



# Oregon State University College of Education

## Adult & Higher Education *Last updated September 2019*

The Adult & Higher Education (AHE) program, as a part of the [College of Education](#), offers the following degrees: [Master's of Education \(EdM\)](#), [Doctor of Philosophy \(PhD\)](#) and [Doctor of Education \(EdD\)](#). The doctoral program has options in [Community College Leadership](#) and [College and University Leadership \(4-year leadership\)](#). The following policies govern both programs, and in some cases, some policies vary for master's and doctoral students.

This document has a robust outline to aid in accessing material. **Make sure you click View>Show Document Outline to ease your navigation.**

### Program Contact Information

Name	Role	Contact Information
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## College of Education Information

### Mission

The [College of Education](#) develops change agents in the form of researchers, scholars, learning leaders, teachers, and counselors. Change agents make a difference by promoting innovation, social justice, and lifelong learning. They prepare citizens who are socially empowered, reflective, innovative, and caring members of our increasingly diverse communities and the world.

### Vision

The College of Education strives to be an international leader in research and in the preparation of change agents in education and related fields.

## Graduate School Information

What is the [Graduate School](#)?

- The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The [OSU Catalog](#) is the official source for information regarding OSU graduate education policies and procedures. It is the student's responsibility to refer to the catalog for this information.
- The Graduate School supports students throughout the academic [life cycle](#), from admissions to degree completion.
- The Graduate Schools offers an array of [professional development opportunities](#) specific to the success of graduate students. Topics covered in these offerings include: research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness. Please visit the Graduate School links to browse our student success offerings.

## University Emergency Contacts

OSU is dedicated to providing a safe and secure learning and living environment for its community members. [The Department of Public Safety](#) provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for [OSU Alerts](#) to get timely messages delivered right to your phone or inbox regarding university closures and other emergency situations.

## Academic and Support Resources

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School's [Student Resources web page](#). Note that some services are campus-specific. See [Ecampus Student Services for services specifically provided to you](#).

## AHE Program Information and Policies

### Program Overview

The AHE program, via our [EdM](#) and [Doctoral programs](#), prepares educational leaders capable of advancing learning and managing change in non-profit settings, including colleges and universities, as well as for-profit companies. Both the Master's and Doctoral programs are part of [OSU's E-Campus](#), with the doctoral program being a hybrid format (online/in-person) and our master's being fully online.

### Learning Outcomes

#### [EdM Learning Outcomes](#)

#### [EdD/PhD Learning Outcomes](#)

### Degree Options

#### Degree Criteria for Admissions

In order to gain admission to the **Master's program**, applicants must comply with one of the following Graduate School criteria:

1. **A four-year baccalaureate degree** (or international equivalent), a professional degree (such as BPharm, BVsc, MBBS, MD, DVM, DPharm, JD, etc.), or an appropriate U.S./Canadian alternative degree, from a regionally accredited (US) or recognized (International) college or university, **with a cumulative B average** (equivalent 3.00 on a U.S. 4.00 grading scale) **on the most recent baccalaureate degree** or any subsequent graduate degree from a regionally accredited (US) or recognized (International) college or university, plus all work completed thereafter.
2. **A four-year baccalaureate degree** (or international equivalent), a professional degree, or an appropriate U.S./Canadian alternative degree, from an regionally accredited (US) or recognized (International) college or

university, **and** a 45-quarter credit equivalent **graduate degree** from a regionally accredited (US) or recognized (International) college or university, **with a cumulative B average** (equivalent 3.00 on a U.S. 4.00 grading scale) **on the most recent graduate degree.**

3. *If the applicant has completed their baccalaureate degree in a country that is a signatory of the Bologna Declaration, then: **A Bologna compliant baccalaureate degree** at a recognized college or university of at least three years duration, **with a cumulative B average** (equivalent 3.00 on a U.S. 4.00 grading scale) on the degree, plus all subsequent graded coursework.*
4. *For other three-year bachelor degree holders: **A non-Bologna compliant baccalaureate degree** of at least three years duration from a recognized college or university, **and** a 45-quarter credit equivalent **graduate degree** from a recognized college or university, **with a cumulative GPA of at least 3.00 on the most recent graduate degree.***

### **Conditional Admission Criteria**

If an applicant's GPA falls between 2.75 and 2.99, the program can elect to conditionally admit the student. If an applicant is conditionally admitted, they can earn nothing less than a B on the first 18 credits of their graduate degree.

If an applicant's GPA falls below a 2.75, the AHE faculty can submit a petition to the Graduate Admissions committee to recommend admission, either conditionally or standard. The paperwork associated with this recommendation should focus on the factors of success, potential to contribute to the university, and applicant's ability to contribute to the profession.

[Further details about the Graduate School's policy are available here.](#)

In order to gain admission to the **Doctoral program**, applicants must comply with both the Graduate School and AHE's criteria, which are as follows:

1. An earned baccalaureate degree as defined above.
2. An earned master's degree or professional degree (i.e., J.D., M.D.) or international equivalent from a recognized institution of higher education.

**NOTE:** AHE calculates GPA on the last 90 quarter credits (60 semester credits [last two years on an international record]) of graded undergraduate work on the most recent baccalaureate degree, plus all work completed thereafter, as the basis for admission.

### **Doctoral Degree Requirements**

## **Enrollment Requirements**

1. This program requires an enrollment of a minimum of **three** graduate credit hours **each** quarter until completion. After the second year, students are not required to enroll for summer quarter unless they are receiving support from their primary advisor and/or using University resources (library, primary advisor, committee meetings, or enrollment in a required credit course for that summer).
2. After admission to the program, each participant will enroll at OSU for all required courses of the AHE program.

## **Face-to-Face Attendance Requirement for Doctoral Students**

AHE faculty expectation is that doctoral students will attend and participate in every face-to-face class meeting. Given the cohort model and interactive nature of these classes, any absence is disruptive and will affect the student's course grade. At the instructor's discretion, a student who misses a portion of any face-to-face class may not be eligible for a grade of "A". A student who misses nine (9) or more hours of face-to-face instruction will not be eligible for a grade higher than B+. The instructor has the discretion to assign a grade based on class participation, assignments, quality of work and to determine that the assigned grade will be reduced for failure to attend one or more face-to-face sessions. It should be noted, however, that these grade reductions will not be in effect for students with contagious illnesses or approved family emergency. At the instructor's discretion, the student may need to undertake additional work to make up for the absence.

## **Guests in Class Policy**

In general, guests in class are discouraged as this can disrupt the learning environment for students. The one exception to this guest policy is for emergency child care situations and/or breastfeeding babies. Please work with both instructors for doctoral courses to determine the appropriateness of guests, including children in class.

## **Pre-Requisite Courses**

For doctoral students, passing AHE 611 Quantitative Analysis in Educational Research I is required for enrollment in AHE 616 Quantitative Analysis in Educational Research II. For students with recent, demonstrated significant statistical training, it is possible to request a waiver. Contact your major professor to discuss this option.

## **Program of Study**

A submitted and approved [program of study form](#) is required for all students. Master's students will work with their advisor to complete and submit a program of study during the first year. For doctoral students, it is recommended that your program of study form be submitted by the fifth term of your degree but no later

than 15 weeks prior to your dissertation defense. For PhD students, the dissertation committee will approve the program of study based on the anticipated dissertation topic. For further details, see the Graduate School page about [doctoral program meetings](#).

### **Transfer of Course Credits**

EdD students who have earned a master's degree and wish to transfer credits may be able to do so up to 36 approved graduate credits. PhD Students also have this option, but may only bring 33 approved graduate credits from an approved program.

All transfer credits for doctoral students must be 500-level and above.

Per the [Graduate School](#), there are some restrictions of transferring credits:

1. Students may not transfer courses graded on a nonstandard basis (e.g., Pass/No Pass) to their graduate certificate or degree programs unless it can be verified from the registrar of the university offering the course that the grade is equivalent to a B- (2.70) or better.
2. Graduate courses to be transferred to a doctoral degree program can be courses that were used to satisfy the graduate course requirements for a graduate certificate or a master's degree (or equivalent). Selected 700-level courses from OSU (e.g., DVM or PharmD) that have been deemed equivalent to graduate-level learning may be used on doctoral programs of study upon approval of the student's [graduate committee](#).
3. Semester school credits are counted as 1 semester credit=1.5 quarter credits.
4. If a student has an international degree that uses the European Transfer Credit System (ETCS), we apply those credits as follows: 1 ECTS Credit=0.75 Quarter Credits. For degrees from non-ETCS countries, these credits are evaluated on a case-by-case basis, by AHE in collaboration with the graduate school.

To request additional transfer courses, please work with your primary/major professor to complete the [transfer credits form](#).

### **Plan of Assistance**

To ensure the timely completion of doctoral students' dissertation, it may be required to create a plan of assistance between the major professor (primary) and a doctoral candidate. The contract process is typically initiated by the primary advisor and will be reviewed by the Associate Dean and Assistant Dean in the Graduate School and will specify the following:

1. modes (i.e., email, phone) and frequency of required communication

2. what assignments/tasks are due by specific dates and times
3. develop standards for written work

Failure to comply with a plan of assistance could result in dismissal from the program. The major professor/primary will communicate with the graduate school about dis-enrollment.

### **PhD-Specific Program Requirements**

**Degree Purpose:** To develop the research competencies of students who are interested in generating new knowledge in the field of higher education

**Internship:** 3 credits of internship, research focused

**Dissertation:** 36 hours of dissertation credits (minimum)

**Total Credits:** 120

### **Proposed Course Sequence & Timeline for Degree Completion for PhD**

Working with your primary advisor (major professor), you will form a committee and develop a course of study that will prepare you for a research career, which could include taking additional theory or methods courses.

[Sample Plan for PhD Students](#)

### **EdD-Specific Program Requirements**

**Degree Purpose:** To develop the ability to apply research to practice and for developing practitioner knowledge

**Internship:** 6 credits of internship, practice focused

**Dissertation:** 24 hours of dissertation credits (minimum)

**Total Credits:** 114

### **Proposed Course Sequence & Timeline for Degree Completion for EdD**

Working with your primary advisor (major professor), you will form a committee and follow a specified course of study that will prepare you to develop practitioner knowledge and practical application of research.

[Sample Plan for EdD Students](#)

### **Written and Oral Exam Policy & Procedures**

The exam process occurs in four parts:

1. [Preliminary examination](#) (written and oral)
2. [Dissertation proposal](#) (written)
3. [Dissertation](#) (written)
4. [Final examination](#) (dissertation defense, oral)

### **Preliminary examination:**

- All doctoral students will take both a written and oral preliminary exam. This exam is required to advance to doctoral candidacy.
- The written exam occurs in the fall of the third year.
- All reviews of the exam by the faculty will be completed within three weeks.
- At least four of the five committee members must agree that the student can advance to an oral examination to proceed.
- The preliminary oral examination must occur in either the fall or winter terms following the written exam (pending committee agreement).
- Students must complete their written exam within five terms of completing their required courses, during the established exam period as determined by the AHE faculty.
- Please [view the detailed procedures](#) for the written and oral examination process.

### **Dissertation Proposal:**

- **Purpose:** a learning task that demonstrates research capacities and defines research interests
- **Structure:** The dissertation proposal typically consists of the first three chapters of a dissertation: introduction, literature review, and methodology.
- **Feedback & Revision:** Primary advisors have two weeks to review dissertation proposals and will likely occur multiple times before the proposal reaches committee. Committees will have two weeks to review the final draft of the proposal prior to the research proposal committee meeting.

### **Dissertation:**

- **Purpose:** a learning task that demonstrates research capacities and responds to a research question(s)
- **Structure:** The dissertation typically consists of the five chapters, including an introduction, literature review, methodology, findings/results (may be broken into multiple chapters), and discussion/implications. Your primary/major professor will provide further guidance.
- **Feedback & Revision:** Primary advisors have two weeks to review dissertation chapters and will likely occur multiple times before the dissertation reaches committee. Committees will have two weeks to review the final draft of the dissertation prior to the research proposal committee meeting. Expect having to complete additional revisions based on committee feedback.

### **Final Examination:**

- **Purpose:** to assess the quality of writing and rigor of analytical thinking within the dissertation
- **Structure:** The candidate will present their research, answer questions from the committee, and then the committee will deliberate and make a

determination. Determinations could include: Pass, Pass with one dissenting vote, Recess, or No Pass.

- **Feedback & Revision:** Primary advisors have two weeks to review dissertation chapters and will likely occur multiple times before the dissertation reaches committee. Committees will have two weeks to review the final draft of the dissertation prior to the research proposal committee meeting. Expect having to complete additional revisions based on committee feedback.
- Scheduled for two hours, 4-6 weeks after the primary advisor approves the dissertation.
- Visitors are welcome at defenses, but will be excused for the oral examination and committee deliberations.

**NOTE:** For detailed guidance about dissertation formatting, [please visit the Graduate School's website](#). Your dissertation is not complete until it has been submitted and approved through the graduate school.

NOTE: Kristin Kinman, Grant Support Specialist (2nd Floor Furman) can support your preparation of materials. Reminder: You must register for a minimum of THREE credits each term throughout your program including the term you turn in your final copy to the Graduate School. There is a two week period in the beginning of a new term during which you may turn in your dissertation to the Graduate School (one week to the Dean's Office) and not register for credits; however your transcript will not read that you were finished until that new quarter.

### **Procedures for Preliminary Examination**

#### **Procedures for Preliminary Written Exam**

Students must [satisfactorily](#) complete all OSU AHE coursework prior to taking their preliminary exams. The written examination is a take-home examination that lasts four days over a weekend (exams are distributed electronically on a Thursday morning at 10 a.m. PST and must be submitted on the following Monday morning at 10 a.m. PST).

#### **Procedures for Preliminary Oral Exam**

The purpose of the preliminary oral exam is to assess the student's understanding of the field of higher education and understanding of how to conduct research.

Students should schedule their preliminary oral exam meeting (2 hours) in collaboration with their committee.

#### Oral Exam Structure:

1. Meeting convened
2. No more than 20 minute presentation by the student
3. Questions from the committee

4. Committee discussion and voting (without student present)
5. Share committee action with student (student returns)

### **Annual Progress Report**

To facilitate both the evaluation of and communication about student progress, doctoral students have an annual progress report. In addition to the minimum [grade requirements](#), doctoral students are expected to complete the following:

1. Complete coursework by the end of the third year (exceptions include [leave of absence](#) or [re-admission](#)).
2. Complete [preliminary written and oral exams](#) within one year of completing coursework
3. Complete the dissertation proposal approval process within a year of completing the exam.
4. Complete the dissertation within seven years of initial enrollment (matriculation) in the program (unless granted an [extension](#)). Note the Graduate School places a limit of 9 years. AHE is more stringent than that policy.
5. All students will file a progress report with the department on an annual basis, until the student successfully defends their dissertation.

### **Master's Degree Requirements**

**Degree Purpose:** To develop the competencies to serve adult learners in diverse contexts

**Core Courses:** 36 credits

**Internship:** 5 credits of internship, practical focused

**Final Project:** 4 credits

**Total Credits:** 45

### **Course Sequence & Timeline for Degree Completion for EdM**

Most students complete the EdM on a part-time basis in two years, including summer.

### [Sample Plan for EdM Students](#)

### **Transfer of Course for Master's Degree Students**

Transfer courses from another institution to OSU, must not have been used to satisfy degree requirements for an earned degree of any level. Up to 15 graduate credits may be transferred toward a 45-credit master's degree. These credits are approved at the discretion of the major advisor.

[The full policy may be viewed here.](#)

### **Master's of Art in Interdisciplinary Studies (MAIS) Requirements**

Students who wish to pursue Adult & Higher Education as their primary, secondary, or third field of study should note that the Graduate School requires nine credits in each of the fields of study. In order for the Adult & Higher Education field to be **primary**, students must take the following courses:

AHE 553 Adult Learning & Development,  
AHE 533 Needs Assessment & Research (can be applied to research methods requirement),  
AHE 531 Instructional Design,  
AHE 547 Instructional Strategies for Adult Learners, and  
AHE 522, 523, 524, 525 Instructional Technology I-IV (total of 20 credits).

In order for Adult & Higher Education to be the **secondary** or **third** field of study, students are encouraged to take the following:

AHE 553 Adult Learning & Development,  
AHE 533 Needs Assessment & Research (can be applied to research methods requirement),  
AHE 531 Instructional Design, and  
AHE 547 Instructional Strategies for Adult Learners (total of 16 credits).

While not required, it is suggested that a student take at least one internship credit as a part of their program of study.

### **Committee Membership**

#### **Master's Degree Committee**

Individual committees are usually not established for students in the AHE program. The default committee is comprised of the core faculty and students can work with their advisor to establish a different committee, if so desired. Each student will need to identify a Graduate Faculty member from the major department and Graduate Faculty member representing the minor department, if a minor is declared.

#### **Doctoral Degree Committee**

A minimum of five members of the Graduate Faculty, including two from the major department/program (primary & secondary), one from each declared minor field, and a [Graduate Council Representative](#) are required. The major professor (primary) is one of the two members representing the major department/program.

#### **Composition of EdD Committees (CCL & LHE)**

The required composition is as follows:

- Major professor from AHE
- Secondary professor from AHE

- Graduate School Representative
- Two additional faculty members/practitioners with relevant expertise

### **Composition of PhD Committees (CCL & LHE)**

The required composition is as follows:

- Major professor from AHE
- Secondary professor from AHE
- Graduate School Representative
- Two additional faculty members from inside or outside of OSU who do not work at the same college as the student

### **Major Professor Roles & Responsibilities**

Your major professor (MP) is the committee chair from your major field (AHE) who serves as your primary academic advisor, your principal thesis advisor, and the general mentor for your academic program and your research. Your MP must be a Graduate Faculty member in your major department/program who is approved to direct students at your level. AHE works with students to assign a MP, but students can change MP to ensure the success of the student. For a list of approved AHE faculty members, please contact the program lead, [Lindsay Andrews](#).

Within AHE, the Major Professor is a facilitator of learning who supports students' progress towards their educational and professional goals (including internships), provides mentorship, and ensures that the examination process and dissertation process are completed in a timely and rigorous manner. The program lead is your primary contact for all issues related to thesis credits, internship credits, leaves of absence, program extensions, and all other academic matters within the program.

### **Process for Changing Major Professor or Committee Members**

Should you need to change major professor or replace a committee member, in the case of committee members, they must be a member of the Graduate Faculty and approved for their proposed role. We suggest the following steps to ensure professional courtesy:

1. Contact the Program Lead to inform them of your desire to change major professor
2. Based on their guidance, connect with your current major professor to discuss the possible change.
3. Contact the new major professor to let them know you are interested in working with them.

Once you have finalized the change and received approval from all parties, email the names of your new committee member(s) or major professor to the [Program Lead](#).

**NOTE:** Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

### **Graduate Council Representative**

A [Graduate Council Representative](#) (known as a GCR or Grad Rep) is required for all doctoral committees, all M.A.I.S. committees, and all master's degrees involving a thesis. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your committee's roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full voting member of your graduate committee. Many students select a GCRs who can also add disciplinary expertise. Select your [GCR using the online GCR list generation tool](#) and be sure to allow ample time for this selection process. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

### **Policy on non-OSU committee membership**

Your [graduate committee](#) guides your coursework and research and serves as your final examining committee. It is generally expected that all committee members or approved substitutes must be present for all formal meetings with the student (e.g. final oral exams). If you have a special case in which a committee member may need to participate remotely, you and your committee must assure that all the conditions for remote participation are met.

If the faculty member is not a member of the [Graduate Faculty](#) or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the [Nomination to Graduate Faculty form](#). Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

## **Registration**

The OSU [Schedule of Classes](#) is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online [catalog](#) is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or

S/U grading are resolved through the [petition for late change in registration](#) filed with the Registrar's Office. A late registration fee may be applied.

Both our Master's and Doctoral programs are considered part of ECampus. As such, you should register through ECampus. You may begin that process [here](#).

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's).

### **Minimum Course Loads**

Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a "full-time" graduate student if you are registered for 9–16 credits in any given academic term. You are considered a "part-time" graduate student if you have less than nine credits in any given term. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of the final defense.

Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's).

### **Grade Requirements and Program of Study**

The [Graduate School Grade Requirements](#) are as follows:

A grade-point average of 3.00 is required:

- 1) for all courses taken as a degree-seeking graduate student, and
- 2) for courses included in the graduate degree or graduate certificate program of study.

Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the final oral or written exam may be undertaken. Enforced graduate-level prerequisite courses must be completed with a minimum grade of C.

In addition to the grade requirements of the Graduate School, AHE requires the following for Master's students:

- Maintain a 3.0 grade average overall, with a C or better in all

- required courses, and
- Maintain a 3.0 grade average for courses in the program of study filed with the Graduate School, and
- Complete required courses and the capstone within **four years** of matriculation into the program. The Graduate School has a timeline of seven years. The AHE program is more restrictive.

In addition to the grade requirements of the Graduate School, AHE requires the following for Doctoral students:

- Maintain a 3.0 grade average overall, with a C or better in all required courses, and
- Maintain a 3.0 grade average for courses in the program of study filed with the Graduate School, and.
- Complete coursework by the end of the third year, unless the student has an approved leave of absence or has been granted re-admission to the program, and
- Complete written examinations and oral examination within one year of completing the coursework, unless the student failed the written examination and has been required to re-take the written examination the following year<sup>1</sup>, and
- Complete dissertation within **seven years** of matriculation into the program, unless the student has been granted a one or two year extension<sup>2</sup>.

### **Incomplete Courses**

When a requirement of a course has not been completed for reasons acceptable to the instructor and the rest of the academic work is passing, a report of "I" (Incomplete) may be made and additional time granted. The "I" is only granted at the discretion of the instructor. The [incomplete](#) that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults at the end of the specified time period. The time allocated to complete the required tasks for the course may be extended by petition to the [University Academic Requirements Committee](#). You can [obtain the form from the Registrar's Office](#). It is the student's responsibility to see that "I" grades are removed within the allotted time.

[The full details of the Incomplete Grade policy may be viewed here.](#)

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<sup>1</sup> The Graduate School placed a 9-year limit on doctoral completion. Effective beginning with students matriculating fall term 2016, all work toward a doctoral degree, including coursework, thesis (if required) and all examinations must be completed within nine years of the indicated start date on the Departmental Action Form. Extensions of this time limit may be requested by submitting a petition to the Graduate School. [More information about time limits for doctoral students.](#) [More information about time limits for master's students.](#)

<sup>2</sup> The Graduate School placed a 9-year limit on doctoral completion. See above footnote.

[FAQs about incompletes can be found here.](#)

## Program Leaves and/or Extensions

### Leave of Absence

A “leave of absence” is an interruption of studies during the period after formal admission to an AHE program (Master’s/Doctoral).

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. Students who desire a leave of absence will work with their major professor, department chair, and the Graduate School to arrange authorized leave.

The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not:

- a) use any university facilities
- b) make demands upon faculty time
- c) receive a fellowship or financial aid
- d) take course work of any kind at Oregon State University.

Students may petition for a leave of absence any time after formal admission to an AHE program. The College of Education does not guarantee that the required course work will be available to a participant granted a leave of absence and re-entry into the program will be dependent on the availability of courses and cohort sequencing. [Petitions for a leave of absence](#) will be submitted to the Major Advisor (Primary) for approval and then to the Program Lead ([See contact information above](#)).

[Leave of Absence/Intent to Resume Graduate Study Forms](#) must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to [medical.leave@oregonstate.edu](mailto:medical.leave@oregonstate.edu).

**Limits on Leaves of Absence:** A Leave of Absence is granted for a specified time period that may not exceed **three** terms, excluding summer session. In no case may leave status exceed the maximum time for an entire degree program.

Doctoral degree students may apply for a maximum of **three** academic terms of leave of absence *prior* to advancement to candidacy, and they may apply for a maximum of **three** academic terms of on-leave status *after* advancement to candidacy. The time spent in approved on-leave status will be included in the maximum five years that may elapse between the preliminary oral examination and the final oral examination.

**NOTE:** Students who are pursuing a certificate only are not subject to the Leave of Absence Policy.

### **Program Extension**

This policy primarily applies to doctoral students. After advancement to doctoral candidacy (completion of written exam and oral defense, see more in Qualifying Examination Section), students must complete and defend their dissertation within **five years**. If the dissertation is not completed within that period, the student will be required to retake the preliminary oral exam. Students may petition for extensions of the doctoral program as follows:

1. A one-year extension may be granted for extenuating circumstances by the participant's major professor (Primary).
2. An extension of one additional year may be granted in special circumstances by the Program Lead, upon the recommendation of the participant's major professor (primary). The student requesting an extension will be responsible for developing a revised program schedule as part of the petition for extension.

### **Continuous Enrollment**

All graduate students enrolled in a degree program must [register continuously for a minimum of 3 graduate credits each term](#) (fall, winter, and spring terms) until all degree requirements are met, regardless of student's location (Corvallis, ECampus). Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session or who receive support from their major professor are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those

required for federal financial aid programs.) Therefore, it is the student's responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

**NOTE:** Students who are pursuing a certificate only are not subject to the continuous enrollment policy.

[Further details about Continuous Enrollment policy can be found here.](#)

### **Unauthorized Break in Registration**

Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University.

To have graduate standing reinstated after an unauthorized break, students are required to re-apply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program. Re-admission is subject to the policy below.

### **Re-Admission Following Lapses in Enrollment for Doctoral Students**

After lapses in course enrollment, all students must begin the process of re-admission by re-applying to the OSU Graduate School. The Graduate School will ask the AHE program if the faculty is willing to re-admit the student. Re-admission will be determined by the faculty involved with the doctoral program at the time of the request, as follows:

**Category I: Re-admission *within five years*** from the time of the student's last content course (e.g., History of Higher Education, thesis credits are not considered content courses):

- To be re-admitted a student must have [demonstrated satisfactory academic progress](#) when previously enrolled. In addition to the grade requirements, satisfactory academic progress is defined by responding to questions from the primary faculty member in a timely and satisfactory manner and meeting coursework, dissertation proposal, and dissertation deadlines. At the time of application for re-admission the student will submit a mutually agreeable timeline (a [dissertation contract](#)) for meeting all remaining program requirements.
- The faculty will form a sub-committee to review the student's application. If granted re-admission, the student will continue with completing their program of study/research.

**Category II: Re-admission *beyond five years*** from the time of the student's last content course (e.g., History of Higher Education, thesis credits are not considered content courses). This provision applies to any student who has completed their content courses and has enrolled in thesis credits for more than three years, but then does not enroll in any courses for more than one term.

- To be re-admitted a student must have [demonstrated satisfactory academic progress](#) when previously enrolled. In addition to grade requirements, satisfactory academic progress is defined as working with a primary faculty member by responding to questions from the primary faculty member in a timely and satisfactory manner and meeting coursework, dissertation proposal, and dissertation deadlines. At the time of application for re-admission the student is required to submit a satisfactory timeline for meeting all additional program requirements.
- A student in Category II who has not enrolled for five or more years may be required to re-take previous courses or additional courses.
- The faculty will form a sub-committee to review the student's application. The sub-committee may determine that for students not enrolled for five or more years may be required to re-take previous courses or additional courses, especially when courses have significant changes. If granted re-admission, the student will continue with completing their program of study/research.

## **Learning Community Expectations**

### **Student Conduct and Community Standards**

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The [Office of Student Conduct and Community Standards \(SCCS\)](#) is the central coordinating office for student conduct-related matters at Oregon State University.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the [Code of Student Conduct](#). The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.

### **Academic Dishonesty**

Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized

materials or fabricated information in any academic work or research, either through the Student's own efforts or the efforts of another. It includes:

- CHEATING — use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
- FABRICATION — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- ASSISTING — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
- TAMPERING — altering or interfering with evaluation instruments or documents
- PLAGIARISM — representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Academic Dishonesty cases are handled initially by AHE, following the process outlined in the [University's Academic Dishonesty Report Form](#), and will also be referred to SCCS for action under these rules.

### **Office of Equal Opportunity and Access**

The [OSU Office of Equal Opportunity and Access](#) defines sexual harassment as the following:

- Unwelcome\* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or reject of such conduct by an individual is used as the basis for employment or education –related decisions affecting such an individual; or

- Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual's status.

*\*Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.*

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-7604.

## **Grievance Procedures**

All students desiring to appeal matters relating to their graduate degree should follow the Grievance Procedures for Graduate Students. These procedures are available at <http://gradschool.oregonstate.edu/progress/grievance-procedures>.

Graduate assistants, whose terms and conditions of employment are prescribed by the [collective bargaining agreement](#) between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document and seek guidance from OSU's Office of Human Resources.

## **Student Records**

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar's Office. It will not prohibit the release of directory information to entities of Oregon State University that have a "need to know" to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.

## **Links to Important Forms**

### **Master's Degree Forms**

[Program of Study](#)

[Internship Approval & Student Learning Agreement](#)

[Supervisor Evaluation of Student Performance](#)

[Internship Activity Log](#)

**Doctoral Degree Forms**

[Completing a Program of Study](#)

[Student Annual Progress Form](#)

[Internship Forms](#)

[Proposal Approval Form](#)