

2009 Student Handbook

University of Dayton School of Education and Allied Professions

Ph.D. Program in Educational Leadership

Office of Doctoral Studies

Chaminade Hall Room 207

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<http://soeap.udayton.edu/doctoral/>

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The purpose of this handbook is to familiarize doctoral students with procedures and policies governing the program. The contents are organized in chronological order, beginning with the assignment of a doctoral committee and extending through the oral defense of dissertation.

## ADVISING

### CHAIR/ADVISOR ASSIGNMENT/ROLE

#### Assignment of a Doctoral Committee

At the beginning of the first semester in the Ph.D. program, each student meets with the appropriate coordinator to discuss the assignment of a doctoral committee. The first step is the assignment of a committee chair. Once the chair is assigned, the student and the chair will collaborate on the selection of the remaining committee members (2 within the SOEAP and 1 outside). All committee members must meet University criteria for service on a Ph.D. committee. If a chair is not selected by November 15<sup>th</sup> then one will be appointed by the Director for the student. **The selection of the committee (the outside member may be assigned at a later date) must be completed by December 15 in the year in which the student begins the Ph.D. program.**

#### Doctoral Committee

Within the first year after admission, the student must finalize a Doctoral Committee to consist of a minimum of four members, at least three of whom must be members of the SOEAP Graduate Faculty (the chair must be UD faculty member). One member must be an external member whose primary appointment is outside the School of Education and Allied Professions (this person must have a terminal degree). The Doctoral Committee will be established to guide/assist the student in addressing the dissertation requirement.

Doctoral Committee members will sign an agreement form, available in the Office of Doctoral Studies, indicating their commitment to chair/serve on the Committee. The completed form is to be submitted to the Office of Doctoral Studies, Chaminade Hall Room 207. (Doctoral Committee Membership form in Appendix A). The appropriate coordinator in consultation with the Committee chair must approve any changes in Committee structure. A new form must then be filed in the Office of Doctoral Studies (Petition for Selection of New Doctoral Committee Member(s) form in Appendix B).

## **Development of a Program of Study**

Once the doctoral committee is established, the student in conjunction with the committee chair shall develop a program of study specifying the courses that must be completed for the Ph.D. program. At this time, decisions are made about the acceptance of course credits earned prior to admission to the Ph.D. program. Approval of such courses is limited by course requirements listed in this document. Transfer credits from other universities must be approved by the Graduate School. Approval is requested through the Office of Doctoral Studies, accompanied by official transcripts. Students should work with the administrative assistant, Nancy Crouchley, to complete this form. **The program of study form must be filed with the director by March 15 in the second semester of the student's residency period** (Ph.D. Program Requirements Checklist form in Appendix C). The doctoral committee, the appropriate coordinator, and the Ph.D. program director must approve the final program of study. Students pursuing professional licenses must have a separate transcript evaluation completed by the licensing advisor.

## **Eligibility Criteria For Dissertation Committee External Committee Membership Outside The University**

Students who wish to have a non UD graduate status individual be their fourth committee member must present a case that would include: evidence that the individual has an earned doctorate in a discipline other than education and have a primary assignment outside the School of Education and Allied Professions, a copy of the individual's vitae (including relevant publications) or resume, and a rationale for the appointment of the person to the committee. Normally this would exclude the student's immediate supervisor. The outside member must be approved by the Executive Committee, if he or she is not University of Dayton faculty with graduate status.

## **Responsibility of the Doctoral Committee Chair and Members**

The committee chair serves as the student's academic advisor throughout the program. In addition, the chair works closely with the Ph.D. student in the following areas:

1. Advising related to the written comprehensive examinations
2. Developing a dissertation topic
3. Typically, directing the dissertation once the proposal is approved

All members of the doctoral committee are involved in the following areas:

1. Approval of the student's program of study
2. Approval of any subsequent change to the program of study
3. Possible evaluation of the comprehensive examinations as appropriate
4. Approval of the dissertation proposal
5. Acceptance of the dissertation after the required defense

Once the doctoral committee is formed, the appropriate coordinator must approve any subsequent membership changes.

## **PROGRAM/POLICY**

Students are required to complete the 9 semester hours core program. The student's committee will consider transfer hours on a case-by-case basis. Once a Ph.D. student has been admitted to the program all coursework must be taken at the highest level at which it is offered. All Ph.D. coursework will be billed at the Ph.D. level regardless of the course number. (No course may be double counted). The maximum course load per term is 9 semester hours.

## **PROGRAM**

### **Program Core (9 semester hrs. required)**

Ph.D. students in both concentrations are required to complete a 9-semester hour core program during the first year of enrollment. Core courses include EDU 914 (fall semester), EDU 921 (spring semester), and EDU 922 (summer semester). Core courses must be taken at UD after admission to the Ph.D. program in the sequence that they are

offered. In addition, the student must take an additional course each of the first three terms in order to complete the residency requirement.

### **Area of Concentration (21 semester hrs. required)**

Students are admitted to either a concentration in K-12 School Administration or Higher Education Leadership. Both concentrations require a minimum of 21 semester hours of appropriate courses. If all courses in the concentration are not prescribed, the student and his or her committee chair select courses that best serve the student's needs.

### **Foundations (3 hours required)**

Students must take a minimum of three semester hours of foundations coursework.

### **Cognate (9 semester hrs. required)**

The requirement for a cognate derives from the belief that the understanding of a field is enhanced by the study of related disciplines. Cognate is defined as 3 courses in a defined discipline other than the student's concentration. (See the section on coursework for level of coursework)

Study in a cognate will enable students to:

1. Develop in a discipline or specialization outside of their concentration that augments professional growth;
2. Develop an increasingly integrated outlook toward both professional and personal life;
3. Broaden their knowledge as a researcher and practitioner.

The doctoral committee approves cognate courses at the time the student's program of study is finalized. A maximum of two cognate courses or six semester hours (whichever is greater) may be taken at other universities or online with approval of the doctoral committee, the appropriate coordinator, and the director. Official transcripts must be sent to the Office of Doctoral Studies in order to request credit from the Graduate School.

## **RESIDENCY**

Defined: Residency is completed during the first three consecutive terms (fall, spring, summer) following admission to the program; a minimum of six semester hours of coursework must be completed in each of these terms.

Purposes: Residency is a holistic experience that promotes the integration of core coursework, identification of self as a scholar-practitioner, and adjustment to the Ph.D. program. During the residency, a student is expected to: (a) take an active role in independent learning activities, (b) identify personal and professional futures, (c) develop a working relationship with his/her committee chair, and (d) demonstrate independence of thought.

## **RESEARCH**

Students are required to complete the four research courses (12 semester hours) listed in the program bulletin. A maximum of two courses (totaling no more than 6 semester hours) may be transferred into the research sequence if approved by the doctoral committee, the appropriate coordinator, and the director. Again, transcripts and approval from the Graduate School is required in order to obtain credit.

## **DISSERTATION**

Students are required to complete a minimum of 9 semester hours of dissertation credit. Once admitted to candidacy, before acceptance of their proposal, students must maintain enrollment by registering for continuing service course, CSR 111 or RES 555. Only after the proposal has been accepted, the student will enroll for a minimum of nine semester hours of dissertation credit. There must be continuous enrollment in at least one hour of dissertation credit each term (fall, spring, and summer). Students must be enrolled during their dissertation defense, as well as in the term of graduation, even if they have enrolled for more than a total of nine hours.

## **POLICIES**

### **Program Progress**

A student's continued enrollment in the Ph.D. program is subject to review based on either of the following conditions:

1. A student receives a grade of C or below in two courses after being admitted to the program
2. A faculty member expresses concern in writing to the appropriate coordinator regarding student's progress.

The review of such cases shall be conducted by a three-member committee consisting of: (a) the chair of the student's doctoral committee, (b) the appropriate coordinator, and (c) the director. The review committee, by majority vote, may dismiss the student from the program or place the student on probation. If a student is placed on probation, the Review Committee must stipulate conditions necessary for the student to be taken off of probation. The Review Committee has the responsibility to determine if the conditions have been satisfied within the timeframe specified and the authority to either remove the student from probation or to dismiss the student from the program.

Students also may be dismissed from the program for failing to maintain the required grade point average for degree candidacy. A student may appeal either a probation or dismissal decision by following the procedure outlined in the section on Concerns and Conflict.

A student dismissed from the program may be readmitted if (a) the dismissal decision is overturned on appeal or, (b) he or she reapplies for admission after one or more years and receives a favorable review from the admissions committee.

### **Time Limit: Degree Requirements**

Students must achieve candidacy within four years of the first registration in doctoral program work at The University Dayton. Students have an additional five years to successfully defend the dissertation and graduate.

## **Attendance Policy**

Students are expected to attend classes regularly and to be on time for class. Professors may lower a student's grade for absenteeism or chronic tardiness.

## **Concerns and Conflicts**

An appeals procedure is available to students enrolled in the Ph.D. program. This procedure is identical to the one available to all students enrolled at The University of Dayton. Students encountering instructional/classroom problems should use the following appeals procedure:

- Discuss concerns with the instructor and the chair of the department. If resolution is not achieved, the line of appeal extends to the appropriate coordinator, Director of Doctoral Studies, the Associate Dean and Dean of the School of Education and Allied Professions, the Provost, and the President of the University.

If students encounter administrative problems, they are encouraged to:

- Bring their concerns to the appropriate Coordinator and/or Director of Doctoral Studies. If the problem is not resolved to their satisfaction, the line of appeal extends to the Associate Dean and Dean of the School of Education and Allied Professions, the Provost, and the President of the University.

If students wish to appeal either a probation or dismissal decision made by a Ph.D. Review Committee, such appeal shall be made to the Dean of the School of Education and Allied Professions or his designee.

## **COURSEWORK**

### **500 or 600 Level Coursework**

The student's committee may approve up to six (6) semester hours of coursework below 700 level in the concentration. These hours are in addition to any 500 or 600 level courses approved in the cognate. Transfer hours are considered on a case-by-case basis at the time the student's program of study is completed by the doctoral committee. Once a Ph.D. student is admitted, all coursework must be taken at the highest level at which it

is offered. All Ph.D. coursework is billed at the Ph.D. level regardless of the course number.

### **Policy on “I” and “IP” Grades**

- The “I” grade may stand for a period of no more than one year from the end of the term in which the “I” was assigned; if the grade is unchanged after one year, it has permanence. The student must register, pay tuition, and retake the course.
- The “IP” grade may stand for a period of no more than two years from the end of the term in which the “IP” was assigned; if the grade is unchanged after two years, it has permanence, and the course must be retaken. The only exception to the two-year time limit is for the dissertation.

### **Limit: “I” and “IP” Grades**

Students with more than one “I” and/or “IP” grade on their record will not be permitted to take additional coursework or take comprehensive exams until those courses have been successfully completed.

### **REGULAR COURSEWORK TAKEN INDEPENDENTLY**

Regular courses may only be taken on an independent study basis if the course is not being offered within a timeframe necessary for the student to complete the degree. Regular courses taken independently must be taken with an instructor who routinely teaches the course in question, and the student must complete an Independent Study contract. The Independent Study Contract form is available in the Office of Doctoral Studies and in Appendix D. The contract must be approved and signed by the student, professor and the Director of Doctoral Studies. Once completed and approved, the original contract is turned into the Doctoral Studies office so the Assistant to the Director can complete the necessary forms for adding a new course and for registration. All paperwork must be completed **prior** to taking the course and **prior** to registration in order to ensure credit!

Any Independent Study should be on your approved Program of Study, or you will need to complete a Program of Study Addendum. This form is available in the Office of Doctoral Studies and in Appendix E.

No more than six (6) semester hours of courses may be completed through independent study.

### **GPA REQUIREMENTS FOR CANDIDACY**

One requirement for admission to candidacy is a grade point average (GPA) of 3.25. The GPA is computed on the student's performance in coursework specified in his/her approved program of study, exclusive of grades earned in courses accepted in transfer or from work completed prior to doctoral program admission (also see program progress section).

### **TRANSFER CREDIT**

A student's doctoral committee considers transfer hours on a case-by-case basis at the time that the program of study is approved. Total transfer hours may not exceed 15 semester hours; other limitations on transfer hours are specified for the concentration, cognate, and research courses. A Transfer Credit Request form and an official transcript must be completed and submitted to the Graduate School in order for these hours to be added to the student's University of Dayton transcript.

### **TUITION**

All Ph.D. coursework is billed at the Ph.D. level regardless of the course number.

### **COMPREHENSIVE EXAMINATION/ADVANCEMENT TO CANDIDACY**

#### **Comprehensive Examination: Definition and Policy**

The comprehensive examination is a twelve-hour written exam, administered on campus in a structured environment. Comprehensive examinations will be administered on the first Thursday, Friday and Saturday of June and October (4 hours per day, normally from 8:30 a.m. to 12:30 p.m.). The following is the exam schedule: Thursday- Research, Friday- Core, and Saturday- Concentration. These examinations are intended

as an opportunity for candidates to demonstrate the expertise acquired through doctoral studies.

The comprehensive examination is not a review exercise in which the candidate reiterates information. Rather, the examination is an attempt to assess the candidate's facility:

- a) To integrate disparate information,
- b) To respond creatively and critically to the issues raised,
- c) To conduct and analyze research,
- d) And to communicate these matters in a scholarly manner.

The following guidelines will govern administration of the exam:

- The comprehensive examination will be taken upon transcript documentation of completion of all coursework, exclusive of the dissertation. (Students must meet the GPA requirement for candidacy, 3.25, to sit for the exam.)
- The Ph.D. director and coordinators identify the 3 member sub-committees in the following areas: research, core, and concentration
- Three member sub-committees in the following areas: research, core, and concentration will write and evaluate the examination questions or identify other faculty who may write and evaluate one or more questions
- The director is responsible for logistic arrangements, including selecting a testing site and providing information to students intending to take the examination

Procedures:

- During the last term of the coursework the student will apply to take the comprehensive examination (application forms are available in the Ph.D. director's office and in Appendix F. Completed forms are due 90 days prior to exam).
- Responses to questions on the written examination are evaluated as "acceptable" or "unacceptable."
- Exams are to be evaluated through "blind" reviews. If all faculty readers assess the student's responses as acceptable, the student passes the exam.

If readers assess 2 out of 3 responses as unacceptable, the student will be required to write in the area(s) where performance was assessed as unacceptable.

- No provision will be made to re-administer the exam to students who have unsuccessfully taken the exam twice.

Exam results are officially registered with the Director of the Ph.D. program. The student will be notified of the results verbally by his/her chair and in writing by the director. If the student does not receive a “Pass,” he/she will meet with her/his chair to review the exam and to consider next steps.

Students must use an assigned computer in responding to comprehensive exam questions. Each day the student will submit responses to the proctor with procedures identified by the proctor. Copies of the exam will then be distributed to readers for assessment.

### **Editing**

In editing comprehensive exams, students must complete the correction of grammatical, spelling, or typographical errors within the allotted four hours.

## **THE COMPREHENSIVE EXAM QUESTIONS/ANSWERS**

### **Examination Contents: General**

Question: What areas will the exam cover?

Answer: The exam will contain questions in the following areas:

- a. Core
- b. Concentration
- c. Research

Question: Will each area be given equivalent emphasis?

Answer: Yes. Students will write for **four** hours in each of the above areas. They will be given four questions each day and they must answer three of the four questions.

Question: What constitutes a good question?

Answer: A good question calls for the student to:

- a. Demonstrate command of the literature in the area tested.
- b. Demonstrate the ability to integrate the knowledge of given area with that of another area(s).
- c. Demonstrate the ability to think critically, i.e., to interpret, apply, analyze, synthesize, and/or evaluate.

### **The Examination: Its Development and Student Preparation**

Question: Who generates the questions?

- Answer: The Ph.D. director and coordinators identify the 3 member sub-committees in the following areas: research, core, and concentration. The three member sub-committees will write and evaluate the examination questions or identify other faculty who may write and evaluate one or more questions

Question: Will there be sample questions to review?

Answer: Yes. Faculty who submit exam questions to the bank may be asked to submit sample items that students might review as part of their preparation. After the first administration, copies of the examination will be kept on file in the Office of Doctoral Studies. Once all results are finalized, past exams' questions may be released for use as samples.

### **Examination Administration**

Question: When will the exam be given?

Answer: The comprehensive examination will be administered on the first Thursday, Friday, and Saturday of June and October. The exam period will be four hours per day. Tentative daily schedule: 8:30 a.m. – 12:30 p.m.

Question: When students complete the exam, what procedures do they follow?

Answer: After the student completes the exam on the computer; he/she is to submit the exam on a disk (or an electronic storage device as identified by the proctor) to the proctor who will "identify" each disk. Copies of the exam will then be distributed to the readers for assessment.

## **Examination: Evaluation**

Question: How will exam questions be scored?

Answer: The student's responses to questions under each category will each be assessed as acceptable or unacceptable. If a student's responses are assessed as unacceptable to one or more question(s) each day that student will have failed the entire exam. If a student's responses are assessed as unacceptable to two or more questions on any specific day the student will have failed that area.

If readers assess a response to only one question on a specific day as unacceptable, the student's doctoral committee will determine if the student failed that area and in that area would

- a) need to rewrite,
- b) write a scholarly paper,
- c) have an oral exam,
- d) retake one or more courses or,
- e) a combination of these alternatives.

Notification of the doctoral committee's determination that the student successfully completed the added requirement should be sent to the student and the Director.

Question: Who scores the exam?

Answer: The 3 member sub-committees in each of the three areas will score the examination, or identify other faculty who may write and evaluate one or more questions.

Question: What happens after the committee completes its assessment of the exam?

Answer: Exam results are officially registered with the Office of Doctoral Studies. The director or chair will notify the student of his/her results and a letter stating the results will be sent to the student at a later date.

Question: If a student does not successfully complete the exam, when may he/she retake it?

Answer: If a student fails to successfully complete the exam, the committee may recommend that the student take steps to remediate an area of weakness prior to retaking all or part of the exam. In any case the student may retake the examination or a part of

the examination (as appropriate) on dates as determined by the student's doctoral committee.

No provision will be made for re-administering the exam to one who has experienced two failures.

## **ADVANCEMENT TO CANDIDACY/DISSERTATION**

### **Advancement to Candidacy: Definition and Policy**

Candidacy is defined as the status the student achieves when he/she has satisfactorily completed all program requirements except the dissertation. A student automatically advances to candidacy upon completion of the following requirements:

- All coursework specified in the student's program has been completed with a grade point of at least 3.25.
- All prerequisites to candidacy have been completed within four years of the first registration in the doctoral program at the University of Dayton. Three consecutive terms of residency have been completed.
- "I", "IP," and "F" grades have been removed and/or processed in accordance with University policy.
- Written Comprehensive Examinations have been successfully completed.

Upon completion of the prerequisites, the student is formally admitted to candidacy through the Director of Doctoral Studies. Once admitted to candidacy, before acceptance of their proposal, students must maintain enrollment by registering for continuing service course, CSR 111 or RES 555. Only after the proposal has been accepted, the student will enroll for a minimum of nine semester hours of dissertation credit. There must be continuous enrollment in at least one hour of dissertation credit each term (fall, winter, and summer).

Students must be enrolled during their dissertation defense as well as in the term of graduation even if they have enrolled for more than a total of nine hours of dissertation credit.

## Steps and Procedures Through the Dissertation Defense

### Steps 1-7 Proposal

1. To assure that legal requirements are met, all research involving human subjects must undergo institutional review. Current policies of the Graduate School must be followed. The extent of the review will vary with the type of research. Note, however, that the review process may be time consuming. University guidelines are available at <http://www.udayton.edu/~gradsch/research/protection.htm>. The candidate should consult with the Doctoral Committee chair to determine what steps, if any, need to be taken to assure compliance with the requirements. If action needs to be taken, the candidate must complete these steps prior to the proposal hearing.
2. The proposal should be typed in final draft form in APA style. The Committee's major focus is the substance of the proposal; that is, the problem statement, the literature review, the research design, etc. Primary editing responsibility lies with the candidate working in consultation with the Committee chair.
3. Qualifying Review Process: A Word to Candidates:
  - Each Committee member has a unique perspective. The dynamics of the Committee generate yet another perspective. Since critiquing the proposal is the Committee's function, it follows that the content of the initial proposal is likely to be altered during the review process.
  - While the dissertation is the candidate's individual contribution, it is carried out in fulfillment of the requirements for the Ph.D. degree from the University of Dayton. As such, the dissertation is a joint project conducted by the student in consultation with faculty, the result of which needs to be approved by both the Doctoral Committee and the Dean of the School of Education and Allied Professions.

- For these reasons, it is imperative that the candidate should not consider any study approved until the formal Proposal Approval Form is filed in the Office of Doctoral Studies.
4. The elements of the defense should include, but not be limited to:
    - Ensuring that the topic is linked to the program and educational leadership issues at the K-12 or higher education levels. This aspect of the defense would be a rigorous pursuit of the quality of the topic.
    - Determining the student's grasp of the substantive content of the topic.
    - Determining the student's capacity to engage in sustained inquiry on the topic.
  5. The defense has three possible outcomes: approve, conditionally approve with stipulated modifications, deny.

Committee decision to approve or to conditionally approve must be unanimous. The decision must be forwarded to the School of Education and Allied Professions Office of Doctoral Studies. The accepted dissertation proposal is an agreement that the candidate has made a commitment to the Committee to carry out the proposal and that the Committee has made the commitment to support the candidate in carrying out the study.

If the proposal is accepted on condition, the Committee will provide the candidate direction on redrafting the proposal.

If the proposal is rejected, the Committee will provide direction to the candidate with respect to re-conceptualizing the proposal. The Committee will convene a second time after the proposal has been appropriately revised. The Committee chair is responsible for monitoring efforts to address the specified conditions for acceptance and securing the Committee's approval of the modification.

6. A proposal for the dissertation must be approved by the student's doctoral committee within one year after being admitted to candidacy.

## **Oral Defense of Dissertation**

**(See Guidelines for Dissertation for a complete discussion of dissertation requirements.)**

Although, at the discretion of the dissertation chair, the oral defense may be conducted before a number of interested observers, only the Doctoral Committee will evaluate the defense. Dissertation defenses are announced to the SOEAP faculty. However, attendance of non-faculty at the defense must be approved by the student's dissertation chair. The dissertation must be approved by at least three Committee members. The Committee's written decision must be forwarded to the School of Education and Allied Professions Office of Doctoral Studies. Upon approval, it is customary for the candidate to provide a bound copy of the dissertation to the chair and each member of the committee who desires it.

**Appendix A**

**SCHOOL OF EDUCATION AND ALLIED PROFESSIONS  
PH.D. PROGRAM  
DOCTORAL COMMITTEE MEMBERSHIP**

I have agreed to chair or serve on the Doctoral Committee of:

\_\_\_\_\_  
(Doctoral candidate)

\_\_\_\_\_  
*Chair* (date) \_\_\_\_\_  
Print name: \_\_\_\_\_

\_\_\_\_\_  
*School of Education and Allied Professions Member* (date) \_\_\_\_\_  
Print name: \_\_\_\_\_

\_\_\_\_\_  
*School of Education and Allied Professions Member* (date) \_\_\_\_\_  
Print name: \_\_\_\_\_

\_\_\_\_\_  
*External Member* (date) \_\_\_\_\_  
Print name, address and phone number:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return completed form to: Office of Doctoral Studies, School of Education and Allied Professions  
Chaminade Hall, Room 207 +0526

Recommended: \_\_\_\_\_

\_\_\_\_\_  
*Coordinator* (date) \_\_\_\_\_

Concurrence:

\_\_\_\_\_  
*Director of Doctoral Studies* (date) \_\_\_\_\_

\_\_\_\_\_  
*Dean of the School of Education and Allied Professions* (date) \_\_\_\_\_

Approval:

\_\_\_\_\_  
*Dean of the Graduate School* (date) \_\_\_\_\_

Copies will be sent to candidate and committee members \_\_\_\_\_

Appendix B

**SCHOOL OF EDUCATION AND ALLIED PROFESSIONS  
PH.D. PROGRAM  
Petition for Selection of New Doctoral Committee Member(s)**

\_\_\_\_\_  
Doctoral Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Concentration

To Be Completed **PRIOR** to Obtaining Signatures

Committee Member(s) involved in the change:

To Be Replaced

To Be Added

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rationale for Change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Committee Member(s)  
Being Replaced (if possible)

Signature of New Member(s)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator

\_\_\_\_\_  
Date

RETURN COMPLETED FORM TO: Office of Doctoral Studies, Chaminade Hall, Room 207  
Campus zip: +0526

**Appendix C**

**NAME:** \_\_\_\_\_ **Concentration:** \_\_\_\_\_ **Admitted:** \_\_\_\_\_

**PH.D. PROGRAM REQUIREMENTS CHECKLIST – SEMESTER HOURS**

**CORE** (9 semester hours – no transfers)

<u>Taken</u>	<u>Grade</u>	<u>Number</u>	<u>Title</u>	<u>Semester Hrs.</u>
_____	_____	EDU 914	Ethics in Ed. Leadership	3
_____	_____	EDU 921	Organizational Theory	3
_____	_____	EDU 922	Organizational Change	3

**FOUNDATIONS** (Must complete one eligible – no transfers)

<u>Taken</u>	<u>Grade</u>	<u>Number</u>	<u>Title</u>	<u>Semester Hrs</u>
_____	_____	EDU 908	Ideas that Shape Am. Ed.	3

**COGNATE** (Minimum of 9 semester hours in a defined discipline other than the student’s Ph.D. concentration)

<u>Taken</u>	<u>Grade</u>	<u>Number</u>	<u>Title</u>	<u>Semester Hrs.</u>	<u>If transfer, institution &amp; grade</u>
					<u>If transfer, institution and grade</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**RESEARCH** (Must complete following courses)

<u>Taken</u>	<u>Grade</u>	<u>Number</u>	<u>Title</u>	<u>Semester Hrs.</u>	<u>If transfer, institution &amp; grade</u>
_____	_____	EDU 990	Research Methods and Design	3	_____
_____	_____	EDU 991	Qualitative Research	3	_____
_____	_____	EDU 992	Quantitative Research & Statistics	3	_____
_____	_____	EDU 993	Adv. Research Stats & Data Analysis	3	_____

**CONCENTRATION** (Minimum of 21 semester hours)

<u>Taken</u>	<u>Grade</u>	<u>Number</u>	<u>Title</u>	<u>Semester Hrs.</u>	<u>If transfer, institution &amp; grade</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Above program does not include dissertation hours.

**Approved by:**

**Date:**

Student	_____	_____
Committee Chair	_____	_____
Committee Member	_____	_____
Committee Member	_____	_____
Committee Member	_____	_____
Ph.D. Coordinator	_____	_____
Ph.D. Director	_____	_____

**Appendix D**

**INDEPENDENT STUDY CONTRACT  
Ph.D. in Educational Leadership  
University of Dayton**

**EDU 919**

**Term:**

**Title:**

**Credit Hours:**

**Professor:**

**Student:**

**Rationale: (Attach additional information/pages as necessary)**

**INDEPENDENT STUDY CONTRACT (Page 2)**

**Objectives: (The specific outcomes and accountability measures need to be included. Attach additional information/pages as necessary.)**

**Signed:**

\_\_\_\_\_  
Professor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Doctoral Studies

\_\_\_\_\_  
Date

**Appendix E**  
**Ph.D. Program of Study Addendum**

Name \_\_\_\_\_ Concentration \_\_\_\_\_

**Proposed Change:**

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**Rationale for Change:**

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**Committee Members:**

Chair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approval Received:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved:**

\_\_\_\_\_  
Coordinator  
\_\_\_\_\_  
Director of Doctoral Studies

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date

Appendix F

**University of Dayton  
School of Education and Allied Professions  
Ph.D. Program in Educational Leadership**

**Application for Comprehensive Examination**

Application for the comprehensive examination is to be filed with the School of Education, Office of Doctoral Studies at least (90) days prior to the scheduled examination date (first Thursday, Friday and Saturday of June/Oct).

For \_\_\_\_\_ 2008 Comprehensive Exams, this form is due by \_\_\_\_\_ .

Name: \_\_\_\_\_

Concentration: \_\_\_\_\_

GPA: \_\_\_\_\_ (a 3.25 is required)

I desire to take the doctoral comprehensive examination during the  
\_\_\_\_\_ term.  
(fall, summer)

Schedule:

4 Hours per day (8:30 a.m. – 12:30 p.m.)

- Thursday – Research
- Friday – Core
- Saturday – Concentration

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(date)