

Arkansas State University

Jonesboro, Arkansas



Student Handbook

2016-2017

**Doctor of Education Degree (Ed.D.)
In Educational Leadership**

Revised 1-20-16



The College of Education
is accredited by:

National Council for Accreditation of Teacher Education
(NCATE)
and
Higher Learning Commission
(HLC)

ASU MISSION STATEMENT

Arkansas State University educates leaders, enhances intellectual growth and enriches lives.

Center for Excellence in Education telephone:
870.972.3943; fax 870.680.8130.

(1/8/16)

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INTRODUCTION

The purpose of this handbook is to provide information concerning center policies and procedures required to obtain a Doctor of Education (Ed. D.) degree in Educational Leadership. This handbook is designed to be used in conjunction with the Arkansas State University Graduate School webpage, which has the most up-to-date information and is available online at <http://www.astate.edu/college/graduate-school>. Please consult this valuable resource for comprehensive information regarding graduation requirements and dissertation formatting and submission.

For any questions, please feel free to call the Center for Excellence in Education at 870.972.3943 or check us out on the web at <http://www.astate.edu/college/education/departments/center-for-excellence-in-education/index.dot>.

OVERVIEW

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. Although the degree requirements include a prescribed curriculum of required and elective courses, the doctoral degree is not only awarded on the basis of coursework completion. In addition, each doctoral student is expected to complete the comprehensive examination requirement and conduct a major research project resulting in the presentation and oral defense of a dissertation.

MISSION STATEMENT

Arkansas State University established the Center for Excellence in Education in 1992.

The Center for Excellence in Education provides the following services:

- (1) An academic program for educational leaders to serve in local, state, regional, or national organizations that have education as an integral component;
- (2) Research and development inclusive of evaluative and consultative services to secondary, postsecondary, and other educational agencies.

THE ACADEMIC PROGRAM

Educational leadership has become increasingly professional in its demands.

Accordingly, it is recognized that leadership requires professional preparation. In the Center's administrative, academic, and collegial relationship with the Department of Educational Leadership, Curriculum, and Special Education, the Center offers an academic program for potential leaders. The academic program's mission is accomplished through graduates who:

- Apply the program's academic knowledge base in bringing about creative changes and innovations within organizations;
- Understand human behavior within the organization as well as the transactional relationship between the organization and its external environment;
- Exercise effective leadership in the context of complex cultural, economic, and political diversity;
- Utilize appropriate research principles to resolve problems and conflicts;
- Discover and utilize insight about one's self to increase effectiveness in leading and working with others;
- Function as risk-takers and change agents in facilitating organizational vision and sound planning;
- Utilize the evolving professional knowledge base concerning learning theories, knowledge acquisition, and the nature of the educational environment in promoting sound educational practices;
- Create an organizational ethic committed to the equitable treatment of all people.

RESEARCH AND DEVELOPMENT

The Center for Excellence in Education has adapted its mission and role to keep pace with changes in society. The Research and Development components of the Center's activities have a special functional research emphasis in the following areas of inquiry:

- The Center will extend its leadership preparation role to include research development activities directed toward the improvement of educational practice. Particular emphasis will be on educational issues unique to the public P-12 schools, but Center-directed activities may also extend to other institutions.
- Activities may include sponsored research, evaluation, and technical service projects having the purpose of contributing new knowledge, addressing a particular problem, or developing the capacities of institutions and people to achieve their goals. Technical service may include grant writing, collaborative consultation, professional development, or direct assistance where needs arise and resources permit.
- Structural arrangements for carrying out such activities may include coalitions or consortia of educational agencies in collaboration with the university, the research and service unit of the Center as a point of origin, research and development partnerships, third party independent consultants under contract, or faculty working individually and in groups under the direction of the Center.
- Extended activities of the Center should be motivated by a combination of purposes: to create opportunities for faculty development, to focus energies on the improvement of professional practice in schools and colleges, and to enhance the image of the university as a source of leadership. To the extent feasible and appropriate, Center activities will support doctoral student research.

ADMISSION PROCEDURES

Residence Information

All students are classified as an "in-state" student for tuition and fee purposes.

International Students

A citizen of any foreign nation or graduate of any international institution of higher learning will be considered for admission to the Educational Leadership program if he/she can submit satisfactory credentials indicating the following:

- (1) The ability to use the English language, if English is not the native language, as evidenced by one of the following: a score of 550 or higher on the paper-based TOEFL, 213 or higher on the computer-based TOEFL, or 79 or higher on the internet-based TOEFL; or completion of ASU's ESL program with a minimum grade of 90%; or graduation from a university in the USA, UK, Canada, Australia, or New Zealand (minimum 2 years attendance); or a minimum 65% in English at X and XII in Certificate in India and Pakistan; or completion of required level of a CEA Accredited ESL program; or Academic 6.0 on the IELTS; or English as Official Language according to the CIA World Fact Book;
- (2) Completion of an appropriate program of study that is equal to a master's degree in an appropriate area from a college or university in the U.S. with a GPA that meets the requirements of the Graduate School;
- (3) The obtainment and continuation of adequate medical insurance and documentation to the international student advisor of a signed authorization for emergency medical treatment; and evidence of financial ability to support the student's stay in the U.S. during the period of study.
- (4) Approximately \$19,500 in U.S. currency will be needed to finance the nine-month academic year plus the required summer session.

For additional admissions requirements for international students, please email International Programs at international@astate.edu or visit their website at www.astate.edu/info/admissions/international.

Admission Criteria:

Full admission to the doctoral program is predicated on the following criteria: (1) academic ability, (2) scholarship, and (3) professional promise. These criteria provide both the Center and the applicant with an indication of probable success in the program. In addition, the applicant must hold an earned master's degree.

Requirements for Admission Consideration:

1. A completed application form accompanied with a \$50 non-refundable fee. (See <http://www.astate.edu/college/graduate-school>)
2. One set of official transcripts of all undergraduate and graduate work completed, mailed directly to the Center from all institutions attended.
3. Official report of scores for the Graduate Record Examination less than five years old.
Scores must include the Writing and Qualitative portions. Arrangements for testing can be made by contacting the Testing Center at 870.972.2038 or <http://www.astate.edu/a/testing>.
4. Letters of appraisal and recommendation should be mailed to the Center from four (4) persons: a supervisor, a central office administrator, and two college professors. (Any reference should be qualified to speak with authority on the applicant's perceived strengths and weaknesses as a candidate for the doctoral program.)
5. Successful completion of the prompted writing requirement provided by the Center. A personal statement including reasons for pursuing advanced graduate education, career goals, how the program in educational leadership would help to meet these goals, and prior experiences which relate to your interest in and aptitude for the graduate program.

6. Mail all documents to:

Director
Center for Excellence in Education
Arkansas State University
P.O. Box 1270
State University, AR 72467

Mail the \$50.00 application fee to:

ASU Treasurer's Office
P.O. Box 2640
State University, AR 72467

**Note "Ed.D. Application fee"
on your check**

7. After acceptance into the program, each doctoral applicant is required to pay a \$500 non-refundable deposit to reserve a place in the designated cohort. Students who do not respond by the stipulated date will have their positions assigned to other applicants. Upon student's completion of their first semester of the program, the deposit will be applied to the student's tuition payment the following spring semester. Forfeited fees will revert to the Center for Excellence in Education and be used to support graduate student activities such as expenses related to the presentation of a scholarly paper, publication costs, or in support of research projects germane to the field of educational leadership.

FINANCIAL ASSISTANCE

Loans are available to graduate students from a number of sources. These include the following: Federal National Direct Student Loan, Federal Unsubsidized Stafford Student Loan, and Federal Supplemental Loan for Students. Interested applicants should contact the Financial Aid Office, P. O. Box 1620, State University, AR 72467 or 870.972.2310 for application instructions.

GRADUATE ASSISTANTSHIPS

Graduate Assistantships are available to a limited number of qualified applicants. Assistantships are available for both regular semesters and summer school. Application for an assistantship must be made through the Director of the Center for Excellence in Education. No application for assistantship will be considered unless the applicant has also applied for admission to the Graduate School. To be eligible for an assistantship, a graduate student must have unconditional admission or conditional admission with an overall undergraduate grade point average (G.P.A.) of at least 2.50 and either a 2.75 average on the last sixty hours of the undergraduate work, or a 3.00 average on the undergraduate work in the major field of study.

Graduate School Policies Concerning Graduate Assistantships

1. The appointee must complete at least nine semester hours of graduate work and no more than twelve hours of both graduate and undergraduate work each semester during the

academic year and six total semester hours of graduate work over the two summer terms to remain a Graduate Assistant (G. A.).

2. Each G. A. should have a definite schedule of duties and responsibilities assigned by the Director of the Center of Excellence in Education.
3. G. A.s are not considered to be a part of the faculty of the university, are not entitled to faculty privileges, and will not be included in the Group Life and Hospital Insurance Program sponsored by the university.
4. If a student is unable to complete a semester's work due to circumstances beyond his or her control, this semester will not be counted as one of the semesters included in the maximum amount of time for which he or she may hold the assistantship. In those instances, the Graduate School must be notified immediately of any such situations warranting consideration of this policy by the department and the student. Final authority for granting an exemption from counting the semester as part of time for holding the assistantship rests with the Graduate School.
5. The assistantship will normally be awarded on an academic year or summer term(s) basis. Re-application is necessary for the student to be considered for reappointment each period. There is no automatic renewal.
6. The appointee must maintain a grade point average of 3.00 or better on all graduate work completed in order to remain eligible for the assistantship.
7. **The assistantship at the Doctoral level will have a maximum time limit of eight semesters. Two summer terms of five weeks each will count as one semester.**
8. Graduate assistants are expected to work 20 hours each week during scheduled semesters only.
9. Graduate assistants may not be employed elsewhere on campus.
10. **Doctoral graduate assistants will have tuition waived for the qualifying semesters; fees will continue to be paid by the G. A.**

**Dr. Eugene W. Smith
RESEARCH FELLOWSHIP
Application Guidelines**

All application materials should be submitted to:

Eugene W. Smith Fellowship
Center for Excellence in Education
Arkansas State University
PO Box 1270
State University, AR 72467

CRITERIA FOR THE FELLOWSHIP

The Foundation shall designate and identify the endowment fund as the Dr. Eugene W. Smith Research Fellowship at Arkansas State University with the purpose of the fund being to assist deserving students who are pursuing a doctoral degree in educational leadership at Arkansas State University.

APPLICATION PROCESS

1. Students may apply for the scholarship upon completion of the dissertation proposal. Any doctoral student who has completed the proposal but has not finished the dissertation is eligible for this fellowship.
2. For consideration, the student must submit:
 - A. a copy of his or her accepted dissertation proposal complete with signatures of the committee members;
 - B. a written rationale/justification for requesting the fellowship;
 - C. an itemized budget detailing expenses related to the research; and
 - D. a description of the methodology which includes: 1) intermediate steps and 2) timelines leading to the completion of the dissertation.

CONDITIONS

1. **The deadline for submitting is March 1.** The final selection is made by April 1 of each year.
2. The selection of the recipient(s) is made through the collective judgment of the Center faculty using a formalized rating process to estimate the chances for completion.

3. The amount of award is up to \$2000 per academic year, payable in June. If two recipients are chosen, the annual award is divided between them at a rate of up to \$1000 each.
4. The ASU Foundation will issue a check directly to the student(s) selected for this award. Federal law requires that a 1099 be issued the following year for tax purposes.
5. The Eugene W. Smith Research Fellowship is a one-time award. Students who have previously received a stipend from this Fellowship are not eligible for a second round of funding.

THE DOCTORAL PROGRAM (Ed.D.)

The Ed.D. is the terminal degree in educational leadership. The purposes of the doctoral degree are to increase the knowledge and skill base in educational administration, enhance research skills, and provide the necessary credentials for those desiring to pursue a career in higher education or in the public school setting.

The conceptual framework of the doctoral program is described below and on the next page. This model is built on four themes which include: self, change, organization, and leadership. The following definitions of each strand were developed and accepted by the Center faculty.

Conceptual Framework:

SELF

Self is an evolving synthesis of values and traits existing in a transactional relationship with an environment external to itself. This self is capable of examining its life by asking questions such as:

- What are my personal values and purpose?
- What are the next logical steps progressing toward personal and professional maturity?

For programmatic purposes, this definition facilitates the motto "You are your own project."

The program proposes to facilitate the student's exploration of self, specifically in terms of values, beliefs, knowledge, and skills pertaining to leadership in educational organizations facing inevitable change.

CHANGE

Change may be evolutionary, incremental or instantaneous, may emerge out of chaos or be planned, and may be goal free or goal driven, but, change is an inevitable process in which new, discernable patterns of action develop in the culture or behavior of people and organizations.

ORGANIZATION

Organization is an assemblage of persons with a purpose that is continuously created by the dynamic interaction of their values, needs, expectations, and accomplishments.

LEADERSHIP

Leadership is the act of encouraging interaction and inspiring vision to facilitate a process of organizational change that results in the attainment of desired institutional goals through the empowerment of people while performing as an ethical example. The courses required in each component and their sequence is listed on the following pages.

The doctor of education program contains six components:

- (1) Doctoral Knowledge Core;
- (2) Research Foundations;
- (3) Socio-Cultural Foundations;
- (4) Psycho-Behavioral Foundations;
- (5) Leadership Foundations;
- (6) Cognate Area/Leadership Electives.

PROGRAM OF STUDY

Each student will complete a detailed program of study (see Appendix B) in consultation with his/her advisor. This form should be submitted to the Graduate School prior to the

completion of 12 doctoral semester credit hours. The program of study will be designed to ensure breadth of professional knowledge and an appropriate specialization in educational leadership. In consultation with the student's advisor, revisions can be made to the program of study.

All revisions must have the approval of the student's program advisor, the Center Director, and the Dean of the College of Education and Behavioral Science (see Appendix C). At least 99 semester hours are required beyond the bachelor's degree, inclusive of applicable master's and specialist degree credit. This minimum number of semester hours must include 33 credits from the Doctoral Knowledge Core and 12 credits of Dissertation.

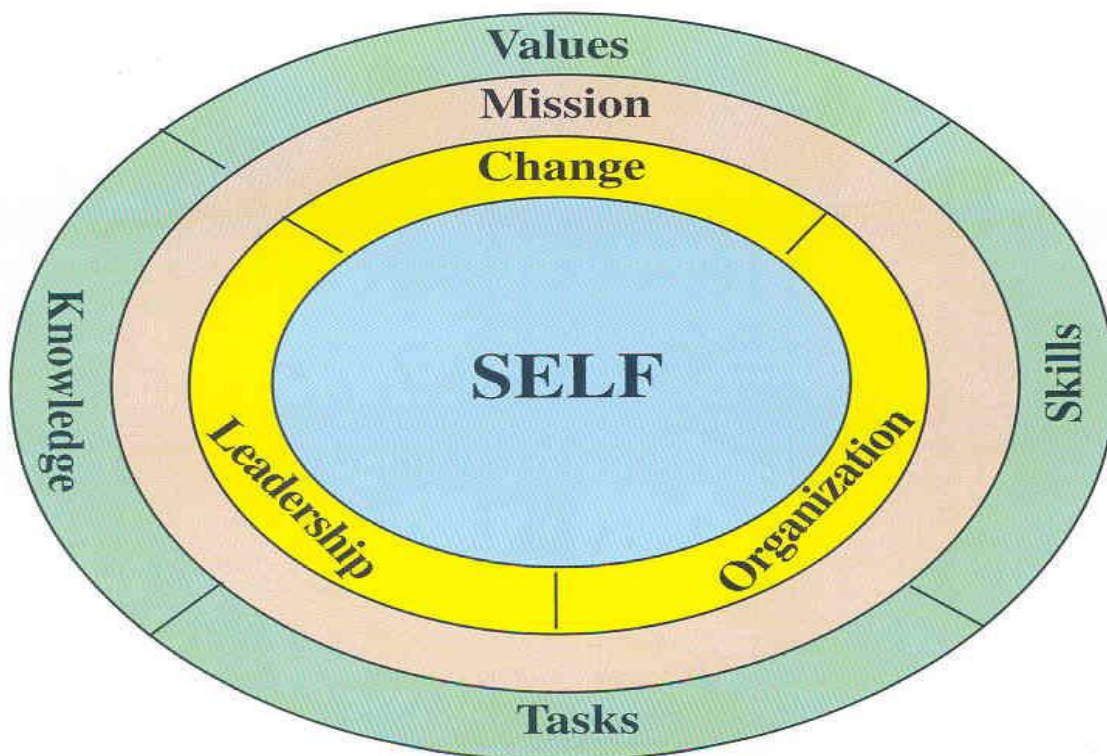
The Ed. D. program consists of a minimum of 99 credits beyond the bachelor's degree.

Students who have not completed the master's degree will be encouraged to do so prior to pursuing admission to the doctoral degree. Although all appropriate graduate credits from the master's and beyond may be transferred to the Ed. D., **students must complete the doctoral core knowledge block and dissertation, which total 45 credits, plus the necessary prerequisites.**

CLASS SCHEDULES

The student should always consult the final class offerings and his/her advisor each semester prior to enrolling. The current course schedule can be found at ASU Student Self-Service at the following address:

https://asups1.astate.edu:4443/prod/bwckschd.p_disp_dyn_sched about two months prior to the semester start date. Students should consult their advisors and the Ed. D. checklist on page 13 of this Student Handbook to correctly select the next courses for their semester's registration. If students have difficulty registering for a course, they should contact the CEE office (870.972.3943) for assistance.



**Ed. D in Educational Leadership
Conceptual Framework
Arkansas State University**

CHECKLIST

COURSE PREREQUISITE REQUIREMENTS for ADMISSION

To be admitted to a Doctoral cohort the student must have a minimum of a Master's degree and have completed the following courses in addition to meeting other admission requirements:

Must have completed the following eight (8) required courses, or equivalent (24 hours):

- ELCI 6533 Theories of Instruction
- ELCI 6063 Curriculum Management
- ELAD 6073 School Law
- ELAD 6103 Ethical Leadership
- ELFN 6763 Philosophies of Education
- ELFN 6773 Intro to Statistics & Research
- ELFN 7773 Advanced Educational Research**
- ELFN 7783 Advanced Educational Statistics**

*** May be taken the summer before starting the doctoral cohort classes in the fall if all other prerequisites are met.*

Must have completed three (3) of the following courses (or equivalent (9 hours):

- ELAD 6033 Admin & Supervision of Special Education*
- ELAD 6053 Planning & Resource Allocation*
- ELCI 6083 Supervision & Evaluation of Teaching*
- ELCI 6323 Elementary Curriculum*
- ELCI 6423 Middle School Curriculum*
- ELCI 6523 Secondary School Curriculum*

**May be used as an elective if not used for this requirement*

Must have completed seven (7) of the following elective courses (or approved electives for 21 hours):

- | | |
|--|---|
| <input type="checkbox"/> ELAD 6003 School & Community Relations | <input type="checkbox"/> ELAD 7043 Management of Operational Systems |
| <input type="checkbox"/> ELAD 6423 Special Education Law | <input type="checkbox"/> ELAD 7053 Special Problems |
| <input type="checkbox"/> ELCI 6493 Supervised Internship | <input type="checkbox"/> ELAD 7073 Schooling in a Pluralistic Society |
| <input type="checkbox"/> ELAD 6593 Supervised Internship | <input type="checkbox"/> ELAD 7103 School District Administration |
| <input type="checkbox"/> ELAD 7013 School Personnel Administration | <input type="checkbox"/> ELAD 7493 Supervised Internship |
| <input type="checkbox"/> ELAD 7023 School Business Management | <input type="checkbox"/> ELCI 7523 Curriculum Theory and Practice |
| <input type="checkbox"/> ELAD 7033 Contemporary Issues | <input type="checkbox"/> ELFN 7583 Evaluation of Educational Programs |

AFTER ADMISSION

Once a student has been admitted to a doctoral cohort the student will take the following courses (33 hours + minimum of 12 dissertation hours):

- | | |
|--|---|
| ELAD 8211 Integrative Seminar I | ELAD 8333 Organizational Development in Education |
| ELAD 8043 Advanced Organizational Theory & Inquiry | ELAD 8231 Integrative Seminar III |
| ELAD 8313 Educational Leadership Practices | |
| ELFN 8763 Socio-Cultural Foundations of Education | ELAD 899V Dissertation (minimum of 12 hours) |
| ELCI 8213 Curriculum and Instruction | |
| ELAD 8253 Education Policy and the Law | ELAD 8xxV Research (varies, if needed) |
| ELAD 8203 Politics of Education | |
| ELAD 8221 Integrative Seminar II | |
| ELFN 8783 Qualitative Research & Evaluation | |
| ELAD 8343 Comparative Education | |
| ELFN 8773 Educational Research & Evaluation | |

TRANSFER AND EXTENSION CREDIT

A student beginning doctoral study at ASU should bear in mind that transfer credits to the doctoral program are not allowed until all requirements governing admission have been met. Transfer credit will in all cases be individually evaluated by the student's program advisory committee, recommended by the Center, and approved by the Graduate Dean. The rule governing the time limit for doctoral credit applies also to transfer credits. **No transfer credits will be allowed for courses completed with a grade less than B, and the applicant must have a B average at the transfer institution. (Note: B- grades are considered less than B.)**

The number of courses required in addition to the 45 credit Doctoral Knowledge Core that constitutes a student's program of study will depend on any deficiencies found in each component of the doctoral program. The initial program of study will be developed by the student and advisor, but final approval is given by the program advisory committee. Students enrolled in the Ed.D. program who receive four or more credit hours with a grades of "C" or lower or a grade of "F" in the Doctoral Knowledge Core will be dismissed from the program.

OTHER REQUIREMENTS

Program Advisory Committee:

The student's program advisory committee will consist of no fewer than three members: two will possess expertise in the student's major area of concentration and may be selected by the student in consultation with his/her advisor and the Director of the Center for Excellence in Education. The remaining committee member will be selected from outside the Center for Excellence in Education. No committee is considered constituted without the final written approval of the dean of the Graduate School.

Membership of the program advisory committee may be changed if either the candidate or a member of the advisory committee feels that such a change is appropriate and if the requested change is subsequently approved by the Director of the Center for Excellence in Education and the Graduate Dean. Such a change will not be approved except in clearly unusual circumstances. If approval is given, the student will be notified in writing by the Graduate School.

Continuous Enrollment:

Doctoral students must maintain continuous enrollment subsequent to passing the comprehensive examination, **beginning the semester, inclusive of summer, after coursework ends. Students must maintain continuous enrollment at a minimum of one semester hour of research (ELAD 8xxV) or dissertation (ELAD 889V) credit during each regular semester, including at least one summer term each year, until the dissertation has been accepted by the Graduate Dean.** Students completing the dissertation with less than the specified 12-hour credit limit should enroll in ELAD 889V to complete the twelve hour requirement during the graduation semester. This enrollment process is done through the CEE office.

Time to Degree:

The policy as stated in the Graduate Bulletin is as follows:

- All requirements for the doctoral degree must be completed within a period of four (4) years from the date of successful completion of the comprehensive examination (Dec. 1). Time limits are strictly monitored. Students exceeding the time limit may be required to repeat the comprehensive examination, replace out-of-date credits with up-to-date work, and/or show other evidence of being current in their major and minor fields.
- Students anticipating that they will exceed the time limit should apply for an extension. Holding a full-time job is not in itself considered sufficient grounds for requesting an extension. Time spent in obligated military service of the United States will not be considered in computing these time limits. However, career members of the armed forces should consult the Graduate Dean concerning credit given to work completed before entering active service.

The faculty approved the following procedure to operationalize the “Time to Degree” policy:

- Students who have not completed the dissertation four years after successfully fulfilling the comprehensive requirement have two options to extend the time to degree.
- Doctoral students who have completed a dissertation proposal that has been accepted by the committee prior to the expiration date will be granted a one year extension upon committee approval.

- For those individuals who have not had a proposal approved by their committee, a two year extension may be granted contingent upon committee approval with the completion of additional prescribed course work and a retake of the written comprehensive examination.

Four years is the designated time for completion of the dissertation after advancement to candidacy. All doctoral students who have not completed the dissertation within the allotted time period, **and who have been granted an extension**, are required to **enroll in 6 credit hours each semester** (Fall, Spring, and Summer I or II semesters) until the dissertation is finished or the extension has expired.

COMPREHENSIVE EXAMINATIONS

The Center will devise and monitor the comprehensive examination. The purpose of the examination will be to assess the candidate's knowledge in the field, skill in problem solving, ability to organize material, and effectiveness of written expression. **Students must complete all portions of the comprehensive examination within 6 months following the last semester in which the student completes the Doctoral Knowledge Core.**

Comprehensive Exam Structure:

The comprehensive examination for the Ed. D. has two parts:

- A. Individual Written Exam
- B. Presentation/Publication

Students are encouraged to contact their advisor for information about comprehensive exams

A. Individual Written Exam

A student will address comprehensive exam questions focusing on the programmatic themes of self, leadership, organization, and change. The exam must be passed within 60 days of the conclusion of the coursework. The date scheduled will be determined by the Center Director

and faculty. The student must re-take any failed portion of the exam one time. The date will be determined by the Center Director and student.

A student may take the written comprehensive exam either while in the last term of coursework or after completing all coursework in the program of study.

The following policies apply to the comprehensive examination. **Students should consult the Graduate Catalog and their advisors if additional information or clarification is needed:**

- The comprehensive examinations will be program oriented rather than course driven.
- The student is responsible for the content in the total program of study.
- The Center faculty will devise and monitor the written comprehensives.
- The Center faculty will be responsible for designing, preparing, and scoring the examination.

Faculty members from cognate fields related to the program of study may be consulted. No advanced clues or hints will be distributed and no copies of previous examinations will be provided.

The faculty will use the following rating scale:

5. Extremely strong response, considerably above average, likely to be attained by only a small minority of examinees.
4. Above average, somewhat above what one would expect of an examinee.
3. Adequate and reflects an average level of performance commensurate with the expectations of the Center. (This is equal to a minimum pass.)
2. Below the quality expected but has some positive indicators.
1. Substandard and totally fails to reflect the quality one expects of an applicant for the doctoral degree.

Any failed portion may be repeated once, but the student may be directed by the program advisory committee to take additional coursework. If the examination or any portion thereof is failed a second time, the student will be dismissed from the program. The re-examination or any portion failed must be successfully passed before the conclusion of the next consecutive full semester. Failure to pass the comprehensive examination the second time terminates the degree program and the student will be dismissed from the program.

B. Presentation/Publication

The student will make a presentation or submit an article for publication.

- **Presentation:** The student may elect to make a formal presentation to a state, regional, national, or international educational association. The presentation may be completed at any time between the time the student begins the doctoral core classes and December 1, following the last semester in which the student completes the core. Documentation of completion will be the association's program in which the student's presentation announcement appears.
- **Publication:** The student may elect to author an article for publication in a professional journal. The article does not have to be actually accepted for publication by a journal, but the article must be of publishable quality and actually be submitted for publication to a journal. The submission may occur any time during the student's course work between the time the student begins the doctoral core courses and December 1 following the last semester in which the student completes the core. Documentation of completion will be the acceptance notification coming from the Advisory Committee and hopefully an acceptance letter from a journal editor.

DISSERTATION AND PROPOSAL

Dissertation Committee:

The student in consultation with the dissertation chair will recommend committee appointments to the Center Director, the Dean of the College of Education, and the Dean of Graduate School for approval.

The dissertation committee consists of a minimum of three members:

- Dissertation chair
- Center faculty member
- Outside Center for Excellence in Education member

Overview:

Educational Leadership students are required to have a minimum of 12 credit hours of Dissertation credit before graduation.

There is no fixed length for the dissertation. Rather than concentrating on the size of the document, students are advised to consider the following purposes of a dissertation:

- (1) to demonstrate technical mastery of the student's field,
- (2) to originate new knowledge or to advance or modify the present knowledge base in educational leadership, and
- (3) to demonstrate the ability to conceptualize and complete a project of focused inquiry. The dissertation typically follows a five chapter format. The most recent edition of the Publication Manual of the American Psychological Association will serve as the official style guide. The committee may approve another style should that format better suit the needs of organizing and presenting the research. In either case, the dissertation is evidence that the student is an expert in the chosen topic area. Students are requested to work closely with the advisor in determining the topic and in formulating the research design.

In order to ensure a quality product, a proposal consisting of the first three chapters of the dissertation is developed and presented to the dissertation committee for approval. Once the proposal is approved by the committee and Graduate School and the student has submitted documentation of approval or exemption by the IRB, the student will begin the actual research. Students are encouraged to work closely with the advisor while writing the dissertation.

Proposal:

Specifically, the proposal is a detailed plan for conducting the investigation and should communicate to the dissertation committee precisely what the student plans to do, as well as why, how, when, and where the student plans to do it.

The proposal is significant in that it becomes a contract between the student and committee. Any significant changes or deviation in the proposal will require committee approval.

The more accurate, complete, and detailed the proposal, the easier it will be to complete the dissertation. The format that is typically followed for an empirical research problem contains five parts and is represented below:

- Chapter I: Chapter I contains a clear and concise statement of the problem (what is to be studied), justification for the study (why it is important to investigate this particular problem), the conceptual or theoretical perspective from which the problem will be investigated, the objectives and hypothesis to be tested or the questions to be pursued, and a definition of terms.
- Chapter II: Chapter II focuses on a complete critical review of the literature related to the problem statement and conceptual framework.
- Chapter III: Chapter III describes how the study will be produced (i.e., procedures). Included in this section is a detailed description of how the hypothesis will be tested or questions answered, a description of the population and sample, the instrument(s) used to gather data, and the treatment or analysis of the data. If the study involves human subjects, requirements for Human Subjects Review will be satisfied.
- Appendix: The Appendix will contain questionnaires or other instruments used to gather data for the purpose of carrying out the research.
- References: All sources cited in the proposal will be included in the reference list.

Research problems of the historical, philosophical, theoretical, or ethnographic type typically lead to a proposal somewhat different in structure from the example provided above. In such a situation, it is expected that the student confer with his/her advisor, relevant literature, and the dissertation committee to establish understandings about format.

Human Subjects Research - Review Guidelines:

Do you plan to **interview** people? Do you plan to look up people's records or read their **diaries**? Do you plan to collect medical or dental **specimens**? Do you plan to give out surveys? Do you plan to **collect information about people** in any way? If you answered yes to any of these questions, the message below is important to you.

Any researcher at Arkansas State University (ASU) who collects data on human subjects must follow the ethical guidelines for human-subjects research established in accordance with Federal law by the Institutional Review Board (IRB).

How do you know if you need IRB review? The best place to start is the ASU webpage and type in <http://www.astate.edu/a/ortt/research-compliance/compliance-committees/institutional-review-board> which gives access to the documents and the Federal guidelines, as well as access to “downloadable” files of our forms. A quick checklist is also given at the top of the IRB website which will help tell you what kind of review you will need. However, if you are someone who conducts research on human subjects, it is important that you read the complete document. You can obtain copies of the ASU IRB documents at: <http://researchoffice.astate.edu/IRB/training.htm>. The IRB chair or members also can help you navigate your way through the guidelines.

To whom do you submit your proposal?

Submit your proposal electronically by going to this web site: <http://www.astate.edu/a/ortt/research-compliance/compliance-committees/institutional-review-board>. The Director of Research Compliance reviews applications every Friday.

Paper applications have a tendency to end up at the bottom of a stack of papers. Electronic applications keep everything together including your approval letter and any comments. Everything is accessible to you online immediately if you need it. Follow all of the steps located on this site. If you have any questions, contact the ASU Research Office through the link on their site.

Policies Related to Dissertation Proposal:

The proposal defense will only be open to the student’s three-member dissertation committee.

- The Center will schedule the required oral defense. The dissertation committee will receive the proposal at least two weeks in advance of the defense. Data collection may proceed only with unanimous approval of the three-member dissertation committee.
- A hardcopy of the proposal must be submitted to the CEE office for a Center library of sample proposals.
- **The student is responsible for complying with the Human Subjects Review.**
- The student should complete or enroll in ELFN 8773 (Doctoral Seminar: Educational Research and Evaluation) before the proposal can be defended. Since this course will focus on advanced research methods and proposal development, it is anticipated that

knowledge derived from ELFN 8773 will be incorporated into the proposal. **The student is reminded that successful completion of ELFN 8773 does not necessarily result in a dissertation proposal acceptable to the student's advisor and committee.**

- The student may complete the proposal defense prior to the successful completion of the written comprehensive exam. A dissertation proposal defense will be difficult to schedule during the summer terms. It is highly recommended that students schedule defenses during the fall or spring semesters when more faculty members are available.
- After the candidate has successfully defended the dissertation proposal, it is assumed that he/she will develop, with the supervision of the committee, this proposed problem into a completed dissertation. The candidate will be notified in writing of the committee's approval of the proposal.

Dissertation:

Once approved by the committee, the proposal becomes the framework for the first three chapters of the dissertation. The student proceeds to gather data and reports the results in Chapter 4, with the summary, discussion, and recommendations comprising Chapter 5.

A student must be continuously enrolled for research or dissertation credit for a minimum of one credit per term, including at least one summer session, starting with the semester following acceptance of the dissertation proposal by the Graduate School.

Doctoral students must maintain continuous enrollment for research or dissertation credit subsequent to passing the comprehensive examination until the dissertation is completed.

To register for research or dissertation hours, students should go to [Self-Service](#) Banner on the ASU website. **Students completing the dissertation with less than the specified 12-hour credit should enroll in ELAD 889V to complete the twelve hour requirement during the graduation semester. This enrollment process is done through the CEE office.**

Four years is the designated time for completion of the dissertation after advancement to candidacy. All doctoral students who have not completed the dissertation within the allotted time period, **and who have been granted an extension, are required to enroll in 6 credit hours each semester** (Fall, Spring, and Summer I or II semesters) until the dissertation is finished or the extension has expired. The following **suggested** dates will be helpful to students and faculty in planning completion of the dissertation project:

Deadlines for Graduation:			
* Submission of Chapters 1-5 to Dissertation Committee:	** Latest Month for Defense:	Turn Finished Project in to Graduate Dean:	Graduate:
March 15	April	See Graduate Catalog	May
June 15	** July	See Graduate Catalog	August
October 1	November	See Graduate Catalog	December

* Chapters can be submitted to the dissertation committee earlier, but this is the deadline for turning in the last chapter(s) in near perfect form in order to have a chance of making the targeted graduation goal.

**** Dissertation defenses should be avoided in the summer.**

Oral Dissertation Defense:

Copies of the dissertation should be given to each member of the dissertation committee at least three (3) weeks prior to the defense. After the completed dissertation has been reviewed by the committee, a final oral defense of the dissertation and related topics is conducted. Arrangements for this oral defense will be made by the Center and announced to the university community through the Graduate School. The committee will either approve the dissertation as a successfully completed research project or require any needed revisions prior to final approval.

Plans for a doctoral candidate's dissertation defense must be submitted to the Graduate Dean's office at least one week prior to the date of the defense so that the Graduate School can issue the announcement . The defense will be open to students and faculty.

GUIDELINES TO PURSUING A DOCTORATE IN EDUCATIONAL LEADERSHIP

Declaration of Intent:

Prospective students must file a statement of intent to begin pursuing the doctoral degree with the Dean of the Graduate School upon registering for the first semester of graduate work beyond the master's degree. No requirements for the doctoral degree can be fulfilled until the Declaration of Intent has been filed with the Graduate Dean. **(See Appendix A.)**

The Doctoral Program Advisory Committee:

The Doctoral Program Advisory Committee form should be submitted to the Graduate School immediately following admission to the program. **(See Appendix B.)**

Dissertation Registration:

Each doctoral candidate must complete a minimum of 12 hours of dissertation before graduation. However, **after passing the comprehensive examination, the student must continuously register for at least one hour of coursework or dissertation credit each semester (including a summer term) until the degree is completed.** You, the student, are responsible for registering yourself for your research or dissertation hour(s) through Self-Service Banner.

Doctoral Dissertation Proposal Approval:

The Doctoral Dissertation Proposal Approval Form should be submitted to the Graduate Dean's Office prior to beginning the dissertation. The Dissertation Committee will consist of a dissertation director and at least two other members of the graduate faculty. The Guide to Thesis and Dissertation is available from the Graduate School office or online at <http://www.astate.edu/college/graduate-school/thesis>.

Dissertation Defense

Arrangements for the oral dissertation examination will be made by the Center and announced to the University community through the Graduate School after the dissertation is reviewed by the Dissertation Committee.

Report of Results of Ed. D. Degree Final Dissertation Defense:

Shortly after the dissertation defense, the doctoral candidate will receive a written report of the findings of the Dissertation Committee.

Intent to Graduate:

An online Intent to Graduate form must be filed for the student to be placed on the graduation list. **The Intent to Graduate online form is obtained through the Graduate School's website and filed online with the Graduate School** (at <http://www.astate.edu/college/graduate-school/graduation>) **early in the semester in which the student expects to receive the degree.** Exact deadline dates are available on the Graduate School's webpage. Additional information concerning the Intent to Graduate Online Form can be found at <http://registrar.astate.edu/intent-instructions.pdf>.

Preparation For Graduation:

During registration for the semester of intended graduation the following tasks must be completed:

- File the Intent to Graduate Form online with the Graduate School by the end of the first full week of school (first summer session for August graduation).
- Pay Graduation Fee (\$125.00) at the beginning of the semester you intend to graduate. Pay this fee at the Cashier's Window or use ASU Banner Self-Service and pay on-line. Call the Cashier's Window at 870.972.3847 if you have questions.
- Call the Center at 870.972.3943 to register for all remaining dissertation hours (minimum of 12 dissertation hours are required).
- Once your fee is paid, the Graduate School will contact you via email about the graduation fair and information where to order your regalia online. The \$125.00 graduation fee includes gown and tam rental. You may purchase your regalia for an additional cost. Brown's Graduation Supply and Awards will be on campus

during the semester for gown fittings and you may choose to purchase at this time.

Submission Of Dissertation:

After acceptance of your dissertation by your committee, there are specific guidelines to follow for submitting your dissertation online. According to Graduate School requirements, doctoral candidates must follow these steps to submit their dissertations electronically:

1. Create an account on the UMI submission site <http://www.etsadmin.com/astate>.
2. Convert the dissertation document to a PDF file (You can use the UMI submission site converter up to five times. This converter can convert Word or RTF files up to 100 MB. If converted properly, the conversion to PDF format should not affect the quality of the original document.)
3. Agree to the ProQuest/UMI publishing agreement.
4. Upload the PDF file and any supplemental files (Acceptable file formats for supplemental files can be found on the UMI requirements page. Although the UMI submission site discusses mailing in documents with very large supplementary files on a CD-ROM, ASU will not accept submissions in this manner).
5. Choose whether or not UMI should file a personal copyright for the dissertation. Keep in mind that there is a charge to copyright.
6. The Graduate School has a standing order with UMI for four hardcover 8 X 11 copies, but this does not include a copy for the student. The CEE requests that students order four copies (Library, Graduate School, advisor, department). The books will be delivered to the Graduate School and the advisor will be notified that the books are ready to be picked up. Students' copies are mailed directly to them from ProQuest.

Fees for Publishing Services (see UMI/ProQuest's website for latest updated costs; amounts are subject to change)

Traditional publishing*	no cost
Open-access publishing*	\$95

Copyright service	\$55
Student copies	\$56
Four required copies	\$172

* Choosing between Open Access and Traditional Publishing

Open Access: Freely available through ProQuest/UMI for viewing or downloading by anyone with access to the internet.

Traditional Publishing: The author contracts with the publisher (ProQuest/UMI) to reproduce, distribute, and sell copies of the work; the publisher pays the author a certain portion of the revenue (royalty).

APPENDICES

APPENDIX A

Graduate School
Arkansas State University

DECLARATION OF INTENT
(Ed.D. Degree)

TO: Dean of the Graduate School

I hereby declare my intention to begin pursuing the Doctor of Education degree as a member
of cohort: _____XXV (Fall 016)_____

with a program in: _____Educational Leadership_____

Name of Student (please print)

Signature of Student

Student Identification #

Date

Center Director

Date

APPENDIX B

**Graduate School
&
Arkansas State University**

**PROGRAM OF STUDY
ADVISORY-EXAMINING COMMITTEE
(Ed.D. Degree)**

NAME: _____ Student ID #: _____

MAJOR AREA OF CONCENTRATION: Educational Leadership

Cohort # 25

This program of study is a listing of all courses and credits constituting the requirements for the Ed.D. degree. It must be filed with and approved by the dean of the Graduate School immediately following admission to the program. **The program of study is not considered final until the signatures of all members of the student's advisory committee and all required approval signatures are affixed to this appointment document.** List courses in chronological order by date of completion.

*1Identify course number and institution of all credits transferred.
3Identify numbering system in effect prior to 1990.*

2Identify courses taken off-campus.

COURSE #	COURSE TITLE	CRS	GRADE	SEM/YR
KNOWLEDGE CORE:				
ELAD 8043	Advanced Organizational Theory and Inquiry	3		
ELAD 8313	Educational Leadership Practices I	3		
ELCI 8213	Curriculum and Instruction	3		
ELFN 8763	Socio-Cultural Foundations of Education	3		
ELAD 8253	Education Policy and the Law	3		
ELAD 8203	Politics of Education	3		
ELFN 8783	Qualitative Research and Evaluation	3		
ELAD 8343	Comparative Education	3		
ELFN 8773	Educational Research and Evaluation	3		
ELAD 8333	Organization Development in Education	3		
ELAD 8211	Integrative Seminar I	1		
ELAD 8221	Integrative Seminar II	1		
ELAD 8231	Integrative Seminar III	1		
DISSERTATION:				
ELAD 889V	Dissertation	3		
ELAD 889V	Dissertation	3		
ELAD 889V	Dissertation	3		
ELAD 889V	Dissertation	3		
RESEARCH FOUNDATIONS:				
ELFN 6773	Intro to Statistics & Research	3		
ELFN 7773	Advanced Educational Research	3		
ELFN 7783	Advanced Educational Statistics	3		

PROGRAM OF STUDY & ADVISORY-EXAMINING COMMITTEE (Continued)

NAME: _____

Student ID #: _____

COURSE #	COURSE TITLE	CRS	GRADE	SEM/YR
	SOCIO-CULTURAL FOUNDATIONS:			
ELFN 6763	Philosophies of Education	3		
	PSYCHO-BEHAVIORAL FOUNDATIONS:			
ELCI 6533	Theories of Instruction	3		
	LEADERSHIP FOUNDATIONS:			
ELCI 6063	Curriculum Management <i>(Required)</i>			
ELAD 6073	School Law <i>(Required)</i>			
ELAD 6103	Ethical Leadership <i>(Required)</i>	3		
	<i>Choose 3 of the following:</i>	3		
ELAD 6033	Admin & Supervision of Special Education	3		
ELAD 6053	Planning & Resource Allocation	3		
ELCI 6083	Supervision & Evaluation of Teaching	3		
ELCI 6323	Elementary Curriculum	3		
ELCI 6423	Middle School Curriculum	3		
ELCI 6523	Secondary School Curriculum	3		
		3		
		3		
		3		
	COGNATE / ELECTIVES:			
	<i>(21 hours; see list from Handbook)</i>			

ADVISORY-EXAMINING COMMITTEE APPROVAL: (Type each name under signature line)

Student Date

Dean, College of Education & Behavioral Science Date

Chair, Committee Date

Dean, Graduate School Date

Director, Center for Excellence Date

Member, Major Area Date

Member, Outside Department Date

2016 Cohort Course Rotation Cycle

Doctoral Core Course Rotation Cycle			2016	2016	2016	2017	2017	2017	2017	2018	2018
			Sum I	Sum II	Fall	Spg	Sum I	Sum II	Fall	Spg	Sum I
ELFN	7783	Advanced Educational Statistics	x								
ELFN	7773	Advanced Educational Research		x							
ELAD	8211	Integrative Seminar I		x							
ELAD	8043	Adv. Organizational Theory & Inquiry			x						
ELAD	8313	Doc Sem: Educational Leadership Prac 1			x						
ELFN	8763	Doc Sem: Socio-Cultural Foundations of Ed				x					
ELCI	8213	Doc Sem: Curriculum and Instruction				x					
ELAD	8253	Education Policy and the Law					x				
ELAD	8203	Politics of Education					x				
ELAD	8221	Integrative Seminar II						x			
ELFN	8783	Qualitative Research & Evaluation							x		
ELAD	8343	Comparative Education							x		
ELFN	8773	Doc Sem: Educ Research & Evaluation								x	
ELAD	8333	Organizational Development in Education								x	
ELAD	8231	Integrative Seminar III									x
ELAD	889V	Dissertation									

For assistance contact:

CENTER FOR EXCELLENCE IN EDUCATION

Director of the Center
Telephone: 870.972.3943
Fax: 870.680.8130
<http://www.astate.edu/education/cee>

GRADUATE SCHOOL

Dean of Graduate School
Telephone: 870.972.3029
Toll Free: 877.278.4723
Fax: 870.972.3857
E-Mail: gradsch@astate.edu
<http://www.astate.edu/college/graduate-school>

FINANCIAL AID

Director of Financial Aid
Telephone: 870.972.2310
Fax: 870.972.2794
<http://www.astate.edu/a/finaid>

RESIDENCE LIFE

Director of Residence Life
Telephone: 870.972.2042
Fax: 870.972.2561
<http://www.astate.edu/a/residence-life>

TESTING CENTER

Director of Testing
Telephone: 870.972.2009 Fax:
870.972.3898
<http://www.astate.edu/a/testing>