

Education, Culture and Society

Student Handbook



DEPARTMENT OF EDUCATION, CULTURE, & SOCIETY
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SALT LAKE CITY, UT 84112
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ECS Mission Statement

The Department of Education, Culture, and Society is one of the top social foundation programs in the country. It is committed to the study and pursuit of social justice in education using cutting-edge frameworks that address class, race, ethnicity, and gender in educational policy and practice. ECS offers Ph.D., M.Ed., M.A., and M.S. program specialties in curriculum theory, anthropology, sociology, history, and the philosophy of education. The coursework is designed to help students construct a better understanding of patterns in educational inequality, while countering these inequities by creating an environment where working class students and students of color have, create, and promote equal educational opportunities.

Students completing a M.Ed. or M.S. have found the skills and knowledge useful for employment as educators and working in government and non-government agencies.

Students who complete the Ph.D. program are poised to take positions in research and teaching universities across the country.



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Student Affairs/Services

Student Services Building
201 S 1460 E RM 250
SALT LAKE CITY, UT 84112

Admissions
801-581-8761

Accounts Payable
801-581-6976

Bookstore
801-581-6325

Center for Ethnic Student Affairs
801-58-8251

Counseling Services
801-581-6826

Disability Services
801-581-5020

Financial Aid
801-581-6211

Registrar
801-581-6818

Women's Resource Center

801-581-8030

Parking Services

801-581-3196

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Admissions

The deadline for all applicants is **February 1st** for the following fall semester. Students apply for admissions through the *Apply Yourself* software.

M.Ed. Requirements:

- Completed Application (February 1st)
- A valid Bachelor's degree from an accredited University or College
- 3.0 GPA
- 3 Letters of Recommendation. At least 2 references should be people who have direct knowledge of your academic performance (i.e., professors).
- Personal statement of professional goals: Education, Culture & Society is committed to the study and pursuit of social justice in education using frameworks and methodologies that address class race, ethnicity, sexuality, and gender in educational policies and practices. What are some of your goals, aspirations, and research interests, and how will these help develop, enhance, and define the ECS department? How do you envision contributing and affecting social justice in education?
- **Limit statement to 4 single spaced pages**
- Copies of transcripts from all colleges and universities attended. If admitted, official copies must be submitted to U of U Admissions Office for verification.
- A current vita/resume

ECS M.Ed. with Secondary Licensure Applicant/Application Requirements:

- Completed Application (February 1st)
- Completed UITE paper application submitted to UITE (February 1st)
- A valid Bachelor's degree from an accredited University or College
- A 3.0 GPA
- Three letters of recommendation. Students may choose to use the same letters of recommendation from the UITE application for the ECS application. Students must submit letters of recommendations for ECS through the Apply Yourself application. Letters of Recommend for the UITE application must be submitted separately as hard copies and turned in with the UITE application.
- A personal statement of professional goals: Education, Culture & Society is committed to the study and pursuit of social justice in education using frameworks and methodologies that address class race, ethnicity, sexuality, and gender in educational policies and practices. What are some of your goals, aspirations, and research interests, and how will these help develop, enhance, and define the ECS department? How do you envision contributing and affecting social justice in education? **Please limit statement to 4 single spaced pages.**

- Copies of transcripts from all colleges and universities attended. If admitted, official copies must be submitted to U of U Admissions Office for verification.
- A current vita/resume

ECS Ph.D. Applicant/Application Requirements

- Complete Application (February 1st)
- A valid Bachelor’s degree from an accredited University or College
- 3.0 GPA
- 3.5 GAP in previous graduate study
- Three Letters of Recommendation. At least 2 references should be people who have direct knowledge of your academic performance (i.e., professors).
- A personal statement of professional goals: Education, Culture & Society is committed to the study and pursuit of social justice in education using frameworks and methodologies that address class race, ethnicity, sexuality, and gender in educational policies and practices. What are some of your goals, aspirations, and research interests, and how will these help develop, enhance, and define the ECS department? How do you envision contributing and affecting social justice in education? **Please limit statement to 4 single spaced pages.**
- Academic Concepts Essay
 1. In this exercise, write two short essays (600 words max each essay, double spaced) in which you pair two academic concepts (2 different terms for each question) from the list that closely relate to your interests and the type of research that you envision yourself engaging in as a doctoral student and future professor. To be clear, you are pairing two different concepts for each essay, for a total of four concepts engaged (e.g., #1 “testing” and “tracking”; #2 “feminism” and “globalization”). Your task is to define the concepts as you understand them. Then explain why you’ve paired each set of concepts together, as well as what type of research questions their pairing allows you to pursue. If possible, describe a real world example for each short essay.
 2. Pairing 1 (600 words max)
 3. Pairing 2 (600 words max)

Descriptors

Reading Fluency	Testing	School Policy	Segregation
Technology	Immigrants	Cognition	Epistemology
Urban Education	Campus Climate	Resilience	Relationality
Tracking	Feminism	Finance	Metacognition

Assessment	Minority	School Effectiveness	Microaggressions
Racial Formation	Stratification	Globalization	Finance
Leadership Style	Teacher Education	Literacy	Culture
Neoliberalism	College Access	Learning Science	Early Childhood
Equity	Language Ideology	Borderlands	Curriculum
Online Learning	Retention	Counseling	Psychology

- A writing sample of a recent academic piece. This can be sections of a Master's thesis or a full course paper from a course that you took within the last four years. The piece does not necessarily have to be oriented to what you intend to focus on in the ECS Program. It should reflect your mastery of writing, your ability to engage in original work, and your skill at engaging scholarly literatures.
- Copies of transcripts from all colleges and universities attended. If admitted, official copies must be submitted to U of U Admissions Office for verification.
- A current vita/resume

Graduate School Requirements:

- \$55 application fee
- bachelor's degree from a regionally-accredited college/university,
- At least a 3.00 or higher undergraduate weighted mean GPA. If the undergraduate GPA is below 3.00, a GPA will be calculated on the last 60 semester hours (90 quarter hours) of the undergraduate work for admission consideration,
- Meeting the academic department's admission standards, and receiving a recommendation for admission to their program.

After you are admitted:

Have "official" transcripts sent to the Office of Admissions from all colleges or universities attended.

Official transcripts must be:

1. Sent directly from each previous school you have attended to:
Office of Admissions, Graduate Admissions Division
University of Utah
201 South 1460 East
Room 250S, SSB
Salt Lake City, UT 84112

The University of Utah accepts electronic transcripts as official from the following agencies only:

- Docufide by Parchment
- National Student Clearinghouse
- AVOW
- Utah Transcript and Record Exchange (UTREx)
- Credential Solutions TranscriptsNetwork
- Scrip-Safe
- All electronic transcripts should be sent to admisstranscripts@sa.utah.edu.

Important thing to know regarding admissions:

- ECS with secondary licensure (UITE) students may apply for summer semester.
- ECS students apply for the following academic year. If a newly admitted ECS student would like to take summer courses before they begin the program on the fall, a new referral form can be revised and submitted through Apply Yourself. However, this needs to be cleared through the department chair before the change can be made. To revise a referral form, simply select revised under Step One of the form, resign the document, enter a new date and save.

Utah Residency

- There are different tuition rates for Utah residents and for nonresidents, based on the Utah State Law, 53B-8-102 and the Board of Regents R512, Policies and Procedures. Your initial residency classification is made when you are admitted and will be included in your Official Letter of Acceptance. If you are classified as a Nonresident but feel you should qualify for resident status, you may submit an Application for Residency Reclassification with the appropriate supporting documents.
- Applicants are required to take overt steps to prove their intent to make Utah their permanent residence. For example, a person that holds a valid driver's license from any state must replace it with a Utah driver's license. Or if they have no driver's license, they must get a Utah ID card. These ties must be established by the deadlines listed below, which are earlier than the deadline to submit the application/certification packet to the Office of Admissions:

Summer Term	February 1
Fall Semester	May 1
Spring Semester	October 1

- Term Deadlines to submit application forms:

Summer Term	April 1
Fall Semester	July 1
Spring Semester	November 1

Transfer credits

APPROVAL CRITERIA REQUIRED TO POST GRADUATE TRANSFER CREDITS TO A STUDENT'S ACADEMIC RECORD:

1. Graduate credit may only be transferred from other regionally-accredited institutions.
2. **Credits transferred from another institution may be used for only one degree.**
3. Students must be formally admitted to a graduate program of study.
4. Up to **six semester hours** of transfer credits may be applied toward fulfillment of graduate degree requirements at the University of Utah.
5. The courses must have a letter grade of "B" or higher.
6. "Credit only" grades are not acceptable.
7. Course work must be recommended by the student's supervisory committee, and taken within four years of semester of admission to the University of Utah for master's students and within seven years of semester of admission to the University of Utah for doctoral students.

Waived Credit Hours, Ph.D.

If a Ph.D. student graduated with an M.ED. in Education, Culture and Society, the department will waive 6 credit hours of coursework for their Ph.D. program. In order to waive the credits, the student must fill out the waiver form and have it signed by the graduate advisor. Once this is complete, the academic coordinator will make a notation on the graduate tracker regarding the waived credits and then place the form in the student's file.

Registration

What to know about Registration

Minimum Continuous Registration:

All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence (see Leaves of Absence section, below). Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are taking examinations or defending theses/dissertations. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. Students should be registered for graduate level courses (5000-6000 level for masters; 6000-7000 level for doctoral) until they have completed all requirements for the degree including, the defense of the project, thesis, or dissertation.

Leave of Absence:

If a student is not attending a regular academic semester (excluding summer) the student needs to submit a leave of absence form before the end of the semester they are not attending. If the student fails to submit a leave of absence form, the student will be discontinued from the program. If the student decided to recommit to the program, he/she will need to reapply to the program using the Apply Yourself application.

Leave of Absence Form: <http://ecs.utah.edu/documents/student/graduate-leave-absence.pdf>

Graduate Residency Requirement

According to University Policy, graduate students who register for 9 credit hours of graduate coursework per term are considered full time students. In addition, for graduate students who have met the residency requirement (two consecutive semesters of 9 credit hours or more), registration for 3 credit hours in any one of the following classes will maintain full-time status for the graduate student:

Late Add Procedures for Registered Students

After the 14th calendar day of the term through the census deadline, the signature of the instructor is required to add a course. (Green Late Add form).

Procedure: After obtaining the required signature, return the late add form to the Registration Division (Student Services Building, second floor, window 13) by the deadline listed on the form.

After the census deadline, signatures of the instructor, department chair, and college dean, as well as payment of tuition and fees are required to add a course. A late fee of \$50 will be assessed per class. (Yellow Late Add form) If you have not previously registered for the term, registration for first session and term length classes is not permitted after the census date.

Procedure: After obtaining the required signature(s) on the late add form, tuition and any applicable late add fees must be paid to the Income Accounting Office (165 SSB) before the class(es) will be added. Once tuition/fees have been paid, return the late add form to the Registration Division (Student Services Building, second floor, window 13) by the deadline listed on the form.

Late add forms are available on the second floor of the Student Services Building, window 13 during regular business hours (M-F 8AM-5PM)

Note: If you have not previously registered for the term, registration for first session and term-length classes is not permitted after the census date.

ECS 7970-7989

This is separate from Utah residency policy and applies only to the graduate school.

Classes requiring special permission codes:

To request a permission code, please contact the academic program coordinator.

6961: Master's Comprehensive Exam (3 credit hours).

7961: Ph.D. Preliminary Examination (6 credit hours). When registering for prelims, full time students must register for 3 credit hours under their supervisory committee chair and the other three credit hours must be taken with a different professor. Part time students can register for 3 credit hours with their supervisory committee chair in separate semesters.

7970: Post Dissertation Hours. Students register for 7970 courses once they have defended their dissertation proposal and begin work on their dissertation. Students are required to take a minimum of 14 hours of thesis hours (7970). *If the student is still working on his/her dissertation after the required 14 credit hours, they can elect to register for one credit hour. However, the semester a student defends their dissertation, they must be registered for a minimum of three credit hours.*

7990: A doctoral student may register for Continuing Registration (course number 7990) if the candidate is not using faculty time or University facilities, except for the library. Course number 7990 is limited to a maximum of four semesters with no exceptions. After reaching the limit of four semesters, students must enroll for 7970 (number of credits to be determined by department) during the semester of their defense.

Continuing Registration (course number 7990) cannot be used for verification of half- or full-time enrollment in order to qualify for deferment of student loan repayments or to receive student loan funds. The department class number for 7990 changes each semester and is available to students only through the department's graduate advisor. There is a limit of four semesters for use of 7990.

Program Structure: How to develop your program of study**Master's Program, M.Ed.**

The master's program focuses on two areas of emphasis. The first area of emphasis is interdisciplinary. Interdisciplinary courses cover a breadth of various educational perspectives. For example, you will be taking courses that discuss educational experiences through the disciplinary lens of anthropology, indigenous populations, sociology, immigration, philosophy and cognitive development in STEM.

The second area of emphasis is reflexive praxis. Reflexive praxis courses focus on curriculum, pedagogy and the educational inequities in k-12 populations. All students are expected to complete 12 hours in their area of emphasis, 6 hours in the other area, and 6 hours of electives from within or outside of the department. The elective courses should be approved through your academic advisor and are meant to bolster the development of your program.

Master's Program, MA & MS

After taking one full-time semester (9 credit hours), including ECS 6600, students may choose to complete the MA or MS degree. Students wanting to complete a thesis will take most of their courses in their specialty area (18 credit hours), two research methods courses (6 credit hours) and at least 9 thesis hours. MA & MS students will select a faculty member to work through their program of study and chair their supervisory committee. Additionally, students must submit a graduate reclassification form to be admitted to the MA or MS programs.

Master's Program with ESL Endorsement

Licensed teachers admitted to the ECS M.Ed. program can elect to complete an ESL endorsement with their master's degree. The endorsement program is a 31 credit hour program with very specific requirements. Once a student has completed the program, they submit their transcripts to the State of Utah to obtain their endorsement.

M+ Program

The Masters Plus Program is a dual purpose, hybrid-online program that offers practicing educators a Masters degree in Education as well as an ESL endorsement. The program offers professional education to educators that is closely linked to their work in schools. Fashioned after executive education programs, educators' readings, tasks and assignments involve the everyday dimensions of educating diverse students. If their contexts are not diverse, video content is provided to engage educators in understanding the demands of such contexts. Equally, educators also participate in small learning communities to engage in their work. The premise is that reflection is a collective exercise.

This program is currently only open to the Canyon's School District.

M.Phil. in ECS

The Master of Philosophy Degree is essentially an extension of the Master of Science Degree. It requires 58 credit hours rather than 36 credit hours. It represents an intermediate level of academic accomplishment between the Masters and Doctoral degrees. The Master of Philosophy degree requires the same qualifications for admission and scholarly achievement as the Ph.D. degree but does not require a doctoral dissertation. There is no separate program for this degree. All regulations covering the Ph.D. degree with respect to supervisory committees, language requirements, major and allied fields, and qualifying examinations also apply to the M.Phil. degree. Like the Ph.D., the M.Phil. is a terminal degree. A student is not considered a

candidate for both degrees in the same department. A letter is required with signatures by both the student and Chair of the student's supervisory committee or the Director of Graduate Studies confirming that the student understands that the M.Phil is a terminal degree, and that the student will not be allowed to rescind the degree.

For the program of study forms, please click here: <http://ecs.utah.edu/programs/med-program-checklist.pdf>

ECS Ph.D. Program

The Doctor of Philosophy (Ph.D.) in education is a 69 credit-hour academic degree designed primarily to provide students with the intellectual background and research skills of a scholar. Students move through three stages to complete their degree. The first stage is comprised of core course work (21 credit hours) and provides a broad scope of multidisciplinary educational perspectives. Students register for coursework in core areas such as History and Philosophy (6 credit hours), Language, Culture and Curriculum (6 credit hours) and Educational Theory (9 credit hours). Additionally, after 15-18 credit hours of coursework, students are required to submit a completed paper for a first-year review (see first-year review info below). Once all coursework is complete, students register for their preliminary exams (6 credit hours).

The second phase of the program is structured to build and expand knowledge on the student's dissertation topic. In this phase, students take Allied Courses (9 credit hours), Specialty Courses (9 credit hours) and Research Methodology courses (9 credit hours). In this phase of the program, it is extremely important for students to work closely with the chair of their supervisory committee in selecting classes.

The final phase of the program is dissertation writing. Students are required to take a minimum of 14 credit hours of thesis hours (ECS 7970). Please refer to the Thesis Handbook for more information and additional requirements.

Thesis Handbook: <https://documents.gradschool.utah.edu/thesis-handbook>

First Year Review Procedure

The first- and second-year student reviews enable the faculty as a whole to become acquainted with doctoral students' work, so that we can commend strong research and teaching, make recommendations that will help Ph.D. students get ready for the prelim exams, and attend to patterns that students and/or faculty need to address.

For the first-year review, students are expected to demonstrate well-developed syntheses and well-structured arguments, an appropriate grasp of the scholarly literature, and an ability to draw connections between course materials in different courses. For second-year review,

students are expected to demonstrate an understanding of different theoretical frameworks, a grasp of conceptual linkages, greater familiarity with the scholarly literature, and increased writing sophistication.

The First-Year Formal Review occurs after the student has enrolled in 15–18 hours of doctoral coursework in ECS (not including hours completed before matriculation in the Ph.D. program.) These credit hours should represent regular coursework in ECS, not independent study classes, elective coursework outside the department, or transfer hours.

As incomplete work will count in scheduling a student's review, it is recommended that students ensure that grades have been posted for any incomplete work. To be considered, grades must be posted by the end of the first month of the semester in which the review is to be performed (i.e., September or January).

For the first-year formal review, the student submits:

1. a 1–2 page personal statement offering a brief discussion of the student's emerging areas of interest as well as their growth as a scholar since entering the Ph.D. program; and
2. an ECS class paper that is representative of their best work in ECS since entering the doctoral program. The class paper should be a) single-authored and b) research-based. The paper submitted should be a clean copy, without faculty comments or a grade.
3. Also, on a separate page, attach a brief statement (up to a paragraph) explaining the expectations for the paper (e.g., it was meant to be a lit review).

These materials are submitted electronically to the Academic Program Specialist, who will make them available to the faculty before the meeting.

Students do not need to include a transcript with their materials, as this information will be added by the department, but we do ask that you submit a typed list of the courses you have taken. On this list you should specify the faculty and topic for each course for which you have enrolled since entering the doctoral program, with special attention to independent study and special topics courses. (We urge you to keep an ongoing list of course titles, topics, and instructors, as this will be useful at several points.)

A Second-Year Formal Review may be scheduled if the faculty determines that a follow-up review is needed. If scheduled, this review will occur after the student has completed 30 hours (but fewer than 36 hours) of doctoral coursework in ECS (not counting independent study

classes). These hours must be work in ECS, not coursework in electives outside the department or transfer hours.

If a second-year review is scheduled, the student submits:

1. a 2-page personal statement, addressing the student's primary areas of interest as well as their growth as a scholar, theorist, and educator. If appropriate, the personal statement may make reference to the two papers submitted; and
2. two papers written for ECS courses or for ECS-related conference presentations. These should be papers that represent the student's best work thus far. The two papers should demonstrate something of a range and should have been written fairly recently. They must be papers submitted to different instructors or mentored by different faculty. (Again, the papers should also be clean copies, without faculty comments or a grade.)
3. Both papers should be accompanied by a brief indication of the course context and expectations for the paper.

After the faculty have met to conduct the first- or second-year formal review, the student's advisor will meet with the student to pass on the feedback from the faculty. Students who are not evaluated satisfactorily at the first-year review may be asked to take writing courses and/or coursework in a particular area of concern; in some cases, they may be counseled to leave the doctoral program. Students who do not perform satisfactorily at the second-year review (e.g., have not fulfilled the terms of the contract and are not making good progress) also may be counseled to leave the program. If they are making progress, normally students will continue in the program, although they may be required to take additional coursework.

Qualifying Exams

Masters Comps: Comprehensive Exam (ECS 6961)

Students register for the comps (comprehensive exam) in the final semester of their M.Ed. program.

1. The ECS comprehensive exams (comps) are offered in the fall and spring semester of each year. They are not offered during the summer. The semester before an M.Ed. student intends to take the comps, she or he should notify the ECS Academic Program Specialist for the class number and permission code. Students are not eligible to take the exam if they have incompletes on their transcript (unless they do not need those particular courses to graduate; see the Director of the Graduate Program if you are unsure).

2. Students must enroll in ECS 6961 for 3 hours at the beginning of the semester in which they will take the comprehensive exams. This course is primarily an independent study class, but will include two or three meetings with the chair of the M.Ed. Exam Committee over the course of the semester. Students taking the exam are encouraged to consult one another, but must do their own work. Students may ask other students for feedback on their writing, but not faculty.
3. The exams are read “blind” by the three- or four-member Graduate committee and will receive grades and brief comments. Whereas course papers are written for a reader who is an expert in the area, the comps should be written for a broader academic audience that may not be familiar with particular articles or arguments.
4. The exam questions are made available within the first three weeks of the semester. Students then have eight weeks to complete their answers.
5. The comps are take-home exams consisting of four questions, of which students choose two to answer. The purpose of the comprehensive exams is for M. Ed. students to integrate the theories, research data, and arguments and analyses from across their course work. Accordingly, students taking the exam should draw on relevant materials from across the program to illuminate key concepts, themes, or theories identified in the exam questions (e.g., deficit framings, critical pedagogy, linguistic theories, separate schooling). An essay drawing all of its arguments, analyses, and references from a single course is not considered a passing paper. Each of the two comps papers should represent a distinctively different focus and set of readings; the papers should not overlap significantly.
6. Each exam question should be answered in a clear, well-argued essay of approx. 15 pages, typed, double-spaced, with 1-inch margins. References should be specified in the paper and a complete list of references should be attached. (Use one of the following citation style manuals: Chicago, APA, or MLA.) Approximately 12–15 references are expected for each essay. At least 6–8 of these should be addressed in some depth.
7. In preparation for the exam, students should organize all of their class notes, books, articles, and other materials so that these will be readily accessible. Students may want to reread some of the key texts from their courses. (No new reading is required.) .
8. In answering the questions, students should consult their notes and course readings. They also may consult their course papers but should not simply rework old papers.
9. Make sure that the argument and analysis are: 1) well organized (you may want to use an outline), 2) well developed (i.e., carefully explained, and supported with examples and references to the readings); 3) clear; and 4) tied in with the relevant scholarly literature. Leave

enough time to proofread and edit, making sure that the paper is well written and free of incomplete sentences, typos, and other errors.

10. The grading standards are the same as for regular course papers (see below for specific criteria). The exams will be graded within three weeks of submission. Grades and brief typed comments will be available to students after the members of the graduate committee have conferred with one another about their evaluations.

11. If one of the two exam papers is satisfactory, a student may fail the comps even if the other paper is satisfactory. Students who fail the exam or receive an unacceptable grade will be given an incomplete and must consult with the exam committee about retaking the comps the subsequent fall or spring semester. Only the area of the exam that was marked unsatisfactory needs to be retaken. The student will be given a new question for that area. Students who retake the comps will have 8 weeks to work on whichever questions they need to retake.

The following criteria will be used in grading the exams:

1. Grasp of the research literature and discussion of the texts
2. Framing of the issues, clarity of the argument
3. Understanding of relevant counter-arguments and concerns
4. Use of evidence and examples
5. Organization
6. Clarity and quality of the writing

Prelims (7961)

Preliminary exams, or Prelims, are the exams that doctoral students take after they have completed 27 hours of coursework and before they have completed 36 hours of coursework. The goal of the exam is for students to demonstrate a high level of competency in mapping and analyzing fields of research around two questions that interest them in a manner that shows how particular empirical and conceptual work has framed, studied, as well as rendered particular findings.

The prelims are not intended as a preliminary literature review for the dissertation. Rather, they serve as a bridge between the structured inquiry of regular coursework and the independent inquiry represented by the dissertation. The prelims may address a topic or theory related to the dissertation, but their primary purpose is to launch students into independent research on a set

of topics that interests them. The student chooses a topic that requires substantial familiarity with one or more research literatures bearing on a question, and develops a question and reading list before enrolling for the prelims.

Questions:

The exam has two questions

- a. The first question should be generated by the student with input from the committee and should focus on the student's area of interest.
- b. The second question should be generated collectively between the student and the committee and aim to deepen the student's understanding of either:
 - 1.) One of the disciplinary sub-fields represented in the department, or
 - 2.) One theoretical framework or the relationship between two or more of the theoretical frameworks the student has investigated in a preliminary way in her or his course work.

Reading list

- c. With the assistance of the committee the student generates one reading list for each question.
- d. Typically, the reading list will include a combination of texts that the student has already read and texts not yet read.
- e. The length of the lists will vary depending on the texts included (i.e, books, articles, and chapters), but normally they will include 20 to 25 items.

Exam format

- f. Each question should be 20-25 pages (not including references). The manuscript expectations are discussed below.

Procedures

- Prelim committee will consist of three ECS faculty members. A student who is enrolled in a joint Ph.D. program (such as that between ECS and the Writing Program) may have one member on the committee from outside the ECS department, but in general all members of prelim committees should be ECS faculty.
- The Prelim committee often overlaps with the dissertation committee, but not always. Sometimes students change their mind about the topic they're interested in over the course of the prelims. (The dissertation committee has five members and may include

one or two members from outside the department. University guidelines require that at least one member of the dissertation committee be from outside the home department. Up to two outside faculty are permitted. The majority of faculty on the committee must be from within the home department, and the chair must be from the home department.) Students should be advised at the outset and reminded later that they will be forming a new (though possibly overlapping) committee for the dissertation. Hence, the Committee's work is complete once the student's preliminary committee's comments and assessment are submitted to the student.

- The committee should be formed after the student has completed 24 hours of course work and before she or he has completed 36 hours of course work.
- The student must bring her/his committee together for a meeting to talk about the reading list during the last half of the semester prior to taking the exam.
- The formal meeting at which the question and reading list are finalized must be scheduled during either the first or the second week of fall or spring semester. The committee makes any final changes to the question and reading list before the end of the second week of classes. The question and reading list that the student and committee agree upon then become the contract between the student and committee. (This is not to say that the student may not add other readings, but the list represents the readings for which s/he is held accountable. The intent is to contain the prelim experience so that it is more manageable than a proposal, in which the project and reading list might change midstream.)
- The exam must be taken when the student has completed 27 hours of coursework and before they have completed 36 hours of coursework.
- Full-time students should enroll for 6 prelim hours during the semester they take the exam, three hours with the chair and three hours with another committee member. Part-time students should enroll for 3 hours when they take the first exam and another three hours when they take the second exam.
- Students may discuss the exam with other students (and with faculty), but should not submit drafts for feedback from faculty before the exam is completed.
- In case of "failure," revisions should be completed within one month of the oral defense.

Timeline

- Questions and reading lists will be finalized no later than the third week of the semester.

- The exam shall be completed by the 12th week of the semester
- The oral “defense” shall be completed before the end of the semester. At this meeting, the committee offers the student feedback on the paper(s), asks questions, and makes suggestions for the next prelim or the proposal. No formal presentation is expected from the student, but he or she may wish to talk with the committee about struggles with the literature, surprises, questions, or anything else that was part of the process.

Assessment

1. The prelims will be given a pass/fail grade rather than a letter grade.

Assessment of Preliminary Exam

Preliminary Examinations are assessed with the following expectations in mind.

- Quality of writing. The mechanics of the exams should align with publication standards. This includes clear and clean grammar as well as a thorough spell check. The author should adhere to one of the key citation formats (i.e., APA, MLA).
- Quality of the argumentation and organization of the essays. Different sub-disciplines within education employ, at times, different modes of argumentation. Readers/evaluators will appraise the essay from the normative mode of argumentation employed within the field in which the question is situated. The argument should be explicit early in the essay(s). The organization of the essay should guide the reader to understand the argument through appropriate citation and rich examples that are unpacked. The organization should have needed scaffolding to structure the reader’s engagement.
- Analysis. The author should provide the reader with the needed analysis of the literature that she or he is presenting. The clustering of studies to constitute a body of literature should include an analysis of how particular conceptual units are linked and what is afforded by joining these units. Quotations equally should be analyzed, or unpacked, to provide the reader an interpretation of what the author of the quote is activating or linking, as well as what the author is placing in the background, when appropriate.
- Voice. The writing should be pedagogical in its presentation of the argument(s). The author’s voice should be evident. The author’s standpoint should be made explicit to the reader early in the essay. Standpoint can be ontological and/or

epistemological/theoretical positioning. The articulation of standpoint should be appropriate for the mode or argumentation being employed.

Grading Policy

E: Unsatisfactory performance and achievement

EU: Unofficial withdrawal

The grade of EU (Unofficial withdrawal) is given when your name appears on the registrar's final grade report but there is no record of attendance or other evidence of participation in the course. The EU grade is treated as an E in calculating the student's GPA.

T: Thesis or independent work

Given for thesis or other independent work in progress, but not for regular courses. The T grade remains on your record until the work is completed and a letter grade is reported to the Registrar's Office. If a new grade is not submitted, the T grade will remain on your record. Once a Ph.D. student has finished their dissertation grade change forms need to be filled out for each semester the student was enrolled with dissertation hours and turned in to the registrar with the final grade.

CR/NC: Credit, no credit

- Students may elect a limited number of courses in which they will receive the grade "CR" in place of grades "A" through "C-" or the grade "NC" in place of "D+," "D," "D-," "E" and "EU." The CR grade shall carry credit toward graduation, but neither the "CR" nor "NC" grades will be included in computing grade point average.
- Students may exercise the option of CR/NC grading for a maximum of 15 hours while an undergraduate at the university.
- The CR/NC option is NOT permitted in Writing 1010, Writing 2010, any Honors course, or classes that meet requirements for an academic major.
- Graduate students may exercise the CR/NC option with approval from the student's academic department and the dean of the Graduate School.
- Caution: CR grade may not be accepted or may be interpreted as a C- grade and the NC may be interpreted as an E grade when credit is transferred to another institution or when applying to graduate or professional schools.
- After the last day to drop classes, revoking the CR/NC option will continue to accrue towards the 15 hour maximum.

I: Incomplete

An Incomplete grade can be given for work not completed due to circumstances beyond your control. You must be passing the course and have completed at least 80% of the required coursework. Arrangements must be made between you and the instructor concerning the completion of the work. You may not retake a course without paying tuition. If you attend class during a subsequent term, in an effort to complete the coursework, you must register for the course. Once the work has been completed, the instructor submits the grade to the Registrar's Office. The I grade will change to an E if a new grade is not reported within one year. A written agreement between you and the instructor may specify the grade to be given if the work is not completed within one year. Copies of the agreement are kept by the instructor and the academic department.

If you graduate before a new grade is reported, the I grade remains on your record and will not count towards graduation or the calculation of your grade point average.

V: Audit

An audit grade (V) can be elected in credit courses when no grade is desired. A student may audit a class if it is not available to be taken as non-credit, and/or if he/she wants to attend the class for his/her own personal benefit. Students auditing a course are not held responsible for completed course work or tests during the class. An audited course will show on a student's transcript with a V grade and 0.00 as the awarded number of credit hours.

Audited courses are not included in a student's GPA calculation. Tuition and fees are assessed at the same rate as classes taken for credit.

W: Withdraw

Students may officially withdraw (W) from a class or all classes after the drop deadline. A W grade is recorded on the transcript and appropriate tuition/fees are assessed. The grade of W is not used in calculating the student's GPA.

Procedures for Filing a Petition:

The University has provided means for students to be granted exceptions to University policy. This allows students the chance to petition certain policies for non-academic reasons such as illness, military leave, family emergencies, etc. Exceptions to policy include withdrawal from a course after the withdrawal deadline for the same term, retroactive withdrawal, retroactive registration, section change or cross-referenced course, late registration request, change in CR/NC status, retroactive change in credit hours, etc.

Students needing an exception to policy need to file a petition.

- Print and complete the Petition for Consideration of Exception to Policy (PDF) form. <http://registrar.utah.edu/pdf/exception-to-policy.pdf>

- Prepare a typed or hand written statement describing the request for exception to policy.
- Attach all supporting letters or documents to the request. Students are encouraged to make copies for their personal files as they will be charged \$.50 per page if other copies are needed. Originals are destroyed after one year.
- For past term requests, undergraduate students are required to obtain a letter of support from the dean of their major college. Graduate students are required to obtain a letter of support from their committee chairperson.
- Students should submit the request to the Registration Division, window 13, second floor of the Student Services Building or by mail to 201 S. 1460 E. RM 250N, Salt Lake City, UT 84112-9056.
- Please allow approximately 4 weeks for the petition to be reviewed. Students will be notified by mail or email of the decision.
- Financial aid recipients - you are advised to meet with your financial aid counselor to review the possible effect if this petition is approved.
- International students on an F1 or J1 visa who are requesting a total withdrawal must include a letter of support from International Student & Scholar Services.

Graduation:

GRADUATION OVERVIEW FOR MASTER'S CANDIDATES

Graduate Student Committee

Talk to your department coordinator about forming your **Graduate Student Committee**. In general, your committee should be formed by the end of the first year of your graduate program, although this varies by department.

When your committee is formed, an **Electronic Graduate Record File** is established and approved by The Graduate School. You can view your Electronic Graduate Record File by logging into Campus Information Services (<http://cis.utah.edu>) and clicking on *Graduate Student Summary* under the *Graduate Students* section.

More information on using CIS to view your Electronic Graduate Record File is available in [this tutorial](#).

Program of Study

Your department coordinator will enter your **Program of Study** into your Electronic Graduate Record File. Your Graduate Student Committee should approve this Program of Study no later than one semester before graduation.

****Please note that undergraduate courses must be 5000 level or above. ECS will not accept more than one 5000 level course for graduation.**

Applying For Graduation

Beginning in Fall 2010, all candidates for graduation must complete an **Application for Graduate Degree** with the Graduation Division of the Office of the Registrar.

Details about this application, including application deadlines and the required form, are available at <http://registrar.utah.edu/handbook/graduategraduation.php>.

Graduate School Protocol

Although your department coordinator will complete each of the following items in your Electronic Graduate Record File, you should be aware of the deadlines to ensure graduation in a specific semester.

If you have any questions about this protocol or whether your Electronic Graduate Record File has been completed by the given deadlines, please consult your department coordinator.

Thesis Students: MA or MS

The **Thesis Office** has further requirements to obtain a Thesis Release (required prior to graduation). An overview of these requirements and their deadlines, as well as information about submission of theses and dissertations, format samples, and required forms, are available from the **Thesis Office**. Questions regarding theses and dissertations should be directed to the Thesis Office.

PLEASE NOTE:

1. For graduation within a given semester, all graduate program requirements must be completed and processed by the Graduate Records Office and Registrar's office **within two weeks following the published final examination period**. Students should view their electronic files online under the **Campus Information System** on the Grad Student Prog Plan Audit page (see **the EGRF tutorial** for details).
Deadlines for all requirements are clearly stated on The Graduate School website, and it is the student's responsibility to observe all deadlines and to check with his or her home department if anything on the Requirements Audit Tab is incomplete.
If any requirement is not met, the student must reapply for graduation in the following semester.
2. Each **department** should confirm the posting of student degrees **after each graduation**.

GRADUATION OVERVIEW FOR DOCTORAL CANDIDATES

Graduate Student Committee

Talk to your department coordinator about forming your **Graduate Student Committee**. In general, your committee should be formed by the beginning of the second year of your graduate program, although this varies by department.

When your committee is formed, an **Electronic Graduate Record File** is established and approved by The Graduate School. You can view your Electronic Graduate Record File by logging into Campus Information Services (<http://cis.utah.edu>) and clicking on *Graduate Student Summary* under the *Graduate Students* section.

More information on using CIS to view your Electronic Graduate Record File is available in [this tutorial](#).

Program Of Study

Your department coordinator will enter your **Program of Study** into your Electronic Graduate Record File. Your Graduate Student Committee should approve this Program of Study no later than one semester before graduation.

Applying For Graduation

Beginning in Fall 2010, all candidates for graduation must complete an **Application for Graduate Degree** with the Graduation Division of the Office of the Registrar.

Details about this application, including application deadlines and the required form, are available at <http://registrar.utah.edu/handbook/graduategraduation.php>.

Graduate School Protocol

Although your department coordinator will complete each of the following items in your Electronic Graduate Record File, you should be aware of the following deadlines to ensure graduation in a specific semester.

If you have any questions about this protocol or whether your Electronic Graduate Record File has been completed by the given deadlines, please consult with your department coordinator.

Additionally, the **Thesis Office** has further requirements to obtain a Thesis Release (required prior to graduation). An overview of these requirements and their deadlines, as well as information about submission of theses and dissertations, format samples, and required forms, are available from the **Thesis Office**. Questions regarding theses and dissertations should be directed to the Thesis Office.

PLEASE NOTE:

1. For graduation within a given semester, all graduate program requirements must be completed and processed by the Graduate Records Office and Registrar's office **within two weeks following the published final examination period**. Students should view

their electronic files online under the [Campus Information System](#) on the Grad Student Prog Plan Audit page (see [the EGRF tutorial](#) for details).

Deadlines for all requirements are clearly stated on The Graduate School website, and it is the student's responsibility to observe all deadlines and to check with his or her home department if anything on the Requirements Audit Tab is incomplete.

If any requirement is not met, the student must reapply for graduation in the following semester.

2. Each **department** should confirm the posting of student degrees **after each graduation**.

Masters Graduation Checklist:

- Supervisory committee should be put into the graduate tracker at the end of the first year. If you are graduating with an M.Ed., the ECS department will already have your committee members formed. Please reach out to the academic specialist to make sure the committee is put in to the graduate tracker.
- Program of study forms should be turned in once student has registered for all coursework. Classes on the program of study form should only include the courses you want credited towards your program and that fill the program requirements. Any extra classes you may have taken during your program should be left off of the program of study form as they can be used as transfer credits to another master's or Ph.D. degree.
- Graduation application must be turned in to the registrar office by deadline.
- If you are completing a thesis, students must follow the deadlines established by the Thesis Office for thesis submission..

*****Program of study, supervisory committee and all examination dates must be approved by committee members. To view a report of your graduation progress, log in to CIS and select Graduation, and Graduate Student Summary**

Ph.D. Graduation Checklist:

- Supervisory committee should be selected by the third semester. Once committee is selected, please provide a supervisory committee form to the academic specialist.
- Program of study form should be turned in once all coursework has been completed.
- Submit dissertation manuscript to thesis office for editing and formatting once dissertational proposal has been completed
- Thesis proposal date entered into graduate tracker
- Graduation application must be turned in to the registrar office by deadline (usually mid-semester the semester before you graduate)
- Submit dissertation manual to thesis office on or before Thesis Office submission deadlines
- Thesis defense date entered into graduate tracker

NOTE:

*****Program of study, supervisory committee and all examination dates must be approved by committee members. To view a report of your graduation progress, log in to CIS and select Graduation, and Graduate Student Summary.**

*****The entire editing process can take 2 or more months to complete, so the earlier a manuscript is submitted, the better the student's chance of graduating in the desired semester.**

Please note: Students must have completed their final defense in the Fall or before the end of the Spring term in order to walk in the graduation ceremony.