

Capital Area North Doctorate in Educational Leadership (CANDEL)
**Doctoral Qualifying Examination Administrative Process and Procedures
Cohorts 1-6¹**

This document is intended to guide students through the administrative processes of the Qualifying Examination and Advancing to Candidacy. These processes are consistent with the degree requirements for the CANDEL Program and, accordingly, are in concert with the procedures and oversight responsibilities of the UC Davis Graduate Studies office.

The Qualifying Examination (QE) Process consists of the following three components:

Part I: Academic Eligibility

Part II: Synthesis of Learnings and Professional Applications Essay

Part III: Written Dissertation Proposal

All three must be completed **satisfactorily and sequentially** in order for the student to be approved by UC Davis Graduate Studies, as having “Advanced to Candidacy” status.

Part I: Academic Eligibility

Following completion of the second year of coursework students must be “Academically Eligible.” The eligibility consists of the verification of the following:

- ⤴ Completion of all program courses
- ⤴ Not having any Incompletes, D’s or F’s in any courses
- ⤴ Cumulative grade point average (GPA) for all doctoral program courses of at least 3.0

Prior to proceeding to Part II of the Qualifying Examination, students must have made up all work and eliminated any Incompletes, NG’s, D’s or F’s on their transcripts. The appropriate instructor must have submitted a grade change form in order to qualify for conversion of any Incompletes.

Student Administrative Responsibility

Ensure the above has been met prior to moving to Part II.

CANDEL Administrative Responsibility

Confirm the student’s academic eligibility prior to accepting Part II.

¹ The Qualifying Examination Process for the CANDEL Program was revised and approved by the Graduate Council in June, 2010, beginning with Cohort 7. However, students enrolled in Cohorts 1-6 are subject to the processes that were in place prior to these revisions, and which are outlined in this document. Students enrolled in Cohort 7 and thereafter adhere to the revised requirements. A separate statement of processes and procedures for Cohort 7 and beyond has been developed accordingly.

Part II: Synthesis of Learnings and Professional Applications Essay

A. Submitting the Essay to the Co-Directors

Student Administrative Responsibility

Following the satisfactory completion of coursework, students will complete and submit the Synthesis of Learnings and Professional Applications Essay to the Associate Director of the CANDEL Program.

CANDEL Administrative Responsibility

Upon receipt of the student's essay, the Associate Director will confirm the student's academic eligibility and then will send the student an acknowledgment of receipt. The Co-Directors will then forward the Synthesis of Learnings to the faculty committee for review. This faculty committee is referred to as the "Qualifying Exam (QE) Committee," as identified in the "Qualifying Examination Application" submitted to Graduate Studies. This committee oversees the evaluation of the student's essay and is not the same as the student's dissertation committee.

B. Assessing the Synthesis of Learnings and Professional Applications Essay

CANDEL Administrative Responsibility

The faculty committee will review the essay to determine that the essay has:

- "Passed" or
- "Revisions Needed," indicating that revisions to the work are required.

The Co-Directors will inform the student and the CANDEL Associate Director of the status of the essay. Should revisions be needed, direction for resubmission will be provided by the Co-Directors.

Student Administrative Responsibility

Pass - If the student's paper deems a "Pass, the student will move to Part III: The Dissertation Proposal.

Revisions Needed - Should revisions be needed, students will have two opportunities to revise the essay according to the direction put forth by the Co-Directors. Failure to successfully pass this component of the Qualifying Examination will prohibit the student from advancing to candidacy.

Part III: The Written Dissertation Proposal

A. Development of Dissertation Proposal

Upon successful completion of Part II: The Synthesis of Learnings and Professional Applications Essay, the student will work with a Dissertation Chair to develop a dissertation proposal and assemble a dissertation committee. Selection and confirmation of a Dissertation Chair commences at the end of the second year of coursework, consistent with information provided in the Problem-Based Learning courses. Once the Dissertation Chair agrees that the proposal is ready for review by the

full committee, a proposal meeting will be scheduled.

B. Scheduling the Proposal Meeting

The Proposal Meeting is the final stage of the three-part Qualifying Examination Process. It is sometimes referred to as the “QE Exam.”

Student Administrative Responsibility

Four-to-six weeks prior to the desired date of the Proposal Meeting, the student **must submit an email request** to the CANDEL Associate Director to schedule the proposal meeting. The following information must be included in the request:

- ⤴ Name of Student’s Dissertation Chair and Committee Members
- ⤴ Title for Dissertation Study with a brief description (1-2 sentences)
- ⤴ Desired date(s) and time(s) for the meeting. A two-hour time-frame is recommended for this meeting. Confirm participation and proposed date(s) with Dissertation Committee prior to making this request. All members of the committee are to be in attendance for the meeting.
- ⤴ AV Equipment needed

In addition, **three weeks prior** to the Proposal Meeting, the student should **submit their dissertation proposal** to their Dissertation Committee for review prior to the meeting.

CANDEL Administrative Responsibility

Upon receiving the request, the CANDEL Associate Director will submit the Qualifying Examination Application for the Degree of Doctorate of Education to the UC Davis Graduate Studies office. Please note this is an “application” and is not final until approval is received from Graduate Studies. The Proposal Meeting may not be held until it has been approved by UC Davis Graduate Studies.

The Associate Director will also reserve a room for the meeting and notify all participants (student and Dissertation Committee members) via e-mail of the tentative date, time, and place. When approved by UCD Graduate Studies, the Associate Director will notify the student and Dissertation Committee. A reminder e-mail prior to the meeting will also be sent to all parties.

C. Purpose, Format and Outcome of Proposal Meeting

The Proposal Meeting is meant to provide the candidate with guidance on the proposal. During this meeting, the student will present his/her dissertation proposal. Recommendations to strengthen the study may be made by committee members. Revisions may also be requested.

Dissertation Chair Responsibilities

The Dissertation Chair will facilitate the proposal process and ensure all policies from UC Davis Graduate Studies are followed. Following the proposal meeting the Dissertation Chair will inform the CANDEL Co-Directors of the results and provide a time-line for revisions (if any) and approval of the proposal.

At the conclusion of the meeting, the committee will deliberate as to the outcome of the student's proposal and must reach a unanimous decision. The committee shall inform the student of its decision as:

- ⤴ “Pass” (no conditions may be appended to this decision);
- ⤴ “Not Pass” - The Chair’s report should specify whether the student is required to retake all or part of the examination, list any additional requirements, and state the exact timeline for completion of requirements to achieve a “Pass”; or
- ⤴ “Fail.”

If a unanimous decision takes the form of “Not Pass” or “Fail”, the Chair of the committee must include in its report a specific statement, agreed to by all members of the committee, explaining its decision, and must inform the student of its decision. Having received a “Not Pass”, the student may attempt the Proposal Meeting one additional time. After a second meeting, a vote of only “Pass” or “Fail” is recognized. Only one retake is allowed. Students receiving a “Fail” on the second attempt will be recommended to the Dean of Graduate Studies for disqualification from the graduate program.

CANDEL Administrative Responsibilities

The Associate Director will ensure that the QE/Proposal Report has the requisite information and signature, and it is sent to Graduate Studies in a timely manner.

D. Finalizing the Dissertation Proposal and Study

During the student’s Proposal Meeting, suggestions may have been made regarding revisions to the student’s dissertation proposal. The student will work with their Dissertation Chair and Committee to respond to any proposal suggestions, revisions, or comments from the Committee. Once the Dissertation Chair and Committee members agree that the proposal is finalized, the Candidate is ready to begin their dissertation study and will have completed all three parts of the Qualifying Examination.

Part IV: Advancement to Candidacy

When the student completes all three parts of the Qualifying Exam, the student will have “Advanced to Candidacy.” The student, the Dissertation Committee Chair and the CANDEL Associate Director will work together to complete the process of securing approval from the UC Davis Office of Graduate Studies.

Dissertation Chair Responsibilities

The Dissertation Chair will submit the Advancement to Candidacy form to the CANDEL Associate Director.

CANDEL Administrative Responsibilities

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The Associate Director will secure the necessary signatures and notify the CANDEL Co-Directors of the student's advancement.

Student Administrative Responsibility

Once the form has been completed with the necessary signatures, the student will work with the CANDEL Associate Director, to complete the final steps in this process. The student is to see the CANDEL Associate Director prior to submitting any forms to UCD Graduate Studies.

Resources

While this is an individual process, the following websites and resources may be helpful in further explaining procedural requirements:

Graduate Studies Resources:

<http://gradstudies.ucdavis.edu/students/filing.html>

CANDEL Student Handbook: <http://education.ucdavis.edu/side-quick-link/candel-student-handbook>