Advising Process for M.Ed. – Curriculum & Instruction

Application & Admission Process
- Application requires: 3 separate essays (max of 2 pages each); 3 letters of rec (1 from current supervisor; all letters must be received from the author); 3.0 or above for the last 2 years of undergraduate work.
- GRE required only for Educational Researcher option; minimum score of Q145 and V150.
- Preferred application deadlines are Sp: Nov. 1, Su: April 1, Fall: May 1.
- Second and absolute application deadlines are Sp: Jan 2, Su: June 1, Fall: Aug 15.
- Advisor assigned during application review.
- Advisors will receive a copy of Departmental acceptance letter following Graduate School final approval.

Progress Toward Degree
- Advisees encouraged to contact advisor within the first few weeks of admission.
- Course choices on the Dept website under the Master’s Program tab and appropriate option.
- Programs of Study are due within the second semester of attendance.
- Substitute/transfer coursework can be discussed with the Program Leader.
- The Professional Educator option requires only one Committee member, which is the Committee Chair. The other person assisting the student, although not listed on the Program of Study, will be their EDCI 575 instructor.
- Courses typically offered by MSSE and NPTT can only be taken with special permission.
- EDCI 575 is normally offered during the spring and fall semesters only.
- Students in the Ed Researcher option are required to complete 9 credits of EDCI 590—Thesis; the thesis must be defended, formatted, and submitted to the Graduate School by the semester deadline.
- All forms (Program of Study, Program Change, Committee Revision, App for Advanced Degree) can be found on our website at http://www.montana.edu/ehhd/educ/grad/forms.shtml.

Degree Completion
- Applications for Advanced Degrees (the form to graduate) are absolutely due: Sp: Feb 5, Su: June 10, Fall: Sept. 20.
- A student must be enrolled in at least 3 credits the semester they plan to graduate.
- If the thesis is submitted after the published deadline and the student is currently registered for 3 credits, the student may choose a 1 credit extension and must make all corrections/changes before the first day of the following academic term (instead of the mandatory three credit registration the term of graduation).
- If there are issues found after the initial audit of coursework, the Graduate School will email the student and Maggie will email a copy to you.
Advising Process for Ed.D. – Curriculum & Instruction

Application & Admission Process

- Application requires: GRE minimum scores Q145 and V150; 1 essay (4 pages); 3 letters of rec (all letters must be received from the author); 3.0 or above for the last 2 years of undergraduate work.
- Preferred application deadlines are Sp: Nov. 1, Su: April 1, Fall: May 1.
- Second and absolute application deadlines are Sp: Jan 2, Su: June 1, Fall: Aug 15.
- An advisor must be assigned prior to admission (during the review). If no Department advisor is available, the applicant will not be admitted to the program.
- Advisors will receive a copy of Departmental acceptance letter following Graduate School final approval.

Progress Toward Degree

- Advisees are encouraged to contact advisors within the first few weeks of admission.
- Coursework: A list of potential courses can be found on the Department website under the Doctoral Program tab.
- Program of Study: Due within the second semester of attendance.
  1. If the student’s Master’s degree was from an institution outside of MSU, they are required to take 45 Doctoral credits at MSU.
  2. If the student completes a Master’s degree at MSU enroute to the Ed.D., a minimum of 30 credits must be completed for the Ed.D.
  3. Substituted/transfer coursework can be discussed with the Program Leader.
  4. A minimum of 15 credits of EDCI 690 must be completed.
- Doctoral Committees: Require a minimum of 4 members; a majority must be from C&I; the Chair must be a tenured or tenure-track C&I faculty member.
- Written and Oral Comprehensive Exams: As an Ed.D. student approaches the end of his or her coursework (~30 credits completed), and prior to the Dissertation proposal meeting, the student will contact his or her Committee chair to discuss the content and format of the Written and Oral Comprehensive Examinations.
  1. The Written Comprehensive Examination will be composed of one question from each of three primary areas:
     a. Educational Foundations (e.g., synthesis of theoretical and empirical literature regarding various aspects of teaching and learning),
     b. Educational Research (demonstration of mastery of aspects of both qualitative and quantitative projects such as sampling, validity, reliability, data analysis);
     c. Major Area of Study (e.g., methods of science education for preservice teachers).
        * Students who are completing a minor (e.g., History) will answer one additional question in their minor area.
  2. The Committee Chair will discuss the process with Committee members and based upon the members’ area of expertise, designate one member to compose an appropriate question for each of the areas outlined above.
  3. The members will submit their questions to the Chair who will compile them and give them to the student. The Written Comprehensive Examination will be structured as a written take-home exam that is to be completed over the
subsequent 1 to 2 week period. Students are required to complete the exam using APA format.

4. The completed Written Examination will be submitted to the Committee Chair and copies will be distributed to the entire doctoral committee for evaluation. Committee members will have up to two weeks to read and evaluate the content and written competency of the student’s responses.

5. At the end of the two week period, the committee will meet for a 2 hour Oral Comprehensive Examination. The chair will facilitate the meeting and determine the order of questioning. The faculty member responsible for writing the question will lead the clarification of that question. Committee members can ask follow up with questions and clarification for all areas.

6. At the completion of the questioning and in the absence of the student, the entire committee will discuss their evaluation of the outcome of the examination. The Chair will work with the Committee to make a determination regarding passing or failing both the Written and Comprehensive components of the Examination.

7. The Committee will complete the Comprehensive Exam Report form and submit it to Maggie the same day as the exam.

8. If appropriate, at the end of the Oral Comprehensive Exam, the student will provide a brief overview of his or her plans for the dissertation research and seek the committee’s input and guidance for the preparation of the Dissertation Proposal Hearing.

9. The Comprehensive Exams must be completed and approved by the 14th day prior to the end of the semester.

- **Dissertation Proposal & Hearing:**
  1. The student will work with his or her Committee Chair to complete the first 3 chapters of the dissertation.
  2. After the document has received the Chair’s approval, it will be distributed to the members of the Committee for their review.
  3. The Chair will arrange a time and place to hold the Proposal Hearing.

- **Dissertation Defense:**
  1. The completed Dissertation will be submitted to the Committee Chair and copies will be distributed to the entire doctoral committee for evaluation. Committee members will have up to two weeks to read and evaluate the content of the document.
  2. At the end of the two week period, the committee will meet for a 2 hour Dissertation Defense. The chair will facilitate the meeting and determine the order of questioning. All members of the Committee can ask questions and clarification questions relevant to the research under review.
  3. At the completion of the Defense and in the absence of the student, the entire committee will discuss their evaluation of Dissertation. The Chair will work with the Committee to make a determination regarding passing or failing of the Dissertation and identify recommendations for changes and improvements.
  4. The Committee will complete the Dissertation Report Form, the Certificate of Approval Form and the Approval Page, found on the Dept. website.
  5. The Dissertation must be defended, changes made, formatted, and approved by the 14th day prior to the end of the semester in which the student is enrolled.
All forms (Program of Study, Program Change, Committee Revision, EDCI 690 contract; Comp Report; Dissertation Report) are at http://www.montana.edu/ehhd/educ/grad/forms.shtml

Degree Completion

- Application for Advanced Degree (the form to graduate) is absolutely due: Sp: Feb 5, Su: June 10, Fall: Sept. 20.
- A student must be enrolled in at least 3 credits the semester they plan to graduate.
- If the dissertation is submitted after the published deadline and the student is currently registered for 3 credits, the student may choose a 1 credit extension and must make all corrections/changes before the first day of the following academic term (instead of the mandatory three credit registration the term of graduation).
- If there are issues found after the initial audit of coursework, the Graduate School will email the student and Maggie will email a copy to you.