

# DEPARTMENT OF TEACHING AND LEARNING

## Special Education PhD Student Handbook



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## Welcome from the Department Chair

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I welcome you to the Department of Teaching and Learning graduate program. The faculty supports a strong program of mentorship and encourages doctoral students to work closely with faculty of their choosing in investigating the world of research, knowledge generation and dissemination, pedagogical action, and advocacy.

We have extremely talented and knowledgeable faculty in the Department. The faculty are both excellent teachers and superb researchers. They are closely connected to the K-12 public school system, and also active contributors to research in their respective fields. The faculty conduct a wide range of research, some of which is integrated into the public school systems (e.g., writing interventions for students with disabilities, professional development for teachers) and some that is community-based (e.g., support for parents with children who have Autism). You have access to these faculty and their projects through course work and advising structures. Seek out this faculty expertise in teaching and research.

Please read through this handbook. It is designed to help you navigate all the transitions, procedures, and processes that graduate education involves. Discuss the items in this handbook with your advisor and graduate committee. Very specifically, be especially aware of the deadlines described in the handbook.

We strive to facilitate and support a collaborative, positive, and productive culture for our graduate students. We are here to help you achieve your graduate goals. The faculty and staff in the Special Education Program and in the Department of Teaching and Learning welcome you to the graduate program and offer their assistance throughout your program.

Tariq Akmal, Ph.D.  
Chair  
Department of Teaching and Learning

## Introduction

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Congratulations on your admission to the Special Education Doctoral Degree Program in the Department of Teaching and Learning at Washington State University (WSU). The guidelines in this handbook are to assist you in planning and completing your program. Please read and discuss them with your advisor. If you have questions that are not addressed in this handbook, please contact your advisor or the staff in the Office of Graduate Education (Cleveland Hall 70) in the College of Education (COE). You can also visit our website for the [College of Education Our Graduate Programs](#) for additional information.

The forms described in this handbook are available from the College of Education (COE) Office of Graduate Education and the Graduate School website: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. Some of the forms contained in the appendices of this document have been reformatted to fit this handbook and, therefore, should not be copied for official use.

## **Special Education Program Overview**

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### **Program Vision**

The Special Education graduate program is valued by potential students, graduates, and institutions as rigorous, relevant, and innovative, offering superior quality professional preparation that produces exceptional and creative researchers and teachers with a focus on improving the lives of students with disabilities and their families. The Special Education graduate programs emphasize the generation, application, and translation of research that will enhance the field and improve the lives of those with disabilities.

### **Mission**

The Special Education graduate programs prepare graduates (doctoral and master levels) for academic and leadership positions in teaching, research, and service with a focus on equity and social justice for persons with disabilities. The graduate program in Special Education includes a broad curriculum of study, including response-to-intervention across the curriculum, early childhood education, diversity, social development and behavioral health prevention practices, universal design, transition, legal aspects of special education, professional skills, and single subject research design. A rigorous set of research methods are provided for students, including at the doctoral level the Comprehensive Carnegie Core of research courses in quantitative and qualitative research methods. The faculty support a strong program of mentorship that encourages students to work closely with faculty of their choosing in investigating the world of teaching, intervention, disabilities, knowledge generation and dissemination, as well as pedagogical action and advocacy.

### **Student-Focused Program Goals**

Deliver rigorous, innovative, and high-quality courses while providing significant experiences for students so that they:

1. Widen their scope and increase their depth of understanding about the field of special education, special education research, and disabilities.
2. Enhance their critical thinking capabilities to evaluate, understand, and communicate (orally and through written documents) special education ideas, policy, scholarship, and research.
3. Expand their understanding of and ability to synthesize and apply special education research to problems of practice.
4. Develop scholarly habits of curiosity, inquiry, skepticism, and data-based decision-making.
5. Enrich their understanding and valuing of diversity.
6. Develop a professional identity appropriate for future career plans.

### **Student Learning Outcomes**

After completing the Special Education PhD Degree Program students will:

1. Demonstrate a wide scope of as well as an in-depth understanding for the field of special education research and disabilities.

2. Demonstrate critical thinking and ability to evaluate, understand, and communicate (oral/written) special education scholarship and research.
3. Demonstrate an understanding of and ability to synthesize and apply special education research (knowledge/theory) to problems of practice through the generation and dissemination of original scholarship.
4. Demonstrate scholarly habits of curiosity, inquiry, skepticism, and data-based decision-making.
5. Demonstrate understanding and valuing of diversity through pedagogical and inquiry endeavors.
6. Demonstrate a professional identity appropriate for future career plans.

### **Special Education General Overview**

The Doctor of Philosophy in Education with a specialization in Special Education is a research degree program that consists of a minimum of 72 credits. The program consists of a minimum of 36 research and primary core graded coursework, supplemental core graded credits that will vary across students, 6 credits of teaching and research internship, and a minimum of 20 credits of Spec Ed 800. The remaining credits may include graded and non-graded course work relevant to the doctoral program. Students may want the remaining credits to form a Cognate (9-12 credits) which is an area of expertise. In collaboration with the advisor/committee chair and other committee members, each student must file a doctoral Program of Study. The committee must approve the program, which is formalized by submitting the completed Program of Study form to the Department Chair and Graduate School.

<b>Special Education Doctoral Credit Overview</b>	<b>Credits</b>
Research Courses	15
Specialization Core-Primary	21
Specialization Core-Supplemental	Variable
<b><i>Total Required Graded Credits (A-F grading rubric)</i></b>	<b><i>36+Supp</i></b>
Additional Graded Courses ( <i>S/F or A-F grading rubrics</i> )	6
Dissertation credits	20
<b>Total Degree Credit Minimum</b>	<b>72</b>

## **Academic Requirements, Policies, and Procedures**

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### **Mandatory Research Training**

All graduate students are required to complete the CITI Responsible Conduct of Research online training module. This is a web-based training located at <https://myresearch.wsu.edu/MandatoryTraining.aspx>. Students are encouraged to take this training as soon as possible. Students will not be eligible for an assistantship or be able to conduct research until the training is completed. After completing this training, the student will receive email confirmation of completion. Please forward this email to the College of Education (COE) Office of Graduate Education ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)) as well as the department through which you have received an assistantship, if applicable. Delay in the completion of this training could delay students' progression through their graduate program. The training will need to be repeated after a five-year period.

If you have questions about this training, please contact the IRB at 509-335-3668 or [irb@wsu.edu](mailto:irb@wsu.edu).

### **Temporary/Permanent Advisor and Committee**

The admission letter from the Department indicates who will serve as your temporary advisor. This advisor is a departmental faculty member, usually in an area of specialization of interest to the student. The temporary advisor will assist the student with the initial selection of coursework. It is the student's responsibility to contact the temporary advisor as soon as possible after admission to the Department. The temporary advisor serves only until the student is ready to select a doctoral degree program committee and permanent advisor. The chair of that committee becomes the permanent advisor (see below). If a student wishes to change temporary advisors, that student can complete the [Change of Temporary Advisor form](#).

You are encouraged to select a permanent advisor/committee chair as soon as possible after your first semester of study. By this time, you should know several faculty members and their areas of specialization. The permanent advisor/doctoral committee chair must have a doctoral degree and be qualified, according to College of Education guidelines, to chair doctoral committees. The individual must be a member of the Graduate Faculty Special Education Ph.D. Program. The individual should also have expertise in the area that will be the focus of your study. This will be reflected in the faculty member's record of research and publication, teaching, and professional service. If you need additional assistance in selecting a permanent advisor/committee chair, consult with the department chair, a faculty member you know, or the staff in the College of Education Office of Graduate Education.

Your permanent advisor/committee chair will help you develop and file your Program for Doctoral Degree and identify other faculty members to serve on your doctoral committee. The doctoral committee must consist of at least two members, in addition to the committee chair, who hold a doctoral degree and are qualified, according to College of Education guidelines and Special Education Ph.D. program bylaws, to serve on doctoral committees. At least two of the three committee members must be members of Special Education Ph.D. Program Graduate Faculty and the Department of Teaching and Learning. All three committee members should have expertise related to your program of study. One person who does not meet the College of Education criteria for serving on doctoral committees may be appointed to the committee as a fourth member. The committee must also include a faculty member from your chosen cognate area. The supporting cognate area may be from the College of Education or another college. When selecting committee members, take into account whether each committee member

- has previous experience on dissertation committees

- meets College of Education criteria for serving on doctoral committees
- is available for the duration of the dissertation (e.g., are there sabbatical or retirement plans?)
- has expertise related to the topic of research
- has expertise in the research methodology
- is accessible for meetings with you and other committee members
- provides prompt and constructive feedback
- is compatible with other committee members
- has the time to devote to your committee

## **Developing and Submitting the Program of Study**

The [Program of Study form](#) is your contract with the University for your Degree. The Program of Study lists your committee chair and other committee members as well as the courses that comprise your doctoral program. Your permanent advisor/committee chair, in collaboration with other members of your doctoral committee, will help you identify the appropriate course work for your program of study. Your advisor and committee can provide you with an example of a completed Program of Study. The courses are listed on the Program of Study form. When committee members approve the form within myWSU, it indicates they agree to be on your committee and approve your Program of Study.

The core courses for the Ph.D. include a minimum of 34 semester hours of graded course work beyond the bachelor's degree, but depending on the program of study, the minimum requirements might be higher. The core should include the most advanced courses appropriate for the field of study listed in the Graduate Study Bulletin or approved for graduate credit subsequent to the printing of the bulletin.

These graded courses are listed in the “Core Program” section of the Program of Study form. Generally, only graduate- level WSU and transfer courses can be included in the Program of Study. However, your doctoral program committee may approve up to 9 credits of non-graduate credit (300- or 400-level courses at WSU) for your program of study. Any course included in the Program of Study form in which a grade of "C-" or below is earned must be repeated as a graded course (it cannot be repeated on an S/F basis-satisfactory/fail). No course earning an “F” grade may be removed from the program of study but must be repeated.

In the “Research and Additional Studies” section of the Program of Study form, list the Special Projects (TCH\_LRN 600, Spec Ed 600) and Doctoral Research, Dissertation, and/or Examination (Spec Ed 800) credits you plan to take (S/U), as well as courses taken on a P/F basis. You must enroll in Spec Ed 800 in the semesters in which you take your Preliminary Examination (sometimes referred to as the comprehensive examination) and work on your dissertation. Your program must include at least 20 credits of Spec Ed 800.

The Program of Study must be typed and circulated to the faculty members you asked to serve on your doctoral committee. Once you have the committee’s verbal approval the form will be uploaded through your myWSU account. This is in Profile > Service Requests. The form will be electronically approved by your committee and department chair. With a student’s upload and subsequent approvals by committee members and department chair these approvals will count just like an ink signature and be as binding for all. Final approved by the Graduate School, by email will be sent both to the student and the COE Office of Graduate Education. The approved program becomes a part of the requirements for the degree.

Although Graduate School policy requires that this form be completed no later than the third semester of graduate work, you are encouraged to submit it shortly after your first year and no later than when you

have completed 20-25 credits. You are held to the doctoral program requirements in effect at the date of your admission, provided you submit a Program of Study and have it approved by the Graduate School within one year of your admission date. Otherwise, you will be held to the program requirements in effect at the time of approval of your Program of Study.

### **Changes to your Program of Study**

You may change the course work listed on an approved Program of Study or Committee Change form by submitting a completed [Change of Program](#) form or [Committee Change form](#). Forms are uploaded by the student through their myWSU > Profile > Service Request for electronic approvals within myWSU and ultimately to the WSU Graduate School for final approval.

***\*\*Be sure to keep copies of all submitted paperwork\*\****

### **Transfer Credit and Credit Restrictions**

The number of transfer credits allowed for a doctoral program is subject to departmental recommendation and approval by the Graduate School.

Credits appropriate to the Program of Study (with a grade of B or higher) earned in other accredited graduate schools after the award of the bachelor's degree may be transferred and applied toward your graduate degree program with approval by your advisor/chair and committee members, as well as the department and Graduate School. Graduate credit earned (with a grade of "B" or higher) at Washington State University prior to formal admission to the Graduate School, other than credit earned while enrolled as a non-matriculated student, may be included in the number of prior credits allowed. The total of such credits from the two categories (transfer and prior WSU credits) is subject to the usual time restrictions and approval by the department and the Graduate School. None of these credits may be applied toward another advanced degree.

Extension courses, special problems, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit. For details on these requirements, inquiries should be sent to the Dean of the Graduate School.

All proposals regarding transfer credits should first be discussed with your advisor/chair of your graduate committee. Transfer credit is requested formally by listing the courses on the Program of Study, but preliminary determination will be made earlier upon request to your advisor/chair and committee members and the Graduate School. Graduate credit from non-accredited institutions will not be accepted for transfer to graduate degree programs. Graduate credit earned within the State of Washington from an accredited institution whose main campus is outside the state will be considered for transfer to a graduate degree program only upon special petition to the Dean of the Graduate School.

### **Grade Point Average**

You are required to have a 3.0 cumulative and a 3.0 program grade point average (GPA) in order to be awarded a graduate degree. No work of B- or below may be dropped from a program, nor can a course be repeated for a higher grade if the final grade is C or higher. Any course listed in the Program of Study for a doctoral degree with a grade of C- or below must be repeated, and the course cannot be repeated on an S/U basis.

If you are a regularly admitted graduate student who has completed only one semester or one summer session of graduate study with a GPA of 2.75 or above, you are eligible for continued enrollment. Upon completion of two semesters, one semester and one summer session, or two summer sessions of graduate study and thereafter, a 3.0 GPA or above is required for continued enrollment in the Graduate School. If you are admitted on a provisional status, you must maintain at least a 3.0 GPA in order to continue your enrollment in the Graduate School.

If you fail to maintain a cumulative GPA of at least a 3.0 for two semesters, one semester and one summer session, or two summer sessions, your enrollment will be terminated. If your GPA is between 2.75 and 2.99, you may be reinstated by the Dean of the Graduate School upon favorable recommendation of the Department Chair. Upon reinstatement, you will have one semester to raise your cumulative GPA to at least a 3.0.

If you are a newly admitted student who fails to obtain a cumulative GPA of at least 2.75 at the end of one semester or one summer session of graduate study, your enrollment will be terminated. You may be reinstated by the Dean of the Graduate School upon favorable recommendation of the Department Chair.

#### Registration, Credit Load and Continuous Enrollment Policy

Graduate Students are responsible for completing appropriate enrollment procedures each semester. All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed.

Full-time graduate students must register for a minimum of 10 credit hours to maintain full-time enrollment status in the fall and spring semesters. All full-time graduate students must register for at least one (1) 800 (doctoral) level research credit each semester to track faculty advisor effort. Part-time graduate students must register for a minimum of 2 credit hours and no more than 9 credit hours to maintain part-time enrollment status in the fall and spring semesters. For further information regarding the Registration and Credit Load policy go to the [Graduate School Policy and Procedures](#).

#### Continual Doctoral Status

Continuous Doctoral Status (CDS) allows doctoral students to meet the Graduate School's continuous enrollment requirement without enrolling for credit or applying for Graduate Leave. CDS is only an option for students who have completed all coursework and passed preliminary exams. If these requirements are met, students will automatically be placed into CDS (fall and spring semesters only) if they do not enroll for credit. Subsequently, a fee will be charged to the student's account after the 30th day of each semester (fall and spring only) while in CDS. Students are required to pay this fee each semester to maintain their Continuous Doctoral Status.

While in CDS students maintain WSU library privileges, but they cannot progress in the completion of 800 credits. It is also important to note that CDS does not extend a student's deadline to complete degree requirements (three years after preliminary exams or 10 years after the first course on the Program of Study, whichever is sooner).

Students wishing to return to active enrollment and register for 800 credits, schedule their dissertation proposal defense (D-1) or dissertation defense (D-2), are advised to contact their Academic Coordinator a minimum of two months prior to the start of the semester in which they wish to resume enrollment for credit and request that they be taken out of CDS and given an active term for enrollment.

NOTE: Some students may not be eligible for CDS. International students maintaining their visa status, students on an assistantship requiring full time enrollment to obtain benefits, and students needing financial aid or financial aid deferral, should confer the appropriate office for their situation to ensure CDS is an option for them.

Further information on Continuous Doctoral Status (CDS) may be found at <https://gradschool.wsu.edu/chapter-five-a2/>

## **Academic Standing and Annual Review**

You are required to maintain a 3.0 cumulative grade point average (GPA) in your graduate program. If you fail to maintain a 3.0 cumulative GPA or receive an F in any course in the graduate program, your committee will review the situation and make a determination as to whether or not you will be allowed to remain in the program.

Each year the Graduate School requires progress reviews of all graduate students. The Office of Graduate Education coordinates this review by sending progress review ([Appendix A](#)) forms to your permanent advisor. You are also given the opportunity to complete a self-evaluation of your progress and accomplishments. You must complete your annual review/self-evaluation and submit the completed form to your advisor no later than 10 days after receiving the form. After your permanent advisor completes and signs the faculty review form, it is sent to you for a signature. You will be asked to meet with your advisor/chair and the faculty to discuss the results of the annual review and your progress in the program. The Office of Graduate Education submits a copy of the signed report to you. The review includes an assessment of progress towards the degree, your grade point average, progress toward meeting student learning outcomes, and key accomplishments. Each review will involve an evaluation of a student's continuation in the doctoral program. If satisfactory, you will be encouraged to continue in the doctoral program. If needed, the faculty may recommend some additional course work or experiences to address weaknesses noted. If your progress is not satisfactory, you may be asked to exit the program.

## **Self-Plagiarism**

The terms "self-plagiarism" refer to using previously completed work in a new document, assignment, or even a publishable manuscript. In contrast, plagiarism is using others' publications and written works and presenting them as your own work (without citations, quotation marks). So in fact, self-plagiarism is not possible in that you can't steal your own work. However, re-cycling your work, into a new assignment, a preliminary examination, or any other academic writing is unethical. Self-plagiarism (reusing or recycling your work) is not allowed in the Special Education graduate and undergraduate programs. See <https://www.aje.com/arc/self-plagiarism-how-to-define-it-and-why-to-avoid-it/> for more information about why the practice is unethical and ways to avoid self-plagiarism.

## Special Education Program of Study

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The Doctor of Philosophy in Special Education is a research degree program that consists of a minimum of 72 credits. The program consists of a minimum of 36 research and primary core graded coursework, supplemental core graded credits that will vary across students, 6 credits of teaching and research internship, and a minimum of 20 credits of Spec Ed 800. The remaining credits may include graded and non-graded course work relevant to the doctoral program. Students may want the remaining credits to form a Cognate (9-12 credits) which is an area of expertise.

You may be required by your advisor/committee chair and committee members to take additional coursework if your past coursework in Special Education is not adequate for doctoral work in Special Education. For example, if you have not completed a course in legal issues in Special Education, your advisor/committee chair and committee members may require you to complete Spec Ed 504 Professional Skills, which includes legal issues in Special Education. Work with your advisor/committee chair to determine the total number of graded credits you will be required to take in the Supplemental Core. Note that some coursework might include online courses. Your advisor/chair and your doctoral committee must approve the total required graded credits in the Primary and Supplemental Specialization Core. Your advisor/chair of your doctoral committee will have the most recent course rotation information. Work with your advisor/chair to develop a schedule of coursework across the semesters/summer.

### **Doctor of Philosophy in Special Education (Dissertation) 72 credits**

#### **Required Research Core – 12 credits**

			<i>Typically Offered</i>
Ed_Res	562	Epistemology, Inquiry, and Representation	3 <i>Fall, Spring</i>
Ed_Res	563	Principles of Research	3 <i>Spring</i>
Ed_Res	564	Qualitative Research	3 <i>Fall</i>
Ed_Res	565	Quantitative Research	3 <i>Fall, Spring</i>

*Where needed, prerequisites Ed\_Psych 505 & 508 may be needed in addition to the 15 credits of required research listed above.*

#### **Advanced Research – 3 credits**

Check with your advisor for suggestions to meet your research needs

3

#### **Specialization Core – Required Primary Core 21 credits minimum**

Spec Ed	589	Special Education Personnel Preparation and Professional Development	3 <i>Fall – Odd years</i>
Spec Ed	591	Research in High-Incidence Disabilities	3 <i>Fall – Even years</i>
Spec Ed	592	Single Subject Research Design and Methods	3 <i>Spring – Even years</i>
Spec Ed	593	Diversity, Equity, and Inclusion in Special Education	3 <i>Fall – Odd years</i>
Spec Ed	595*	Universal Design	3 <i>variable</i>
Tch_Lrn	582*	Academic Writing for Dissertations and Publication	3 <i>variable</i>
Ed_Res	571	Doctoral Dissertation Preparation	3 <i>Summer</i>

#### **Required Supplemental Core (Graded Coursework – credits will vary):**

Spec Ed	596	Seminar in Quality Indicators for Research in Special Education (6-8 credits needed)	1 <i>Fall, Spring</i>
Spec Ed	522*	Topics in Education	3 <i>Fall, Spring, Summer</i>

**Electives – See Optional Cognate Choices or check with your Advisor for appropriate options**

**Required S/F Graded Coursework – 6 credits**

Spec Ed	590	Internship for Teaching	3	<i>Fall, Spring, Summer</i>
Spec Ed	590	Internship for Research	3	<i>Fall, Spring, Summer</i>

**Required Dissertation hours - 20 credits (minimum) – S/U Graded**

Spec Ed	800	Master's Thesis and/or Examination credits	20	<i>Fall, Spring, Summer</i>
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*Please verify current course offerings in the current time schedule or with your Advisor as those marked with an \* may vary from the typical term offering.*

**Notes on Required Research Courses:**

Prerequisites are not considered advanced research courses. Prerequisites (e.g., EdPsych 505, EdPsych 508) may need to be taken in addition to the 15 credits of advanced research.

The additional required advanced research course should be chosen in consultation with a student's advisor/committee chair. The three-credit advanced research course may be offered by other programs (e.g., Educational Psychology; Cultural Studies and Social Thought in Education; Language, Literacy, and Technology) or other departments (e.g., Psychology, Sociology). Depending on the student's research focus, courses such as Mixed Methods, Ethnography, or Survey Research Methods may be appropriate for the student's research interests. The student's advisor/committee chair and doctoral committee must approve the student's choice of an advanced research course.

**Notes on Required Seminar and Topics Courses:**

- Spec Ed 596 Seminar in Quality Indicators for Research in Special Education  
Students enroll for 1 credit of during each semester of doctoral work until successfully completing preliminary examinations. Examples: If a student takes 6 semesters to advance beyond the preliminary examination, that student would take a total of 6 credits of Spec Ed 596 (1 credit per semester). If a student takes 8 semesters to advance beyond the preliminary examination, then that student would complete a total of 8 credits of Spec Ed 596 (1 credit per semester).
- Spec Ed 522 Topics in Special Education  
If a Topics course in Special Education is offered during fall or spring semesters, all current Special Education doctoral students will be required to enroll in the Topics course, unless students are completing preliminary examinations or dissertation research.

**Internship Credits:**

Students are required to take 3 credits of a teaching internship and 3 credits of a research internship at some point during their doctoral program. Work with your advisor/committee chair to determine the type of internships you will complete, and with whom you will complete those experiences.

**Optional Graded/Non-Graded Courses**

- Spec Ed 590 School-Based Practicum (1-3) (P/F)  
If students have not had Special Education practicum experience in the US public school system, 590 may be required.

## Optional Cognate Choices

Students are not required to complete a cognate. However, the College of Education offers several options for cognates should students desire to complete a cognate. Education Ph.D. programs at Washington State University are designed to provide focused, discipline-specific expertise to emerging scholars in the fields of: 1) Cultural Studies and Social Thought in Education (CSSTE), 2) Educational Psychology (Ed\_Psych), 3) Language, Literacy and Technology (LLT), 4) Mathematics & Science Education (Ed\_MthSc), and 5) Special Education (Spec\_Ed). Each area contains core research and knowledge important to scholars in that given field. However, educational research often draws from a wide array of theories, frameworks, and methodologies that cut across various fields of study. Because specific areas of research often have interdisciplinary foci that relate to two or more of the above areas, the five Education Ph.D. programs at WSU have collectively developed sets of courses that represent possible cognates in specific areas of study. The courses should be selected in conjunction with your advisor/committee. Students have the option of obtaining a/an 1) discipline-specific cognate, 2) interdisciplinary cognate, or 3) dual-area cognate. All courses listed in this section of the Handbook will be offered to all campuses via videoconferencing and will be scheduled in the evening, unless noted differently. Scheduling and other logistical issues might prevent a student from being able to take the specified courses in a cognate. It is recommended strongly that the list of courses be used whenever possible; however, we recognize the need for flexibility and are open to approved changes or course substitutions subject to the approval of the student's advisor and committee. It is up to the student and faculty advisor to monitor cognate progress and completion.

### Discipline-Specific Cognate Options

The following cognates are comprised of 3-credit courses recommended for students by faculty in the given areas and intended for students not enrolled in the given area. They provide collectively a base knowledge suitable for cognate in that area.

<b>Discipline-Specific Cognate in ...</b>		
<b>Cultural Studies and Social Thought in Education</b>		
CSSTE 531	Cultural Studies in Education	<i>Fall Even</i>
CSSTE 535	Multicultural Education in a Global Society	<i>Fall every year</i>
CSSTE 536	Environment, Culture, and Education	<i>Spring Odd</i>
CSSTE 537	Place Based Education	<i>Spring Odd</i>
<b>Educational Psychology</b>		
Ed_Psych 502	Theory Foundations of Learning and Instruction	<i>Fall every year</i>
Ed_Psych 573	Motivational Theories	<i>Spring Even</i>
Ed_Psych 521	Topics Course: Embedded Cognition	<i>Fall Even</i>
Ed_Psych 521	Topics Course: Data Management and Visualization	<i>Summer every year</i>
<b>Language, Literacy, and Technology</b>		

Tch_Lrn 511	Foundations of Theoretical Frameworks	<i>Fall Odd</i>
Tch_Lrn 549	Communicating in a Multilingual Society	<i>Spring Odd</i>
Tch_Lrn 570	Theory and Research in Electronic Literacies	<i>Spring Odd</i>
<b><u>Choose one of the following:</u></b>		
Tch_Lrn 550	Second Language Learning and Literacy	<i>Fall Even</i>
Tch_Lrn 562	Foundations of Literacy: Theory & Research	<i>Spring Even</i>
<b>Mathematics and Science Education</b>		
Tch_Lrn 581	Learning & Development in Math & Science	<i>Fall Odd</i>
Tch_Lrn 584	Research on Teaching in Math & Science	<i>Fall Even</i>
<b><u>Choose two from the following:</u></b>		
Tch_Lrn 512	Language and Cultural Factors in Mathematics	<i>Spring Odd</i>
Tch_Lrn 531	Frameworks for Research in Math & Science Education	<i>Spring Even</i>
Tch_Lrn 571	Research in STEM Education	<i>Spring Odd</i>
Tch_Lrn 574	Science for All	<i>Fall Even</i>
<b>Special Education</b>		
Spec_Ed 589	Special Education Personnel Preparation and Professional Development	<i>Fall Odd</i>
Spec_Ed 592	Single Subject Research Design and Methods	<i>Spring Even</i>
Spec_Ed 593	Diversity, Equity, and Inclusion in Special Education	<i>Fall Odd</i>
Spec_Ed 595	Universal Design	

### Interdisciplinary Cognate Options

Students interested in obtaining an interdisciplinary cognate can do so by taking any four of the courses in the Discipline-Specific options. However, it is recommended strongly that the courses be connected by a given theme or focus; advisor and committee approval of an interdisciplinary cognate is required. To assist students and advisors interested in the interdisciplinary option, the following cognates have been created that are comprised of 3-credit courses offered in several different WSU Ph.D. programs, connected by a specific focus identified in the cognate title.

<b>Interdisciplinary Cognate in ...</b>		
<b>Research Methods across Disciplines</b>		
Ed_Psych 521	Topics Course: Data Management and Visualization	Every Summer

	Spec_Ed 592	Single Subject Research Design and Methods	Spring Even
	Tch_Lrn 511	Foundations of Theoretical Frameworks (LLT)	Fall Odd
	Tch_Lrn 531	Frameworks for Research in Math & Science Education	Spring Even
<b>Research on Learning and Cognition</b>			
	Ed_Psych 502	Theory Foundations of Learning and Instruction	Fall every year
	Spec_Ed 593	Diversity, Equity, and Inclusion in Special Education	Fall Odd
<b>OR</b>	Tch_Lrn 550	Second Language Learning and Literacy	Fall Even
	Tch_Lrn 562	Foundations of Literacy: Theory & Research	Spring even
	Tch_Lrn 581	Learning & Development in Math & Science	Fall Odd
<b>Research on Equity in Education</b>			
	CSSTE 535	Multicultural Education in a Global Society	Fall every year
	Spec_Ed 593	Diversity, Equity, and Inclusion in Special Education	Fall Odd
<b>OR</b>	Tch_Lrn 512	Language and Cultural Factors in Mathematics	Spring Odd
	Tch_Lrn 574	Science for All	Fall Even
	Tch_Lrn 549	Communicating in a Multilingual Society	Spring Odd
<b>Research on Instruction</b>			
	CSSTE 537	Place Based Education	Spring Odd
	Spec_Ed 595	Universal Design	
	Tch_Lrn 570	Theory and Research in Electronic Literacies	Spring Odd
	Tch_Lrn 584	Research on Teaching in Math & Science	Fall Even
<b>Research on Social Aspects of Education</b>			
<b><i>Choose 4 of the 5 courses listed:</i></b>			
	CSSTE 536	Environment, Culture, and Education	Spring Odd
	Ed_Psych 521	Topics Course: Embedded Cognition	Fall Even
	Spec_Ed 595	Universal Design	
	Tch_Lrn 549	Communicating in a Multilingual Society	Spring Odd
<b>OR</b>	Tch_Lrn 512	Language and Cultural Factors in Mathematics	Spring Odd
	Tch_Lrn 574	Science for All	Fall Even

## Dual- and Multi-area Cognate Options

Students interested in obtaining a dual-area cognate can do so by taking four courses that are: 1) thematically connected, 2) outside the student's degree program, and 3) approved by the student's advisor and committee. The courses should provide students with core knowledge in both fields of study, as well as the basis for a collective focus across the areas. If deemed appropriate, students could create a cognate by taking courses in three different program areas if they satisfy the three criteria outlined above.

Here are two examples of potential dual- and multi-area cognates:

- Literacy in Special Education: Tch\_Lrn 549, 562; Spec\_Ed 593, 595
- Equity in STEM Education: Tch\_Lrn 512, 549, 574; CSSTE 535

### a) Rotation of Special Education Coursework

Fall A	Spring A
Spec_Ed 595 Universal Design for Learning and Assistive Technology Spec_Ed 593 Diversity in Special Education Spec_Ed 596 Seminar in Quality Indicators of Research	Spec_Ed 592 Single Case Research Methods Spec_Ed 589 Special Education Personnel Preparation and Professional Development Spec_Ed 596 Seminar in Quality Indicators of Research
Fall B	Spring B
Spec_Ed 591 Response to Intervention/Multi-Tiered Systems of Support Spec_Ed 596 Seminar in Quality Indicators of Research	Spec_Ed 596 Seminar in Quality Indicators of Research

#### Notes on Rotations:

- If you begin the program when the Fall/Spring B courses are being offered, you would enroll in the Fall/Spring A courses during your second year of the program.
- If changes are made to this rotation you will be informed. As you develop your Program of Study be sure to consult with your advisor.
- Spec\_Ed 522 May be offered spring and/or fall semesters.

## American Psychological Association Manual

All graduate students in the Special Education Program are required to obtain/purchase and use the American Psychological Association (APA) Manual (7th Edition) for writing style and formatting. You may choose to purchase an e-copy of the APA Manual, however it is recommended that you buy the paperback version of the manual because you will be using the Manual throughout your program, and you will be referring to sections of Manual to format headers, citations, etc. (The Manual will get heavy use.) You may want to also download the appropriate WORD template from the web and use it to format your papers. An APA style 6th Ed. template can be found here <https://templates.office.com/en-US/APA-style-report-6th-edition-TM03982351> and APA style 7th Ed. templates can be found here <https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers>.

## Colloquia

During their programs, doctoral students will have the opportunity to participate in colloquia. The dates/times for the colloquia will be announced at the start of the semester. Your participation may range from formal research presentations, to poster presentations of projects conducted, to panel presentations on scholarship. Students' participation in these colloquia are required and managed through Spec Ed 596 and Special Education faculty advisors of doctoral students.

## Competency Portfolio

You are required to maintain and successfully complete a Competency Portfolio. At each annual review meeting you will share with the faculty your progress on completing the Competency Portfolio. You will work with your advisor/committee chair to plan and complete the activities in the Competency Portfolio (Appendix B).

## Preliminary Examination Written/Oral Assessment

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After the Program of Study has been approved and most or the entire program has been completed, the Preliminary Examination is designed and scheduled. The student must complete the [Preliminary Examination Scheduling Form](#) and is uploaded by the student through their myWSU > Profile > Service Request for electronic approvals within myWSU. Only completed forms will processed and must be submitted at least 15 business days, not including weekends or holidays, prior to the exam date. The products used for this assessment should provide an opportunity for students to evidence and demonstrate the following:

- an ability to reason across disparate stances and research findings,
- an insightful and respectful understanding of the debates and tensions within their field and a clear ability to articulate their stance within them,
- an ability to express their ideas in academic formats expected for wider dissemination (e.g., APA),
- an ability to sort good research from the unscientific,
- an ability to critique research that taps a range of research traditions, and
- a deep regard for the potential and limitations of research and its relationship to theory.

## Assumptions

The Preliminary Examination:

- will include both written and oral components,
- is designed by the committee advisor/chair and the members of the graduate committee, in consultation with the student about appropriate options, and,
- must be successfully completed (passed) before presenting a dissertation proposal.

## Options

There are two options to consider for the Preliminary Examination. The advisor/chair of the committee, as well as the committee must approve of the option chosen.

1. ***Critical synthesis of research, theory, and practice.*** This option will stem from three to four questions posed by the advisor/chair and committee members in consultation with the student. The student is allowed a given amount of time to craft a written response to each question. For example, if the committee creates four preliminary exam questions (and typically there are three weeks to answer each question), the student will have 12 weeks from the day of receiving the questions to the student's emailing the committee with the answers. The time frame is the prerogative of the advisor/chair and committee members.

After the committee/faculty have read the responses to the preliminary exam questions, an oral defense will occur.

2. ***Publishable paper and oral defense.*** In some exceptional cases, students may have participated in research studies for which they have data/results ready for publication. The option of a publishable paper and oral defense may stem from a paper drafted from research data or from research conducted across several courses. A timeline will be established for this option.

After the paper is received and reviewed by the advisor/chair and committee members, an oral defense will occur.

### **Scheduling the Preliminary Exam (Official Defense)**

After all committee members have had the opportunity to read the written component of the examination, the second component (the oral component and balloting) is scheduled. Scheduling the second component of the [Preliminary Examination](#) with your committee involves setting the date, location, and time for the oral component and faculty balloting.

The scheduling form is uploaded by the student through their myWSU account > Profile > Service Request for electronic approvals within myWSU. Only completed forms will be processed and must be submitted at least 15 business days, not including weekends or holidays, prior to the exam date. The form will be electronically approved by your committee and department chair and ultimately the Graduate School.

With a student's upload and subsequent approvals by committee members and department chair these approvals will count like an ink signature and be as binding for all.

### **Oral Component and/or Discussion and Faculty Balloting**

The student will complete an oral defense (approximately one hour in length). All committee members must be present at the examination meeting to discuss the results, participate in the oral component, and ballot on whether the student passes or fails the examination.

The ballot meeting, which is scheduled in coordination with the Graduate School, may occur immediately following an oral exam or up to five days after the examination. All members of the committee must vote. The final ballot result is either a satisfactory (pass) or an unsatisfactory (fail).

After the ballot meeting, the Office of Graduate Education will notify the student in writing regarding the results. Students are also free to contact their advisor/chair after the ballot meeting to receive and discuss the results.

## **Repeating the Preliminary Examination**

In the event of a failed Preliminary Examination, you may be re-assessed a second and final time only at the request of the department/program that previously voted to fail you. There is no automatic right to a second assessment. At least three months must elapse between a failed assessment and a re-examination. Failure of two Preliminary Examinations results in termination of enrollment in the doctoral program and the Graduate School.

## **Dissertation Guidelines**

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### **Dissertation Research Proposal**

The dissertation "...is a scholarly, original study that represents a significant contribution to the knowledge of the chosen discipline" (WSU Graduate School Policies and Procedures). A dissertation research proposal (College of Education refers to this as the D-1) is a concise and convincing overview of the research you propose to undertake for the dissertation.

It is recommended that several semesters before your Preliminary Examination you should be working with your advisor/committee to define your area of research, identify specific research questions, and prepare the dissertation proposal (D-1). While the D-1 may be developed prior to or after the Preliminary Examination, you may only formally present your proposal to your committee after the Preliminary Examination has been passed. The advantage to providing a draft of your D-1 to your committee prior to the Preliminary Examination is that the research you are proposing to conduct may help the committee formulate examination questions that will benefit you during the dissertation phase of your doctoral work.

Typically, the D-1 will have an introductory chapter stating the problem or area of interest, a literature review chapter, and a methods chapter. While the format for a D-1 is variable, your advisor/committee chair and committee members may have specific requirements regarding the format. Discuss the format with your advisor/chair, as well as the members of your committee.

It is recommended you submit the written D-1 to your advisor/chair and schedule a meeting to obtain feedback. Your advisor's/chair's feedback should be used to revise and clarify the D-1. When you and your advisor/chair are satisfied with the D-1, provide a copy to your committee for feedback. At that time, you and your advisor/chair will set the date and schedule the D-1 Proposal meeting at which you will provide a formal presentation of your proposal to your advisor/committee and other students/faculty in the program (see below for scheduling and approval).

You may enroll in research credits (Spec Ed 800) during the semesters in which you develop the proposal, and you must enroll in those credits while working on the dissertation.

### **Development of a Dissertation Proposal (D-1)**

You should work closely with your advisor/committee in the development of the D-1. Provide adequate time (minimum of two weeks) for committee members to review drafts of your proposal. The writing process varies from one committee to the next. However, a typical process is for you to work closely with your advisor/chair to prepare and revise initial drafts of the D-1 chapters. You and the committee chair will decide when it is best to begin sharing the proposal with the other committee members. Expect further revisions after the other committee members review the proposal.

The dissertation proposal must be written according to the style specified in the latest edition of the Publication Manual of the APA (APA Quick Guide is available at <http://www.wsulibs.wsu.edu/quickguides/apa>). The APA style (7th edition) templates may be found here <https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers>.

The D-1 should address the following questions:

1. What is the rationale for the study (note that this is not a detailed literature review, but a convincing rationale for the study)?
2. What is the problem, issue, question, or hypothesis?
3. What have others speculated, asserted, found, and/or concluded about this problem, issue, question, or hypothesis?
4. (This may contain a detailed literature review)
5. What do you propose to do to investigate, explore, or examine your topics?
6. Whom will you observe, test, teach, interview, etc. (i.e., who will be the participants/subjects)?
7. What instruments or measures will be employed to conduct those activities?
8. What will be your intervention (if applicable)?
9. How will you conduct the study (procedures)?
10. How will you organize or analyze the resulting data?
11. What knowledge will be added to the literature that was not known before? How is your study proposal going to significantly impact the field?

While you will develop the format for the proposal with your advisor/chair, the proposal typically addresses in greater detail most or all of questions addressed in the abstract and consists of the following chapters:

### **Chapter I, Introduction (or Statement of Problem):**

This chapter provides a clear and concise view of what is to be studied and why. The phenomenon under study should be described, along with a brief analysis of the manner in which this phenomenon has been addressed in the extant literature. If hypotheses are to be tested, they can be stated in conceptual terms, as opposed to formal null or alternative hypotheses. Note that this chapter does not provide a complete literature review. In addition to the research questions/hypotheses and analysis of how the phenomenon has been addressed in the literature, you should provide a brief overview of your research methodology and the implications of your proposed research.

### **Chapter II, Review of the Literature:**

The structure of the literature review chapter will vary according to your topic and the approach you take to justify, based on the extant literature, your research questions. Your committee may have a specific format they wish you to follow. The review is a well-integrated document in which material is organized logically under headings and subheadings, consistent with the APA Publication Manual format. The review is selective. It does not include material unrelated to the research questions. Summary tables of relevant research are often appropriate. A good review identifies the theories, primary research findings, adequately and inadequately documented conclusions, needed research, and implications of findings for theory and practice. Views and findings are more often restated, paraphrased, and summarized rather than quoted. The review concludes with an explicit statement of the research hypotheses or questions that will

be addressed in the proposed study. These statements should be logically derived from the body of research presented in the literature review.

### **Chapter III, Methods:**

The material in this chapter will vary depending on the nature of your proposed study. In general, the chapter should provide detailed information about the participants (who), procedures (how, when, where), data (what), and results (data analysis). Topics may include:

1. Operational definitions.
2. Characteristics of participant(s). Provide a complete description of the participants, including the number of participants, how they will be selected, and the participant characteristics that are important to the study (e.g., age, gender, experience, education level). Completed IRB forms should be attached.
3. Research design. If it's an ethnographic study, for example, describe your approach (e.g., participant-observer) and elaborate on what that will mean. For a quantitative study, describe the type of research (e.g., quasi- experimental), experimental and control groups, dependent and independent variables, and research design (e.g., post-test comparison of randomly selected control and experimental groups).
4. Instrumentation. Include a detailed description of any data collection instruments and/or procedures, including, if relevant, information about their validity and reliability. If you develop a new instrument, provide details about how you will develop the instrument, including, if relevant, how you will assure the instrument is valid and reliable (for example through a pilot study). Instruments that are not commonly known should be appended to your proposal.
5. Apparatus. Thoroughly describe any equipment to be used in the conduct of the study.
6. Materials. Give a complete description or provide examples of any materials to be used in the study (e.g., written scenarios to which participants will respond, curriculum materials, interventions)
7. Procedures. Provide a step-by-step description of how you will conduct the study. This should incorporate and tie together the other elements of the methodology (i.e., participants, research design, instrumentation, etc.).
8. Analysis. Describe in detail how you will analyze the data. It's insufficient to simply state an analytic method (e.g., constant comparative method or ANOVA). Instead, indicate which data, including subsets of data, will be subjected to which analytic method and how the results relate to specific research questions.

### **Dissertation Proposal Timelines**

You should discuss the timeline for developing and presenting the D-1 with your advisor/chair. If the D-1 would not be ready to present to the committee by the second week in November in the fall semester, you will need to wait until the spring semester to present your D-1 to your committee. During the spring semester, D-1 proposals must be presented to your committee by the end of the second week in April. If the D-1 is not ready to be presented to your committee by the second week of April in the spring semester, you will have to wait until the fall semester to present your D-1. Consult with your advisor/chair about the appropriate timeline for your presentation of your D-1. A minimum of one semester must elapse from the approval of your D-1 to your dissertation defense (e.g., If a D-1 is presented and approved by a committee in mid-September, the earliest date for the dissertation defense

would be mid-January in spring semester). Typically, more than one semester is needed after the D-1 is approved because of the time it takes to collect and analyze data, as well as write the dissertation.

### **Scheduling the Dissertation Proposal Presentation and Defense**

When you and your committee determine you are ready for the formal presentation of the proposal, you must complete and submit a [Dissertation Proposal \(D-1\) Scheduling form](#) ([Appendix C](#)). This includes reserving a room for your presentation (consult with the department staff about scheduling a location). You must secure the signatures of your committee and submit the D1 Scheduling Form to the COE Office of Graduate Education who will then secure the signature of the department chair and route the form to the Office of Graduate Education for inclusion in your file. Provide your committee members with a hard copy of the final draft of the dissertation proposal.

The formal dissertation proposal consists of a presentation in a colloquium that is open to the public. The presentation includes the opportunity for questions from your committee members and others in the audience. Immediately following the colloquium, your doctoral committee will meet to recommend approval or denial of the D-1. The committee will indicate one of the following decisions on the [Dissertation Approval Form](#) ([Appendix D](#)):

- a) approved as presented;
- b) approved, subject to revisions as specified by the committee;
- c) approved, subject to revisions as specified and subject to further review and approval by the committee; or
- d) approval denied.
- e) Approval or denial of the dissertation proposal is documented by committee members' signatures on the D-1 form.

### **Human Subjects Form and CITI training**

After approval of the D-1 and prior to any data collection, you must do CITI training and obtain WSU Institutional Review Board (IRB) approval to conduct research involving human subjects. The IRB letter of approval must be submitted to your committee chair and the College of Education Office of Graduate Education before you commence data collection. You may submit a copy to the Office of Graduate Education when you receive the confirmation, but it must be submitted no later than when your Dissertation/Thesis Acceptance/Final Examination scheduling form is submitted. Failure to gain approval prior to data collection shall result in rejection of the final dissertation and prevent you from scheduling the final doctoral examination.

The IRB form for approval of human subjects research is available on the IRB website <http://www.irb.wsu.edu/>. The IRB form must be signed by the chair of your committee and the department chair before it is submitted. Review of the request generally takes 5-10 days, at which time you will inform you by email as to whether your research is approved.

### **Writing the Dissertation**

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Upon approval of the D-1 and receipt of the IRB approval for human subjects research, you may begin the study as outlined in the methods section of your D-1 proposal. Upon completion of data collection and analysis, you are ready to write the dissertation ([Appendix E](#)).

In its final form, the dissertation usually includes five chapters – Statement of the Problem, Literature Review, Methods, Results, and Discussion chapters. It is not uncommon for these chapters to undergo many revisions before final approval.

### **Chapter I, Introduction (or Statement of Problem)**

This chapter provides a clear and concise view of what was studied and why. The phenomenon under study should be described, along with a brief analysis of the manner in which this phenomenon has been addressed in the extant literature. If hypotheses were tested, they should be stated in conceptual terms, as opposed to formal null or alternative hypotheses. Note that this chapter does not provide a complete literature review. In addition to the research questions/hypotheses and analysis of how the phenomenon has been addressed in the literature, you should give an overview of your research methods and the implications of your research.

### **Chapter II, Review of the Literature**

The structure of the literature review chapter will vary according to your topic and the approach you take to justify, based on the extant literature, your research questions. Your committee may have a specific format they wish you to follow. The review is a well-integrated document in which material is organized logically under headings and subheadings, consistent with the APA Publication Manual format. The review is selective. It does not include material unrelated to the research questions. Summary tables of relevant research are often appropriate. A good review identifies the theories, primary research findings, adequately and inadequately documented conclusions, needed research, and implications of findings for theory and practice. Views and findings are more often restated, paraphrased, and summarized rather than quoted. The review concludes with an explicit statement of the research hypotheses or questions that were addressed in the study. These statements should be logically derived from the body of research presented in the literature review.

### **Chapter III, Methods**

The material in this chapter will vary depending on the nature of your study. In general, the chapter should provide detailed information about the participants (who), instruments (what tests, surveys, interventions were used), and procedures used to conduct the study (how, when, where).

Methods chapters are typically formatted to include:

#### **Characteristics of participant(s).**

Provide a complete description of the participants, including the number of participants, how they were selected, and the participant characteristics that are important to the study (e.g., age, gender, experience, education level). Completed IRB forms should be attached.

#### **Research design.**

If it's an ethnographic study, for example, describe your approach (e.g., participant-observer) and elaborate on what that meant in your study. For a quantitative study, describe the type of research (e.g., quasi- experimental, survey).

#### **Instrumentation.**

Include a detailed description of any data collection instruments and/or procedures, including, if relevant, information about their validity and reliability. If you developed a new instrument, provide details about how you developed the instrument, including, if relevant, how you insured the instrument was valid and reliable (e.g., a pilot study). Instruments that are not commonly known should be appended to your dissertation.

## **Chapter IV, Results**

This chapter provides a detailed presentation of the results. Do not interpret the results, draw conclusions, or relate the findings to the extant literature. Examples of results include descriptive and/or inferential statistics, and themes, with supporting data, that emerged from analysis of qualitative data. The chapter is often organized around the analyses conducted for each research question.

## **Chapter V, Discussion**

This chapter focuses on the meaning of the study and the significance of the results. The chapter typically begins with a brief summary of what was done and why. This is followed by a presentation of the results as they relate to the research questions. The discussion tends to be more conceptual than empirical and specific results are noted only as evidence to justify the assertions and conclusions related to the research questions. The discussion explains what the results may mean. This discussion may focus on why more support was not found to accept or refute the research questions, or on the meaning of the support that was found. This discussion is a thoughtful analysis of the results obtained. It's appropriate to acknowledge the limitations of the research, state the implications of the findings for both theory and practice, and make recommendations for future research.

## **Alternative Formats**

Alternative formats to the dissertation format must be approved by the student's advisor/chair and committee (during the Dissertation Proposal process). One alternative format is to write the dissertation research results in the form of publishable manuscripts. The depth, scope, and focus of the research conducted will impact the number of publishable manuscripts expected. Students should work closely with their advisors/chairs and committees to clarify the expectations for an alternative format dissertation and study. After your advisor/chair and committee has approved the alternative format proposal the approval is noted and documented on the D-1 form.

## **Final Examinations**

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### **Timeline for the Final Examination**

On or before the deadline (listed on the [Graduate School calendar](#)) of the semester in which you plan to graduate, you must Apply to Graduate, a link in your myWSU student center. It is recommended you apply at least one semester before the final oral examination is scheduled so that you can be notified of graduation requirements (to-do lists) before enrolling for your last semester. The fee associated with graduation must be paid prior to the final examination. If you do not graduate in the semester for which you applied, you must reapply for the degree. However, the fee is paid so it carries over from semester to semester for one calendar year.

You should also obtain a copy of the Digital Dissertation and Thesis Guidelines (available at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>) which will be slightly different than APA or other formatting. This document includes important information about the format of the dissertation title page, signature page, and abstract; copyright releases; submission of digital dissertations.

You should work with your advisor to develop a detailed/comprehensive timeline for completing the written part of your dissertation (Appendix E). Your advisor and committee will review the entire dissertation. Revisions may be and often are required before the committee is satisfied that you are ready for the final oral defense. With the entire committee's consent that the written document is ready you are then ready to schedule the final oral examination. Please be aware that you will need to have a completed draft of the entire dissertation at least 30 days prior to your final defense date (not including weekends).

For fall semester this means you will need to have a completed draft by at least mid-October and for spring semester, you will need to have a completed draft by mid-March.

### **Scheduling the Final Examination**

With the committee's consent that the written document is ready, schedule the final oral examination by providing your committee with a completed [Scheduling Final Examination Form](#) for Dissertation/Thesis degrees. You and the committee will need to agree upon a date, time, and have the location of the defense reserved (if needing Zoom, please allow more time for scheduling reservations). Committee members' approvals signify preliminary approval of a typed or electronic form of the dissertation that is suitable in content and format for submission to the ETD Administrator/ProQuest through the [WSU Libraries Dissertation site](#). Their approvals also indicate their acceptance of the date, time, and place of the final examination. Committee members must be given the entire dissertation a minimum of fifteen (15) days prior to any deadline for scheduling the defense.

The completed Final Examination form is uploaded by the student through their myWSU account > Profile > Service Request for electronic approvals within myWSU. Only completed forms will processed and must be submitted at least 15 business days, not including weekends or holidays, prior to the exam date. The form will be electronically approved by your committee and department chair and ultimately the Graduate School. With a student's upload and subsequent approvals by committee members and department chair these approvals will count just like an ink signature and be as binding for all. At the same deadline, your dissertation draft must be uploaded to [UMI/ProQuest/ETD Administrator](#). Although the Graduate School & ETD Administrator/ProQuest checks the dissertation, this check does not constitute final acceptance as this check is for formatting issues only, content will be reviewed by your committee.

The examination must be scheduled at least four months, but less than three years, after satisfactory completion of the Preliminary Examination. The Graduate School will schedule the final examination and publicly announce the examination in an appropriate campus-wide publication. Final examinations shall be scheduled during regular business hours and only during academic sessions.

### **Final Examination**

The final oral examination is primarily a defense of the dissertation but may also cover the general fields of knowledge pertinent to the degree. You must register for Spec Ed 800 (minimum of two credits) in the semester in which you take the final examination.

The examining committee shall include your doctoral committee and any other members of the faculty in attendance who are eligible, according to COE criteria, to participate on dissertation committees. Your committee chair will be responsible for conducting the final examination. While the examination is open to the public, only those faculty members eligible to participate on doctoral committees may ask questions and vote. All members of your doctoral committee must attend and vote.

In order to pass the final oral examination, a minimum of three-fourths of those voting must vote to pass you. In the event of a failed final examination, a second and last attempt may be scheduled, at the request of the major department, after a lapse of at least three months. There is no automatic right to a second defense.

## **Graduation Checklist**

After you pass the final oral examination, you have five (5) business days to submit your final corrected digital copy of the dissertation to ETD Administrator/ProQuest. The final upload link will be located on the email confirmation page from the precheck.

Additionally, the student must submit a PDF copy of your title, signature and abstract page(s) through myWSU > Profile >Service Request, and a [Hold Harmless Agreement/Copyright Acknowledgement](#) as well.

Doctoral students have the addition task of completing the online [Survey of Earned Doctorates](#) (SED), emailing the confirmation page to [gradschool@wsu.edu](mailto:gradschool@wsu.edu).

All students are required to submit a copy of the dissertation to the committee chair either in electronic format or on paper, their choice, (binding is optional and decided upon by the chair/advisor). Any additional copies submitted to the other committee members are up to the student's advisor.

## **Awarding of the Degree and Graduate Student Exit Survey**

After you have completed the degree requirements for the doctorate and your student account is cleared, you will receive the diploma approximately 6-8 weeks after the term is completed and be eligible to be hooded by your committee chair or designee at the next commencement.

After completing the final examination, students are strongly encouraged to complete the online COE Graduate Student Exit Survey. A link to the survey will be sent by the Office of Assessment and Accreditation.

## **Continuation for Another Degree**

To continue for another degree, you should contact the Office of Graduate Education. A form must be filed for any of the following situations:

- Completed MA and continuing for a PhD in the same department.
- Not completing a PhD and continuing for a MA in the same department.
- Not completing a graduate degree and continuing as an undergraduate.
- New Application: Continuing a graduate degree program in a different department or program.

## **Graduate Assistantships and Financial Aid**

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Teaching and Research Assistantship Appointments, Scholarships and Financial Aid  
Funding for graduate students varies across the campuses. The Department of Teaching and Learning has approximately 10 teaching assistant (TA) positions on the Pullman campus. These positions are highly competitive and are awarded primarily to graduate students with previous teaching experience in the United States. The department attempts to support graduate students for more than one year, so a limited number of TA appointments might become available each year. TA appointments are half-time positions that come with a tuition waiver, monthly stipend, and health benefits. The department discourages additional employment while holding a TA appointment.

Availability of assistantships on other campuses are available periodically; students should inquire with faculty and academic advisors on those campuses for information on possible opportunities.

**Teaching Assistantships (TA)** appointments require full-time enrollment (i.e., minimum of 10 semester hours during the spring and fall terms). A TA typically teaches two courses each semester under the supervision of a faculty member. A TA must enroll in Tch\_Lrn 527 for one-credit in each semester of the TA appointment, up to a total of three credits (i.e., three semesters). The course covers teaching and learning, inquiry, and professional issues.

**Research assistantships (RA)** may be available through funded projects on all four WSU campuses. RA appointments require full-time enrollment. RAs typically work under the direction of a faculty member. RA appointments include a tuition waiver, monthly stipend, and health benefits. In addition, other assistantship opportunities are available in other units on campus. Whenever possible the department will provide assistance in identifying possibilities for funding outside of the college.

To be considered for a TA or RA position, complete a graduate assistant application, available from the department and the COE Office of Graduate Education <http://education.wsu.edu/employment/assistants/>. At the time of appointment, you will receive a letter that delineates the specific responsibilities of the appointment.

Non-resident graduate students holding either state funded, or non-state funded graduate service appointments on a quarter-time or greater basis may be awarded a waiver of the non-resident differential. The department is responsible for awarding non-resident “NR” differential waivers in the waiver section of the PERMS action. Domestic graduate students who have residency outside of Washington State are highly encouraged to apply for Washington residency to avoid paying out-of-state tuition after their first year of their graduate appointment. Residency website; <http://residency.wsu.edu/>

Appointments for 50% or greater may receive a full non-resident “NR” waiver. Appointments less than 50% but at least 25% may receive half of a non-resident “1/2NR” waiver. Non-resident waivers cannot be guaranteed beyond one year. Contact the Graduate School for information regarding residency requirements and establishing residency.

For more information, please contact the Graduate School at [gradschool@wsu.edu](mailto:gradschool@wsu.edu) or 509-335-6424.

### **Scholarships and Other Financial Aid**

College of Education Scholarships: Scholarships are available through the COE. Applications are available through University Scholarship Services in November and are due January 31st of the following year for the upcoming academic term. Awards generally begin at approximately \$2000. For more

information, contact the COE Scholarship Coordinator (509-335-7843) or visit the website: <https://education.wsu.edu/students/scholarships/>.

Other Financial Aid: For additional financial aid information, contact the WSU Office of Student Financial Aid and Scholarship Services (509-335-9711) or visit the website: <http://finaid.wsu.edu/>.

## **Business Policies**

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### **Travel**

For liability purposes, all students seeking to obtain financial reimbursement for work-related travel must complete a Travel Authority form. Contact your campus academic advisor for access to this form. This form must be submitted, signed by the Department Chair, and initialed by your advisor/chair at least 21 days before a trip. In some circumstances, work-related travel advances may be obtained by submitting a request at least four weeks before the trip. If funds are available, reimbursement for travel expenses is made by completing and submitting a Travel Expense Voucher within one week upon return. Only approved travel will be reimbursed.

### **Grievances**

If grievances arise, the student should discuss the problem with their advisor/chair and the Graduate Coordinator(s). If additional consultation is needed, please consult the Department Chair or Unit Director, or as a final resort, the WSU Ombudsman. The WSU Ombudsman Office is in Wilson Short Hall, Room 2, phone (509) 335-1195, and is available to students on all campuses.

## **Leave Guidelines**

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### **Leave from the Program (not on an assistantship)**

Students who decide that a leave of absence is necessary must petition for such status through your advisor and ultimately the Department Chair. Such petitions must state the reasons for requesting a leave of absence and present a plan for completing the remainder of the doctoral program. The plan must include a timetable specifying when course and program requirements will be completed. The Department Chair will not consider any request for a leave until the student, in conjunction with his/her advisor, submits such a plan.

The student will file a [Graduate Leave Status form](#) (GLS) through their myWSU account. GLS is only awarded once in a student's degree career.

For those who have passed their preliminary examination and are not required to be enrolled for visa or other required enrollment purposes, you may choose to go on Continual Doctoral Degree Status (CDS). Please read up on requirements and eligibility in the [Graduate School PP – Chapter 5.A.2.a](#). Please note: this does not extend your time to degree; you are expected to make a plan with your advisor & committee, to keep communication open and progress on your dissertation.

### **Leave Guidelines (appointed on an assistantship – TA, RA or SA)**

During the term of their appointments, all graduate student service appointees are expected to be at work each normal workday, including periods when the University is not in session with the exception of the

legal holidays designated by the Board of Regents. All University holidays are designated by the Board of Regents and are published in the WSU Week and posted on the Web at <http://hrs.wsu.edu/>. Graduate students on appointment do not earn annual leave or sick leave.

### **Checkout/Exit**

Before departure from WSU's College of Education (COE), students must leave a forwarding address with the COE Office of Graduate Education, return all keys and equipment to the main office, and consult with the advisor about the student's research and office space.

### **Dissertation Library**

Former student dissertations may be found through the WSU Library system by using their search engine <https://libraries.wsu.edu/>.

## General Information

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### Department Offices

Washington State University Pullman  
 Department of Teaching & Learning  
 321 Cleveland Hall  
 Pullman, WA 99164-2132  
 Phone: (509) 335-6842  
 Fax: (509) 335-5046  
[education@wsu.edu](mailto:education@wsu.edu)

Washington State University Spokane  
 College of Education  
 PO Box 1495  
 Spokane, WA 99210-1495  
 Phone: (509) 358-7942  
 Fax (509) 358-7933

Washington State University TriCities  
 College of Education  
 2710 Crimson Way  
 Richland, WA 99354-1671  
 Phone: (509) 372-7396

Washington State University  
 Vancouver  
 College of Education  
 Undergraduate Building (VUB) 300  
 Phone: (360) 546-9660  
 Fax: (360) 546-9040  
[debarnett@vancouver.wsu.edu](mailto:debarnett@vancouver.wsu.edu)

### Academic Coordinators

Washington State University Pullman  
 Office of Graduate Education  
 College of Education  
 Cleveland Hall 70  
 Pullman, WA 99164  
 Fax: (509) 335-9172  
 Email: [gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)

Washington State University Spokane  
 College of Education  
 Carmen Beck,  
 Academic Coordinator  
 PO Box 1495  
 Spokane, WA 99210-1495  
 Phone: (509) 358-7942  
 Fax (509) 358-7933  
 Email: [carmen.beck@wsu.edu](mailto:carmen.beck@wsu.edu)

Kelly McGovern,  
 Director  
 Cleveland Hall 70C  
 Email: [mcgoverk@wsu.edu](mailto:mcgoverk@wsu.edu)  
 Phone: 509-335-9195

Washington State University TriCities  
 College of Education  
 Niamh O'Leary  
 Academic Staff Support  
 2710 Crimson Way  
 Richland, WA 99354-1671  
 Phone: (509) 372-7394  
 Email: [andrea.cox@wsu.edu](mailto:andrea.cox@wsu.edu)

Washington State University  
 Vancouver  
 College of Education  
 Jennifer Gallagher,  
 Academic Coordinator  
 Undergraduate Building (VUB) 308  
 Phone: (360) 546-9075  
 Email: [j.gallagher@wsu.edu](mailto:j.gallagher@wsu.edu)

## New Student Information

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### Residency Requirements

<https://gradschool.wsu.edu/establishing-residency/>

### Email

office365.wsu.edu Log in with your WSU NID and password

### Parking and Map

Pullman: <https://transportation.wsu.edu/> <https://transportation.wsu.edu/parking-maps/> or <http://map.wsu.edu/>

Spokane: <https://spokane.wsu.edu/facilities/parking/>

Tri-Cities: <http://tricitie.wsu.edu/campusmaps/#top>

Vancouver: <http://admin.vancouver.wsu.edu/parking/parking-services>

### I-9 Forms

WSU employs only U.S. citizens and aliens who are authorized to work in the U.S. in compliance with the Immigration Reform and Control Act of 1986. A list of acceptable documentation may be found here <http://hrs.wsu.edu/wp-content/uploads/2016/05/I9-Acceptable-Documents-9-27-17.pdf>

### W-4 Forms

U.S. Citizens: <http://www.wsu.edu/payroll/taxes/completeW4.htm>

Non U.S. Citizens: <http://www.wsu.edu/payroll/nonUS/newInstIRSFormW4.htm>

### Tax Information

U.S. Citizens: <http://payroll.wsu.edu/ppt/StudentTaxPresentation12.ppt>

Non U.S. Citizens: <https://payroll.wsu.edu/non-u-s-citizens/>

### Social Security Numbers

Significance and correction of an SSN and application pointers:  
<http://www.wsu.edu/payroll/stntpay/sscardappoint.htm>

### Central Services and Facilities

#### Student Services, including Health and Counseling Services

Pullman: <http://osae.wsu.edu/>

Spokane: <https://spokane.wsu.edu/studentaffairs/>

Tri-Cities: <https://tricitie.wsu.edu/current-students/student-affairs/>

Vancouver: <http://studentaffairs.vancouver.wsu.edu/>

#### Libraries

Pullman: <http://www.wsulibs.wsu.edu/>

Spokane: <https://spokane.wsu.edu/library/>

Tri-Cities: <http://www.tricity.wsu.edu/Library/index.html>

Vancouver: <http://library.vancouver.wsu.edu/>

#### Parking

Pullman: <http://transportation.wsu.edu/>

Spokane: <https://spokane.wsu.edu/facilities/parking/>

Tri-Cities: <http://tricitie.wsu.edu/admission/visit>

Vancouver: <https://www.vancouver.wsu.edu/campus-map-directions-and-parking-information>

## Appendix A

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### Part A: Annual Review of Special Education Doctoral Students Completed by Faculty

According to procedures established by the Graduate School and the Special Education Program faculty, all graduate students will be reviewed by the faculty once a year. Student progress will be monitored, and satisfactory or unsatisfactory indicators will be noted. Following the review, all students will be informed in writing of the results of this review. Recommendations will be provided, if needed. Students' progress in the Special Education Program will be considered but not limited to the following criteria. Students are required to submit a statement of progress each year documenting their accomplishments and cumulative progress and also meet with their advisor/chair.

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Name and Role of Evaluator: \_\_\_\_\_

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#### **Student Information**

(Note: Not all categories apply to all graduate students.)

Degree Program:	PhD
Campus Location:	P      S      TC      V
Year in Program/Admissions Date:	_____ / _____
Completed CITI Training:	__ Yes __ No Date: ____
Completed Responsible Conduct of Research Training:	__ Yes __ No Date: ____
Completed Academic Writing Course Successfully:	__ Yes __ No Date: ____
Completed and Submitted Program of Study on File:	__ Yes __ No Date: ____

#### **Academic Performance**

Most recent cumulative GPA: \_\_\_\_\_

List any courses with grades below a "B": \_\_\_\_\_

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List any courses with an incomplete: \_\_\_\_\_

## Student's Progress on Learning Outcomes

1. Demonstrate a wide scope of as well as an in-depth understanding of the field of special education and disabilities?

No Evidence	Emerging	Proficient	Mastery
1	2	3	4

Evidence used to evaluate (underline all that apply):

Key assignments; Course grades; Preliminary examination, D-1 or dissertation rubric results; Number/quality of conference presentations/papers; Student adherence to APA guidelines; Students' successful completion of academic writing course; Quality of work on funded/service projects; Students' successful completion of CITI/IRB training; Progress in internship (if applicable)

2. Demonstrate critical thinking and ability to evaluate, understand, and communicate special education ideas and research?

No Evidence	Emerging	Proficient	Mastery
1	2	3	4

Evidence used to evaluate (underline all that apply):

Key assignments; Course grades; Preliminary examination, D-1 or dissertation rubric results; Number/quality of conference presentations/papers; Student adherence to APA guidelines; Students' successful completion of academic writing course; Quality of work on funded/service projects; Students' successful completion of CITI/IRB training; Progress in internship (if applicable)

3. Demonstrate understanding of and ability to synthesize and apply special education research to problems of practice

No Evidence	Emerging	Proficient	Mastery
1	2	3	4

Evidence used to evaluate (underline all that apply):

Key assignments; Course grades; Preliminary examination, D-1 or dissertation rubric results; Number/quality of conference presentations/papers; Student adherence to APA guidelines; Students' successful completion of academic writing course; Quality of work on funded/service projects; Students' successful completion of CITI/IRB training; Progress in internship (if applicable)

4. Demonstrate scholarly habits of curiosity, inquiry, skepticism, and data-based decision-making

No Evidence	Emerging	Proficient	Mastery
1	2	3	4

Evidence used to evaluate (underline all that apply):

Key assignments; Course grades; Preliminary examination, D-1 or dissertation rubric results; Number/quality of conference presentations/papers; Student adherence to APA guidelines; Students' successful completion of academic writing course; Quality of work on funded/service

projects; Students' successful completion of CITI/IRB training; Progress in internship (if applicable)

5. Demonstrate understanding and valuing of diversity through pedagogical and inquiry endeavors

No Evidence	Emerging	Proficient	Mastery
1	2	3	4

Evidence used to evaluate (underline all that apply):

Key assignments; Course grades; Preliminary examination, D-1 or dissertation rubric results; Number/quality of conference presentations/papers; Student adherence to APA guidelines; Students' successful completion of academic writing course; Quality of work on funded/service projects; Students' successful completion of CITI/IRB training; Progress in internship (if applicable)

6. Development of professional identity appropriate for future career plans

No Evidence	Emerging	Proficient	Mastery
1	2	3	4

Evidence used to evaluate (underline all that apply):

Key assignments; Course grades; Preliminary examination, D-1 or dissertation rubric results; Number/quality of conference presentations/papers; Student adherence to APA guidelines; Students' successful completion of academic writing course; Quality of work on funded/service projects; Students' successful completion of CITI/IRB training; Progress in internship (if applicable)

### Student's Progress in Program

7. Has the student completed his/her preliminary examination (if applicable) successfully?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ NA

8. If unsuccessful, what weaknesses were noted and communicated to the student?

9. If unsuccessful, is the student being advised to re-take the preliminary examination?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ Unsure at this point

10. Has the student displayed and communicated research/project information appropriately and professionally at conferences (following APA guidelines)?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ Emerging                      \_\_\_\_\_ NA

### Conference and D1 date:

11. Has the student prepared a dissertation proposal (D-1) that poses significant questions that can be investigated with appropriately described methods, linking to the relevant research/theory, with a demonstrated development of a cohesive and relevant research plan?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ Emerging                      \_\_\_\_\_ NA

12. Was the dissertation proposal (D-1) approved?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ Revisions Required:

13. During the dissertation has the student demonstrated the ability to follow a research plan, and understand and apply special education research, theory, and methods?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ Emerging                      \_\_\_\_\_ NA

14. Has the student successfully completed the dissertation?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      Making Satisfactory/  
Unsatisfactory Progress                      \_\_\_\_\_ NA

If the student is making unsatisfactory progress, what advice and mentoring is being provided?

If the student is making unsatisfactory progress, what are the faculty members' recommendations?

15. If the student has a graduate or teaching or research assistantship, has the student fulfilled the responsibilities/requirements of the assistantship?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Some improvement needed/No improvement needed

Has the student in the assistantship maintained a 3.0 or above GPA?

Yes \_\_\_\_\_ No \_\_\_\_\_

Has the student in the assistantship remained enrolled full time (10 credits)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Has the student met the service requirement of an average of 20 hours/week?

Yes \_\_\_\_\_ No \_\_\_\_\_

Information on the student's performance was gathered from:

Summary

Brief statement of student progress in program:

Expectations/recommendations for student:

## Part B: Annual Review of Special Education Doctoral Students Completed by Student

According to procedures established by the Graduate School and the Special Education Program faculty, all graduate students will be reviewed by the faculty once a year. Student progress will be monitored, and satisfactory or unsatisfactory indicators will be noted. Following the review, all students will be informed in writing of the results of this review. Recommendations will be provided, if needed. Students' progress in the Special Education Program will be considered but not limited to progress on the Student Learning Outcomes and the student's self-evaluation. Students need to meet with their advisor/chair to discuss the results of the Annual Review.

As part of this review, you are given the opportunity to provide your reflections and assessment of your progress. Complete this form and submit it to your advisor/chair within 10 days of receiving the form.

**Date:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Name of Advisor:** \_\_\_\_\_

### **Student Information**

(NOTE: Not all items/categories apply to all graduate degree programs. Complete the items/categories appropriate for your degree program.)

Degree Program:	PhD
Campus Location:	P      S      TC      V
Year in Program/Admissions Date:	_____ / _____
Completed CITI Training:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
Completed Responsible Conduct of Research Training:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
Completed Academic Writing Course Successfully:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
Completed and Submitted Program of Study on File:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____

### **Academic Performance**

Most recent cumulative GPA: \_\_\_\_\_

List any courses with grades below a "B": \_\_\_\_\_

## Student's Progress on Learning Outcomes

Rate your progress on the following student learning outcomes and indicate what evidence would support your self-evaluation.

### Do you as a student in the program:

1. Demonstrate a wide scope of as well as an in-depth understanding of the field of special education and disabilities?

No Opportunity	Emerging	Proficient	Mastery
1	2	3	4

Comments:

2. Demonstrate critical thinking and ability to evaluate, understand, and communicate special education ideas and research?

No Opportunity	Emerging	Proficient	Mastery
1	2	3	4

Comments:

3. Demonstrate understanding of and ability to synthesize and apply special education research to problems of practice?

No Opportunity	Emerging	Proficient	Mastery
1	2	3	4

Comments:

4. Demonstrate scholarly habits of curiosity, inquiry, skepticism, and data-based decision-making?

No Opportunity	Emerging	Proficient	Mastery
1	2	3	4

Comments:

5. Demonstrate understanding and value of diversity through pedagogical and inquiry endeavors?

No Opportunity	Emerging	Proficient	Mastery
1	2	3	4

Comments:

6. Development of professional identity appropriate for future career plans?

No Opportunity	Emerging	Proficient	Mastery
1	2	3	4

Comments:

### Student's Progress in Program

1. Have you completed your preliminary examination (if applicable) successfully?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ NA

If unsuccessful, what weaknesses were noted and how are you remediating those?

If unsuccessful, are you being advised to re-take the preliminary examination?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ Unsure at this point

2. Have you displayed and communicated research/project information appropriately and professionally at conferences (following APA guidelines)?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ Emerging                      \_\_\_\_\_ NA

### Conference and D1 date:

3. Have you prepared a dissertation proposal (D-1) that poses significant questions that can be investigated with appropriately described methods, linking to the relevant research/theory, with a demonstrated development of a cohesive and relevant research plan?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ Emerging                      \_\_\_\_\_ NA

Was the dissertation proposal (D-1) approved?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ Revisions Required:

4. Have you successfully completed the dissertation?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      Making Satisfactory/  
Unsatisfactory Progress                      \_\_\_\_\_ NA

If you are making unsatisfactory progress, what advice and mentoring is being provided?

If you are making unsatisfactory progress, what are the faculty members' recommendations?

5. Have you completed the:

\_\_\_\_\_ Teaching Internship \_\_\_\_\_ Date of Completion

\_\_\_\_\_ Research Internship \_\_\_\_\_ Date of Completion

6. If you have a graduate or teaching or research assistantship, have you fulfilled the responsibilities/requirements of the assistantship? NA

Yes  No  Some improvement needed/No improvement needed

Have you maintained a 3.0 or above GPA? Yes  No

Have you remained enrolled full time (10 credits)? Yes  No

Have you met the service requirement of an average of 20 hours/week? Yes  No

Submit documentation from your supervisor that you have fulfilled the responsibilities/requirements of the assistantship. This can be in the form of a memo, an emailed short paragraph, or an evaluation form.

### **Summary**

Provide a brief statement of your progress in the program:

What are your goals for future progress in the program?

***Submit completed Self-Evaluation Form to your advisor/chair within 10 days of receiving this form.***

## Appendix B

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# Special Education Doctoral Competency Portfolio

2022-2023

## Special Education Doctoral Competency Portfolio

Special Education doctoral students are required to maintain and successfully complete a Competency Portfolio that documents the completion of competency tasks that are outlined next. Competency tasks have been developed to support achievement of the Special Education Program student learning outcomes and represent tasks or activities that fit within the typical job responsibilities of doctoral level scholars (e.g., scholarly writing, conducting research, teaching, and service). The specific ways in which a student satisfies each competency are jointly decided by the student and his or her advisor and program committee; however, it is expected that students satisfy each competency prior to beginning their dissertation. Each competency must be evaluated by a faculty member who is supervising and/or working with the student, using a high pass, pass, or revise metric. Only competencies that are evaluated as a pass or better will be considered complete. Upon completion of each competency task, the student will compile a portfolio that provides evidence of each competency and present this portfolio to his or her program committee for approval prior to proposing a dissertation.

### Program Competency Task Descriptions and Evaluation Requirements

Students should meet with their advisor at the beginning of each semester to plan for competencies to be met during the semester and review the competencies that were met during the previous semester. Tasks are typically completed outside of the students' required coursework; however, some of these competencies may be embedded in course work (e.g., review of professional writing, research proposal, etc.). During meetings with advisors the Portfolio of evidence should also be reviewed.

## Special Education Doctoral Competency Portfolio

Competency Task	Time -line	Description of Task	Evaluation
Course Presentation		Prepare and present at least two presentations with learning activities in undergraduate or graduate courses. Evidence of this for evaluation and presented in the competency portfolio will include: Written outline of presentation and learning activities Slides/handouts/activities Participant evaluations	Completed Task(s):  Comments:  <input type="checkbox"/> Revise <input type="checkbox"/> Pass <input type="checkbox"/> High Pass Date: _____ Advisor Signature: _____
Course Design		Design or co-design at least one course in an area of specialization. Evidence of this for evaluation and presented in the competency portfolio will include: Syllabus Readings Slides/handouts/activities Evaluation/assessment procedures Participant evaluation/feedback from expert	Completed Task(s):  Comments:  <input type="checkbox"/> Revise <input type="checkbox"/> Pass <input type="checkbox"/> High Pass Date: _____ Advisor Signature: _____
Leadership or Supervision		Engage in at least one leadership or supervision activity in an area of specialization for one semester. Activities may include but are not limited to learning to supervise practicum students, supervision of research activities, supervising a student	Completed Task(s):  Comments:

		<p>club such as SWEA, or consultation. Leadership could involve working and taking a leading role on committees focused on innovations for graduate students/programs, working on and taking a lead role on College or University committees. Evidence of this for evaluation and presented in the competency portfolio will include:</p> <p>Descriptions and dates of leadership/supervision activity Documentation attesting to the quality of the leadership/supervision from one or more persons involved in the leadership/supervision activity</p>	<p><input type="checkbox"/> Revise <input type="checkbox"/> Pass <input type="checkbox"/> High Pass Date: _____ Advisor Signature: _____</p>
Outreach and Professional Development		<p>Plan and conduct (if opportunities arise) at least three different outreach/professional development activities (minimum of 1 hour in length each) in an area of specialization. These may be face to face activities, YouTube, or webinar-type activities. Evidence of this for evaluation and presented in the competency portfolio will include:</p> <p>A description of target audience In-Service/training agenda Slides/handouts/activities Participant evaluations (if conducted)</p>	<p>Completed Task(s):</p> <p>Comments:</p> <p><input type="checkbox"/> Revise <input type="checkbox"/> Pass <input type="checkbox"/> High Pass Date: _____ Advisor Signature: _____</p>
Review of Professional Writing		<p>Prepare a written review of a minimum of two professional writings. Professional writing may include manuscripts submitted for publications or other professional writing. Evidence of this for evaluation and presented in the competency portfolio will include:</p> <p>Purpose and main points Adequacy of justification for the paper Critique of the methodology</p>	<p>Completed Task(s):</p> <p>Comments:</p>

		<p>Assessment of the literature review Reliability and validity presented Critique of conclusion and implications</p>	<input type="checkbox"/> Revise <input type="checkbox"/> Pass <input type="checkbox"/> High Pass Date: _____ Advisor Signature: _____
Research Proposal		<p>Design at least two research studies prior to dissertation. Evidence of this for evaluation and presented in the competency portfolio will include: The APA formatted research proposals with (1) rationale for proposed study; (2) methods; (3) analysis/interpretations; and (4) possible outcomes.</p>	<p>Completed Task(s):</p> <p>Comments:</p>
			<input type="checkbox"/> Revise <input type="checkbox"/> Pass <input type="checkbox"/> High Pass Date: _____ Advisor Signature: _____
Research		<p>Conduct (alone or as part of a research team) at least one research study prior to dissertation by assuming major responsibilities in the study. Evidence of this for evaluation and presented in the competency portfolio will include all components of the Research Proposal with the addition of prior-approval for data collection/analyses, and a discussion of findings.</p>	<p>Completed Task(s):</p> <p>Comments:</p>
			<input type="checkbox"/> Revise <input type="checkbox"/> Pass <input type="checkbox"/> High Pass Date: _____ Advisor Signature: _____

Conference Presentation Proposals		Submit two or more conference presentation proposals (one regional, one national/international). Evidence of this for evaluation and presented in the competency portfolio will include: Conference presentation submissions Feedback from conference reviewers (accept, waitlist, or deny)	<p>Completed Task(s):</p> <p>Comments:</p> <hr/> <input type="checkbox"/> Revise <input type="checkbox"/> Pass <input type="checkbox"/> High Pass Date: _____ Advisor Signature: _____
Preliminary Exams		Successful completion of preliminary examination. Evidence of this for evaluation and presented in the competency portfolio will include: Grade submitted for preliminary exams	<p>Completed Task(s):</p> <p>Comments:</p> <hr/> <input type="checkbox"/> Revise <input type="checkbox"/> Pass <input type="checkbox"/> High Pass Date: _____ Advisor Signature: _____
Submit Manuscript for Publication		Submit individually or as a part of a group at least one manuscript for publication in a peer reviewed journal. It is not required the manuscript be accepted for publication. Evidence of this for evaluation and presented in the competency portfolio will include: Manuscript submitted Acknowledgement from editor that manuscript was received	<p>Completed Task(s):</p> <p>Comments:</p>

		Reviewers feedback, if available	<input type="checkbox"/> Revise <input type="checkbox"/> Pass <input type="checkbox"/> High Pass Date: _____ Advisor Signature: _____
University Participation		Participate in activities related to program, department, college, and/or university operations for at least one semester. This may include departmental meetings, service activities, research teams, review committees, etc. There are many areas for service contributions, for example the COE scholarship committees, the Globalization proposal reviewing committee, SWEA, ROAR, etc., and at the University level, the GPSA, Provost's committees, etc. Evidence of this for evaluation and presented in the competency portfolio will include: Descriptions, dates, location of activities Descriptions of the roles you played in/during the activities (observer, participant in ____, reviewer, etc.)	Completed Task(s):  Comments:
			<input type="checkbox"/> Revise <input type="checkbox"/> Pass <input type="checkbox"/> High Pass Date: _____ Advisor Signature: _____
Enhancement Activities		Engage in two additional tasks to enhance your professional competence. Evidence of this for evaluation and presented in the competency portfolio includes: Descriptions of the two additional tasks completed. Descriptions for each should include: Justification for task Competencies addressed in the tasks Description of activities Time given to the tasks and dates of completion Evaluation	Completed Task(s):  Comments:
			<input type="checkbox"/> Revise <input type="checkbox"/> Pass <input type="checkbox"/> High Pass Date: _____ Advisor Signature: _____



## Appendix D

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### College of Education Dissertation Proposal Approval Form (D-1 Form)<sup>a</sup>

*Please return this form and any attachments to the Office of Graduate Studies in  
Cleveland Hall 70*

Student's Name: \_\_\_\_\_ WSU ID: \_\_\_\_\_

Working Title of Dissertation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Decision of Dissertation Advisory Committee Regarding Proposal (check one)

- Approved as presented
- Approved subject to additions, corrections and/or modifications as per the attached
- Approved subject to additions, corrections and/or modifications as per the attached, subject to review and approval of the Dissertation Advisory Committee
- Approval denied

Advisory Committee	Signatures	Date
_____, Chair	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### Nature of Research Proposed

Will the dissertation involve the collection of data from human subjects and/or the use of archival data collected from human subjects? (check one)

- Yes (In this case, the student must obtain WSU Institutional Review Board (IRB) approval before beginning the data collection process and/or initiating the analysis of archival data. See reverse side for details.)
- No

(over)

Updated 7/2017



## Appendix E

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### Dissertation Timeline Considerations

You will begin discussions about possible dissertation topics with your advisor/chair of your graduate committee as early as your second semester in the program. When you have a clear idea of what your dissertation topic will be, your advisor/chair will suggest that you meet with your entire committee to discuss the topic and get input. Your advisor/chair will work with you to develop your dissertation proposal (D-1). When that is approved, and your human subjects form has been approved, you may begin your study.

As you progress through your dissertation study, you should be meeting with your advisor/chair to inform him/her of your accomplishments, and also to problem-solve any challenges encountered along the way. The advisor/chair and committee members are there to provide expertise, support, and advice throughout the dissertation.

When you have developed written drafts of chapters/sections of the dissertation, those should be shared first with your advisor/chair. When the drafts of those chapters/sections are in a quality form and your advisor/chair approves, you may share those drafts with committee members to obtain their feedback. You should discuss the committee members' feedback with your advisor/chair before revising the chapters/sections.

As you share chapters/sections of the dissertation with your advisor/chair, typically the timeline looks like this:

1. Draft 1 of chapters/sections to advisor/chair.
2. Draft 1 returned to you 2 weeks after advisor/chair receives it.
3. Draft 2 to advisor/chair: You edit/revise.
4. Draft 2 returned to you 2 weeks after advisor/chair receives it.
5. Draft 3 to advisor/chair: You edit/revise.
6. Draft 3 returned to you 2 weeks after advisor chair receives it

(This drafting/revising generally continues through several additional cycles.)

Your advisor/chair will let you know when the drafts of chapters are ready to be shared with your committee members. A similar timeline for working with your committee members would then follow:

1. Draft x of chapters/sections to your program committee members
2. Draft x returned to you 2 weeks after the members receive it

Before revising the chapter drafts per the committee members' suggestions, consult with your advisor/chair. A timeline such as this would then follow:

1. Draft x to program committee members
2. Draft x returned to you 2 weeks after members receive it

(This drafting/revising may continue through several additional cycles.)

After the last draft/revise cycle, you will want to share the revised chapters/sections with your advisor/chair. The advisor/chair will review the drafts within two weeks of you submitting it to him/her. More edits and revisions may be needed per the advisor's/chair's suggestions. The resulting drafts would again be shared with the committee members, who may also suggest edits/revisions. This cyclical process will continue until you have a quality draft of the dissertation. Seven to ten draft cycles are typical to reach a quality draft of the dissertation. If you need seven draft cycles that is a minimum of 10 weeks of reading/revising time and does not include your revision/editing time, so planning accordingly is important for staying within your timeline.

When the advisor/chair feels you are ready, he/she will tell you that you can now schedule your defense. You and your advisor/chair will propose dates to the committee for the final defense. When a date is chosen, you will work with the Department staff to identify a room for the defense. The date, time, and location are then written on the scheduling form. Each committee member, and the advisor/chair must approve the form.

The completed Final Examination form is uploaded by the student through their myWSU account > Profile > Service Request for electronic approvals within myWSU. Only completed forms will be processed and must be submitted at least 15 business days, not including weekends or holidays, prior to the exam date. The form will be electronically approved by your committee and department chair and ultimately the Graduate School. With a student's upload and subsequent approvals by committee members and department chair these approvals will count just like an ink signature and be as binding for all.

At the same deadline, your dissertation draft must be uploaded to [UMI/ProQuest/ETD Administrator](#). Although the Graduate School & ETD Administrator/ProQuest checks the dissertation, this check does not constitute final acceptance as this check is for formatting issues only, content will be reviewed by your committee. At the same time, email a copy to [gradstudies@wsu.edu](mailto:gradstudies@wsu.edu) for posting the exam defense announcement.

You must be enrolled in a minimum of 2 credits of either Spec Ed 800 during the semester in which you defend your dissertation.

### **Sample Timeline for a Spring Defense/Presentation**

Collecting data: August 1-November 1

October 1: Drafts of chapters 1, 2, 3 to your advisor/chair (These are similar to the 3 chapters you wrote for your D-1, so they will have been seen many times before this by your advisor/chair and committee members, and you would have received feedback on them previously.)

October 15: Drafts returned to you to revise

November 1: Revised drafts to your advisor/chair

November 15: Drafts returned to you to revise

December 1: Revised drafts to your advisor/chair

December 16: Drafts returned to you to revise

January 1: Draft of results chapter to your advisor/chair

January 15: Draft of results chapter to you to revise

February 1: Draft of results chapter to your advisor/chair

February 15: Draft of results chapter to you to revise

March 1: Draft of results and discussion chapters to your advisor/chair

March 15: Draft of results and discussion chapters to you to revise

April 1: Draft of results and discussion chapters to your advisor/chair

April 15: Draft of results and discussion chapters to you to revise

Consult with advisor/chair regarding the timeline for sharing all of the chapters with your committee and scheduling the defense. The quality level of the drafts may have been met at this point. If so, the advisor/chair will direct you to send the quality final draft to the committee.

The timeline for these activities varies according to your readiness, the quality of your draft chapters, and the committee members' availability. The advisor/chair and committee members must see a completed draft of your dissertation, have at least two weeks to read/review, agree that you are ready to defend, and then they can work with you to schedule your defense. The completed and signed Scheduling Form should be submitted to the Graduate Studies Office in Cleveland Hall

If you hope to defend your dissertation in the summer term, you should consult with your advisor/chair. Some faculty are not available in the summer, so defending your dissertation in the summer may not be possible. Given the timeline examples above, you and your advisor/chair may feel that you cannot accomplish a level of quality quickly enough to defend during summer term, as summer is a shorter period of time than semesters.