



# INDIANA UNIVERSITY

School of Education (SOE-IUPUI)  
Urban Education Studies (UES) Doctoral Program

## Urban Education Studies Doctoral Program Qualifying Exams Policy

Policy Number  
(OPA can assist with numbering)

Final Version: 2/6/16

### FULL POLICY CONTENTS

Scope  
Policy Statement  
Reason for Policy  
Procedures  
Definitions  
Sanctions

#### ADDITIONAL DETAILS

Additional Contacts  
Forms  
Related Information  
History

**Effective:** *Date*  
**Last Updated:** *Date*

**Responsible University Office:**  
*Office with supervision for this policy*

**Responsible University Administrator**  
*Highest ranking university officer for this area (i.e. VP)*

**Policy Contact:**  
*Person to contact with questions/issues  
(include email address)*

(Procedures, Definitions, Sanctions, Forms and Related Information may be omitted if those categories do not apply to a specific policy.)

## Scope

(Who is affected by this policy or needs to read it.)

This policy applies to UES students and faculty within the SOE who are overseeing and participating in UES doctoral student qualifying exams.

## Policy Statement

(State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If

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viewers read only this section, they will know what the policy is and how it extends to the university. How-to procedures can be elaborated in the Procedures section.)  
The focus of this policy is the qualifying exams for UES students. The underlying principals are fairness to students, transparency about the process, adherence to University policy, and the creation of a standard and rigorous process.

The following is the 2015-16 University Graduate School statement on “Qualifying Examinations:”

### **Qualifying Examinations**

This examination, given at such time and in such manner as the major department shall determine, shall be written, although additional oral examinations may be required. The qualifying examination shall cover the major subjects and may, at the discretion of the minor department(s) or the interdepartmental committee, cover the minor subjects as well.

Normally, the qualifying examination is taken after the student has completed all course work for the Ph.D. All such work offered in partial fulfillment of degree requirements must either have been completed within seven consecutive calendar years of the passing of the qualifying examination or be revalidated according to procedures outlined in this bulletin (see Revalidation). For students in combined M.D./Ph.D. programs, all course work offered in partial fulfillment of degree requirements of the Ph.D. must have been completed within nine consecutive calendar years preceding the passing of the qualifying examination; for students in Ph.D. programs in music, within 10 consecutive years. Reading proficiency required in one or more foreign languages must also have been demonstrated, whether by course work or examination, no more than seven years before the passing of the qualifying examination. In the case of an examination of more than one part, the date of passing is regarded as the date of passing the final portion of the examination, typically the oral examination. Students who fail the qualifying examination are normally allowed to retake it only once. The qualifying examination must be passed at least eight months before the date the degree is awarded. Some programs may have deadlines which are earlier than those of the University Graduate School; therefore, students should consult with their program office. (p. 11)

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### **Reason for Policy**

(This section should include the reason or rationale for the policy, may describe the problem or conflict that the policy will resolve and may include reference to regulatory or legal reasons for the policy.)

The reason for this policy is to provide guidance to SOE faculty and UES students.

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### **Procedures**

(Include the means by which the policy is carried out. Link or explain any relevant procedures here and organize by table or narrative.)

#### A. The General Nature of the Exams

A. 1. The two Advisory Committee members representing the major, urban education, must each provide one distinct question, though each question can have multiple parts. The committee member representing the minor can provide a question focused on the

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minor or can choose not to do a question. If there is a fourth member, this person can require a question.

A.2. All or parts of prior written work that the candidate has solely done can be used if appropriate.

A.3. The qualifying exams must solely be the work of the candidate. Even editing cannot be done by others.

A.4. The qualifying exam must strictly follow the current APA format.

### B. The Process for Receiving and Completing the Exams

B.1. Each committee member consults with the student to discuss the qualifying exam question. The student can have input, but the committee member makes the final decision on what the question will be. It is expected that the student will NOT be told the specific questions prior to receiving them for the timed writing period.

B.2. For the chair and the second person representing the major area, the question may cover course work areas or areas connected to the potential dissertation. For the person representing the student's minor, the question must address some issue within the minor. The committee chair will review the questions before submitting them to the student to see if there is too much overlap among them. If so, the chair will consult with the faculty about a revision of one or more questions.

B.3. Any committee member, in consultation with the student, may replace her or his question with an alternative, e.g., a literature review, a significant grant proposal, a publishable article, a center report, etc. However, this must be new work completed during the qualifying exam period

B.4. The student is given all the questions and/or alternatives at the same time. The student then has four weeks to complete all answers.

B.5. The committee members read all of the answers, but the judgment of whether a student passes a question is made by the faculty member writing the question.

B.6. Given documented extenuating circumstances of the student, the Advisory Committee could change the length of the writing period.

### C. The Process for Failure of Any or the Entire Exam

C.1. If a student does not pass one committee member's question, the student will be given one week to rewrite.

C.2. If a student does not pass two committee members' questions, the student will be given two weeks to rewrite.

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C.3. If a student does not pass all committee members' questions, the student will be given four weeks to rewrite.

C.4. If any rewrite fails, the student is considered to have retaken and failed her or his qualifying exams, the issue is then referred to the EAD for the final decision.

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## Definitions

(Define any specialized terms used in the policy.)

A minor, according to University policy, can be an individualized one developed by the student and their Advisory Committee, or it can be an officially recognized one that has formally stated requirements and is printed on the Ph.D. diploma when granted.

An Advisory Committee, according to University policy, is composed of three members, one of whom represents the student's minor.

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## Sanctions

(Describe the appropriate sanctions if any, such as disciplinary action of employees or students and/or civil or criminal penalties.)

None

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## Additional Contacts

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
UES qualifying exam	Jim Scheurich, UES Coordinator	979-492-9491	jscheuri@iupui.edu

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## Forms

(List any related forms and link if possible.)

See <http://graduate.iupui.edu/forms/index.shtml>

For all relevant forms.

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## Related Information

(List any other policies, or information that should be cross-referenced such as legal or regulatory information. (There is no room for any explanatory text in this section- only a list of titles and/or links.))

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## History

Include information about previous policy versions or whether this policy replaces an existing policy.

Over the past two years, the UES Steering Committee has gone through several revisions of this policy. It has gone to the IUPUI SOE Graduate Programs and Policies (GPP) once, but returned to the Steering Committee for further revisions.

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