

Ph.D. in Education Handbook

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PhD in Education Handbook

School of Education (SOE)

University of North Carolina at Chapel Hill

Program Description

The Ph.D. in Education degree prepares educational researchers who are trained to interrogate, investigate and meet challenges facing diverse students, leaders and policymakers working from birth to grade 16 environments. This degree is designed to foster collaboration among faculty and students from diverse disciplines, thus providing the opportunity to develop relevant research agendas. Graduates with the Ph.D. in Education degree will be prepared for leadership positions in research and teaching at major universities and institutes, as well as other careers inside and outside of formal education environments.

Advising

Who Can Be an Academic Advisor and/or a Chair?

The Graduate School requires students to have a faculty research advisor and a committee chair. Often, one faculty member fills both roles. If the roles are separate, the advisor oversees the research progress and serves as the primary mentor and the chair oversees committee meetings and the associated documentation. Regardless of whether they are filled by one or two faculty members, the roles should be filled by *Regular* members of the Graduate Faculty from the student's major academic program.

The [Graduate School Handbook](#) provides additional information regarding these designations.

All tenure-track faculty in the SOE automatically have Regular Graduate Faculty designation whereas other faculty (i.e., clinical faculty) can be submitted for-graduate faculty designation via the Graduate School (for more information on which faculty have this designation, see [here](#)).

All Graduate Faculty nominations should be submitted electronically through this [link](#). Students will need to ensure they work with their program area Program Support Specialist (PSS) to have the form completed and the committee member's CV uploaded.

Expectations of Advisors/Chairs, Advisees, and the Advisor/Chair-Advisee Relationship

Academic Chair: At the point of admission, the student is assigned an initial Academic Advisor/ Chair who typically, but not always, is a faculty member in the student's concentration ([see here](#)). The Chair/Advisor-Advisee relationship is often idiosyncratic to those individuals. However, typical responsibilities of Academic Chairs/Advisors include:

- Orient students to the SOE PhD procedures as outlined in this manual and the Graduate School Handbook and provide an initial orientation to the academic program and research specialization early in the student's first semester
- Establish regular meetings with the advisee
- Monitor students' progress through the program and all [program milestones](#)
- Serve as Chair of the Program of Studies (POS), Comprehensive Exam, and Dissertation committees (the latter may be shared with the Research Advisor, if appropriate)
- Be physically present for all milestone examinations
- Provide bulk of the support in dissertation reviewing and editing as well as support with any needed IRB processes (OR a Research/Dissertation advisor may be appointed)
- Provide academic, scholarship, and career support, guidance, and opportunities
- Remind students to submit their [Doctoral Student Online Annual Report - training link](#) (due January 31 annually)
- Coordinate and provide annual feedback via the [Doctoral Student Online Annual Report process - DSOAR portal link7](#)

Changing Academic Advisors/Chairs

Students may decide to continue working with their initial Academic Advisor/Chair for the entirety of their degree program. In some cases, students decide to change their academic chair for any number of reasons (e.g., change in research interests, desire for a different advising relationship, retirement or relocation of the academic advisor). Students who wish to change academic chairs at any point in their degree program must first speak to their current chair about their desire for a change. Then the student must speak to the proposed new advisor/chair. Once all three individuals have agreed on a change the student should complete an **Advisor/Chair Change Form via DocuSign with their Program Support Specialist** as a means of communicating the change. The Director of Graduate Studies would review this change, and if approved, then sign the form to be placed in the student's academic file in the Office of Student Affairs. Students who are uncomfortable speaking with their current advisor/Chair about a change are encouraged to speak to their [Research Specialization/PhD strand Coordinator](#) and/or the [Director of Graduate Studies](#), to determine how to broach the subject with their current advisor.

Ph.D. Program Milestones

Please note the following: 1) milestones overview; 2) milestones flow chart; and 3) specific milestone guidelines.

Ph.D. Milestones Overview:

Detailed information about the doctoral milestone process and how to submit forms can be found by visiting the School of Education Info for Current Students Doctoral Milestones [website](#).

1. Prior to or during the fall semester of a student's second year, a [Program of Study \(POS\)](#) is approved by a committee of three faculty formed for this purpose. Students typically complete their coursework by the end of their third year in the PhD program. Doctoral core courses should be completed within the first two years to include: EDUC 710; 825; 830; 867; 876; and one advanced research method course. After the POS meeting, the student submits the completed [Program of Study form](#) to the Office of Student Affairs via soestudentaffairs@unc.edu and distributes copies to the advisor/chair and committee members
2. [Comprehensive exam](#) based on student area(s) of expertise. The comprehensive examination consists of *four* main parts:
 - Pre-comprehensive exam meeting
 - Committee final approval of student specialization area(s) and reading list
 - Written comprehensive exam
 - Oral comprehensive exam defenseMore information about the comprehensive exam process can be found [here](#).
3. **Dissertation** representing a student's contribution to scholarship in the field of education. Under UNC Graduate School policy, the dissertation process consists of the following three steps:
 - Dissertation proposal defense
 - Written dissertation research defense
 - Oral dissertation defense

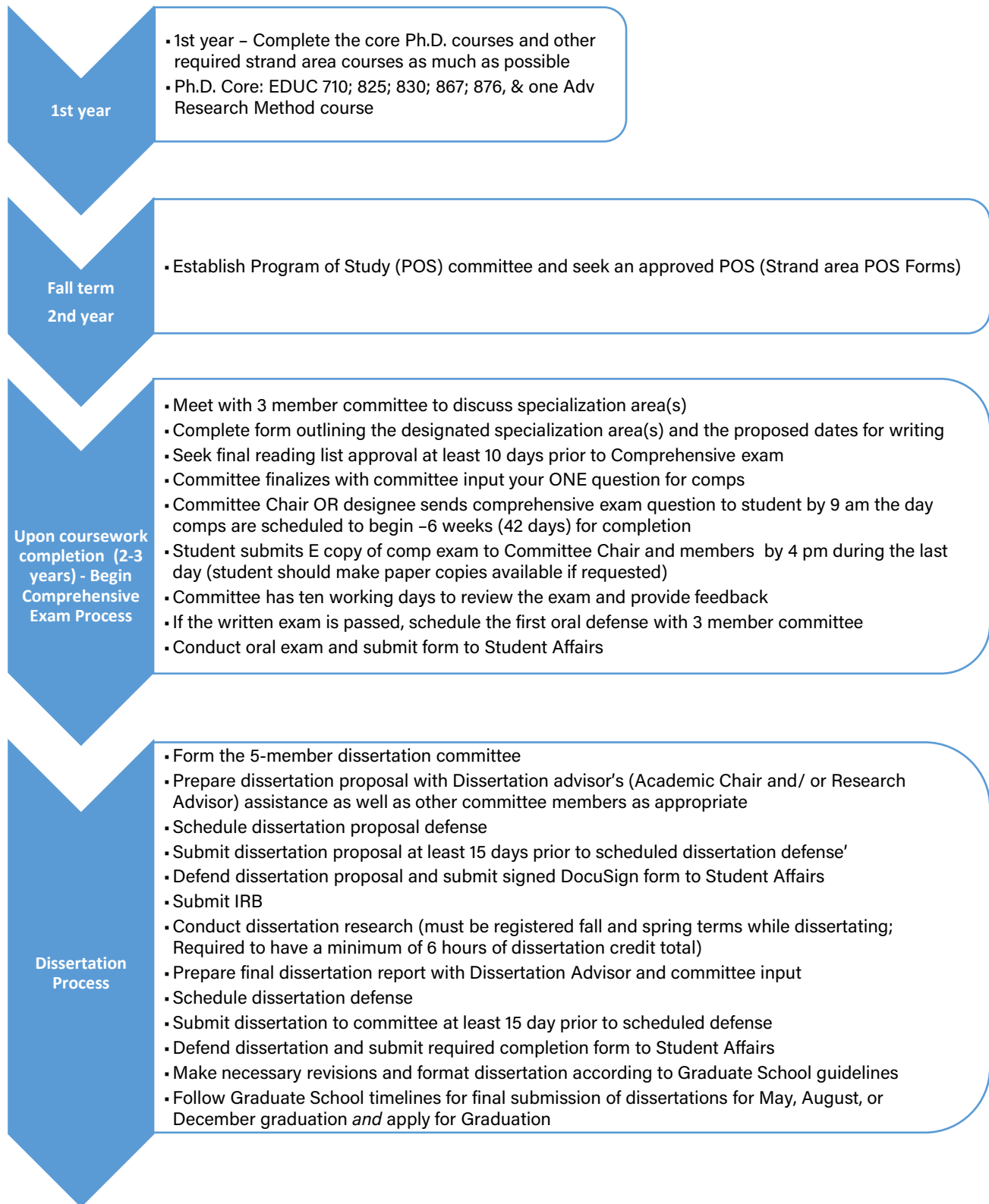
Note: each milestone must be passed before proceeding to the next milestone.

Note about Milestone Timing and Faculty Availability

Students are responsible for scheduling all doctoral committee and reserving rooms or providing links for those meetings (e.g., Program of Study, comprehensive exam, and dissertation committee meetings). In the interest of balancing student needs for faculty time for meetings and faculty need to complete responsibilities for the semester, faculty will be available for student milestone meetings (i.e., Program of Study meetings, oral defenses, proposal meetings) through the second reading day of the final examination period of fall and spring semesters. All milestone documents requiring faculty review and approval, including written comprehensive examinations, dissertation proposals, and dissertations, must be submitted to all committee members at least 15 business days prior to the scheduled defense. Committee members must communicate their evaluation of written materials to the Academic Chair within 10 business days of receipt.

Most faculty are on nine-month contracts and, as such, are not obligated to meet with students or provide guidance during the summer months. Some faculty are willing to do so. However, if a student wishes to engage faculty during the summer months, the student must arrange such ongoing advising and help in advance of the end of the spring semester. According to Graduate School policy, if a student convenes faculty for a milestone meeting during the summer months, then that student must be enrolled during the summer session when such a meeting occurs.

Program Milestone Flow Chart



Note: Each milestone must be passed before proceeding to the next milestone

The student's Academic Chair/Advisor assists them through the milestones of the doctoral degree. The specific guidelines for milestones are as follows:

Milestone Guidelines

Coursework and Program of Study

Program of Study Committee Composition. A student selects, in consultation with the advisor/chair, a Program of Study Committee prior to or during the fall semester of the student's second year of study. The committee is comprised of a minimum of three members, with the majority (i.e., at least two) having Regular Graduate Faculty status in the School of Education. One member of the committee may be from outside the School of Education and/or from an institution other than UNC CH. However, that individual must have earned a doctoral degree, must be approved by the Director of Graduate Studies and receive a [Graduate Faculty appointment](#) from the Graduate School. All Fixed Term or other Graduate Faculty nominations should be submitted electronically through this [link](#). Students will need to ensure they work with their program area Program Support Specialist to have the form completed via the following link: <https://go.unc.edu/SOEGraduateFacultyCV> and the committee member's CV uploaded. Nominated faculty must have their fixed-term graduate status approved prior to serving on a committee.

For more information about graduate faculty status designation, please see click [here](#).

- The Program of Study should include all PhD in Education required core 3 credit hour courses which include the following:
- EDUC 710: Statistical Analysis of Educational Data (or prerequisite) (fall)
- EDUC 825: Development and Learning (fall)
- EDUC 830: Field Techniques (fall or spring)
- EDUC 867: Issues in Ed Policy and Research (fall)
- EDUC 876: Histories of Schooling: Culture, Curriculum, and Change (spring)
- 1 advanced research methods course, any type (i.e., quantitative, qualitative, mixed) (fall, spring)

In addition, students should complete all research or strand specialization required courses [CCTE](#), [PLS](#), [LSPS](#), [ADSSE](#), and any additional elective courses the student and committee deem necessary for the student's academic and career success. The student and the committee should develop and refine the student's area(s) of specialization(s),

which outline the student's primary area(s) of scholarship and serve as a basis for the comprehensive exam.

The committee approves the student's Program of Study prior to or during the fall semester of the student's second year of study at the latest. After the meeting, the student submits the completed [Program of Study form](#) to the [Office of Student Affairs](#) via soestudentaffairs@unc.edu and distributes copies to the advisor/chair and committee members. If changes to the Program of Study need to be made for any reason, the student should distribute the proposed changes and a rationale to the Program of Study committee, who should consider the proposal and then communicate a decision in writing or, if extensive changes are warranted, reconvene to consider and approve proposed changes. If for some reason a member, or members, of a student's Program of Study Committee are unable to continue to serve on the committee (e.g., a faculty member leaves the SOE), the new member(s) must review and approve the Program of Study or reconvene the entire committee to discuss any concerns.

Program of Study credit hours. In many cases, 54-69 hours of coursework are required, not counting dissertation credits. The student and the Program of Study Committee determine the coursework that is in addition to any required classes for all students in the research specialization. A student must sign up for a minimum of six hours of [dissertation credits \(i.e., EDUC 994\)](#) over two semesters to complete the dissertation. *Students are not to sign up for dissertation credits until preparation for written comprehensive exams has begun. Students should be registered for dissertation credits during the semester they plan to take their comprehensive exam.* A student must be registered for a minimum of three credit hours during the semester in which the dissertation proposal is approved and three credit hours in the semester in which the dissertation is defended. Normally students would register for dissertation credit hours (e.g., EDUC 994) in their academic advisor/chair's section.

Waivers and requests for transfer courses must comply with guidelines noted under the later section in this Handbook, "Transfer Credit, Residence Requirements, Registration Requirements, and Length of Time to Complete." Transfer credit is approved by the advisor, Program of Study Committee and the Director of Graduate Studies.

[Transfer Credit](#)

In addition to the Graduate School policies that govern transfer credit, the School of Education has approved some additional requirements for the transfer of graduate courses. In the School of Education, the student's Program of Study Committee reviews

the courses and recommends transfer credit for any courses deemed appropriate. Transferred graduate-level courses must be relevant to the PhD degree, with course content and level of instruction leading to student competencies at least equivalent to those of currently enrolled students. If a student requests a transfer of credit for PhD Core Courses (EDUC 710; 825; 830; 867 and 876), the requested transfer course should be approved by the core course primary instructor. Information needed will include the course syllabus and transcript noting the student's satisfactory completion of the course. In the School of Education, **courses may transfer only if taken within five years prior to enrollment**. The Graduate School has the final responsibility for approving the transfer.

Students seeking transfer credit may be asked to provide the following to their academic program:

- published course description
- course reading list
- course requirements, including assignments and grading criteria
- information on the types of tools and methods that were used to engage students in learning
- official transcripts noting earned credit for the course are required. A, B or better is required for any course being considered for transfer.

After provision of the requested documents, students should then submit the [Transfer Credit Recommendation Form](#) to the Office of Student Affairs via soestudentaffairs@unc.edu for processing. For additional guidelines, please refer to the [Graduate School Handbook](#).

[Electing a minor \(optional\)](#). With the approval of the major (Education) and minor program faculty, a student may elect to declare a formal minor in any university program that offers a graduate degree. With the approval of the major and minor programs, a student may elect to declare a formal minor in any program that offers a graduate degree. The student should submit an approved [Minor Declaration Form](#) to The Graduate School.

Comprehensive Exam

The doctoral Comprehensive Exam Committee is governed by the same policies as the Program of Study Committee. During doctoral training, through coursework and professional experiences, students develop specific area(s) of specialization within the PhD concentration (ADSSE, CCTE, LSPS, PLS). The purpose of the comprehensive

examination process is to assess the student's knowledge of the area(s) of specialization and familiarity with the published research in the field, and to determine whether the student possesses those critical and analytic skills needed for dissertation research. The written exam and first oral are generally undertaken following the completion of coursework. In some cases, a student may elect to take courses during or after comprehensive exams but in no case should these courses be counted toward a student's approved program of study or specialization area(s).

The following procedures take place to assess doctoral students' expertise relative to his or her area(s) of specialization.

Pre-comprehensive exam meeting. During the Pre-comprehensive exam meeting, the student and the committee will discuss appropriate foci for the exam, based upon the student's Program of Study and related research/teaching experiences and area(s) of specialization.

- The meeting in which negotiation of area(s) of specialization must occur— except in rare instances—is held during the semester prior to which students wish to write their examination response. During this meeting, students present their area(s) of specialization and preliminary reading list. Committee members may suggest a revised reading list. The reading list is intended to serve as a guide for students' review and analysis of the specialization area(s).
- The majority of faculty members on the committee must agree that the specialization area(s) are legitimate specialization(s) for the student to make given the student's POS and related research and teaching experiences.
- An electronic form completed via DocuSign is used for students to make explicit their specialization area(s) to be assessed, and for committee members to sign their agreement. The form is archived in the student's electronic file located in the Office of Student Affairs.
- At the Pre-Comps meeting, students will identify a start and end date to writing that spans a 6-week period (42 days). This start/end date will be noted on the form noted above and communicated to Comprehensive Exam committee members by the Chair via email.
- Following this meeting, students are told the areas and general topics for their questions and their final reading list is approved at least one week prior to the start of the exam. The purpose of the final reading list is to identify key texts in the specialization area(s) identified by the student and committee. A text's inclusion on the list is an indication that a student should be familiar the text but need not cite each item in the written examination nor is the student limited to citing only texts on the list in the examination.

Examination question and response. One question will be written by the committee relevant to the student's area(s) of specialization.

- The response should be written as a paper intended to be published or presented professionally. Students are strongly encouraged to submit this work for review as a conference presentation or publication.
- The specific question will be written by all committee members.
- Students will receive the exact question by 9:00 a.m. on the day that writing is scheduled to begin from the committee Chair or designee.
- The text of a student's responses to the question (not including reference lists) may not exceed a total of 30-35 pages excluding references, typed in 12-point, Times New Roman font, double-spaced, single-sided, with 1" margins. Students must follow APA format (7th edition) in their responses.
- Students must indicate their adherence to the UNC-CH Honor Code through their signature on the comprehensive examination form.

The writing period. Students will write their responses to their assigned question over a six week (i.e., 42 days) period. To provide the Comprehensive Exam Committee members sufficient time to evaluate student responses, and to allow students to learn the results of their written examination during the semester in which writing takes place, the following guidelines should be followed:

- At least 10 business days prior to writing, the student must generate a reading list to be circulated to all Comprehensive Exam Committee members: electronically and as hard copy. Faculty have one week to make changes to the reading list. Changes must be communicated to the Chair of the Comprehensive Exam Committee. The Chair communicates changes to the student at least five days prior to the beginning of writing. This reading list should be comprehensive and include all sources the student expects to use in his/her written exam.
- The Chair or Chair's designee gives the student the specific question to be addressed via email, by 9:00 AM on the day on which writing is to begin.
- During the writing period, a student may consult written materials relevant to the topic(s). They may not consult live sources to inform the response. Student responses must be drafted independently.
- The student will turn in an electronic copy no later than 4:00 PM on the final day of writing to all members of the Comprehensive Exam Committee. The student will receive the results of the Comprehensive Exam Committee's evaluation from the Chair in writing no later than 15 business days following their submission of their comprehensive exam. Committee members have 10 business days to submit

their comments to the Chair. The Chair should compile comments from the Committee members' review of the exam into one document to be shared with the student. Suggestions for further elaboration of concepts or recommendations should be shared so the student can prepare for the oral examination.

- The oral defense of the written responses (i.e., the first doctoral oral) may take place during the semester the written examination is completed.
- The student may elect to write their responses over the summer or over winter break, if the committee members agree to the timeline and the Chair agrees to be available to obtain and supply the question to the student during this time. If a student writes over the winter break or during the summer, registration is not required. It is important for students to know that written responses completed outside the beginning and end dates of classes during the fall and spring semesters will not be distributed to the faculty until the first day of classes in the following semester. Faculty have 10 business days from this date to evaluate the responses and return their evaluations to the Chair. If the exam is written during breaks between academic-year semesters, students receive notification of the results of their examination within 15 business days from the first day of classes.

Exam grades. Three options are available to the examining committee regarding the outcome of written examination: Pass, Fail, or Revise and Resubmit which is a temporary committee decision as determined by majority vote among committee members. The [revise and resubmit form](#) is also located via DocuSign. The Program Support Specialist can assist students with completing this form.

Pass. In the event that a majority of committee members determine that the student has passed the written exam, the student may proceed to the first oral—the defense of the written examination.

Fail. By majority vote, a committee may assign a grade of fail to the written examination. A doctoral candidate who fails a doctoral written exam may not take the exam a second time until at least three months after the first attempt. A student who fails an exam for the second time becomes ineligible for further graduate work. Upon request to and approved by the Director of Graduate Studies, the Graduate School may grant a student a third and final opportunity to take the examination. In addition, no student may continue in a program or take an examination a third time without approval by the Administrative Board of the Graduate School. The approval of a third attempt is not guaranteed. See the [Academic Eligibility section of the Graduate School Handbook](#) for more information.

Revise and resubmit. The committee may decide by majority vote that a student should revise and resubmit. In this case, no final outcome or determination is made by the committee prior to the revisions being completed and evaluated. This vote signifies that the committee has determined that if specified revisions are completed successfully by the student, within the prescribed time period, a pass may be conferred, but again, this is not a guaranteed outcome. To fulfill the requirements under these conditions, the revisions must be completed by the student within six weeks (42 days) from the date of written communication about the committee's decision. The committee chair will complete a form via DocuSign, available from the Office of Student Affairs, that states that a Request for Revisions has been assigned, the date by which revisions must be completed, and a description of the revisions to be completed. The form must be signed and dated by the Chair, on behalf of the committee, and by the student. A copy of this agreement must be placed in the student's file. Students are required only to revise the aspects of the written exams that were deemed unsatisfactory; they are not to rewrite entire questions. By the date specified, the student must turn in a written copy of the revisions to the Chair (or Chair's designee); the Chair will distribute the revisions to the committee members for review. Committee members must return to the Chair a vote of pass or fail for the exam, based on the revisions, within 10 business days on the University nine-month academic calendar. The Chair will compile comments from all Committee members and submit them to the student within 15 Business days. Committees are not obligated to read revisions over summer or winter breaks. If the committee determines, by majority vote, that the student passes the written exams with the revisions, the student will be granted an official Pass, and may proceed to scheduling an oral examination. If the committee determines, by majority vote, that the revisions do not render the written examination a passable product, the student will be issued a Fail. Once an official Fail has been recorded, the student must follow the guidelines stated above.

First Oral Exam: Comprehensive Exam

Purpose. The first oral exam serves as a rigorous defense of the written exam with elaboration of topics. Students should engage in scholarly discourse with their committee members during the oral exam similar to question-and-answer sessions for national conference presentations. Although not required, students may present a brief presentation (15-18 minutes) of their specialization area(s) including a critique of current research and recommendations for further research and practice as appropriate. Students should receive written feedback on their written comprehensive exam and can ask clarifying questions of their committee about this feedback. A student's advisor and/or chair should then provide information on the format of the comprehensive oral exam.

Apart from describing the general format of the oral exam and answering clarifying questions about feedback, comprehensive exam committee members should not help the student prepare for the oral exam. The oral exam should not be used to “fix” a weak written exam. Required revisions should have been requested and approved prior to the scheduling of the first oral. Performance on the oral exam should determine the candidate’s fitness to continue work toward the doctorate but should not focus on the next milestone.

Scheduling, preparation, and oral exam conduct. Students should contact their advisor to discuss the structure of the oral exam and the scheduling process, before contacting their committee to identify a specific day and time. The dissertation proposal shall not be considered at the time of the oral exam. The student may seek assistance from his or her Comprehensive Exam Committee Chair to prepare for the exam.

Exam review. A majority vote is needed to determine satisfactory or unsatisfactory performance. Immediately after the exam has been given, results should be documented on the Doctoral Exam Report Form, which is completed via DocuSign and sent to the Office of Student Affairs. The Program Support Specialist can assist with completing this process.

Exam failure. A doctoral candidate who fails the first oral exam may not take it a second time until at least three months after the first attempt. A student who fails the exam for the second time becomes ineligible for further graduate work. Upon request from the student to the Director of Graduate Studies, the Graduate School may grant a student a third and final opportunity to take the exam. No student may continue in a program or take an examination a third time without approval by the Administrative Board of the Graduate School. Approval is not guaranteed.

Dissertation

Students may, upon conferral with and approval of their Academic Chair/ Advisor undertake either a traditional 5-chapter dissertation or a 3-article dissertation format (*explained below*).

Committee composition and roles

In accordance with Graduate School requirements, the Doctoral Dissertation Committee consists of five members, a majority of whom must have Regular Graduate Faculty designation from the SOE. Members of the Comprehensive Exam Committee do not

necessarily have to continue to be members of the Doctoral Dissertation Committee. Committee members who do not have a graduate faculty designation will need approval by the Graduate School prior to a member serving in the role. Details on the composition of the doctoral committee, please refer to the [Graduate School Handbook](#). For information on the approval of committee members needing graduate faculty status approval, please [click here](#). All Fixed Term Graduate Faculty nominations should be submitted electronically through this [link](#). Students will need to ensure they work with their PSS to have the form completed and CV uploaded.

Dissertation Procedures

Dissertations in the Ph.D. program in Education are traditionally based on the standard 5-chapter academic dissertation model. This model typically consists of the following chapters: (1) Introduction (overview of study and rationale based on current research literature); (2) Literature Review (current relevant research relative to dissertation topic); (3) Method (detailed methodology for the proposed research); (4) Findings (detailed description of study's results); (5) Discussion and Conclusion (typically including a discussion of the study's results relevant to current research, practice, and/or policy, theoretical or practical implications, research limitations, and future directions).

Three (3) article dissertations typically consist of an introduction introducing the dissertation's overarching themes, three articles formatted for publication in an academic journal (each including introduction, literature review, data and methods, findings, and discussion and conclusion sections), and a conclusion explaining the connections among the three chapters/articles and articulating the work's coherent claims. Standards for the 3 article dissertation formats will be determined by the Academic Chair/Research Advisor and communicated clearly with both the student and their committee but must adhere to the following:

A) The student must be lead author on all articles, with co-authors as appropriate. B) The dissertation's three papers should connect with one another and the connections among chapters should be articulated in the dissertation's introduction and conclusion chapters; C) The three papers can be at any phase of publication; D) Dissertation content and process feedback from their committee is independent from what students receive from journals (journal feedback does not override committee feedback).

Written dissertation proposal. Typically, the dissertation proposal includes the following components (although the order of sections may vary):

- Statement of purpose;
- Background of research problem;
- Overview of relevant research;
- Justification and significance of proposed study;
- The thesis to be explored or research questions;
- Research procedures and methodology

A proposal for a 5-chapter dissertation consists of the dissertation's first three chapters (introduction, literature review, data and methods) as well as a list of references. A proposal for a 3-paper dissertation should cover each of the above topics for each of the three component papers.

Other elements such as suggested chapters may be determined by the Academic Chair/ Research advisor and student. Finally, the entire document should be formatted according to APA Publication Manual guidelines, including a complete reference list.

Scheduling and oral exam structure. The student presents the dissertation proposal to the doctoral committee at the second oral exam. According to Graduate School policy, a student should not proceed to the oral defense of the dissertation proposal without broad agreement from the committee that the manuscript is in passable condition. The oral exam will be held only after all members of the committee have had at least 15 business days to review a draft of the doctoral dissertation proposal. The Academic Chair/Research Advisor is responsible for determining that the draft is ready to be submitted to the committee. In no case should a student submit their dissertation draft to the committee without prior approval from the Academic Chair/Research Advisor.

Students should coordinate with their Program Support Specialist (PSS) to schedule a room in the School of Education or should provide their committee with a link for oral defenses.

Completion of the dissertation proposal and performance on the second oral exam should determine the candidate's fitness to continue work toward the doctorate degree.

IRB Approval

Once the research dissertation proposal is approved by the committee, students and their faculty advisors need to apply to the Institutional Research Board (IRB) for any research involving human subjects. The Institutional Research Board defines research as a project involving a systematic investigation, including evaluation, which is designed to develop or contribute generalizable knowledge <https://research.unc.edu/human-research-ethics/>. As students begin their dissertation projects, it is important to discuss IRB approval with their faculty advisor. No data collection or, (in the case of secondary data analysis) data analysis can proceed until the student presents the advisor with a written approval for the project from the IRB. Ultimately, the faculty advisor is responsible for IRB approval and is listed on the IRB application. Violations of IRB procedures can have serious consequences for the student, the faculty advisor, the SOE, and UNC.

Policies and procedures for the final dissertation examination mirror those for the dissertation proposal. A public announcement of the student's dissertation defense will be disseminated to the SOE community. *The student will be responsible for sharing the dissertation title, brief description, date, time, and location of defense via this [form](#) at least 10 days prior to the defense so the information can be disseminated to the SOE community.* The dissertation defense presentation but NOT the examination by the Committee will be open to the SOE community to spotlight the student's scholarly work.

Exam review

During the second oral exam (i.e., proposal defense meeting), the student presents a summary of the written dissertation and addresses questions raised by the committee. The committee may accept, request modifications, or reject the proposal. A majority vote is needed to determine pass or fail performance on the oral exam.

When the committee determines that all requirements have been met, the completed [Doctoral Exam Report Form](#) is submitted to the Office of Student Affairs. On this form, the relevant sections are Part III (i.e., final oral examination of the final dissertation) and Part IV (i.e., report of the final written dissertation).

Exam failure. A doctoral candidate who fails the second oral exam may not take it a second time until at least three months after the first attempt. A student who fails an exam for the second time becomes ineligible for further graduate work. Upon request from the student to the Director of Graduate Studies, the Graduate School may grant a student a third and final opportunity to take the exam. No student may continue in a program or take an examination a third time without approval by the Administrative Board of the Graduate School. Approval is not guaranteed.

Dissertation submission.

Dissertations must be submitted to The Graduate School according to the schedule in the [University Registrar's Calendar](#) in final form designed to meet the standards defined in [The Graduate School's Thesis and Dissertation Guide](#). Documents submitted electronically will not require front page signatures. It is strongly suggested that every document be submitted well before the deadline to ensure ample time for format revisions. Students who submit their document close to or on the deadline, should expect a delay in the response from the Graduate School. Nonetheless, after receiving a response in regard to submissions, required revisions should be submitted immediately. If returned revisions do not arrive immediately, the student will not meet degree requirements for that term and the document will be rejected.

Registration for Degree Award.

A student will need to apply to graduate through the Office of the Registrar and Graduate School. That form can be accessed through the [ConnectCarolina Portal](#), Please [click Here](#) for important Graduation due dates.

Students must be registered for a minimum of three credit hours of dissertation (994) during the semester in which the dissertation prospectus/proposal is approved (if the dissertation topic was not approved at the time of the second doctoral examination), *and* the semester in which the dissertation is defended. Once students successfully defend their dissertation, no further enrollments are necessary or permissible, and graduation should not be delayed.

Although a student must be registered in the semester in which he/she defends, the student need not be registered in the semester in which the degree is to be awarded, provided that no use of University faculty time or facilities is required, and as long as the student was registered appropriately in prior terms, unless other conditions (employment, immigration, etc.) require registration (see [Graduate School Handbook](#)).

UNC Chapel Hill Residence Requirement

A minimum residence credit of four full semesters is required, either by full-time registration, or by part-time registration over several semesters. For information on how to obtain N.C. residency status, please [click here](#).

School of Education Registration Requirements

Full-time registration. The School of Education requires full time enrollment in the PhD in Education for all terms necessary to complete the degree. A full-time student is one who is matriculated and meets these conditions: a) registers for 9 or more graduate credit hours in a fall or spring semester; or b) registers for a minimum of 3 hours of dissertation (994) in a fall or spring semester. A student may register for additional courses as needed, but if registering for less than 9 hours, this must include a minimum of 3 hours of 994 to be considered full-time; or c) registers for fewer than 9 graduate credit hours in a fall or spring semester, exclusive of 994, and has been granted a "waiver of hours" for that semester.

Required registration. Students are required to be registered whenever University resources (including faculty time) are being consumed to appropriately reflect work being done. In addition, the following specific registration requirements apply.

Each student holding a service (assistantship) or non-service (fellowship) appointment must be registered full-time in order to hold that position during the fall and spring semesters. Students must be on-campus unless the award requires their presence at another campus or research center.

A student must be registered during the semester(s) in which any examination is taken. This includes written and/or oral exams and defense of proposal or dissertation. Students must be registered for a minimum of three credit hours of dissertation (994) during the semester(s) in which the dissertation proposal and final dissertation is defended.

Registration for the prior semester will cover events that occur during a break between semesters. This registration covers a student from the first day of class in a semester until the day before classes begin for the next semester. For example, if a student is registered for a minimum of three credit hours of 994 in the fall semester and intends to defend in the same term, s/he must defend between the first day of fall classes and the day before the first day of spring classes.

Similarly, summer registration would cover a defense occurring anytime between the first day of summer session I classes until the day before the first day of fall classes. If the defense takes place during a summer, students must be registered for a minimum of three credit hours of 994 during either the first or second summer session to be covered for the entire summer term.

Once the student has completed all courses, including a minimum of six credit hours of dissertation (994), s/he must continue to register for 994 each academic semester (fall/spring) until the degree is completed to use University resources (including faculty time).

Credit/course load. Students should register for no more than 16 credit hours in any semester. A student enrolled in the summer may not register for, and will not receive graduate credit for, more than eight hours a session. Overload requests are considered on an exceptional basis and should be initiated by the student's academic program and forwarded to the Graduate School for approval.

A student who holds a service appointment within the University or is employed either on- or off-campus is advised to register on the following basis: a) a student engaged in teaching three to six credit hours or in performing other part-time duties for 10 to 20 hours weekly is advised to register for no more than nine hours of course credit; b) a student engaged in teaching more than six credit hours or in performing other part-time duties for more than 20 hours weekly is advised to register for no more than six hours of course credit; c) an upper-level student engaged in fulltime employment is advised to register for no more than three hours of course credit (EDUC 994); and during a summer session, a student who holds a service appointment should register for no more than three hours of course credit. (Note that if a student is registered for less than nine credit hours of classes or three credit hours of dissertation (994), then that student is not considered full-time which has implications for tuition, assistantships, and financial aid).

Students must be registered for a minimum of three credit hours of dissertation (994) during the semester in which the dissertation proposal is approved and the semester in which the dissertation is defended.

Length of Time for Program Completion. Please refer to the [Graduate School Handbook](#) for information on Length of Time to Complete the program, Leaves of Absence, Maternal/Parental Leave, Grades, Reinstatement, and Appeals. The Graduate School states that students have **eight years** to complete their programs. If an extension is needed, an appeal must be approved by the student's Ph.D. strand area, the Director of Graduate Studies, and the Graduate School.

UNC policies

Student Grievance Policy. UNC has a university-wide student grievance policy. The procedures laid out in the policy shall be used when a UNC-CH student has a grievance against a UNC employee, including faculty, EPA non-faculty, staff and student employees (when acting in the role of an employee), that involves a UNC policy or law. A full description, including procedures to follow, can be found on the [Dean of Student's website](#).

Honor System. All School of Education graduate students are subject to the [UNC Honor Code](#). Suspected violations of the code will be submitted to the Office of Student Conduct.

Student Appeals

School of Education students have the right to appeal academic decisions. Usually, the appeal goes first to the unit responsible for the decision, for example, grades to faculty members who assigned the student's grades. Other appeals may include academic program requirements, school requirements to the Graduate School such as admissions; request to drop course or dismissal from the program. Any student wanting to make an appeal should submit a formal statement appeal along with supporting documents to the School of Education Assistant Dean for Student Affairs. Detailed information about the school's student appeals policy can be found [here](#).

Resources:

Study Disruptions

[Eligibility and Reinstatement](#)
[Appealing an Administrative Decision](#)

Classes & Advising

[Academic Calendars](#)
[Registering for Classes](#)
[Schedule of Classes and Course Descriptions](#)
[The Writing Center](#)
[The Learning Center](#)

Tuition & Fees

[Tuition and Fees](#)
[University Cashier](#)
[Office of Scholarships & Student Aid](#)
[Graduate Financial Aid](#)
[School Of Education Funding Portal](#)

Graduation

[Graduation How-To](#)
[Commencement](#)
[Diplomas](#)

Careers in Education

[Licensure](#)
[Transcripts & Certifications](#)
[Job Resources](#)

Campus Life

[Student Organizations](#)
[Carolina Housing](#)
[Carolina Dining Services](#)
[Campus Recreation](#)
[Carolina Union](#)
[Campus Y](#)
[Carolina Athletics](#)
[Student Government](#)
[Campus Health](#)
[Carolina Student Legal Services](#)
[Carolina Center for Public Service](#)
[The Woman's Center / Center for Gender Equality](#)

Dissertation Checklist and Timeline

Student's Name:	
Dissertation Process	Due Date
Choose Dissertation Advisor (Academic Chair and/or Research Advisor)	
Choose Dissertation Committee with advisor approval on the ATC Form	
Form dissertation process support groups with other students (e.g., Dissertation Boot Camp via the Graduate School) Also become familiar with the Graduate School dissertation guidelines https://gradschool.unc.edu/academics/thesis-diss/guide/ Formatting your dissertation using these guidelines from the start will save you time.	
Identify defense deadlines. Develop timelines for following steps working backwards from these deadline dates.	
Dissertation Proposal Draft to Advisor	
Revision 1	
Revision 2 (if needed)	
Revision 3 (if needed)	
Final approval from advisor and from committee members	
Submit human subjects form to Institutional Review Board (IRB) if needed	
Search for dissertation funding, e.g., Summer Dissertation Award	
Remaining course work, e.g., independent studies for dissertation parts (if any)	
Schedule Proposal Defense (check with advisor's schedule first)	
Dissertation Proposal Defense (announcement)	
Submit Dissertation Proposal Form w/Abstract & Timeline to Office of Student Affairs via soestudentaffairs@unc.edu	
Revise Dissertation Proposal (if needed)	
Collect Data	
Dissertation Chapters Drafted	
Prepare and submit conference proposals (optional)	
Prepare and submit manuscripts to journals (optional)	
Revise Chapter XX (as needed, number of days to be determined with advisor)	
Revise Chapter XX (as needed, number of days to be determined with advisor)	
Revise Chapter XX (as needed, number of days to be determined with advisor)	

Revise Chapter XX (as needed, number of days to be determined with advisor)	
Revise Chapter XX (as needed, number of days to be determined with advisor)	
Revisions to advisor (number of days to be determined with advisor)	
Prepare, practice, and give conference talks (optional)	
Dissertation Approved by Advisor	
Dissertation Submitted to Committee and Wait for Comments	
Dissertation Chapters Revised for Committee Members	
Advisor and Committee Members Agreement to Schedule Defense	
Dissertation Defense Scheduled (check with advisor's and members' schedule first)	
Dissertation Defense (announcement)	
Dissertation Defense	
Revisions to Dissertation 1 (# of days to be determined by advisor)	
Revisions to Dissertation 2 (if needed, # of days to be determined with advisor)	
Revisions to Dissertation 3 (if needed, # of days to be determined with advisor)	
Final Approval by Advisor and Committee Members	
Final Paperwork to UNC Graduate School	
Send Form to Dean's Office by XXX to Walk in May Graduation	
Total days:	
Check with Advisor's Availability Schedule prior to submitting drafts.	
Major Advisor is not available during: ...	

Doctoral Milestones Procedural Guide for the Ph.D. in Education

Introduction to the Guide

The purpose of this document is to provide instructions on how to initiate and complete required **milestones documentation** for strands in the Ph.D. in Education. This procedural guide is supplemental to both the Ph.D. in Education Handbook and the Graduate School Handbook and is not intended to be a stand-alone reference guide.

It is extremely important for you to familiarize yourself with the entire Ph.D. in Education handbook and refer to it often. This handbook, along with the Graduate School handbook, is the definitive resource for students, faculty (especially advisors and/or committee chairs), and program support specialists who process doctoral milestones.

Important Online Resources

Handbooks

- [Ph.D. in Education handbook \(SOE website\)](#)
- [Graduate School Handbook](#)

Other Resources

- [Program of Studies Forms \(SOE website\)](#)
- [Doctoral Milestones \(SOE website\)](#)
- [Registrar's calendar](#) - please check official Graduate School deadlines to ensure timely completion of all graduation requirements.

Student Support Team for Doctoral Milestones

- Faculty advisor / committee chair (refer to the Ph.D. in Education handbook regarding faculty advisor/committee chair roles)
- Program Coordinator
- Program Support Specialist
- Office of Student Affairs (soestudentaffairs@unc.edu)

Processing Milestones Forms – the administrative quick guide

With the exception of the program of study (POS) form, all forms **must originate** with the appropriate Program Support Specialist and go through the DocuSign process. Please note that the Doctoral Exams Report (DER) is one form with multiple parts. These parts have been set up in DocuSign as two forms (Doctoral Exam Report Parts I-II and Doctoral Exam Report Parts III-IV). This section provides specific nut and bolts information on how to initiate the process of filling out and completing each milestone and includes the following:

- Milestone 1: Program of Study Approval
- Milestone 2: Pre-Comps (Written Comprehension Examination Form) and Preparing for the Comprehensive Exam Process)
- Milestone 3: Comprehensive Exams (Doctoral Exam Reports Part I and II)
 - DER Part 1: Report of the Preliminary Written Examination
 - DER Part II: Report of the Oral Examination
- Milestone 4: Dissertation and Committee Proposal Form Parts I and II
 - Part I: Report of Doctoral Committee Composition
 - Part II: Report of Approved Dissertation Project)
- Milestone 5: Doctoral Exam Report Parts III & IV
 - Part III: Report of the Final Oral Examination
 - Part IV: Report of the Final Dissertation
- Change of Advisor
- Request for Revisions on Written Comprehensive Examination (connected with Milestone 3)

Milestone 1: Program of Study Approval

Program of Study Form

Only form initiated and managed by the doctoral student.

Program of Study (POS) forms can be found at ([POS Forms - UNC School of Education](#)). **This is the only form initiated and managed by the doctoral student.**

The student, along with their Program of Study Committee, is responsible for completing the form, including gathering all required signatures. After the Program of Study committee meets with the student and approves and signs on their Program of Study, the student emails the completed form to the Program Support Specialist, their advisor, and their POS committee members. The PSS then emails the form to the Academic Affairs EA (caroline@unc.edu) for the DGS's signature and archiving.

Changes to the Program of Study: Students' Programs of Study may change after the document is finalized and submitted based on course availability and other considerations. When this occurs, students should update the POS form in consultation with their advisor, striking through any courses they are no longer taking and adding any courses they are adding. For record-keeping purposes, students should email updated POS forms to Caroline Weaver (caroline@unc.edu).

Milestone 2: Pre-Comps and Preparing for the Comprehensive Exam Process (Referred to informally as Pre-Comps)

Written Comprehensive Examination Form

This DocuSign form is initiated by the Program Support Specialist.

Ph.D. in Education
Written Comprehensive Examination Form
*Required to be completed prior to the start of the writing period

Name _____

PID Number _____

My coursework is all complete and permanent grades are posted for all courses: ____yes

If no, please explain: _____

Claims of Knowledge/Areas of Expertise to be Assessed:

POS Committee Agreement: Date: _____

Student Signature _____

Advisor Signature _____

Committee Member Signature _____

Committee Member Signature _____

Committee Member Signature _____

Date writing will begin: _____

Date written responses will be turned in: To be submitted in hard copy and electronic copy (unless otherwise instructed by advisor) no later than 4:00 PM on (note: Must be a day that University offices are open): _____

Honor Pledge:
I pledge I have used no unauthorized sources in the completion of this examination.

Student Signature

The Program Support Specialist needs the following to initiate the DocuSign process:

- An email from the Program of Study Committee Chair after the pre-comps meeting.
- This email should include the following:
 - Student Name
 - PID
 - Course work complete? If no, why not?
 - Claims of Knowledge/Areas of Expertise to be Assessed
 - POS Committee Agreement (date the POS committee met)
 - Advisor name and email address
 - Committee Members (names and email addresses)
 - Date writing will begin
 - Date written responses will be turned in

Note: Student signature in the DocuSign indicates agreement to abide by the Honor Pledge.

Milestone 3: Doctoral Exam Report (DER) Parts I and II (Referred to informally as Comprehensive Exams)

Part I: Report of Preliminary Written Examination

Part II: Report of Oral Examination

This DocuSign form is initiated by the Program Support Specialist.

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
The Graduate School
DOCTORAL EXAM REPORT FORM

NOTE: The Committee Composition form should be on file with the Graduate School **before** exam results are reported.

Student's Name _____ PID# _____
Department/Curriculum/School: _____

PART I: REPORT OF PRELIMINARY WRITTEN EXAMINATION
On behalf of a majority of the examining committee, I certify that the above named student:

_____ successfully passed the examination _____
_____ failed to pass the examination _____ *signature of committee chair* _____ *date* _____

Check here if student previously failed exam. Date(s): _____
☐ By initialing, the committee chair certifies that this student was registered as required during the term this work was completed.

PART II: REPORT OF ORAL EXAMINATION
On behalf of a majority of the examining committee, I certify that the above named student:

_____ successfully passed the examination _____
_____ failed to pass the examination _____ *signature of committee chair* _____ *date* _____

Check here if student previously failed exam. Date(s): _____
☐ By initialing, the committee chair certifies that this student was registered as required during the term this work was completed.

• Submit to the Graduate School after all activities have been successfully completed

The Program Support Specialist needs the following to initiate the DocuSign process:

- An email from the committee chair after the successful completion of both the preliminary written and oral examinations.
- This email should include the following:
 - Student Name
 - PID
 - Committee Chair and email address
 - Part I: Report of Preliminary Written Examination
 - Passed/Failed
 - Acknowledgement that student was registered during term the work was completed (Y/N)
 - If student previously failed exam, provide date of exam
- Part II: Report of the preliminary Oral Examination
 - Passed/Failed
 - Acknowledgement that student was registered during term the work was completed (Y/N)
- If student previously failed exam, provide date of exam

Note: If student needs to make revisions on the written comprehension exam, the student's committee chair should contact the Program Support Specialist to initiate the **Request for Revisions on Written Comprehensive Examination** DocuSign form. An image of this form is located at the end of this section of the document.

Milestone 4: Dissertation and Committee Proposal Form Parts I and II

Part I: Report of Doctoral Committee Composition

Part II: Report of Approved Dissertation Project

This DocuSign form is initiated by the Program Support Specialist.

 THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
The Graduate School
PART I: REPORT OF DOCTORAL COMMITTEE COMPOSITION
and
PART II: REPORT OF APPROVED DISSERTATION PROJECT

(NOTE: The Committee Composition form should be on file with the Graduate School before, or filed concurrently with, any action reflecting their approval.)

Student's Name _____ PID# _____

Department/Curriculum/School: _____

PART I: REPORT OF DOCTORAL COMMITTEE COMPOSITION		PART II: REPORT OF APPROVED DISSERTATION PROJECT
Committee Member Names (please print full names and list alphabetically)	Faculty Status (indicate rank, or dates, if fixed term)	Signatures (required only at time of project approval)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

Dissertation Advisor(s): _____

Committee Chair: _____

Committee approved by: _____
(Date) (Director of Graduate Studies)

* Refer to the Graduate Handbook for policies about committee composition and the role of advisor and chair.

Submit form to The Graduate School when complete

The committee, by their signatures provided above, indicate that they have judged the dissertation project to be feasible and have advised the student to proceed with the dissertation research.

Working title of dissertation: _____
(date)

Details about how to determine faculty graduate status and how to submit a request for a fixed-term graduate faculty appointment are located at the end of the document. (The request for fixed-term graduate faculty appointment must be approved by the Graduate School before that person may participate on the committee.)

The Program Support Specialist needs the following to initiate the DocuSign process:

- An email from the student or Committee Chair after the doctoral committee composition has been determined and the dissertation project has been approved.
- This email should include the following:
 - Student Name
 - PID
 - Program
 - Committee Chair name and email
 - Advisor name and email
 - Committee members (full name, faculty status with email address)
 - Working title of dissertation
 - Proposal Defense Date

Note: Please inform the Program Support Specialist when the defense date and time have been determined. This information is not required for this form but can be helpful for planning and administrative purposes.

Milestone 5: Doctoral Exam Report (DER) Parts III & IV

Doctoral Exam Report III: Report of the Final Oral Examination

Doctoral Exam Report IV: Report of the Final Dissertation

This DocuSign form is initiated by the Program Support Specialist

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
The Graduate School
DOCTORAL EXAM REPORT FORM

NOTE: The Committee Composition form should be on file with the Graduate School before exam results are reported.

Student's Name _____	PID# _____
Department/Curriculum/School: _____	

PART III: REPORT OF THE FINAL ORAL EXAMINATION (defense of dissertation)

A majority of the committee for the above named student has judged the dissertation defense to be:

☐ acceptable	_____	signature of committee chair	_____	date	_____
☐ unacceptable	_____				

Committee member signature/date	Pass/Fail	Committee member signature/date	Pass/Fail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

☐ Check here if student previously failed exam. Date(s): _____

☐ By initialing, the committee chair certifies that this student was registered as required during the term this work was completed.

PART IV: REPORT OF THE FINAL DISSERTATION (can be completed at the same time as Part III as appropriate)

A majority of the committee for the above named student has judged the dissertation to be:

☐ acceptable	_____	signature of committee chair	_____	date	_____
☐ unacceptable	_____				

Committee member signature/date	Pass/Fail	Committee member signature/date	Pass/Fail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

☐ By initialing, the committee chair certifies that this student was registered as required during the term this work was completed.

• Submit to the Graduate School after all activities have been successfully completed

The Program Support Specialist needs the following to initiate the DocuSign process (2 Parts):

Part 1 (to prepare form in advance of the final oral exam):

- An email from the student or the dissertation committee chair as soon as the defense date and time have been determined.
- This email should include the following:
 - Student Name
 - Committee Chair
 - Committee members (with email addresses)
 - Date of Dissertation Defense
 -

Part 2 (after the dissertation committee has made their determination re the final dissertation):

An email from the committee chair when the dissertation committee determines whether all requirements of the second oral exam and the final dissertation have been met.

- This email should include:
 - Committee member names and their decision (pass/fail) for Part III
 - Committee member names and their decision (pass/fail) for Part IV

Change of Advisor Form

This DocuSign form is initiated by the Program Support Specialist

DocuSign Envelope ID: 883E224B-CFA3-4AD2-89D3-8AC45EDD71FF

UNC SCHOOL OF EDUCATION PROPEL the WORLD

ADVISOR CHANGE FORM

It is my intention to change doctoral advisors. I have spoken to my current advisor about this change and have secured the agreement of a new advisor in my program. Both advisors have agreed to this change.

Section I: Student Information

Student Name _____ PID _____

Signature of Student _____ Date _____

Academic Program: _____

Section II: Faculty Endorsements

Name of Current Advisor _____ Signature _____ Date _____

Name of New Advisor _____ Signature _____ Date _____

Section III: Office of Student Affairs

Processed by the Office of Student Affairs (for office use only) _____

Program Administrative Support Specialist _____

Signature of Director of Graduate Studies _____ Date _____

Completed form should be submitted to:
School of Education
Office of Student Affairs
Email: soestudentaffairs@unc.edu

EXAMPLE ONLY

The Program Support Specialist needs the following to initiate the DocuSign process:

- An email from the student as soon as they, their current advisor, and proposed new advisor have agreed to the change.
- This email should include the following:
 - Student name
 - PID
 - Academic program
 - Current advisor and email address
 - New advisor and email address

Request for Revisions on Written Comprehensive Exam

This DocuSign form is initiated by the Program Support Specialist

UNC SCHOOL OF EDUCATION

Request for Revisions on Written Comprehensive Examination

Student Name _____ PID # _____

Degree/Major (e.g. PhD in Ed/ADSSE) _____

Description of Revisions to be completed: (Attachments are acceptable as needed)

EXAMPLE ONLY

Date/Time Revisions to begin: _____ Date/Time Revisions to be completed:*

*Should be six weeks (i.e. 42 calendar days) from the date of written communication regarding feedback

Date/Time Revision decision to be delivered to student _____

Signature of Advisor (on behalf of committee): _____
Date signed: _____

Signature of Student: _____
Date Signed: _____

To be filed in student folder.

The Program Support Specialist needs the following to initiate the DocuSign process:

- An email from the advisor/committee chair

This email should include the following:

- Student Name
- PID
- Advisor and email address
- Description of Revisions
- Date revisions begin
- Date revisions completed
- Date revisions decision to be delivered to student

Updated on 8.26.2025

Determining Dissertation Committee Members' Graduate Faculty Designation

Resources for Determining the Composition of the Dissertation Committee.

- [Ph.D. in Education handbook](#) - Please refer to the Ph.D in Education handbook for details regarding the composition of your dissertation committee
- [The Graduate School Handbook](#)
- [Frequently Asked Questions: Graduate Faculty Status and Committee Membership](#) (from the Graduate School)

Graduate School Resources for Determining Graduate Faculty Status for Committee Members

The resources below will enable you to verify if committee members have either Regular Graduate Faculty Status at UNC or Special Appointed Regular Graduate Faculty status. Committee members with either of the statuses do not need additional action.

- [List of Regular Graduate Faculty](#)
- [List of Special Appointed Regular Graduate Faculty](#)

Requesting Fixed Term Graduate Faculty Status

If a committee member does not have either of the above graduate faculty designations, the student (working with their advisor, program coordinator, or Program Support Specialist as needed) should submit the [SOE internal form requesting fixed-term graduate faculty status](#). This short form must include the nominee's current CV and a short statement specifying their qualifications for serving on the doctoral student's committee. **Students and faculty cannot submit these directly to the Graduate School.**

**** Please submit the SOE form as soon as possible to allow a few weeks for the Graduate School to process and approve these requests. This process does not always happen quickly.**

Direct remaining questions regarding fixed-term graduate faculty appointments to soestudentaffairs@unc.edu

Reserving Classrooms and Conference Rooms in Peabody Hall and at the CCEE

The School of Education has a new process for reserving rooms in Peabody Hall and the Carolina Center for Educational Excellence (CCEE*), located at the back of Smith Middle School in Chapel Hill. You may request conference rooms or classrooms for oral examinations and other student milestone events. It is important that you provide as much detail as possible so that you are assigned a space that meets your needs.

To reserve a room, please submit your request at [Request Form - SOE - Room Reservations](#). You will need to provide the following information:

- Room type (classroom, conference room, CCEE room) IT recommends choosing the “I don’t know” option if you are unsure about what will work best for your event/meeting.
- Capacity needed
- Zoom capabilities needed
- Purpose of request
- Technology needed

You can also search for the form at help.unc.edu by searching for “SOE Room Reservations”.

You will be notified when your room request has been approved. If you want to share an Outlook calendar invitation for your event, you will need to create that invitation adding the approved room number and any additional details you need to include (invitees, Zoom link, attachments, etc.).

*** The Carolina Center for Educational Excellence (CCEE) is sponsored by the School of Education and is located adjacent to Smith Middle School in Chapel Hill. It also has ample free parking.**