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| For Academic Affairs and Research Use Only |
| Proposal Number |  |
| CIP Code:  |  |
| Degree Code: |  |

**Program Modification Form**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

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| --- |
| **Modification Type: [X]Admissions, [X]Curricular Sequence, or [ ]Other**  |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

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| Alicia Shaw | 4/8/2022 |

**Department Curriculum Committee Chair** |

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**COPE Chair (if applicable)** |
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| Kimberley Davis  | 4/8/2022 |

**Department Chair**  |

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**Head of Unit (if applicable)**   |
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| Wayne Wilkinson | 4/7/2022 |

**College Curriculum Committee Chair** |

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**Undergraduate Curriculum Council Chair** |
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**Director of Assessment** *(only for changes impacting assessment)* |

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**Graduate Curriculum Committee Chair** |
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| Mary Jane Bradley | 4/8/2022 |

**College Dean** |

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| Alan Utter | 4/25/2022 |

**Vice Chancellor for Academic Affairs** |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |

**General Education Committee Chair (if applicable)**   |  |

1. **Contact Person** (Name, Email Address, Phone Number)

Topeka Singleton, tsmall@astate.edu, 870-972-4272

1. **Proposed Change** (for undergraduate curricular changes please provide an 8-semester plan (appendix A), if applicable)

The following changes are being made to the Ed.D. in Educational Leadership program:

1. Revision of admission requirements and other program policies contained in the bulletin

2. Establishment of a common program core (33 hours) consisting of research and dissertation areas

3. Creation of two concentrations: P-12 (current program) and higher education. Please see relevant new concentration form.

1. **Effective Date**

Fall 2022 (Bulletin Year 2022-23)

1. **Justification –** *Please provide details as to why this change is necessary.*

In the original curriculum paperwork submitted for the new Higher Education Administration emphasis, there was confusion about whether we were replacing the P12 emphasis or adding a new concentration IN ADDITION to the existing P12 emphasis. Also, some of the verbiage included in the bulletin about the two emphases was confusing. Therefore, we revised some of the verbiage to ensure clarity.

**Bulletin Changes**

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| --- |
| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Please include a before (with changed areas highlighted) and after of all affected sections.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  |

Pages 85-89 (BEFORE):

Program of Study for the Doctor of Education

in Educational Leadership Degree

**ADMISSION REQUIREMENTS**

Applicants for admission to the Doctor of Education degree program must be in good standing in the graduate school of an accredited institution.

Admission to Graduate Programs does not imply admission to the Doctor of Education degree. Students desiring to pursue graduate work for which they have not completed the prerequisites will be required to make up deficiencies. Specific program requirements and details are outlined under the Center for Excellence in Education (CEE) section of this bulletin and on the following pages.

Applicants to the Doctor of Education Degree program must hold an earned master’s degree (minimum 30 hours) from an accredited institution and provide evidence of having sustained a superior level of scholarship dur­ing master’s and post-master’s level graduate work. Applicants must submit the following to Graduate Admissions:

1. A completed application for admission. ~~Applicants are encouraged to submit the ap­plication no later than March 1 for the fall semester. Application forms are available from Graduate Admissions or from the Center for Excellence in Education.~~ Applicants are admitted Spring, Summer, and Fall semesters.

2. A $50 nonrefundable application fee. ~~Checks must be made payable to Arkansas State University. If applications are received without payment, Graduate Admissions will hold all application materials and notify the applicants that no action will be taken until pay­ment is received. International students may utilize a check or an International Postal Money Order to remit payment in U.S. currency.~~

3. One copy of official transcripts of all previous undergraduate and graduate coursework attempted to be sent directly from the institution(s) previously attended. (Graduate Ad­missions will compute the graduate GPA by counting all graduate courses completed, including any repeated courses.)

4. Two ~~letters of~~ recommendation forms from professionals who can speak to the student’s ability to matriculate into this doctoral program and complete a dissertation. These ~~letters~~ forms will be reviewed by the doctoral faculty. An interview may be required. Recommendation by the doctoral faculty is required for admission to the doctoral program.

5. A two page letter of interest describing how the student is a good fit for the degree program.

6. Submit one of the following writing samples:

-A two-page personal philosophy of leadership, citing three sources of reference; OR

-A research paper demonstrating the student’s ability to write at the graduate level

NOTE: The paper must follow the latest edition of APA style guide.

7. Resume ~~of~~ or Curriculum Vitae

**CENTER FOR EXCELLENCE IN EDUCATION**

The Center for Excellence in Education is a teaching and research center within the College of Education and Behavioral Science. The primary mission of the center is to coordinate the efforts of a diverse faculty in delivery of the doctoral program in educational leadership and to facilitate basic research on the improvement of educational institutions and enhancement of educational settings. The director of the Center for Excellence in Education serves as the director of the Doctor of Education degree program. Inquiries regarding this program should be addressed to the director.

**PURPOSE OF THE DEGREE**

The Doctor of Education degree in Educational Leadership provides the highest professional degree available in the field of education to students who aspire to administrative careers in either elementary, secondary, or collegiate levels. Although the degree requirements include a prescribed curriculum of required and elective courses, the doctoral degree is not awarded only on the basis of coursework completion. Following successful completion of the comprehensive examinations, doctoral students conduct a major research project resulting in the presentation and defense of the doctoral dissertation. This phase of the doctoral degree provides students with an opportunity to develop and demonstrate possession of skill in intellectual problem solving.

**GENERAL REQUIREMENTS FOR THE DEGREE**

Candidates must earn a minimum of 90 hours of graduate credit beyond the bachelor’s degree. This quantitative requirement is a minimum, as the quantity of coursework to be completed by each candidate is arranged individually by the advisory committee, subject to the approval of the Registrar, and may be modified both as to quantity and as to type during the progress of the student’s coursework.

**DOCTOR OF EDUCATION CORE COURSES**

The Doctor of Education degree program consists of a core curriculum of 33 graduate credit hours, as shown below. This core curriculum serves as a common body of knowledge aimed at developing competencies in education leadership. In addition to the core curriculum, students complete a 27-hour concentration in either P-12 Administration or Higher Education Administration.

|  |  |
| --- | --- |
| **Doctor of Education Core Courses** | **Sem. Hrs.** |
| Dissertation Subcore |  |
| ELAD 8043, Advanced Organizational Theory and Inquiry | 3 |
| ELAD 8501, Dissertation I: Prospectus  | 1 |
| ELAD 8511, Dissertation II: Chapter One | 1 |
| ELAD 8521, Dissertation III: Chapter Two | 1 |
| ELAD 8531, Dissertation IV: Chapter Two Approval | 1 |
| ELAD 8532, Dissertation V: Chapter Three | 2 |
| ELAD 8613, Dissertation VI: Chapter Four Data Collection | 3 |
| ELAD 8623, Dissertation VII, Chapter Four Data Analysis | 3 |
| ELAD 8633, Dissertation VIII: Chapter Five | 3 |
| **Research Subcore** |  |
| ELFN 7773, Advanced Educational Research | 3 |
| ELFN 7783, Advanced Educational Statistics | 3 |
| ELFN 8763, Doctoral Seminar: Socio Cultural Issues of Education | 3 |
| ELFN 8773, Doctoral Seminar: Educational Research and Evaluation | 3 |
| ELFN 8783, Qualitative Research and Evaluation | 3 |
| **Sub-total** | **33** |
| **Master’s Degree (any field)** | **Sem. Hrs.** |
| **Sub-total (minimum)** | **30** |
| **Concentration in P-12 Administration or Higher Education Administration** | **Sem. Hrs.** |
| **Sub-total** | **27** |
| **Total Required Hours:** | **90** |

**ADVISORY COMMITTEES**

Advisory committees will consist of no fewer than ~~four~~ three members who possess expertise in the student’s major areas of concentration and should be selected by the student in consultation with the director of graduate studies in the Center for Excellence in Education. These names will be forwarded for official appointment. No committee is considered constituted until final written approval.

Membership of advisory committees may be changed if either the student or a member of their committee feels that such a change is appropriate, and the requested change is approved by the Direc­tor of the Center for Excellence in Education. Such a change will only be approved in clearly unusual circumstances. If approval is given, the student will be notified in writing by Graduate Admissions.

**DEGREE PLAN**

As the successful completion of 12 semester hours approaches, students should file a degree plan listing all courses completed and to be completed. This plan must be approved by the advisory committee and then submitted to the dean for approval. The dean will notify the applicant after the degree plan has been approved. Students will be permitted to register for more than a cumulative total of 12 semester hours only when an approved degree plan is on file.

**~~TRANSFER~~ CREDIT FOR MASTER’S DEGREE**

The Ed.D. Program consists of a minimum of 90 credits beyond the bachelor’s degree, for those possessing a minimum 30-hour master’s degree. Although all appropriate graduate credits from master’s and beyond will be transferred to the Ed.D., all students must complete the doctoral block and dissertation which total 51 credits. Students enrolled in the Ed.D. program who receive four or more credits with a grade of “C” or lower, or a grade of “F” in ~~the Doctoral Knowledge Core~~ any course will be dismissed from the program. Students will be held responsible for the content of each course placed on the program of study through written examination.

**~~DOCTORAL CORE CONTENT EXAMINATION STRUCTURE~~ DOCTORAL EXAMINATION**

The comprehensive Doctoral ~~Core Content~~ Examination will be completed in the ~~final~~ sixth semester. ~~of Doctoral Lead­ership Core~~. ~~The exam will be a comprehensive exam of the eight courses included within the Doctoral Leadership Core and will be administered during Semester 4 of the doctoral program. If any portion of the exam is failed, a program faculty committee has the option to require the student to repeat coursework that relates to the portion of the exam that did not meet passing requirements.~~ A student ~~may~~ will have a second attempt to repeat any failed portion of the Doctoral ~~Core Content~~ Examination. A second failed attempt on any portion of the examination will result in the student’s dismissal from the doctoral program.

**ADMISSION TO CANDIDACY**

Students may apply for admission to candidacy upon satisfactory completion of the comprehen­sive examination. Students may not apply for candidacy while on probation or with a GPA of less than 3.00.

**CONTINUOUS ENROLLMENT**

Students must maintain continuous enrollment with their cohort through all ten (10) semesters of the program. Failure to maintain continuous enrollment constitutes immediate dismissal from the program.

**TIME TO DEGREE**

All requirements for the doctoral degree must be completed within ten consecutive semesters from the program’s beginning. The first four semesters of the program are dedicated to the Doctoral Leadership Core. The remaining six semesters are dedicated to the Doctoral Research and Disserta­tion Core. The entire doctoral program must be completed in a minimum of 3.5 years. Time limits of progression to degree are strictly monitored. Students exceeding the time limit may petition the doctoral faculty for an extension. None of a student’s course work can be more than 6 years old, at the time of graduation. Extensions will be granted only when serious extenuating circumstances have occurred in the student’s life that limits their ability to complete the program within the prescribed time limit.

**APPROVAL OF DISSERTATION RESEARCH BY THE IRB**

Under federal regulation, all institutions receiving funds from any of 16 federal agencies, includ­ing USDA, NASA, NSF, EPA, Department of Education, and NIH, are required to establish institutional review boards to monitor all funded research involving humans. Human research is defined as any systematic activity involving the collection and/or analysis of data on human subjects for the purpose of advancing generalizable knowledge, unless this activity is specifically exempted by current federal regulations. It is the policy of this university to apply the regulations to all research and research re­lated activities which involve humans, funded or not. Dissertation research involving human subjects is included.

Copies of the Arkansas State University Institutional Review Board Information Packet are avail­able in the Office of Research and Technology Transfer.

**SEMINAR FOR THE DEFENSE OF THE DISSERTATION PROPOSAL**

The dissertation proposal should be distributed to all members of the advisory committee at least ~~one~~ two weeks before the date set for the defense seminar. Enough copies should be made for all members of the doctoral committee and for visitors to the defense seminar. The defense seminar will be open to faculty and to master’s and doctoral students. After candidates have successfully defended the proposed problem, it is assumed that they will develop, with the supervision of the advisory committee, this proposed problem into a completed dissertation.

**DISSERTATION DEFENSE**

Upon completion of the dissertation, an oral presentation of the dissertation research and results followed by an examination which deals with the dissertation and any other aspect of candidates’ pro­grams which the committee designates will be held. Arrangements for this examination will be made by the CEE, but announced by the Registrar.

**FINAL FORM**

The completed dissertation must follow the style and format requirements of Graduate Programs as contained in the Guide to Thesis and Dissertations: Preparation and Electronic Submission. It is the responsibility of candidates to assure that the completed dissertation follows this designated form. Before submission, the completed dissertation must be approved by the entire advisory committee and the CEE Director, as listed in the Guide. At least three copies of the completed dissertation will be submitted by candidates. The bound copies will be held in the A-State Library. The Center endorses the use of APA as the approved style for formatting the dissertation. Any deviation from APA should be approved by the advisor.

**THE ABSTRACT**

Candidates will be responsible for the preparation of an abstract of the dissertation which will be submitted at the same time as the completed dissertation or project. The abstract must not exceed 300 words.

**DEADLINE FOR SUBMISSION**

The completed dissertation and abstract, signed by all members of the advisory committee, must be submitted to ProQuest by the deadline set for accepting dissertations. The date for each semester and summer term is given in the Academic Calendar.

**CHECKLIST FOR THE LAST SEMESTER BEFORE GRADUATION**

In the last semester before graduation, candidates must:

• register for the graduation fee.

• file an Intent to Graduate Form with the relevant deadline.

• complete the final oral examination on the dissertation.

• submit the dissertation online by the relevant deadline.

**~~CERTIFICATE~~**

~~Each student will complete the defined program of study as articulated in the doctoral student handbook.~~

~~Educational Leadership~~

~~Doctor of Education~~

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| --- |
| **~~University Requirements:~~**  |
| ~~See Graduate Degree Policies for additional information (p. 47)~~  |
| **~~Core Courses:~~**  | ~~Sem. Hrs.~~  |
| ~~ELAD 8043, Adv. Organizational Theory and Inquiry~~  | ~~3~~  |
| ~~ELAD 8203, Politics of Education~~  | ~~3~~  |
| ~~ELAD 8253, Education Policy and the Law~~  | ~~3~~  |
| ~~ELAD 8313, Doc Sem: Educational Leadership Practices I~~  | ~~3~~  |
| ~~ELAD 8333, Organizational Development in Education~~  | ~~3~~  |
| ~~ELAD 8343, Comparative Education~~  | ~~3~~  |
| ~~ELAD 8501, Dissertation I: Prospectus~~  | ~~1~~  |
| ~~ELAD 8511, Dissertation II: Chapter One~~  | ~~1~~  |
| ~~ELAD 8521, Dissertation III: Chapter Two~~  | ~~1~~  |
| ~~ELAD 8531, Dissertation IV: Chapter Two Approval~~  | ~~1~~  |
| ~~ELAD 8532, Dissertation V: Chapter Three~~  | ~~2~~  |
| ~~ELAD 8613, Dissertation VI: Chapter Four Data Collection~~  | ~~3~~  |
| ~~ELAD 8623, Dissertation VII, Chapter Four Data Analysis~~  | ~~3~~  |
| ~~ELAD 8633, Dissertation VIII: Chapter Five~~  | ~~3~~  |
| ~~ELCI 8213, Doc Sem: Curriculum and Instruction~~  | ~~3~~  |
| ~~ELFN 7773, Advanced Education Research~~  | ~~3~~  |
| ~~ELFN 7783, Advanced Education Statistics~~  | ~~3~~  |
| ~~ELFN 8763, Doc Sem: Socio Cultural Issues of Education~~  | ~~3~~  |
| ~~ELFN 8773, Doc Sem: Educational Research and Evaluation~~  | ~~3~~  |
| ~~ELFN 8783, Qualitative Research and Evaluation~~  | ~~3~~  |
| ~~Sub-total~~  | ~~51~~  |
| **~~Master’s Degree (any field)~~**  | ~~Sem. Hrs.~~  |
| ~~Sub-total~~  | ~~30~~  |
| **~~Doctoral Subcore:~~** ~~Required if students possess only a Master’s degree~~  | ~~Sem. Hrs.~~  |
| ~~ELAD 7033 Contemporary Issues~~ ~~ELAD 7073 Schooling in a Pluralistic Society~~ ~~ELCI 7523 Curriculum Theory and Practice~~  | ~~9~~  |
| **~~Total Required Hours:~~**  | ~~90~~ |

Educational Leadership

Doctor of Education

Concentration in P-12 Administration

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| **University Requirements:**  |
| See Graduate Degree Policies for additional information (p. 47)  |
| **Doctor of Education Core Courses and Master’s Degree:**  | Sem. Hrs.  |
| (See Doctor of Education Core Courses section)  | 63  |
| **P-12 Administration Concentration:** | Sem. Hrs.  |
| ELAD 8203, Politics of Education | 3  |
| ELAD 8253, Educational Policy and the Law | 3  |
| ELAD 8313, Doctoral Seminar: Educational Leadership Practices I | 3 |
| ELAD 8333, Organization Development in Education | 3 |
| ELAD 8343, Comparative Education | 3 |
| ELCI 8213, Doctoral Seminar: Curriculum and Instruction | 3 |
| Electives(*Must include ELFN 6773 if student has not taken a statistics course within the past six years with a grade of B or higher*) | 9 |
| Sub-total  | 27 |
| **Total Required Hours:**  | 90 |

Educational Leadership

Doctor of Education

Concentration in Higher Education Administration

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| **University Requirements:**  |
| See Graduate Degree Policies for additional information (p. 47)  |
| **Doctor of Education Core Courses and Master’s Degree:**  | Sem. Hrs.  |
| (See Doctor of Education Core Courses section)  | 63  |
| **Higher Education Administration Concentration:** | Sem. Hrs.  |
| HIED 8203 Higher Education Assessment and Accreditation | 3  |
| HIED 8213 Teaching in Higher Education | 3  |
| HIED 8253 Higher Education Policy and Law | 3 |
| HIED 8313 Higher Education Leadership | 3 |
| HIED 8333 Organizational Change in Higher Education | 3 |
| HIED 8343 Higher Education Finance | 3 |
| Electives(*Must include ELFN 6773 if student has not taken a statistics course within the past six years with a grade of B or higher*) | 9 |
| Sub-total  | 27 |
| **Total Required Hours:**  | 90 |

Pages 85-89 (AFTER):

Program of Study for the Doctor of Education

in Educational Leadership Degree

**ADMISSION REQUIREMENTS**

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3. One copy of official transcripts of all previous undergraduate and graduate coursework attempted to be sent directly from the institution(s) previously attended. (Graduate Ad­missions will compute the graduate GPA by counting all graduate courses completed, including any repeated courses.)

4. Two recommendation forms from professionals who can speak to the student’s ability to matriculate into this doctoral program and complete a dissertation. These forms will be reviewed by the doctoral faculty. An interview may be required. Recommendation by the doctoral faculty is required for admission to the doctoral program.

5. A two page letter of interest describing how the student is a good fit for the degree program.

6. Submit one of the following writing samples:

-A two-page personal philosophy of leadership, citing three sources of reference; OR

-A research paper demonstrating the student’s ability to write at the graduate level

NOTE: The paper must follow the latest edition of APA style guide.

7. Resume or Curriculum Vitae

**CENTER FOR EXCELLENCE IN EDUCATION**

The Center for Excellence in Education is a teaching and research center within the College of Education and Behavioral Science. The primary mission of the center is to coordinate the efforts of a diverse faculty in delivery of the doctoral program in educational leadership and to facilitate basic research on the improvement of educational institutions and enhancement of educational settings. The director of the Center for Excellence in Education serves as the director of the Doctor of Education degree program. Inquiries regarding this program should be addressed to the director.

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The Doctor of Education degree in Educational Leadership provides the highest professional degree available in the field of education to students who aspire to administrative careers in either elementary, secondary, or collegiate levels. Although the degree requirements include a prescribed curriculum of required and elective courses, the doctoral degree is not awarded only on the basis of coursework completion. Following successful completion of the comprehensive examinations, doctoral students conduct a major research project resulting in the presentation and defense of the doctoral dissertation. This phase of the doctoral degree provides students with an opportunity to develop and demonstrate possession of skill in intellectual problem solving.

**GENERAL REQUIREMENTS FOR THE DEGREE**

Candidates must earn a minimum of 90 hours of graduate credit beyond the bachelor’s degree. This quantitative requirement is a minimum, as the quantity of coursework to be completed by each candidate is arranged individually by the advisory committee, subject to the approval of the Registrar, and may be modified both as to quantity and as to type during the progress of the student’s coursework.

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The Doctor of Education degree program consists of a core curriculum of 33 graduate credit hours, as shown below. This core curriculum serves as a common body of knowledge aimed at developing competencies in education leadership. In addition to the core curriculum, students complete a 27-hour concentration in either P-12 Administration or Higher Education Administration.

|  |  |
| --- | --- |
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| ELAD 8043, Advanced Organizational Theory and Inquiry | 3 |
| ELAD 8501, Dissertation I: Prospectus  | 1 |
| ELAD 8511, Dissertation II: Chapter One | 1 |
| ELAD 8521, Dissertation III: Chapter Two | 1 |
| ELAD 8531, Dissertation IV: Chapter Two Approval | 1 |
| ELAD 8532, Dissertation V: Chapter Three | 2 |
| ELAD 8613, Dissertation VI: Chapter Four Data Collection | 3 |
| ELAD 8623, Dissertation VII, Chapter Four Data Analysis | 3 |
| ELAD 8633, Dissertation VIII: Chapter Five | 3 |
| **Research Subcore** |  |
| ELFN 7773, Advanced Educational Research | 3 |
| ELFN 7783, Advanced Educational Statistics | 3 |
| ELFN 8763, Doctoral Seminar: Socio Cultural Issues of Education | 3 |
| ELFN 8773, Doctoral Seminar: Educational Research and Evaluation | 3 |
| ELFN 8783, Qualitative Research and Evaluation | 3 |
| **Sub-total** | **33** |
| **Master’s Degree (any field)** | **Sem. Hrs.** |
| **Sub-total (minimum)** | **30** |
| **Concentration in P-12 Administration or Higher Education Administration** | **Sem. Hrs.** |
| **Sub-total** | **27** |
| **Total Required Hours:** | **90** |

**ADVISORY COMMITTEES**

Advisory committees will consist of no fewer than three members who possess expertise in the student’s major areas of concentration and should be selected by the student in consultation with the director of graduate studies in the Center for Excellence in Education. These names will be forwarded for official appointment. No committee is considered constituted until final written approval.

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**DEGREE PLAN**

As the successful completion of 12 semester hours approaches, students should file a degree plan listing all courses completed and to be completed. This plan must be approved by the advisory committee and then submitted to the dean for approval. The dean will notify the applicant after the degree plan has been approved. Students will be permitted to register for more than a cumulative total of 12 semester hours only when an approved degree plan is on file.

**CREDIT FOR MASTER’S DEGREE**

The Ed.D. Program consists of a minimum of 90 credits beyond the bachelor’s degree, for those possessing a minimum 30-hour master’s degree. Although all appropriate graduate credits from master’s and beyond will be transferred to the Ed.D., all students must complete the doctoral block and dissertation which total 51 credits. Students enrolled in the Ed.D. program who receive four or more credits with a grade of “C” or lower, or a grade of “F” in any course will be dismissed from the program. Students will be held responsible for the content of each course placed on the program of study through written examination.

**DOCTORAL EXAMINATION**

The comprehensive Doctoral Examination will be completed in the sixth semester. A student will have a second attempt to repeat any failed portion of the Doctoral Examination. A second failed attempt on any portion of the examination will result in the student’s dismissal from the doctoral program.

**ADMISSION TO CANDIDACY**

Students may apply for admission to candidacy upon satisfactory completion of the comprehen­sive examination. Students may not apply for candidacy while on probation or with a GPA of less than 3.00.

**CONTINUOUS ENROLLMENT**

Students must maintain continuous enrollment with their cohort through all ten (10) semesters of the program. Failure to maintain continuous enrollment constitutes immediate dismissal from the program.

**TIME TO DEGREE**

All requirements for the doctoral degree must be completed within ten consecutive semesters from the program’s beginning. The first four semesters of the program are dedicated to the Doctoral Leadership Core. The remaining six semesters are dedicated to the Doctoral Research and Disserta­tion Core. The entire doctoral program must be completed in a minimum of 3.5 years. Time limits of progression to degree are strictly monitored. Students exceeding the time limit may petition the doctoral faculty for an extension. None of a student’s course work can be more than 6 years old, at the time of graduation. Extensions will be granted only when serious extenuating circumstances have occurred in the student’s life that limits their ability to complete the program within the prescribed time limit.

**APPROVAL OF DISSERTATION RESEARCH BY THE IRB**

Under federal regulation, all institutions receiving funds from any of 16 federal agencies, includ­ing USDA, NASA, NSF, EPA, Department of Education, and NIH, are required to establish institutional review boards to monitor all funded research involving humans. Human research is defined as any systematic activity involving the collection and/or analysis of data on human subjects for the purpose of advancing generalizable knowledge, unless this activity is specifically exempted by current federal regulations. It is the policy of this university to apply the regulations to all research and research re­lated activities which involve humans, funded or not. Dissertation research involving human subjects is included.

Copies of the Arkansas State University Institutional Review Board Information Packet are avail­able in the Office of Research and Technology Transfer.

**SEMINAR FOR THE DEFENSE OF THE DISSERTATION PROPOSAL**

The dissertation proposal should be distributed to all members of the advisory committee at least two weeks before the date set for the defense seminar. Enough copies should be made for all members of the doctoral committee and for visitors to the defense seminar. The defense seminar will be open to faculty and to master’s and doctoral students. After candidates have successfully defended the proposed problem, it is assumed that they will develop, with the supervision of the advisory committee, this proposed problem into a completed dissertation. The candidates will be notified in writing of their committee’s approval.

**DISSERTATION DEFENSE**

Upon completion of the dissertation, an oral presentation of the dissertation research and results followed by an examination which deals with the dissertation and any other aspect of candidates’ pro­grams which the committee designates will be held.

Arrangements for this examination will be made by the CEE, but announced by the Registrar. This oral examination will be open to the public.

**FINAL FORM**

The completed dissertation must follow the style and format requirements of Graduate Programs as contained in the Guide to Thesis and Dissertations: Preparation and Electronic Submission. It is the responsibility of candidates to assure that the completed dissertation follows this designated form. Before submission, the completed dissertation must be approved by the entire advisory committee and the CEE Director, as listed in the Guide. At least three copies of the completed dissertation will be submitted by candidates. The bound copies will be held in the A-State Library. The Center endorses the use of APA as the approved style for formatting the dissertation. Any deviation from APA should be approved by the advisor.

**THE ABSTRACT**

Candidates will be responsible for the preparation of an abstract of the dissertation which will be submitted at the same time as the completed dissertation or project. The abstract must not exceed 300 words.

**DEADLINE FOR SUBMISSION**

The completed dissertation and abstract, signed by all members of the advisory committee, must be submitted to ProQuest by the deadline set for accepting dissertations. The date for each semester and summer term is given in the Academic Calendar.

**CHECKLIST FOR THE LAST SEMESTER BEFORE GRADUATION**

In the last semester before graduation, candidates must:

• register for the graduation fee.

• file an Intent to Graduate Form with the relevant deadline.

• complete the final oral examination on the dissertation.

• submit the dissertation online by the relevant deadline.

Educational Leadership

Doctor of Education

Concentration in P-12 Administration

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| **University Requirements:**  |
| See Graduate Degree Policies for additional information (p. 47)  |
| **Doctor of Education Core Courses and Master’s Degree:**  | Sem. Hrs.  |
| (See Doctor of Education Core Courses section)  | 63  |
| **P-12 Administration Concentration:** | Sem. Hrs.  |
| ELAD 8203, Politics of Education | 3  |
| ELAD 8253, Educational Policy and the Law | 3  |
| ELAD 8313, Doctoral Seminar: Educational Leadership Practices I | 3 |
| ELAD 8333, Organization Development in Education | 3 |
| ELAD 8343, Comparative Education | 3 |
| ELCI 8213, Doctoral Seminar: Curriculum and Instruction | 3 |
| Electives(*Must include ELFN 6773 if student has not taken a statistics course within the past six years with a grade of B or higher*) | 9 |
| Sub-total  | 27 |
| **Total Required Hours:**  | 90 |

Educational Leadership

Doctor of Education

Concentration in Higher Education Administration

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| **University Requirements:**  |
| See Graduate Degree Policies for additional information (p. 47)  |
| **Doctor of Education Core Courses and Master’s Degree:**  | Sem. Hrs.  |
| (See Doctor of Education Core Courses section)  | 63  |
| **Higher Education Administration Concentration:** | Sem. Hrs.  |
| HIED 8203 Higher Education Assessment and Accreditation | 3  |
| HIED 8213 Teaching in Higher Education | 3  |
| HIED 8253 Higher Education Policy and Law | 3 |
| HIED 8313 Higher Education Leadership | 3 |
| HIED 8333 Organizational Change in Higher Education | 3 |
| HIED 8343 Higher Education Finance | 3 |
| Electives(*Must include ELFN 6773 if student has not taken a statistics course within the past six years with a grade of B or higher*) | 9 |
| Sub-total  | 27 |
| **Total Required Hours:**  | 90 |