

# **Handbook for Ph.D. Students in Education**



**The Joint Ph.D.  
Program in  
Education  
Claremont  
Graduate University  
and  
San Diego State  
University**

2011-2012

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## INTRODUCTION

Welcome to the Ph.D. program in Education offered jointly by the faculty in the School of Educational Studies at Claremont Graduate University and the faculty in the College of Education at San Diego State University. This *Handbook* is designed as a general guide through the process of earning the Ph.D. through this unique partnership. It is based upon the *Bulletin of the Claremont Graduate University*, the *Graduate Bulletin of San Diego State University*, and agreements between the cooperating institutions. The Graduate *Bulletins* represent the official regulations and procedures of the two universities, and are generally to be relied upon to guide students. Some procedures, however, have been modified by agreement between the two universities in order to meet the unique demands of a cooperative degree program. These differences are reflected in this *Handbook*.

The mission of the Ph.D. Program in Education is to develop scholars who are committed to research on democratic schooling, social justice and equal educational outcomes for all students, and the improvement of educational systems serving diverse communities. Such scholars are capable of providing leadership in building a more democratic society through responsive systems of education and making sense of complex data. The Joint Doctoral Program emphasizes issues in educating a multicultural society. It prepares students for the challenges and opportunities, which such diversity creates. While maintaining a focus on diversity, the student pursues an individualized program of study supervised by faculty members from both Claremont and San Diego State.

The goals of the Ph.D. Program in Education are stated in the *Program Framework*:

*The award of the Doctor of Philosophy degree in education through this program will be made on the basis of the candidate's demonstrated capacities to work effectively with diverse communities by*

- *understanding diversity and its implications for education;*
- *critically analyzing and developing educational policy;*
- *engaging in systemic organizational change that improves performance and quality of life for all;*
- *applying theory and research-based knowledge in transforming communities;*
- *using effective educational practices, including tools available through technology, to transform organizations;*
- *and contributing to the knowledge base in education.*

The faculty at San Diego State University and Claremont Graduate University represent diverse research and teaching interests. In addition to the traditional concerns of advanced study in education, the program seeks to explore the effects of diversity on learning and teaching and to investigate ways to secure an education of high quality for all students in a pluralistic society. The fact that each student's Ph.D. program is individually designed offers you the opportunity to structure an educational experience that is uniquely suited to your own research and career interests and goals.

This handbook will acquaint you with the procedures of the Ph.D. program, with selected policies and regulations of Claremont Graduate University and San Diego State University, and with some of the resources available to you as a doctoral student. If you are one of our many students with full-time job responsibilities, developing a network of faculty and student colleagues can be a challenge. In addition to your attendance at classes, you are encouraged to take advantage of other special opportunities to meet with CGU and SDSU faculty and staff that are offered on an occasional basis. These offer additional ways for you to become familiar with the research interests and projects of faculty and your fellow students and to gain insights on such matters as developing qualifying exams or finding financial support.

You are encouraged to work closely with your faculty advisors and faculty committees and with program staff to complete the degree requirements described below.

## PH.D. PROGRAM

The following are the required components of the Ph.D. Program in Education. Sections describing these program components and the procedures that lead to fulfilling degree requirements follow. The Ph.D. requires:

- 72 semester units (minimum) of course work (24 units at San Diego State University, 24 units at Claremont Graduate University, and 24 units transferred from Master's degree)
- 2 research tools
- 3 written qualifying examinations
- the oral qualifying examination
- a dissertation proposal meeting
- a written dissertation
- the dissertation defense

### Coursework

When admitted to the Ph.D. program, **initial faculty advisors** at CGU and SDSU are assigned on the basis of research interests described in your application statement and your admission advising session with the Program Director at San Diego State. The initial advisor role is an informal one, and if, after a course or two, you find your interests more compatible with those of another doctoral faculty member, you may ask that person to serve as advisor. **You must make any change official by notifying the administrative coordinator at the appropriate university. It is strongly recommended that you meet with your SDSU advisor at least twice a semester during your first year in the program.**

Most students in the joint program begin their studies at San Diego State. Students are strongly encouraged to register for the first of two courses in quantitative research methods, the "Seminar in Educational Measurement," in their first semester of study, and "Advanced Educational Statistics" in their second semester. Doing so helps the student to develop research skills that will prove useful throughout the program of study. Students are also strongly encouraged to enroll in the "Seminar on Social and Cultural Foundations of Multicultural Education" during their first semester. This seminar helps the student to focus on issues of diversity in education that are central to the mission of the doctoral program. Enrolling in these courses also provides an opportunity for new students to get to know other members of their cohort group, a rich and stimulating resource as you pursue your studies.

During the middle of each semester you will receive a notice from the Doctoral Program Office indicating the SDSU doctoral seminars that are planned for the following semester. The College of Education strives to offer doctoral seminars that support students' interests within the limits of available resources. Planned seminars that fail to draw sufficient enrollment, however—normally a minimum of six students—cannot be maintained and must be cancelled. It is therefore very important that you reply to this notice, advising program staff of your plans.

In addition to doctoral seminars offered through the SDSU/CGU joint program, students have other options that may be incorporated into their official program of study:

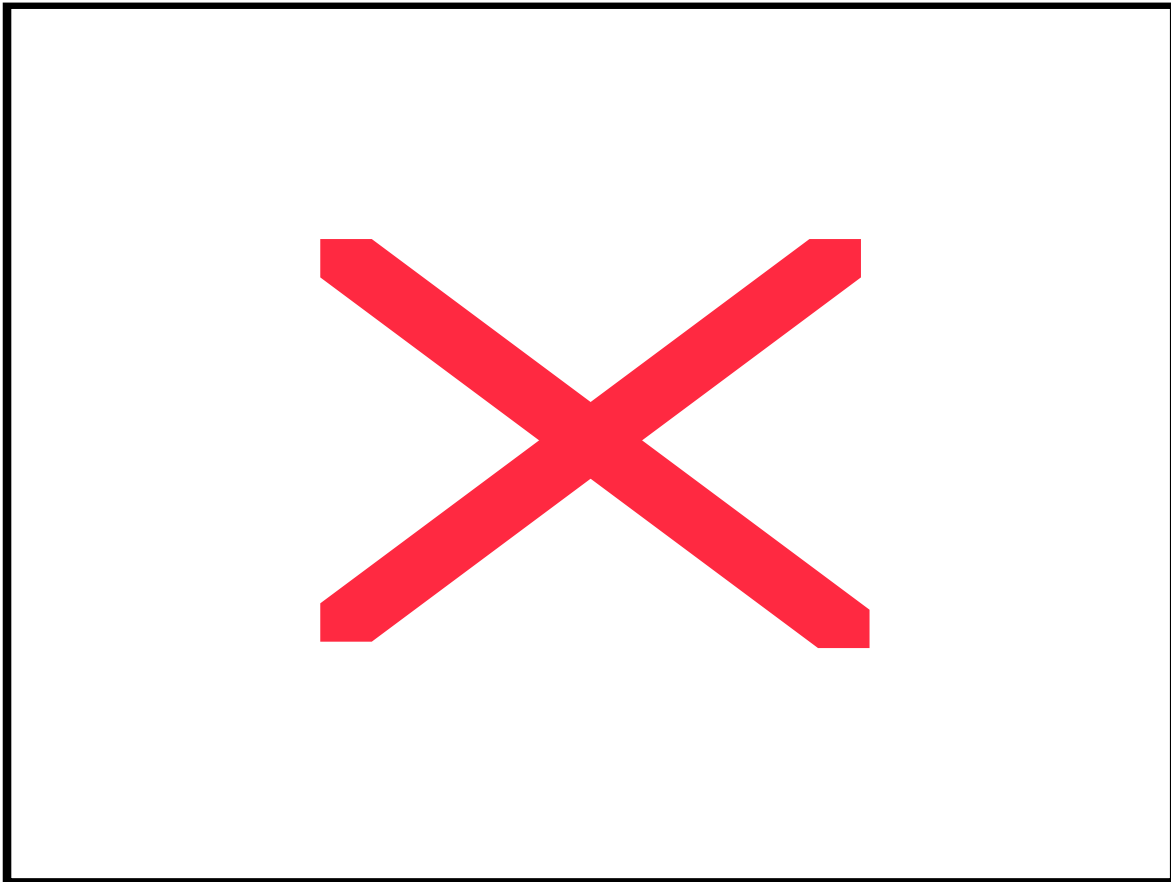
- *Special Study*: Arrangements to register for Special Study(ED897) should be made in consultation with the faculty member who will supervise your work, the program director, and the administrative coordinator. Note that not more than six units may be included in your official program. **Joint Ph.D. students are not allowed to enroll in independent special study at CGU**
- *Enrollment in other SDSU graduate courses*: The large and diverse faculty in the College of Education represents a significant resource for doctoral students. Depending upon your specific research interests, the broad array of graduate courses may offer opportunities not otherwise available to you through doctoral seminars. If enrollment in one of these courses is of interest to you, this option should be discussed with the program director, your advisor and the professor who is offering the course. Given your status as a doctoral student, you or the professor may find it appropriate for you to pursue an individualized plan for participation in the course. Only those courses specifically identified as graduate courses (courses with 600 or 700 series course numbers) and taught by a tenured or tenure-track faculty member may be included in your official program. Note that not more than three units of 600 level coursework may be included in your official program.

Claremont also publishes its schedule of courses midway through each semester, and students are expected to complete twelve of their first twenty-four units at Claremont. This requirement is intended to insure that students begin early to develop working relationships with CGU faculty. Concurrent registration for SDSU and Claremont courses, though not required, is encouraged in the interest of building an integrated program of study. Claremont offers a rich selection of

courses during the summer months as well as during the fall and spring semesters. **Joint Ph.D. students are not required to take a Transdisciplinary Course.**

Once required coursework at both San Diego State and Claremont has been completed, the student is required to maintain continuing registration at Claremont through completion of all degree requirements. After you have completed your coursework or during any semester when you are not registering for a course at either SDSU or CGU, you must register for Doctoral Study (ED 499) at CGU. This is the category that continues your registration, library privileges, etc. You must also register at San Diego State in the semester when the dissertation will be completed. It is not necessary to register for Doctoral Study in the summer. Students who do not register in a given semester (except summer) will be assumed to have terminated their studies in the joint program.

The following preliminary plan form should be used in designing your program in consultation with your advisors and the program director. The form is available online at <http://coe.sdsu.edu/doc/current/forms.php> .



**Research Tools**

Two research tools are required. Their purpose is to assure proficiency in research methodologies including those most likely to be used in the dissertation project. One research tool in intermediate quantitative methods is required. The second research tool may be completed through course work in advanced quantitative methods or in other research methods with a grade of B or better at CGU. A list of research tool courses is available at the SDSU and CGU program offices. Verification of completion of your research tools is not automatic. A separate form must be submitted for signature to the supervising faculty member at each institution.

## Written Qualifying Examinations

The purpose of qualifying examinations is to provide a method in which you demonstrate appropriate progress toward achieving competence in those areas specified in the goals for the Ph.D. Program in Education as stated in the introduction to this *Handbook*, your expertise in four areas of study and your readiness to be advanced to candidacy for the degree and to begin preparing your dissertation.

Qualifying examination topics and the method of demonstrating competence are negotiated with individual faculty members. As you begin working on your three qualifying exam projects, you will ask three faculty members—at least one from both CGU and SDSU—to supervise your work. These three faculty members serve as your **program committee**, sometimes referred to as your **qualifying exam** or **supervisory committee**. The co-chairs of your program committee assume the official role as your "advisors" by signing approval of your official program of study. The CGU co-chair must be a member of the School of Education Studies faculty at Claremont. One CGU member of the committee may be drawn from the wider Claremont Graduate Faculty that includes professors from other CGU fields and affiliated professors from the other Claremont Colleges. The SDSU co-chair and member must hold appointments as doctoral faculty, approved by the Graduate Division of San Diego State University.

Three written qualifying examinations are required. Faculty members and alumni agree it is important to work toward completing these written exams as you proceed through course work. Qualifying topics may be triggered by course content, and taking courses with several faculty members early in your program allows you to become acquainted with, and learn the research interests of, professors with whom you may arrange qualifying exams. While quals most often take the form of papers, a literature review on your research interests, or take-home exams, other possibilities may also be explored in consultation with faculty. Written evidence of conference presentations or published materials demonstrating expertise in an area of research, proposals for external funding, videotapes, computer-based exhibits, a school or school district plan, a program evaluation, a syllabus, course materials and evaluations for a college course, or such other products as may appropriately demonstrate the student's competence may serve as quals with a supervising faculty member's approval. One example of a qualifying exam that many students complete at CGU is known as the Great Books Exam.

## Oral Qualifying Examination

There are several prerequisites to the qualifying oral exam: (1) residency requirements fulfilled, (2) 72 units of coursework accounted for, (3) all program forms filed, (4) two research tools completed and filed, and (5) three written qualifying papers/exams/projects approved by faculty members and filed with the administrative coordinator at each campus. The student or the student's program/qualifying committee chair initiates scheduling of the oral through the administrative coordinator. Oral qualifying examinations are most often held in Temecula, halfway between SDSU and CGU. In order to facilitate timely scheduling, however, and with the approval of committee members and the student, oral qualifying examinations may be conducted via video-teleconference.

The oral qualifying examination is often referred to as the "qual defense." Through the oral qualifying examination the student is called upon to demonstrate a range and depth of understanding of the field of education. The examination serves to determine whether or not the student has made satisfactory progress in developing capacities for understanding diversity, critical analysis, systemic change for performance improvement, community transformation, effective educational practice, and original research to be advanced to candidacy for the doctorate. The qual oral is a discussion and examination of the work completed in your Ph.D. program to this point, including but not limited to the work demonstrated in your written qualifying examinations.

## Dissertation Proposal

In developing your proposal for dissertation research, keep in mind that the names of the faculty members supervising your dissertation will appear with yours on the final document. That means that your dissertation will be a reflection not only of the quality of your work but also of theirs.

When you file a dissertation proposal, the two faculty members with whom you expect to work most closely on the dissertation project become co-chairs of your **dissertation committee** and take over the "advisor" role. In cooperation with two additional faculty members—one each from CGU and SDSU—these faculty members are designated as your dissertation committee, charged with approval of your dissertation proposal, overseeing your preparation of the dissertation, the oral defense of your dissertation, and ultimately, with recommending to the Graduate Deans of Claremont and San Diego State that you be awarded the Ph.D.

Expectations for the contents of the dissertation proposal vary among faculty members. Students are advised to seek guidance from the co-chairs of the dissertation committee regarding the form of the proposal. When you have obtained tentative approval of your dissertation proposal from the faculty members who will co-chair your dissertation committee and have shared a draft of the proposal with other members of the committee, a meeting is scheduled to discuss your proposal with the committee.

**The proposal meeting may be scheduled on the same day as the qualifying oral exam meeting only with prior approval from all committee members. Otherwise, it will be held at another mutually agreed time.**

### **Advancement to Candidacy**

Advancement to candidacy occurs when the institutional form signed by your dissertation committee approving your dissertation proposal is processed. **It is CGU policy that the oral defense of the dissertation not be scheduled sooner than six months after advancement to candidacy.** You must be advanced to candidacy by June 7 for a January degree, by February 7 for a September degree and October 7 for a May degree.

### **Institutional Review Board (IRB)**

Student research projects are subject to federal regulations governing protection of human subjects and to the specific procedures adopted by *both* San Diego State University and Claremont Graduate University. While classroom research projects conducted exclusively for instructional purposes are not subject to review by SDSU and CGU institutional review boards, research projects involving collection of data from or about human subjects that will be used in future research activities of students, faculty or staff at SDSU or CGU, or by individuals in another institutional setting, are subject to review. Research conducted for qualifying examinations or dissertations falls within the scope of rules pertaining to protection of human subjects.

Students are urged to review the specific procedures in place at SDSU and Claremont. Information about the SDSU process can be found on the web at <http://gra.sdsu.edu/irb/tutorial/m7s6.htm>. Information about the CGU process can be found on the web at <http://www.cgu.edu/pages/1075.asp>.

**After the dissertation proposal has been approved, you must have IRB approval from both SDSU and CGU before beginning data collection for the dissertation.**

### **Residency**

The CGU residency requirement is 24 units within a 24-month time period (six courses within two years). Students taking only one course a semester can meet the requirement by taking one course in each of two consecutive Summer Sessions. The residence requirement at San Diego State consists of registration in and completion of at least six semester units per semester for one year.

## **THE OFFICIAL PROGRAM OF STUDY: FILING YOUR OFFICIAL PROGRAM**

All students must submit a Program Outline form after they have completed 16 units at CGU. The form can be found at <http://coe.sdsu.edu/doc/current/forms.php>. You must list all CGU classes completed and the other classes you intend to take. You must also list the three qualifying examinations and the faculty with whom you will be working. You must obtain signatures or emails confirming willingness to work with you from the three faculty members. Remember that you need at least one member from each institution. You must also list a fourth faculty member who is willing to serve on your dissertation committee and get a signature or e-mail. Dissertation committees must have four members, two from each institution. Once the Program Outline Form is completed, submit a copy to the SDSU and CGU program offices. Failure to submit your Program Outline form will result in a registration hold at CGU.

All program filing forms are available at the SDSU website at <http://coe.sdsu.edu/doc/current/forms.php> and CGU website at <http://www.cgu.edu/pages/347.asp>. As requirements are completed, the appropriate forms should be submitted to the administrative coordinator at SDSU. The signatures of your Program Committee on the Program Outline and related forms indicate their approval of your proposed plan of study and research. The specific requirements for each element of your Official Program of Study are as follows:



## **Program Outline**

On this form you will list the courses (both completed and projected) that will fulfill the 24-unit minimum required at CGU. On the Program form you also indicate how you will fulfill the research tool, qualifying exam, and dissertation committee requirements.

A fillable Adobe pdf form is available online at <http://coe.sdsu.edu/doc/current/forms.php>.

## **Transfer of Credit**

On this form list 24 graduate semester units (36 quarter units), from your master's degree or other graduate work at another institution, most relevant to your Ph.D. program and the 24-units of doctoral course taken at SDSU. List the units by course number/name, grade, and institution. An official copy of your master's transcript must be on file with CGU. If you received your master's degree from SDSU, the administrative coordinator will attach an official copy of your SDSU transcript.

A fillable Adobe pdf form is available online at <http://www.cgu.edu/pages/347.asp>.

## **Qualifying Exam Proposal**

The supervising faculty members' signatures by the descriptions of your intended "quals" on this form indicate their agreement with your plan to fulfill the requirement for three written qualifying exams.

A fillable Adobe pdf form is available online at <http://www.cgu.edu/pages/347.asp>.

## **Research Tools**

As soon as you complete ED 820 with a grade of B or better you should complete the SDSU Research Tool Form, have the instructor sign it, and submit a copy to the SDSU and CGU program offices. The form can be found at <http://coe.sdsu.edu/doc/current/forms.php>.

Once you complete a research tool class at CGU with a grade of B or better you need to complete the CGU Research Tool Form, have the instructor sign it, and submit a copy to the SDSU and CGU program offices. The form can be found at <http://www.cgu.edu/pages/347.asp>.

# **THE DISSERTATION PHASE**

## **Timeline for Submitting Dissertations for Committee Approval**

Deadlines for submitting dissertation drafts to the committee in order to meet timelines for award of the degree are designed to allow faculty review and feedback and the orderly scheduling of the defense. Exact institutional deadlines for scheduling the exams are published in the Claremont Bulletin each year.

To meet the deadline for fall degrees, the dissertation committee chair should receive a full preliminary draft by September 7, and the entire committee should receive a draft no later than October 7. To meet spring degree deadlines, the chair of the committee should receive a full preliminary draft no later than January 7, and the entire committee should have a polished draft by February 7.

In May of 1997, the Claremont Board of Trustees approved a third graduation date to coincide with the beginning of the fall semester. Summer graduates will be eligible to participate in commencement the following May.

## **Registering Intent to Receive Degree**

An "Intent to Receive Degree" form is filed at CGU by October if you expect to complete all Ph.D. requirements in time for January degree and by February if you expect to receive the degree in May. To receive a September degree, the intent must

be filed by the first week in June. Check the current catalog (CGU Bulletin) for actual deadline dates. You may register your intent without being positive you will complete degree requirements during a given semester. There is no fee for filing, and if completion takes another semester, a new "intent" form is submitted to the Registrar's Office again the following semester. Intent forms are accessible at <http://www.cgu.edu/pages/5068.asp>. Students must also file their intent to graduate at SDSU and pay a \$55.00 fee. The form is accessible at <http://gra.sdsu.edu/grad/graforms.html>.

### **Dissertation Preparation**

"*Information Concerning the Preparation and Submission of Doctoral Dissertations*" may be downloaded from <http://www.cgu.edu/pages/5068.asp>. These guidelines include a facsimile dissertation title page and signature page that are to be reproduced to match the dissertation font style and paper. Bring these pages, produced in final form, to your final oral examination. If no revisions to the dissertation are required, you may obtain all the required signatures.

### **Dissertation Defense**

The program administrator schedules the dissertation defense upon notification by the dissertation committee that the dissertation draft is approved. The dissertation committee conducts the defense and may request revisions to the final dissertation manuscript during the oral defense. These must be completed in order to obtain signatures on the signature page.

### **Dissertation Abstract**

A 350-word abstract of the dissertation accompanies the CGU final oral form sent to the dean to request approval to schedule the dissertation defense. The abstract becomes a part of the dissertation document.

### **Visiting Examiner**

When the student's particular research interests extend beyond those of the CGU and SDSU faculties, it is appropriate for the student or the faculty to consider the addition of a visiting examiner to the membership of the dissertation committee. The visiting examiner is usually a doctorate-holding member of a college or university faculty with some special knowledge of the dissertation topic. This person is invited to participate in the oral defense. You should discuss the possible participation of a visiting examiner with your dissertation co-chairs in the course of preparing your dissertation proposal, and obtain the consent of your dissertation committee as part of their approval of your proposal. You are asked to provide a copy of the most recent draft of the dissertation to the visiting examiner prior to the oral defense.

### **Graduation Deadlines**

Exact dates pertaining to institutional requirements for January, May or September graduation are listed in the current CGU Academic Calendar available for download at <http://www.cgu.edu/pages/2059.asp>.

<i>Approximate Dates</i>	<i>January</i>	<i>May</i>	<i>September</i>
Registering Intent to Receive Degree	October 4	February 22	June 16
Scheduling Final Oral Defense	November 16	March 27	July 3
Conducting Final Oral Defense	November 30	March 27	July 11
Completing All Degree Requirements	December 14	April 18	July 25

## **GENERAL INFORMATION**

The printed versions of the bulletins of SDSU and CGU are considered the official publications of each university. The information presented below has been abstracted from those documents. Please consult the bulletins for a complete listing of all official policies.

The current SDSU Graduate Bulletin can be accessed at <http://arweb.sdsu.edu/es/catalog/bulletin/index.html>.

The current CGU Bulletin can be accessed at <http://www.cgu.edu/pages/940.asp>.

## **Transferring among SDSU Doctoral Programs**

The SDSU/CGU Joint Ph.D. Program in Education does not allow students to transfer to other doctoral programs in the College of Education. Students wishing to enroll in another program must withdraw from this program and apply to the other program.

### **Leaves of Absence: SDSU**

#### *One-Semester Stop Out*

With certain exceptions, matriculated graduate students may stop out of San Diego State University one semester in a calendar year and maintain continuing student status. Continuing status includes the maintenance of bulletin requirements for graduation. Disqualified students, students absent for more than one semester without an approved leave of absence, and those who attend another institution for more than one semester must apply for readmission should they wish to return to San Diego State University. Students who are disqualified or are subject to disqualification are not eligible for a one-semester stop-out.

#### *Educational Leave of Absence*

Students are permitted to take up to four semesters of approved leave of absence. An educational leave of absence is appropriate in those cases where students will be engaged for the majority of the leave time in an activity, other than attending an accredited college or university, that is directly related to their formal academic careers or otherwise contributes to specific academic goals. Students must apply for the particular semester they wish to be absent from school. If they wish to extend a leave for additional semesters, they must do so on a semester-by-semester basis. Students may request a leave of absence at <http://www.sdsu.edu/portal>. The Class Schedule lists specific deadlines.

Approval for educational leaves of absence will be granted only to graduate students who have completed a minimum of one semester at San Diego State University, who are in good academic standing, and who are eligible to register. Leaves will not be granted to students on probation, students who are subject to disqualification or have been disqualified, students who qualify for a change from undergraduate to graduate status, or students who have a registration hold.

#### *Readmission*

If not disqualified, an enrolled student is eligible to stay out one semester without penalty. No reapplication is necessary and registration information will automatically be mailed to the last address on file.

A student who withdraws from the University for more than one semester must file an application for readmission before the stated closing deadline with a \$55 application fee. If the student was enrolled at another institution subsequent to the last attendance at San Diego State University, an official transcript showing work completed must be sent by the transfer institution directly to Graduate Admissions before readmission can be completed. SDSU students in good academic standing, with programs of study on file, will retain their original bulletin status if they are absent from the university for no more than one semester.

### **Leaves of Absence: CGU**

The dean of students of the University grants leaves of absence for military service or medical disability. Leaves must be requested in writing and be accompanied by supporting documents. Leaves of absence are normally granted for one semester and are not automatically renewed. During such leaves, students are exempt from paying doctoral study or continuous registration fees. Disability or military service leaves extend the time limit for completion of degree requirements by the period for which the leave was granted.

The vice president for student services and dean of students of the University grants leaves of absence for military service, family leave, medical disability, or financial hardship. Students must submit a **Leave of Absence Request Form** (available online at <http://www.cgu.edu/pages/1933.asp>) and it must be accompanied by supporting documents. Leaves of absence are granted for **one semester** and are **not** automatically renewed. During such leaves, students are exempt from paying doctoral study or continuous registration fees, but retain access to the library and its facilities. Medical disability, military service, and family and financial hardship leaves extend the time limit for completion of degree requirements by the period for which the leave was granted.

### *Research Leave of Absence*

In exceptional circumstances, permission for leaves of absence of up to one year for full-time research or other activities directly related to the student's academic program may be approved. Research leaves are processed by the vice president for student services and dean of students and granted by the provost and vice president for academic affairs based upon recommendations from the student's major advisor and dean of the school. During such leaves, the student is exempt from paying the doctoral study or continuous registration fees. Research leaves do **not** affect the time limit for completion of all degree requirements.

In exceptional circumstances, permission for leaves of absence of up to one year for full-time research or other activities directly related to the student's academic program may be approved. Research leaves are processed by the dean of students and granted by the dean of faculty based upon recommendations from the student's major advisor and faculty chair. During such leaves, the student is exempt from paying the doctoral study or continuous registration fees. Research leaves do not affect the time limit for completion of all degree requirements.

### *Involuntary Medical Leave of Absence*

It is the policy of Claremont Graduate University that if any student, because of an apparent medical or psychological condition, poses a threat to the physical well-being of him/herself or any other member of the University or Claremont Colleges community, or a threat of serious destruction of property, such student may be placed on an involuntary medical leave of absence. This policy applies to medical and psychological problems only, and not to matters solely of a disciplinary nature. A copy of the procedures for implementation of this policy may be obtained from the dean of students.

### *Reinstatement*

Students who have withdrawn from their graduate programs for one full semester or exceeded institutional time requirements/ limits (see the *Bulletin* for requirements), and who have not been terminated for academic or disciplinary reasons, may request reinstatement to CGU. Former students may request reinstatement only to their previous academic program and degree type. A **Request for Reinstatement Form** (This form is available at [www.cgu.edu/registrar](http://www.cgu.edu/registrar).) must be submitted to the appropriate faculty chair or dean, and should be accompanied by a plausible timetable for completing all remaining degree requirements. A copy of the form must also be submitted to the program coordinator at SDSU. Reinstatements are recommended by the faculty, approved by the dean of the school, and processed by the Office of Admission and Records. Upon approval, the student may be required to repeat or augment portions of prior work. Any prior financial obligation to CGU must be cleared before reinstatement will be granted. A nonrefundable reinstatement fee is required. See [www.cgu.edu/studentaccounts](http://www.cgu.edu/studentaccounts) for the current reinstatement fee. At the time of reinstatement, the student's program plan must adhere to the institutional time requirements for completing the degree program. In addition, the student must re-apply to SDSU. The CSU application is available on line at: [www.csumentor.edu](http://www.csumentor.edu).

### **Probation and Disqualification: SDSU**

A doctoral student shall be placed on academic probation if the student fails to maintain a cumulative grade point average of at least 3.00 in all units attempted subsequent to admission to the university.

A doctoral student shall be subject to disqualification from further attendance at the University if, while on academic probation, the student fails to earn sufficient grade points to warrant removal from probationary status.

Graduate students who have been admitted to an advanced degree program and whose performance therein is judged to be unsatisfactory, with respect to scholastic or professional standards established by the Graduate Council, will be subject to academic dismissal from their program and may also be academically disqualified from further attendance at the University by the Graduate Dean in consultation with the department (examples: failure to fulfill conditions for fully classified admission within the time specified; denial of advancement to candidacy for a degree; failure in presentation of a thesis or comprehensive examination).

Departments or school of the University may also recommend that the Graduate Dean dismiss from the University any graduate student whose performance in a degree, certificate, or credential program is judged unsatisfactory with respect to the scholastic or professional standards of the program.

### **Probation and Disqualification: CGU**

All students are expected to maintain a minimum grade point average of 3.00 in all coursework taken at Claremont Graduate University with no more than two incomplete courses at any time.

In addition, doctoral students must show satisfactory progress in research and examinations as judged by the faculty in their academic program, and must make timely progress toward the degree as defined in the university's "time requirements/ time limit" policy as described in the *Bulletin*. Failure to maintain the applicable minimum standard (3.00) may result in the student being placed on academic probation for the following semester by the faculty in their academic program. Students placed on probation who have not met the minimum standard by the end of the next semester are subject to dismissal from the university by the faculty in their academic program. Individual academic programs may require a higher grade point average and/or additional standards of progress. See academic sections of the *Bulletin*. Procedural details can be found at [www.cgu.edu/sap](http://www.cgu.edu/sap).

### **Student Conduct and Academic Honesty: SDSU**

Inappropriate conduct by students or by applicants for admission is subject to disciplinary action. On the San Diego State University campus, the Office of Judicial Procedures coordinates the discipline process and establishes standards and procedures in accordance with regulations contained in Sections 41301 through 41304 of Title 5, California Code of Regulations. For specific citations see the current *Bulletin* of the Graduate Division. Sanctions may include expulsion, suspension, probation or a lesser sanction.

Plagiarism is formal work publicly misrepresented as original; it is any activity wherein one person knowingly, directly, and for lucre, status, recognition, or any public gain resorts to the published or unpublished work of another in order to represent it as one's own. Work shall be deemed plagiarism: (1) when prior work of another has been demonstrated as the accessible source; (2) when substantial or material parts of the source have been literally or evasively appropriated (sub stance denoting quantity; matter denoting qualitative format or style); and (3) when the work lacks sufficient or unequivocal citation so as to indicate or imply that the work was neither a copy nor an imitation. This definition comprises oral, written, and crafted pieces. In short, if one purports to present an original piece but copies ideas word for word or by paraphrase, those ideas should be duly noted. (Lindey, Alexander. *Plagiarism and Originality*, 1952)

San Diego State University expects the highest standards of ethical behavior of all members of the academic community involved in the conduct of research, including graduate students. Although instances of misconduct in research are rare, reports of possible scientific fraud concerning faculty, staff, and graduate students employed in research contracts and grants are dealt with in accordance with the university's assurance of compliance with the United States Public Health Service scientific misconduct regulations. The administrative process for handling allegations of scientific misconduct and for protecting the rights and reputations of all persons involved is detailed in the **Policy on Maintenance of Integrity in Research** and published in the *SDSU Policy File*. Reports and/or charges of misconduct in research at SDSU should be directed to the chair of the department or dean of the college in which the alleged misconduct has occurred. Such reports may also be directed to the Associate Dean for Research in Graduate Research and Affairs for referral to the appropriate college dean.

### **Student Conduct and Academic Honesty: CGU**

The ideal of academic honesty is crucial to the integrity of a college or university; conversely, academic dishonesty undermines the very basis upon which institutions of higher education are organized and function. All students at Claremont Graduate University are expected to meet the highest standards of honesty in the performance of their academic work. Toward that end, Standards of Academic Honesty and procedures to enforce these standards fairly are hereby adopted.

The Standards of Academic Honesty proscribe (but are not limited to) the giving or receiving of unauthorized help in examinations or other assignments, plagiarism and other unacknowledged or undocumented use of source material, and forgery.

A student shall be subject to discipline for any violation of the Standards of Academic Honesty. Sanctions available would be those appropriate to the violations and will include, but not be limited to, any one of the following: an official reprimand; a requirement to repeat an assignment, an examination, or a course; a requirement to complete an alternative assignment or examination; a failing grade for an assignment, an examination, or a course; suspension; or expulsion from the Graduate University.

### **Study Limits in the Graduate Division: SDSU**

Full time enrollment for graduate students is nine units of coursework numbered 600 through 999. Enrollment in Doctoral Research (897), or Doctoral Dissertation (899) is also considered full time for students admitted to a doctoral program. (Note that courses numbered 900-999 are not acceptable for doctoral degree credit.)

Doctoral students are advised that 12 units are the recommended maximum for one semester. Graduate students who are employed full time should not attempt to earn more than 6 units per semester.

Graduate students employed as graduate assistants are limited to 20 hours of work per week combined with a maximum of 8 units of coursework. The program director and the Graduate Dean must approve any excess load. Graduate assistants who enroll for more units than authorized will not receive credit on their official programs for the excess number of units completed.

### **Time Limits and Extensions of Time**

The time limit to complete the Ph.D. is seven years. These limits may vary based on leaves of absence, and any transfer credit accepted. Students who find it necessary to exceed the time limits will observe the following procedure:

- Students must complete the **Extension of Time to Degree form** (available at [www.cgu.edu/registrar](http://www.cgu.edu/registrar)) and secure the approval of the faculty advisor and the dean of the school in which they are enrolled. A copy of the form must be submitted to the program coordinator at SDSU. The academic department will then submit the signed form to the Office of Admission and Records for processing.
- The first such extension will be granted for a period of up to two years to students enrolled in a Ph.D. program (except for psychology students). Any subsequent extensions sought and granted will be for a period of one year and must carry the approval of the faculty advisor and dean of the school.

### **Financial Aid**

Student financial aid programs are intended to provide assistance to students who do not have the necessary financial resources to meet educational costs. Most students qualify for some type of assistance. Only United States citizens and permanent residents are eligible to apply for financial aid.

Information about all state, federal, and institutional aid programs is available from the SDSU Office of Financial Aid and Scholarships, Student Services, Room 3605, (619) 594-6323. Information about the available programs as well as the academic standards that a student must maintain in order to remain eligible for such aid can be accessed at [www.sa.sdsu.edu/fao](http://www.sa.sdsu.edu/fao).

Professionals trained to help students obtain financial aid from federal, state, and private funding sources staff the Office of Student Financing at CGU. Because financial aid guidelines and programs change frequently, students should maintain regular contact with their financial aid administrator, and read the e-mails, student portal messages, and mailings that are sent to them. More information on financial aid can be found on the CGU website [www.cgu.edu/studentfinancing](http://www.cgu.edu/studentfinancing).

Applicants who want to be considered for all types of state and federal aid should apply as soon after January 1 as possible by completing a Free Application for Federal Student Aid (FAFSA) [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The deadline for priority consideration of federal funds is March 2. Applications are reviewed and awarded throughout the year based on available funding. January through May, however, is considered the optimum time period to apply for aid to receive funding at the beginning of the fall semester. SDSU's federal code is **001151**. CGU's federal code is **G01169**.

## **Assistantships and Awards: SDSU**

### ***Graduate Assistantships***

Graduate assistantships not involving teaching duties and permitting up to 20 hours of service per week for a full-time appointment are available. Qualifications for graduate assistantships include admission to San Diego State University with classified graduate standing. Normally, graduate assistants must enroll in and complete each semester at least six units of coursework listed on the official program of study.

Appointment to a graduate assistantship is for a period of either one semester or the academic year. Reappointment or continuation of an appointment is dependent upon satisfactory performance in graduate studies, as prescribed by the Graduate Division, satisfactory completion of assigned duties, and upon departmental need for the continued service in the department.

Information concerning an appointment as a graduate assistant may be obtained from the head of the department, school, or college in which the applicant wishes to obtain the advanced degree. For further information consult *A Handbook for Graduate Assistants and Graduate Teaching Associates* available at <http://gra.sdsu.edu/grad/gatahandbook.html>.

### ***Graduate Scholarships and Awards***

A scholarship is a monetary award given to outstanding students in recognition of their academic excellence, leadership, achievements, and promise. They are provided by private donors, corporations, professional associations, and alumni.

Students apply on their own initiative. Occasionally, scholarships with requirements and deadlines other than those established for the general University scholarship program are designated for specific majors. Eligible students will be notified through a faculty announcement or, if time permits, by the Scholarship Office through the mail. Competition is based on outstanding academic achievement, campus and extracurricular activities, employment, and an essay. Graduate and postbaccalaureate students must have a 3.50 overall graduate GPA for work completed after the bachelor's degree or in the absence of completed postbaccalaureate units, a 3.50 overall undergraduate GPA or a 3.70 in the last 30 units of university work.

Applications for the SDSU scholarship program are available from the Scholarship Office. Interested students may also write or call the SDSU Scholarship Office, 5500 Campanile Drive, San Diego, CA 92182-7438, (619) 594-6180.

Applications are available each year during one application period: November through early-February. The SDSU scholarship application must be filed or postmarked not later than the established early-February deadline. Students need to submit only one application for the general SDSU scholarship program. Individual results will be mailed to all applicants during June for the following academic year.

The average SDSU scholarship award is \$1000.00. There is no limit to the number of scholarships for which a student may be considered.

In addition to SDSU scholarships, the Marshall, Fulbright, Rhodes, and Rotary scholarships are prestigious international scholarships given annually to students pursuing educational goals outside the United States. Eligibility standards for these scholarships are closely related to those established for the SDSU scholarship program, but application forms and deadlines are separate from the program. Students may seek advisement regarding application at the SDSU Scholarship Office during the spring semester.

### ***Fellowships***

The San Diego State University Scholarship Office receives the annual announcements on the Fulbright, Marshall, Kent, Rotary and other similar fellowship programs. Since limitations are placed on each college and university as to the number of applications it may endorse, students interested in fellowships of this type are encouraged to discuss their applications with the Scholarship Director and members of the University faculty who have themselves in the past received these fellowships. Since scores from the Graduate Record Examination General Test are required in applying for most fellowships, students should take this examination no later than the early fall of their senior year. The examination may be scheduled through the University Test Office.

### ***Chancellor's Doctoral Incentive Program***

The California State University provides funds each year for the purpose of increasing the diversity of qualified applicants for instructional faculty positions at its various campuses. This program offers loans of up to \$10,000 per year to a total of \$30,000 while the student is enrolled full time in a doctoral program at an approved and accredited institution. Loans are subsequently forgiven at a rate of 20 percent for each year of full-time teaching in the CSU. Enrollment or employment in the CSU is not required of applicants for this program.

Receipt of the award and successful completion of a doctoral program does not guarantee a faculty position in the CSU. In the event that the student does not or cannot obtain such a faculty position, the loan must be repaid at an interest rate comparable to that of other graduate student loans. Additional information and application forms are available at the SDSU Graduate Division Office, Centennial Hall 3320.

#### ***Tuition and Fee Assistance Program***

The University has available a program to provide waivers of non-resident tuition for a limited number of well-qualified students, including foreign students. Normally, these waivers require that the applicant be eligible for appointment as a teaching associate. Further information can be obtained from the Graduate Division or from the departmental program graduate adviser.

For doctoral students, some scholarship and endowment funds are available to pay both fees and non-resident tuition. Students seeking more information about such financial support should contact the program coordinator of the doctoral program to which they wish to apply. See also the section of the SDSU Graduate Bulletin on "General Requirements for Doctoral Degrees.

#### ***Veterans and Graduate Study***

San Diego State University is approved to train veterans under the G.I. Bill. Veterans who are interested in graduate work should visit the campus Veterans Affairs Office located in Student Services, Room 1510 for information and counseling regarding veterans' benefits prior to the date of registration.

#### **Dissertation Grants: CGU**

CGU sponsors a yearly dissertation grants competition. Students who wish to apply for the grants, which require written statements of support from the student's dissertation committee, must have their proposals approved by their dissertation committee members no later than one month ahead of the institutional deadline for submission of the application. The application deadline is approximately the first week of April.