transfer Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A. (M.S.), M.A. (M.S.), and Ed.M.</td>
<td>90</td>
<td>75</td>
<td>15</td>
</tr>
<tr>
<td>M.A. (M.S.), Ed.M., and Ed.M.</td>
<td>90</td>
<td>90</td>
<td>0</td>
</tr>
<tr>
<td>M.A. (M.S.), M.A. (M.S.), and Ed.D.</td>
<td>90</td>
<td>75</td>
<td>15</td>
</tr>
<tr>
<td>M.A. (M.S.), M.A. (M.S.), and Ph.D.</td>
<td>75</td>
<td>75</td>
<td>0</td>
</tr>
<tr>
<td>M.A. (M.S.), Ed.M., and Ph.D.</td>
<td>75</td>
<td>60</td>
<td>15</td>
</tr>
<tr>
<td>M.A. (M.S.), Ed.M., and Ed.D.</td>
<td>90</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Ed.M., Ed.M., and Ed.D.</td>
<td>90</td>
<td>90</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Four Degrees at Teachers College</th>
<th>Minimum Point Requirement</th>
<th>Minimum TC Credit</th>
<th>Maximum Transfer Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A. (M.S.), M.A. (M.S.), Ed.M., and Ed.D. (or Ph.D.)</td>
<td>120</td>
<td>120</td>
<td>0</td>
</tr>
<tr>
<td>M.A. (M.S.), Ed.M., Ed.M., and Ed.D. (or Ph.D.)</td>
<td>120</td>
<td>120</td>
<td>0</td>
</tr>
</tbody>
</table>

* Plus an essay or 32 points without an essay. (See Teachers College Catalog for details.)

If you received a Professional Diploma from Teachers College, please check with the Registrar for minimum requirements.

(REV. 11/2016)