

DOCTORAL DEGREES

Ball State University offers programs leading to the doctor of philosophy degree, the doctor of education degree, the doctor of arts degree, and the doctor of audiology degree (see Department of Speech Pathology and Audiology for admission requirements and program information).

The doctor of philosophy degree is built upon depth of course work in the concentration area. It also requires a strong formal background in traditional research techniques in the same area and may include a foreign language competency. The dissertation is written on any research topic within the subject matter field, extending the bounds of knowledge in that field and making an original contribution to learning. Persons pursuing the doctor of philosophy degree may major in counseling psychology, elementary education, English, human bioenergetics, and school psychology.

The doctor of education degree is built upon breadth of course work that includes required study in Teachers College. The research competency for this degree is usually statistical in nature. The dissertation characteristically, but not necessarily, contributes to the solution of some important educational problem. Persons pursuing doctor of education degrees may major in adult, higher, and community education; educational administration; elementary education; science; science education; and special education.

The doctor of arts degree in music is built upon a depth of course work in a primary field, an area of secondary emphasis usually related to the primary field, and another area of secondary emphasis on college teaching, including a required internship (on the Ball State University campus) and externship (at another college or university). The dissertation may make an original contribution to knowledge in the primary field, but it may also produce and examine innovative teaching materials or methods.

ADMISSION REQUIREMENTS

To be admitted to graduate study toward a doctoral degree, a student must

- hold an earned master's or equivalent degree (a baccalaureate only is required for school psychology or audiology) from a college or university accredited by its regional accrediting association. (A student with a master's degree not considered the equivalent of those of Ball State University may be admitted under conditions to be determined by the department concerned and the dean of the Graduate School. Credentials from foreign secondary schools, colleges, universities, and their equivalents are evaluated by the Office of International Admissions and Sponsored Programs and the Graduate School.)
- have a cumulative grade point average (GPA) on the master's degree of at least 3.2 on a scale of 4.0.
- achieve acceptable scores on the Graduate Record Examination (GRE) General Test or other approved graduate admissions tests for non-native speakers of English.

- hold a valid teaching license if deemed appropriate by the department(s) concerned and have had at least two years of successful teaching experience or approved professional experience when the proposed doctoral major is educational administration, elementary education, school psychology, or science education.
- meet any additional admission standards established by the academic unit responsible for each doctoral degree program.

Admission to the university does not guarantee admission to a specific degree program.

Admission to Advanced Graduate Study for the Doctoral Degree

The student will be considered for admission to advanced graduate study for the doctoral degree when the above entrance requirements have been met and when the student has

- submitted an application for admission at the doctoral level.
- submitted at least five satisfactory professional recommendations.
- had previous institutions attended submit two copies of official transcripts of all previous college work, showing graduation from accredited institutions of higher learning with degrees awarded.
- taken the required standardized admission examinations (the student may arrange with the Counseling and Psychological Services Center to take these examinations). (At the discretion of the doctoral program director, a written statement of purpose with respect to a specific doctoral program and satisfactory scores on the Graduate Record Examination Advanced Test may be required in addition to the present requirements. GRE scores older than five years normally are not acceptable.)
- had an interview with the doctoral committee of the department concerned.
- taken any other special admission examinations and satisfied other requirements prescribed by the department concerned.

Students may register for graduate courses leading to the doctoral degree only upon departmental recommendation for admission.

After official admission to a doctoral program, the student has two years in which to begin courses approved by the doctoral program director or the student's committee. A student who has not taken courses in an approved program during this two-year period will be dropped from the program. The student may reapply for admission.

DOCTORAL PROGRAM REQUIREMENTS

Major Areas

A minimum of 40 hours of graduate work is required in the major for the doctor of philosophy in counseling psychology, elementary education, English, human bioenergetics, and school psychology and the doctor of education in adult, higher, and community education; educational administration; elementary education; science; science education; and special education. Candidates for the doctor of philosophy degree in counseling psychology will also take a full-time academic-year internship at an approved site and complete a rigorous research component. For all the above doctoral programs 10 hours of credit are required for the dissertation.

Cognates

The candidate will have either two cognate fields consisting of a minimum of 15 hours each or a single cognate field consisting of a minimum of 24 hours. For the 15-hour cognate, 9 hours must be taken at Ball State University; 12 hours of the 24-hour cognate must be taken at Ball State University. Cognates are available in all major fields of study for the master's, specialist, and doctoral degrees. In addition, cognates are offered in composition; foundations of business; general field of education; gifted studies; higher education; history, philosophy, and sociology of education; literary theory; literature; marriage and family counseling; neuropsychology; psychology of human development; teacher education in higher education; the teaching of English; theory of computing; and research methodology.

Doctor of Education in Science Education. The doctor of education in science education requires coursework in a science field and in education. The student will have one cognate field related to or in support of the major. The minimum course requirements for a cognate field will be 15 hours of graduate work beyond the bachelor's degree, of which 9 hours must be taken at Ball State University.

Doctor of Arts in Music. The doctor of arts in music requires a departmental core of 18 hours; an area of primary emphasis of 24 hours; an area of secondary emphasis of 15 hours; a college teaching and learning component of 17 hours; a dissertation, for which 10 hours of credit will be granted; and 6 hours of electives.

The primary emphasis may be in one of the following: music performance—vocal or instrumental, music performance—conducting, music theory and composition, music history and musicology, and music education. The secondary emphasis may be in one of the following: music performance—vocal or instrumental, music performance—conducting, music theory and composition, music history and musicology, music education, or outside the School of Music in a subject that relates to the primary field of study. The college teaching and learning component includes a teaching internship, an externship, and course work in such subjects as cognition and learning theory, contemporary issues, foundations of higher education, tests and measurements, and the history and philosophy of music education.

Approved Program of Study

Full-time doctoral students are expected to establish advising committees and to have approved programs of study on file with the Graduate School within one year of beginning course work. Part-time doctoral students are expected to establish their committees within one year and to have an approved program of study on file within two years. Students who fail to meet these deadlines may not be allowed to continue to register for courses.

Committee

The student's committee is appointed after the student has been admitted to study for the doctoral degree—usually during the first year of doctoral work. Until the committee has been appointed, the chairperson of the department concerned or a delegated representative will serve as the student's program advisor.

Upon recommendation of the departmental program director, the dean of the Graduate School will appoint the student's committee and the at-large member. The committee will consist of either four or five members, depending on the student's program of study. If the degree program is structured to include two 15-hour cognates, the committee will consist of five members: two from the

student's major area, one from each of the two cognate fields, and one from a field outside the major area and cognates. The committee chairperson will represent the student's major area.

If the degree program is structured to include only one 24-hour cognate, the committee will consist of four members: two from the student's major area, one from the cognate field, and one from a field outside the cognate and major areas. The committee chairperson will represent the student's major area.

The committee for students pursuing the doctor of education degree in science education will consist of five members: two representing the subject area; one from Teachers College; a teacher education category faculty member; and an at-large member appointed by the dean of the Graduate School.

The student pursuing the doctor of arts degree will have a five-member committee with at least two members representing the student's area of primary emphasis, one representing the area of secondary emphasis, one or two representing the School of Music at-large, and one appointed by the dean of the Graduate School to represent the university.

In consultation with the student, the committee will determine the student's plan of study and guide the student's dissertation. The plan of study will be filed in the departmental office of the student's major area. The committee, in cooperation with the Graduate School, will determine when the student is qualified to continue study at each of the three stages leading to the doctoral degree: (1) admission to advanced graduate status, (2) admission to candidacy for the degree, and (3) completion of requirements for the degree.

Advancement to the Doctoral Degree

Admission to Advanced Graduate Status for the Doctoral Degree. A request for admission to advanced graduate status for the doctoral degree may be submitted when the student has

- earned a minimum of 12 hours of graduate credit beyond the master's degree with outstanding scholarship at Ball State University.
- had the plan of work approved by his or her committee.
- passed satisfactorily the standardized examinations required of all applicants and any other tests or other requirements deemed necessary or advisable.

When the foregoing requirements have been met, the student will be admitted to advanced graduate status. If they are not met, the student will be either placed on probation or denied the privilege of further study.

Admission to Candidacy for the Doctoral Degree. The student should apply for admission to candidacy for the doctoral degree when, in the judgment of the committee, the student is qualified to continue work leading to the doctoral degree and has

- completed a minimum of 30 hours of graduate work beyond the master's degree with an outstanding scholastic record.
- passed satisfactorily the comprehensive examinations.
- submitted a satisfactory plan for the proposed dissertation.
- passed the foreign language examinations if required by the student's committee.

When the foregoing requirements have been met, the student will be admitted to candidacy for the doctoral degree. If the foregoing requirements are not met, the student may be admitted to candidacy for the doctoral degree on probation, or the privilege of further study leading to the doctoral degree may be denied.

After being admitted to candidacy for the doctoral degree, all doctoral candidates must be registered each semester during the academic year. If not registering for a course or courses or dissertation, the doctoral candidate will register in DOC 700, Doctoral Candidate, at a fee of \$50. If a candidate for a doctoral degree is certified by the Graduate School office as having completed all degree requirements before the end of the first five school days (change-of-course period) of the semester, that candidate is not required to register for DOC 700. If a candidate does not meet this deadline, registration and subsequent payment for DOC 700 is mandatory. This policy applies during the academic year. Registration for DOC 700 is not required during the summer. Registration may be completed by mail. Registration for DOC 700 will give the doctoral candidate the rights and privileges of a regular student.

A doctoral candidate may also take DOC 700 under other circumstances—for instance, during the semester preceding the comprehensive examinations with the approval of the candidate's committee chairperson, the department doctoral program director, and the dean of the Graduate School.

Completion of Requirements for the Doctoral Degree. The student will be awarded the doctoral degree when, in the judgment of the committee, he or she is qualified in all respects for the degree and has

- applied for graduation.
- completed satisfactorily all course work leading to the degree with an outstanding graduate scholastic record.
- submitted two copies of a satisfactory dissertation and four copies of an abstract of the dissertation.
- passed the dissertation defense.
- completed one year (two consecutive semesters) of full-time study in residence.

Application for Graduation. All doctoral degree candidates must apply for graduation in the Graduate School. See page 39 for specific information.

Academic Course Load. Students must complete, including the dissertation, at least 90 hours of graduate work beyond the bachelor's degree. Students will not be permitted to carry more than 15 hours of graduate work during a semester, 6 hours during a summer term, or 12 hours of graduate credit during the combined summer terms. If a student is employed, the amount of graduate work permitted will be reduced proportionately.

Doctoral assistants will take at least 6 but not more than 12 hours of credit during fall and spring semesters and 3 hours during any summer term.

Special Requirements for Research Competency. Doctoral candidates will be expected to demonstrate competency with research tools applicable to their major areas. Such tools include foreign languages, statistical methods, computer science, and research techniques. The required research tools will be designated by the student's doctoral committee on the student's program of study.

Foreign Language Requirements. If a foreign language option is required, the language(s) ordinarily will be selected from French, German, and Spanish. The selection is made by the student and the committee and must be approved by the director of the student's doctoral program. A foreign language other than French, Spanish, or German may be substituted if it contains a significant body of available materials in the student's field of research, or if it is essential to the student's career objective or to a field of study in which the student will participate as part of the doctoral program. Substitutions must be approved by the student's committee chairperson, the director of the doctoral program, and the dean of the Graduate School. For foreign students, non-native languages will be accepted at Ball State University if they meet these criteria.

Students preparing for foreign language exams may enroll in appropriate foreign language courses. Arrangements also may be made with the Department of Modern Languages and Classics for private tutoring. Either the Graduate School Foreign Language Test (GSFLT) or a reading translation may be taken by the candidate, as determined by the department concerned. Other means of demonstrating appropriate language competence may be permitted, with the approval of the department, the Department of Modern Languages and Classics, and the dean of the Graduate School. The Department of Modern Languages and Classics will set dates for the translation examination. Material for this examination will be selected jointly by the chairperson of the concerned department and the Department of Modern Languages and Classics. A student may use a foreign language dictionary during the examination, and will be permitted a maximum of three attempts to pass the examination for each language.

If examination facilities for a particular foreign language are not available at Ball State University, the student will be examined by a cooperating institution or agency. Foreign language proficiency established at other institutions will be accepted by Ball State University if the GSFLT score is equal to or better than the scores required at Ball State and if the proficiency is approved by the program director, the chairperson of the Department of Modern Languages and Classics, and the dean of the Graduate School. If the student's committee chairperson has been appointed at the time the request for acceptance of foreign language proficiency is being evaluated, the approval of the committee chairperson will also be necessary.

If the foreign language option is being followed, students must successfully complete the examination in one language by the time they complete one half of the Ball State University courses prescribed for their degree programs. The examination for the second language, if any, must be successfully completed before the student will be permitted to take the comprehensive examinations.

Residence, Transfer, and Extension Work. Each doctoral student must fulfill a residency requirement at Ball State University. Unless otherwise specified by a department, the minimum requirement for residency is the completion of at least 15 semester hours in two consecutive semesters of graduate work beyond the master's degree. Consult the individual department for a description of the residency requirement. A minimum of 48 of the required 90 hours of graduate work must be completed at Ball State University.

The residency encourages the doctoral student to concentrate on course work or research; it permits close collaboration with faculty and students; it fosters a familiarity with the university's libraries, computing resources, specialized collections, and other unique campus facilities.

Selective Retention

Satisfactory Graduate Grade Point Average. At all times after completing 9 hours of doctoral study, a student must maintain a cumulative grade point average (GPA) of at least 3.2 for courses taken toward the doctoral degree.

Probationary Status. A student will be placed on academic probation if his or her cumulative GPA for courses taken toward the doctoral degree falls below 3.2 at any time after completion of 9 hours of credit. Probationary status will be removed if a student, in completing the next 9 hours, brings the cumulative GPA to at least 3.2 for all course work toward the doctoral degree. If probationary status is not removed, a student's admission to graduate study will be canceled, and additional graduate study will not be possible until the student has reapplied for regular admission and has been readmitted.

Readmission Procedure. A student seeking readmission must present to the dean of the Graduate School a written request approved by the doctoral program director and the chairperson of the major department. The decision to readmit will be made by the dean of the Graduate School.

Readmission Status. Upon readmission, the student will be reinstated to the classification held when graduate study was canceled.

Time Allowed for the Doctoral Degree. It is important that doctoral students be current in their fields of study when they graduate. Therefore, after a student has been admitted to a doctoral program and has taken at least one approved course, all requirements for the degree must be met within a seven-year period. Any courses required for the degree taken before admission to a doctoral program are subject to approval by a student's doctoral committee. Evidence of current knowledge in the area may be required. Upon the recommendation of the department chairperson and with the approval of the graduate dean, an extension of the time allowed may be granted for one additional year. Extensions are based on academic considerations and are limited. The student requesting the extension of time allowed may be required to repeat preliminary examinations, to take additional course work, or both.

Comprehensive Examinations. Near the time they complete their course work, all doctoral degree students will take comprehensive examinations in their major and cognate areas as a demonstration of academic competency. The examinations consist of two parts, one written and one oral. Administration and evaluation of the examinations are the responsibility of the department or, at the discretion of the department, a student's doctoral committee. The committee will determine with the student, well in advance of the examination, the course work and other preparation appropriate to the student's program of study to be represented in the examination.

At least one-half of the written examination in the major must represent a common core of questions taken by all students writing examinations in the program at that time. The common core examination will be prepared by a departmental committee of at least four regular graduate faculty members. The remainder of the questions, if any, for the major will consist of specialized items written by each student's committee. Examination questions for the cognate area(s) will be written by the student's cognate representative.

The written examination will be taken during one week; exceptions must be approved by the program director and the student's doctoral committee. Notice of the examination must be filed with the dean of the Graduate School by the doctoral committee chairperson at least one week before the examination. The written portion of the examination will be evaluated by the student's doctoral committee and, for common core questions, the departmental committee. The oral examination will be taken within three weeks (exclusive of vacation periods) of the written examination.

The committee administering the comprehensives will decide the outcome when the student completes the written and oral examinations. If the committee should so desire, however, the student may be required to pass the written examination before proceeding to the oral examination. The committee decision may be any of the following: (1) pass, (2) partial pass, or (3) fail. A student may pass the examination with one dissenting vote. A student who passes the examination will be admitted to candidacy for the doctoral degree provided that all other requirements for candidacy have been completed. However, if two or more committee members dissent, the student fails the examination and must repeat it. Alternatively, the committee may vote a partial pass, requiring parts of the examination

to be repeated. A student who receives a partial pass will be re-examined by the committee, after at least one semester has elapsed, on the parts of the examination that were unsatisfactory. A student who fails the partial re-examination will fail the entire examination.

If a student fails the comprehensive examinations or any portion of them, the committee chairperson will send a written notification to the student and the dean of the Graduate School within seven days stating the reasons for the failure and what must be done to address it. The notification must specify the time allowed before the next examination, the area or areas in which further examinations are required, any additional course work needed, or other procedures that are required. A student who fails to pass the second examination is ineligible to continue and is dismissed from the doctoral program.

Dissertation. The general supervision of the dissertation will be the responsibility of the student's committee chairperson. When needed, members of the committee will advise the candidate about the dissertation. The comprehensive examinations must be passed and the dissertation topic approved by the committee before the student enrolls for dissertation (DISS 799). The dissertation for the doctor of education degree candidate normally will be a study that will contribute to the solution of some important educational problem. The dissertation for the doctor of philosophy degree candidate will be a research problem that will contribute new knowledge or a new technique. The dissertation for the doctor of arts degree candidate may take the form of an original contribution to new knowledge; the production and use of innovative teaching materials such as the development of new teaching media, the writing of a textbook, or the designing of a curriculum or course of study; or the writing of a series of scholarly papers worthy of publication.

After the dissertation defense, two typed and unbound copies of the completed dissertation, three dissertation approval sheets, and four copies of an abstract of the dissertation (350 words in length, suitable for publication) must be filed with the Graduate School. Although the department concerned has the responsibility for determining the manual or form to be followed in writing the dissertation, such matters as weight of paper, typeface, spacing, and professional typing standards must follow the specifications in Graduate School Requirements for Writing a Dissertation, available in the Graduate School office. Dissertations will be microfilmed through University Microfilms, Inc., Ann Arbor, Michigan, for which service the student will pay a fee—for 2001–2002 \$50, plus a fee of \$35 if a copyright is sought. Such fees are to be paid by money order only at the time the student submits the completed dissertation to the Graduate School office.

Final Dissertation Defense. All candidates for the doctoral degree are required to complete successfully an oral defense covering the dissertation, in defensible, final form, administered by their doctoral committee. The time and place of the defense will be announced at least ten days in advance. No defense will be given without all committee members present, unless prior consent is granted by the graduate dean in consultation with the chairperson of the examining committee and the absent committee member.

Two dissenting votes among members of the examining committee are required to fail a candidate. If one member of the examining committee dissents, the dissenting examiner and, if appropriate, the chairperson of the examining committee will file with the graduate dean a letter detailing the circumstances of the dissent.

If the candidate has failed the defense, the examining committee must prepare a report including reasons for failure and requirements to be met. The

examining committee chairperson must file this report with the graduate dean within seven days from the date of the defense. Permission to defend for a second time must be obtained from the chairperson of the doctoral committee and the graduate dean. Failure to pass the second defense will result in termination of doctoral study.

Upon passing the final dissertation defense, the candidate will be formally recommended to receive the degree. Candidates must complete all degree requirements at least four weeks before the end of the semester or term in which they are certified for graduation. In a term that does not end with a commencement ceremony, all degree requirements must be completed at least two weeks before the close of the term.

Special Cases. Special cases involving policies not covered in this catalog will be submitted to the Graduate Education Committee for consideration and action. In general, the student's program committee has jurisdiction, but the Graduate Education Committee is the board of appeal.

CHECKLIST FOR DOCTORAL DEGREES

<i>Procedure</i>	<i>Approved by</i>	<i>Date</i>
Submit an application for admission. Include five satisfactory professional recommendations and two copies of official transcripts.	Dean of the Graduate School Departmental doctoral program director	Check with appropriate doctoral program director.
Arrange with the Counseling and Psychological Services Center to take the Graduate Record Exam (general test) or, for non-native speakers of English, other approved admissions tests.	Dean of the Graduate School	Before consideration by departmental doctoral committee.
Obtain approval from departmental doctoral screening committee for admission.	Departmental doctoral screening committee Dean of the Graduate School	After all application materials have been submitted.
Establish doctoral committee and submit approved plan of study.	Doctoral program director Doctoral program committee Dean of the Graduate School	Within one year of beginning course work.

Apply for admission to advanced graduate status.	Doctoral program committee Department chairperson Dean of the Graduate School	The student must have earned a minimum of 12 hours at Ball State and must have had the plan of study approved by the committee.
Complete foreign language exam (if required).	Doctoral program committee	By the time the student has completed half of the courses required for degree program.
Complete comprehensive examinations.	Doctoral program committee	Near the time of completion of course work.
Apply for admission to candidacy.	Doctoral program committee Dean of the Graduate School	The applicant must have completed a minimum of 30 hours at Ball State, passed comprehensive exams, submitted an approved plan for the proposed dissertation, and passed any foreign language exam(s) before applying for admission to candidacy.
Apply for degree (graduation).	Dean of the Graduate School	No later than the end of the first four weeks of the last semester before graduation.
Complete final defense of the dissertation.	Doctoral program committee	At least two weeks before the end of the semester or term in which the student is to be certified for graduation.
Submit final draft of dissertation.	Doctoral program committee Dean of the Graduate School	At least two weeks before the end of the semester or term in which the student is to be certified for graduation.