

## DOCTORAL DEGREES

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Ball State University offers programs leading to the doctor of philosophy degree (PhD), the doctor of education degree (EdD), the doctor of arts degree (DA), the doctor of audiology degree (AuD; see Department of Speech Pathology and Audiology for admission requirements and program information), and the Doctorate in Nursing Practice (DNP; see School of Nursing 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, educational psychology (general, school), educational studies, elementary education, English and human bioenergetics science.

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 and supervision; 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.

### DOCTORAL PROGRAM ADMISSION REQUIREMENTS

To be considered for admission to graduate study toward a doctoral degree, a student must

- hold an earned baccalaureate or equivalent degree with a cumulative grade point average (GPA) of at least 3.0 on a scale of 4.0 from a college or university accredited by its regional accrediting association. A student with a baccalaureate degree not considered the equivalent to that 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 international colleges, universities, and their equivalents outside the United States are evaluated by the Rinker Center for International Programs (RCIP) and the Graduate School.
- Some programs may require an earned master's degree or equivalent for consideration for doctoral study. In such cases applicants must have a cumulative GPA on the master's degree of at least 3.2 on a scale of 4.0. **Please see admission requirements for specific majors found in other areas of this publication or on the departmental Web site.**
- have 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. achieve acceptable scores on the Graduate Record Examination (GRE) general test or other approved graduate admissions tests for non-native speakers of English. GRE scores older than five years normally are not acceptable. meet any additional admission standards established by the academic unit responsible for each doctoral degree program.
- be recommended for admission by the academic unit responsible for the doctoral degree program.

The fulfillment of the minimum Graduate School admission standards listed above does not guarantee admission to a specific degree program.

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 DEGREE REQUIREMENTS**

### **Minimum Graduate School doctoral degree requirements:**

- Students must complete, including the dissertation, at least 90 hours of graduate work beyond the bachelor's degree, at least 40 of which, excluding dissertation hours, must be in the major. A minimum of 48 of the required 90 hours must be completed at Ball State University.
- For all doctoral programs, except the doctor of audiology (AuD), a minimum of 10 hours of credit are required for the dissertation. A maximum of 24 dissertation hours may be counted toward a student's program of study.
- For all doctoral programs, except the doctor of audiology (AuD), students must complete a rigorous research component. Students will be expected to demonstrate competency with research tools applicable to their major areas. Such tools include additional languages, statistical methods, computer science, and research techniques. The required research tools will be determined by the student's doctoral committee and included on the student's program of study.

### **Optional departmental doctoral degree requirements may include, but are not limited to, the following:**

- Cognates—candidates may be required to 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 doctor degrees. In addition, cognates are offered in composition; couples and family counseling; diversity in counseling psychology; general foundations of business; general field of education; gifted studies; health psychology; higher education; history, philosophy, and sociology of education; literary theory; literature; neuropsychology; psychology of human development; psychological assessment; teacher education in higher education; English language arts, theory of computing; research methodology; social justice in counseling psychology; and vocational psychology.
- Candidates in some doctoral programs may be required to take a full-time internship at an approved site.
- Additional Language—If an additional language option is required, the selection is made by the student and the committee and must be approved by the director of the student's doctoral program. Additional languages typically contain a significant body of available materials in the student's field of research or are 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. For international students, non-native languages other than English will be accepted at Ball State University if they meet these criteria.

See "Policies Related to Doctoral Degree Completion" [on page 34](#) for specific guidelines concerning additional languages.

Candidates must meet any additional program requirements established by the academic unit responsible for each doctoral degree.

### **Doctoral 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 departmental program director will serve as the student's program advisor.

Upon the 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 voting members (approved for regular graduate faculty status), depending on the student's program of study. All committees will consist of two members from the student's major area and an at-large member from a field or department not already represented on the committee. The rest of the committee will be structured as follows:

- Program without Cognate(s)—a fourth voting member will be a representative appropriate to the individual student's program of study.
- Program with Cognate(s)—a voting member will be appointed for each cognate on the individual student's program of study.

The committee chairperson will represent the student's primary area of study and must meet the criteria for Dissertation Chair Endorsement in the department of the student's major.

Please see specific degree program requirements for detailed policies concerning the appointment of doctoral committees.

In consultation with the student, the committee will determine the student's plan of study and guide the student's dissertation (at the department's discretion, separate committees may be appointed for advising/comprehensive examinations and the dissertation stage). The plan of study will be filed in the departmental office of the student's major area and the Graduate School within one year of the committee appointment. Students who fail to meet this deadline may not be allowed to continue to register for courses.

The committee, in cooperation with the Graduate School, will determine whether the student is qualified to continue study during any of the three stages leading to the doctoral degree.

## **STAGES OF DOCTORAL COMPLETION**

### **Stage 1. Completion of the master's degree or its equivalent.**

Requires completion with at least a 3.2 cumulative grade point average (GPA) at Ball State University or another university that is accredited by its regional accrediting agency. Students who have already completed a master's degree equivalent to that awarded by the major department are considered to have completed the first stage of the doctoral program unless the department stipulates otherwise.

Each academic unit that is responsible for a doctoral program will have a procedure to evaluate a student's progress during this stage. This evaluation will take place no later than the end of the second year to determine if the student is making satisfactory progress, and will be communicated in writing to the student. The evaluation is determined by the major department and could include, but is not limited to, an examination or other appropriate review that must be successfully completed before entering Stage 2.

### **Stage 2. Admission to Candidacy**

Requires completion of all course work and fulfillment of any special departmental requirements (e.g., additional language examinations, if any), the passing of the comprehensive examinations, and approval of the dissertation proposal designate the end of Stage 2 (see below for specific information regarding requirements for the comprehensive examinations). Completion of this stage is referred to as Admission to Candidacy for the degree. Enrollment in credits for dissertation hours is permitted only upon the completion of this stage. 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.

### **Stage 3. Dissertation Completion**

Activities are related to the research, writing, and final oral defense of the dissertation. During this stage, all doctoral candidates must be registered for a minimum of 3 credits each semester, except during the summer terms, until the final approved copies of the dissertation are deposited in the Graduate School, all credit hours for degree conferral have been completed, and the residency requirement has been fulfilled. If not registering for a course or courses, the doctoral candidate will register for three hours of DISS 799. A doctoral candidate in an externally accredited program that requires an internship experience is exempt from continuous enrollment while registered for internship credit.

The culmination of Stage 3 is degree conferral. No later than the first four weeks of the last semester before graduation, students must file an application for graduation with the Graduate School. Applications may be submitted online at [www.bsu.edu/gradschool/graduation](http://www.bsu.edu/gradschool/graduation).

## **POLICIES RELATED TO DOCTORAL DEGREE COMPLETION**

### **Additional Language Requirements**

Students preparing for additional language exams may enroll in the appropriate language courses. Arrangements also may be made with the Department of Modern Languages and Classics for a tutorial class. 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 or other appropriate academic unit, and the dean of the Graduate School. Material for this examination will be selected jointly by the chairperson of the concerned department and the Department of Modern Languages and Classics or other appropriate academic unit. A student may use a language dictionary during the examination and will be permitted a maximum of three attempts to pass the examination for each language.

If the examination facilities for a particular additional language are not available at Ball State University, the student will be examined by a cooperating institution or agency. Additional language proficiency established at other institutions will be accepted by Ball State University if the proficiency is approved by the program director, the chairperson of either the Department of Modern Languages and Classics or other appropriate academic unit, and the dean of the Graduate School. If the student's committee chairperson has been appointed at the time the request for acceptance of additional language proficiency is being evaluated, the approval of the committee chairperson will also be necessary.

If the additional 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 additional language, if any, must be successfully completed before the student will be permitted to take the comprehensive examinations.

### **DOC 700**

A doctoral student may enroll in DOC 700 prior to admission to candidacy under special circumstances when not registered for regular graduate course work. DOC 700 is a 0-credit course at a fee of \$50 that gives the student all the rights and privileges of a regular student. Registration in DOC 700 requires the approval of the student's committee chairperson, the departmental doctoral program director, and the dean of the Graduate School. Registration for DOC 700 is limited to any two academic year semesters.

### **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 (GPA)**

At all times after completing 9 hours of doctoral study, a student must maintain a cumulative 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 cancelled.

### **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 course work is completed, each doctoral degree students will take a comprehensive examination in his or her major and cognate area(s), if applicable. Administration and evaluation of the examinations are the responsibility of the department or, at the discretion of the department, a student's doctoral committee, hereafter referred to as the examining committee. The examining 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. The examinations will

be offered each academic semester, the time and place to be determined by the administering department or academic unit.

While the departments and academic that house each doctoral program will determine the comprehensive examination format that is most appropriate for each respective discipline, all comprehensive examinations must meet the following general guidelines:

- The examinations consist of two parts, one written and one oral.
- The written examination will be taken during one week; exceptions must be approved by the program director and the student's doctoral committee. The oral examination will be taken within three weeks (exclusive of vacation periods) of the written examination.
- The examining committee will be made up of a minimum of four members of the regular graduate faculty and will evaluate the student's performance. The examining committee will decide if the student's written examination is of sufficient quality to proceed to the oral examination. All committee members responsible for the oral portion of the examination must participate in the orals unless excused in advance by the graduate dean.
- After completion of the orals, the committee decision for the entire examination will be either "pass" or "fail." A student may pass the entire examination with one dissenting vote. However, if two or more committee members dissent, the student fails the entire examination.
- The examining committee chairperson will send written notification of the outcome of the comprehensives to the student and the dean of the Graduate School after the completion of the orals.
- In the case of a failed comprehensive examination (see definitions below), the examining committee chairperson's written notification will include a statement of the reason or reasons for the failure and the time specified before the next examination.
- A failed comprehensive examination is defined as one of the following: 1) failure of both the written and oral portions; 2) failure of the written portion if the examining committee determines that the student should not proceed to the orals; or, 3) failure of the oral portion if the examining committee determines that the student was unable to correct deficiencies in the written portion.
- A failed comprehensive examination may be repeated only one time. The committee members who administered the first examination will also administer the retest.
- A student who fails to pass the second examination is ineligible to continue and is dismissed from the doctoral program.
- If more than seven years have elapsed after the student successfully completed the comprehensive examinations, the student must retake the entire examination.

Exceptions to the above guidelines must be approved in advance by the dean of the Graduate School.

### **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 a doctor of education degree candidate typically will be a study that will contribute to the solution of some important educational problem. The dissertation for a 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 the final approved copy, any accompanying materials, and a 100- to 150-word abstract must be filed with the Graduate School electronically at

<https://apps.bsu.edu/ElectronicThesis>. Although the department concerned has the responsibility for determining the manual or form to be followed in writing the dissertation, such matters typeface, spacing, and professional typing standards must follow the specifications in Graduate School Requirements for Writing a Dissertation, available online at [www.bsu.edu/gradschool](http://www.bsu.edu/gradschool) and 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, plus a fee of \$65 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 10 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 dean of the Graduate School 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 dean of the Graduate School 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 dean of the Graduate School. 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 a student may appeal adverse decisions impacting their progress toward a graduate degree. See the ["Graduate Student Appeals Process" on page 22](#) for the guidelines for appeals.

**CHECKLIST FOR DOCTORAL DEGREE**

<b>Procedure</b>	<b>Approved by</b>	<b>Date</b>
Submit an application for admission and one copy of official transcripts. See individual department descriptions for additional application materials required.	Dean of the Graduate School; Departmental doctoral program director	Check with appropriate program director.
Arrange with the Counseling Center to take the GRE (general test) or, for non-native speakers of English, other approved admissions tests.	Dean of the Graduate School	Before consideration by the department doctoral committee.
Obtain approval from the department 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 and committee, Dean of the Graduate School	Within one year of beginning course work.
Complete foreign language exam (if required).	Departmental doctoral committee	By the time half of required program course work has been completed.
Complete comprehensive exams.	Departmental doctoral committee	Near completion of course work.
Apply for admission to candidacy.	Departmental program committee, Dean of the Graduate School	Must have completed a minimum of 30 hours at Ball State, passed comprehensive exam, submitted an approved plan for the proposed dissertation, and passed any foreign language exam(s) before applying.
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 of term to be certified for graduation.
Submit final draft of	Doctoral program committee,	At least four weeks

dissertation.	Dean of the Graduate School	weeks before the end of the semester or term to be certified for graduation.
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