Education, Culture & Society Student Handbook

DEPARTMENT OF EDUCATION, CULTURE, & SOCIETY
1721 CAMPUS CENTER DRIVE SAEC 3280
SALT LAKE CITY, UT 84112
801-587-7814

ECS Mission Statement

The Department of Education, Culture, & 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. and M.Ed. 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. 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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Important Contacts:

ECS Department
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Dr. Leticia Alvarez Gutiérrez
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CAMPUS SAFETY/RESPONDING TO HARASSMENT

Your safety is our top priority. In an emergency, **dial 911** or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to **801-585-COPS**; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found
at https://registrar.utah.edu/handbook/campussafety.php

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close.

The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center *(*https://counselingcenter.utah.edu), the Wellness Center (https://wellness.utah.edu*), and* the Women's Resource Center *(*https://womenscenter.utah.edu). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

University of Utah Department of Public Safety (Police)
1795 E. South Campus Drive,
Salt Lake City, Utah 84112
(801) 585-COPS (2677); Emergencies: **9-1-1**
dps.utah.edu

#SAFEU
https://safeu.utah.edu/how-do-i-report/
Sexual Assault or Sexual Misconduct
911 or 801-585-2677

Physical Violence
911 or 801-585-2677

Bias or Hate Incident
801-581-8365

Property Crime or Theft
801-585-26**77**

The Graduate School Administration and Staff
Offices: 302 Park Building
Phone: (801) 581-7642
https://gradschool.utah.edu/

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Student Affairs/Services

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

Office of the Registrar
Office of the Registrar
201 S 1460 E RM 250N
Salt Lake City, UT 84112-9056
801-581-5808
Fax: (801) 585-7860
Email: registrar@utah.edu
https://registrar.utah.edu

Regulations Library
201 S Presidents Circle
PARK Bldg. Rm. 201
Salt Lake City, UT 84112
801-585-5846
https://regulations.utah.edu

Academic Policies
https://regulations.utah.edu/academics/

Student Code of Student Rights and Responsibilities (Policy 6-400)
https://regulations.utah.edu/academics/6-400.php

Office of Admissions
201 S 1460 East Rm 250 S
Salt Lake City, UT 84112
801-581-8761
Email: admissweb_grad@sa.utah.edu

Center for Ethnic Student Affairs
801-581-8251

Counseling Services
801-581-6826

Disability Services
801-581-5020

Financial Aid and Scholarships
801-581-6211

University Bookstore (Main Campus)
801-581-6325

Parking Services
801-581-3196

UITE, Urban Institute for Teacher Education
1721 Campus Center Dr., SAEC 2260
Salt Lake City, UT 84112

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Karla Motta
UITE Academic Advising Coordinator
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Women's Resource Center
801-581-8030

Admissions

Students must apply for admissions through the **Apply Yourself** software.

M.Ed. Requirements:

- Completed Application
  - Spring deadline: **October 1**
  - Fall/Summer deadline: **February 1**

- 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
  - Spring deadline: **October 1**
  - Fall/Summer deadline: **February 1**
- Completed UITE paper application submitted to UITE
- 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 on the **Apply Yourself** system.
    - Fall deadline: **December 1**

- 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 to the Department of Education, Culture & Society:

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

Registration

ATTENDANCE

The University expects regular attendance at all class meetings. Students are responsible for satisfying the entire range of academic objectives and requirements as defined by the instructor. Students absent from class to participate in officially sanctioned University activities (e.g., band, debate, student government, intercollegiate athletics) or religious obligations, or with instructor's approval, shall be permitted to make up both assignments and examinations.

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. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the home department. 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.

UNIVERSITY OF UTAH LEAVE OF ABSENCE POLICY
GRADUATE STUDENTS

Officially admitted domestic graduate students who have registered for and completed university credit class(es) may request a leave of absence to postpone their studies for up to one (1) year [3 semesters]. **The request must be approved by the student's supervisory committee and/or the Department Chair/Director of Graduate Studies.**

International Students on a F1 or J1 visa taking a vacation semester or a medically necessary reduced course load of zero (0) credits must obtain permission from the International Student & Scholar Services prior to submitting a Leave of Absence. Vacation Semesters for international

students will only be approved for one semester. Medically necessary reduced course loads are approved for one semester at a time, and may be extended through the International Student & Scholar Services **for an additional semester to a maximum of three (3) semester (one (1) academic year):** https://registrar.utah.edu/handbook/leave.php

Graduate Leave of Absence Form (PDF)

GRADUATE SCHOOL POLICY

LEAVES OF ABSENCE

Students who wish to discontinue their studies for one or more semesters (other than summer term) must complete a Request for Leave of Absence Form. The form must be approved and signed by the supervisory committee chair and department chair and then forwarded to the Registrar's Office for processing.

Requests for leaves of absence may be granted for **up to one year** [3 semesters] for circumstances related to:

- a serious health condition of the student or family member,
- parental leave to care for a newborn or newly adopted child,
- a call to serve in military service, or
- other compelling reasons that the student's department believes is in the best interests of both the student and the University.

The form requesting a leave of absence for a current semester must be completed and received in The Office of the Registrar **by the last day of classes of that semester**. **Leaves of absence are not granted retroactively**. Students must officially withdraw from classes in any semester for which a leave is granted; failure to formally withdraw results in the reporting of E or EU grades for all classes. For more information about official withdrawal, see Grading Policies in the Undergraduate Information section of this catalog.

The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one year at a time, and may be renewed by submitting a new form to The Office of the Registrar. **The leave of absence is void if a student registers for classes in a semester for which a leave was granted.**

LEAVES OF ABSENCE FOR INTERNATIONAL STUDENTS

In response to guidance from U.S. immigration authorities, the University is required to make a change to the vacation semester policy for F-1 visa holders. Beginning **Fall 2017**, vacation semesters will automatically be granted to all students during the **SUMMER** semesters. Students will no longer be eligible for a vacation semester during the Fall or Spring semesters.

Continuing students who have planned to take a vacation semester in the Spring 2017 or Summer 2017 semester may still submit a vacation request for those semesters if they meet the qualifications. Beginning Fall 2017 **all students must enroll full time, unless they have an approved exception from ISSS**. Vacation semesters will automatically be applied for all qualifying students in Summer 2018.

Please NOTE the following important changes to the Vacation Semester Policy:

- Students will no longer need to submit vacation requests to ISSS, but will instead be automatically granted vacation in the summer
- Students may still choose to take full time courses in the summer if they wish
- Students may no longer request to be below full time for the purpose of a vacation in the Spring or Fall semester
- Students may still choose to take courses at another university during their summer semester as long as they request a letter to attend another school from ISSS
- Students will NOT be allowed to participate in Full-time CPT or on campus work during Spring or Fall semesters (unless during official university breaks such as Spring break or Fall break). Students MAY participate in Full-time CPT

https://gradschool.utah.edu/graduate-catalog/registration/

RESIDENCY ENROLLMENT REQUIREMENT*

At least one year (i.e., two consecutive semesters) of the doctoral program must be spent in full-time academic work at the University of Utah. When a student proceeds directly from a master's degree to a Ph.D. degree with no break in the program of study (except for authorized leaves of absence), the residency requirement may be fulfilled at any time during the course of study. A full load is nine credit hours. Three hours of Thesis Research: Ph.D. (course number 7970) is also considered a full load after the residency requirement is fulfilled. The Graduate Council may approve departmental or programmatic exceptions to the minimum residency requirements and proposals for new programs or academic offerings using distance-learning technologies and/or off-campus sites, as provided by Graduate School policy.
*Does not refer to or fulfill State Residency Requirements

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 professor of the course for permission to attend the course. The academic coordinator will provide the student with a permission code after they have received permission from the faculty.

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 Inquiry.** 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 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 30-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 Master's 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, Sociology, 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), **Specialization Courses** (9 credit hours) and **Research Methods** 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

Supervisory Committees
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.)

Second Year Review Procedure
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

ECS 7961 Directed Reading for Doctoral Preliminary Exam

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 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

ECS Department Grade Policy

1. Incompletes: A grade of an "Incomplete", or "I", is not permissible for ECS graduate students. Instructors will assign students a grade based on the work that they have completed during the course of the semester. Students may request that an instructor re-evaluate a grade upon completion and grading of a final course paper or project, if it is submitted past the end of the semester. Faculty are not required to do so, however. Students may petition faculty for an exception to policy on grounds of a medical or family emergency. Students will need to show documentation of the emergency. All appeals beyond the course instructor will be adjudicated by the ECS Graduate Advisor.
2. Grades towards Graduation: The Department will only apply courses towards graduation that have a minimum grade of a **B-**. Students will need to reenroll in the class and improve a grade that is a B- or less.

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.

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.

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 OVERVIEW FOR MASTER'S CANDIDATES

Graduate Student Committee

If you are graduating with an M.Ed., the ECS department will already have your committee members formed. Please reach out to the academic coordinator to make sure the committee is put in to the graduate tracker.

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

Both ECS PhD and M.Ed. students are required to track and complete their program of study with the ECS Ph.D.

**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:

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

Prig 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.

Ph.D. Supervisory Committee (http://gradschool.utah.edu/graduate-catalog/degree-requirements/

Each supervisory committee consists of five faculty members. The committee chair and the majority of the committee must be **tenure-line faculty** in the student's department. One member of the committee must be appointed from **outside the student's major department.** The outside member is normally from another University of Utah department. However, the dean of The Graduate School may approve requests to appoint a committee member from another university where appropriate justification and supporting documentation is provided. The supervisory committee is responsible for approving the student's academic program, preparing and judging the qualifying examinations (unless delegated to a departmental examination committee), approving the dissertation subject and final dissertation, and administering and judging the final oral examination (dissertation defense).

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.

GRADUATE SCHOOL POLICY: TIME LIMIT

The time limit for completing a Ph.D. degree is determined by **individual departmental policy** approved by the Graduate Council. Requests to exceed established time limits must be recommended by a candidate's supervisory committee and approved by the departmental director of graduate studies and the dean of the Graduate School. Students whose studies have been interrupted for long periods of time and who have been granted extended time to complete their degrees may be required to complete additional courses, to pass examinations, or otherwise to demonstrate that they are current in their field. (PPM 6-203 III.B). Most departments require a **seven-year time** limit for their PhD students:

https://gradschool.utah.edu/graduate-catalog/degree-requirements/

IMPORTANT: PLEASE NOTE ECS DEPARTMENT POLICY ON TIME LIMIT FOR PH.D. STUDENTS

Doctoral students are expected to complete the Ph.D. degree within **five academic years** (up to ten semesters). PhD students are allotted a MAXIMUM of **seven academic years** (fourteen semesters) regardless of part- or full-time status. Students will be discontinued if they do not graduate in within **seven academic years** (fourteen semesters).
In the unusual case that a student fails to make satisfactory progress toward the timely completion of a graduate degree, the faculty may consider dismissal of the student from the program.

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:

o   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 coordinator to make sure the committee is put in to the graduate tracker.
o   Program of study checklist forms are required and they should be submitted to the Academic Program Coordinator the semester prior to graduation. 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.
o   Graduation application must be turned in to the registrar office by deadline.
o   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:

- o Supervisory committee should be selected by the third semester. Once committee is selected, please provide a supervisory committee form to the academic coordinator.

- o Program of study checklist forms are required and they should be submitted to the Academic Coordinator once all coursework has been completed.

- o Submit dissertation manuscript to thesis office for editing and formatting once dissertational proposal has been completed

- o Thesis proposal date entered into graduate tracker

- o Graduation application must be turned in to the registrar office by deadline (usually mid-semester the semester before you graduate)

- o Submit dissertation manual to thesis office on or before Thesis Office submission deadlines

- o 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.