

2022-23 Student Handbook<sup>1</sup>

University of Dayton

School of Education and Health Sciences

Ph.D. Program in Educational Leadership

Office of Doctoral Studies

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[https://udayton.edu/education/departments\\_and\\_programs/eda/programs/phd.php](https://udayton.edu/education/departments_and_programs/eda/programs/phd.php)

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<sup>1</sup> Last approved, updated, and edited, September 7, 2021.

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## **Entrance Requirements**

Applicants to the Ph.D. Program in Educational Leadership in the School of Education and Health Sciences (SEHS) at the University of Dayton (UD) must submit the following information in addition to their online applications.

- Official transcripts from all previously attended colleges and/ or universities must be sent directly from these institutions to UD's Office of Graduate Admission. Hand-carried transcripts, official copies marked "Issued to Student," and unofficial copies are not acceptable.
- Three current, meaning less than three years old, letters of recommendation from former (or current) faculty members or employers.
- Copies of one's professional resume or curriculum vitae.
- A two- to three-page essay stating how one's personal goals, including one's concentration of interest (as PK-12 or higher education), are congruent with the objectives of the Ph.D. program as described in its mission statement (Appendix A). Please title the submission "Application Essay."
- Evidence, in the form of an official transcript, of having attained a 3.25 grade-point average (GPA) in a completed master's degree program.

Applicants who earned a J.D. or similar professional degree in lieu of a Masters' Degree will be considered on individual bases.

For regular admission, applications are due by July 1 with acceptance by August

1. The online application can be found

[https://dayton.force.com/graduate/TX\\_SiteLogin?startURL=%2Fgraduate%2FTargetX\\_Base\\_\\_Portal](https://dayton.force.com/graduate/TX_SiteLogin?startURL=%2Fgraduate%2FTargetX_Base__Portal)

### **Pre-Doctoral Course Work**

Students may take only two classes at the 800 level toward their doctoral work before being admitted formally to the Ph.D. program. There is no default admission to the Ph.D. program. In order to be admitted, candidates must submit full applications as noted and receive affirmative letters of acceptance signed by the Program Director.

### **Residency**

Residency begins in the fall semester immediately after students have been admitted to the Ph.D. program and extends into the consecutive spring and summer terms. Students must complete the pre-determined minimum of six semester hours of coursework in each of these terms for a total of 18 semester hours for the entire residency with no exception; see the Ph.D. Program of Study requirements for the list of courses.

Residency is a holistic experience designed to promote the integration of core coursework, identification of self as a scholar-practitioner, and adjustment to the Ph.D. program. During residency, students are expected to take active roles in independent learning activities; identify their personal and professional futures; develop working relationships with their Committee Chairs; and demonstrate independence of thought. Students are obligated to fulfill the residency requirements, with no exceptions.

## **Doctoral Committee**

### **Member Selection**

At the beginning of the first semester of residency, students must meet with their appropriate concentration coordinator to discuss the formation of their doctoral committees. The first step is the selection of a committee Chair. In SEHS, in order to serve as Chair, individual faculty members must have Graduate Faculty Status (GFS) per Senate Document DOC 2011-02 Revised Criteria and Application Process for the Granting of Graduate Faculty Status and have served as a member on a minimum of two Ph.D. committees. All tenured or tenure-track faculty members with rank of Assistant Professor or higher who have earned appropriate terminal degrees are members of the Graduate Faculty.

Students may request a specific faculty member to serve as Chair of their committees or may ask the Concentration Coordinator to suggest a Chair. Individuals must contact the faculty members in question to make formal requests to serve as their committee Chairs.

After committee Chairs are approved, students and their Chairs should collaborate to select the remaining committee members (two who are SEHS faculty and one who is a UD faculty member or full-time employee with a doctorate a discipline other than education. Graduate Faculty Status is not required in order to serve on Graduate committees, but is necessary to serve as Chair. If students do not select their Chairs by November 15<sup>th</sup> of their first year of study, then the Director may appoint one on their behalf.

The selection of students' doctoral committees should be completed by April 1 in the year in which they begin residency. Students who request outside faculty members who are not UD faculty or staff must submit formal requests in writing to the Program Director. Requests should provide rationales explaining why the inclusion of the proposed external member is advantageous to the requesting student's dissertation. Written requests must also include evidence that proposed members have earned doctorates in appropriate disciplines from accredited universities and copies of the individuals' vitae, including a list of relevant publications.

Outside members of Ph.D. committees must have earned doctorates or equivalent terminal degrees such as a J.D. or M.F.A. The Executive Committee of the Ph.D. Program must approve proposed external committee members who are not on the faculty at UD. Requests must be reviewed within 45 working days of receipt.

Doctoral committee members must sign the Doctoral Committee Membership form (Appendix B) verifying their commitment to Chair/serve on student committees. The completed form should be returned to the Office of Doctoral Studies, Fitz Hall, Suite 655. After a committee is approved, changes in its membership must be approved by the Concentration Coordinator and the Ph.D. Program Director. Students who wish to make changes in their committee memberships must file completed copies of the Petition for Selection of a New Doctoral Committee Member in the Office of Doctoral Studies (Appendix C).

## **Responsibility of the doctoral committee**

After being appointed, the committee Chair serves as the student's academic advisor. In addition, Chairs work closely with Ph.D. students in the following areas:

1. Providing guidance regarding written comprehensive examinations;
2. Developing dissertation topics; and
3. Directing their dissertations.

Doctoral committees are involved in the following areas:

1. Approving students' programs of study;
2. Approving subsequent changes to student programs of study;
3. Making necessary decisions regarding the comprehensive examinations;
4. Approving dissertation proposals; and
5. Conducting dissertation defenses and determining whether students have completed acceptable studies.

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

Once students have formed their doctoral committees, they should work in conjunction with their committee Chairs to develop programs of study specifying the courses that they must complete in the process of earning their Ph.D. degrees. Program of study forms (also known as Ph.D. Program Requirements Checklist) must be signed by the committee members and filed with the Director by March 15 in the second semester of students' residency periods (Appendix E and Appendix F).

At this time, students and their committee members are to confer about the acceptance of transfer credits earned prior to their admission to the Ph.D. program.



Approval of such courses is limited by course requirements listed in this document.

Students must submit official transcripts, if not already on file, and course descriptions in order for transfer courses to be considered.

Transfer credit requests from other institutions must first be approved by the Office of Doctoral Studies and then by the Office of Graduate Affairs. Students must complete and submit to the Office of Doctoral Studies the transfer credit request form which is found on “Porches” under the Graduate School Tab; this is also available in Appendix D of this document. Students should work with the program administrative assistant to complete requests. The appropriate Coordinator and the Ph.D. Program Director must also approve students’ programs of study.

Students pursuing professional licenses must have the licensing advisor conduct a separate transcript evaluation. Subsequent changes to students’ programs of study must be approved by the Chair of their committee, the appropriate Coordinator, and the Program Director. In seeking to make such changes, students must submit completed Program of Study Addenda form (Appendix G). The Program Director will respond to students within 30 days of receiving requests that have been approved by the Chair of their committee and the appropriate Coordinator. Changes without prior written approval are void.

## **Degree Requirements**

### **Courses**

All students must have approved programs of study including a minimum of 54 semester hours of course work, 27 hours of which must be completed at UD, and a

minimum of 9 semester hours of dissertation credit. The following are other requirements pertaining to coursework. In addition, students are expected to follow the published course matrix for concentration classes for the Ph.D. Program in Educational Leadership so that they can complete their course work in timely fashions and avoid having to try to complete required classes via independent studies.

**Core courses.** Students are required to complete the three designated core courses (EDU 914, EDU 921, and EDU 922). These courses must be completed post admission to the Ph.D. program, in the sequence they are offered, and as part of the residency requirement.

**Advanced foundations course.** Students are required to complete an advanced course in education foundations (EDU 908).

**Concentration courses.** Students in both concentrations (PK-12 school administration or higher education administration) must complete a minimum of 21 semester hours of appropriate courses. The specific courses to be completed must be specified in students' programs of study as approved by their doctoral committees.

**Cognate courses.** The requirement for a cognate derives from the belief that the understanding of one's concentration is enhanced by the study of related disciplines, particularly to help them to prepare to write their dissertations. The cognate requirement is nine semester hours in a defined discipline other than students' concentrations, meaning that classes should ordinarily be outside of the Department of Educational Administration and preferably outside of the SEHS; for example, classes in the Departments of Teacher Education or Counselor Education or the Ed.D. Program in Leadership for Organizations (subject to availability of seats) may be acceptable but at

least 6 hours of the 9 hours should be outside of the SEHS. Thus, cognate classes should (a) augment students' professional growth; (b) enhance students' perspectives of professional and personal growth; and (c) broaden students' knowledge. Cognate courses are designated on students' programs of study and must receive the written approval of the Chairs of their doctoral committees and the Program Director.

A maximum of two courses or six semester hours of the cognate may be transfer hours subject to the overall restriction on transfer hours for the Ph.D. degree. The cognate is supposed to hold together thematically and should be more-than-randomly chosen courses. As such, in selecting classes, students should confer with their Chairs and Committee Members to explain how and why the courses that they wish to take will advance their work.

**Research courses.** Students must complete the four research courses (twelve (12) semester hours) listed in the program bulletin; EDU 990, EDU 991, EDU 992, EDU 993.

**Transfer courses.** Students may transfer a maximum of fifteen (15) post-masters semester hours from UD or other accredited colleges and universities. Decisions on transfer credits are made by the students' doctoral committees, subject to the approval of their Concentration Coordinator, Program Director, and Associate Dean within forty-five (45) working days of the submission of their formal written requests. As noted, students must submit the Transfer Credit Request form. No transfer credits are allowed for core or research courses; a maximum of 6 semester hours may be transferred into the cognate.

**Course levels.** Once admitted to the Ph.D. program, students must enroll in the highest level at which courses are offered. Normally, courses are completed at the 800 and 900 levels.

Students' committees may approve up to nine (9) semester hours of coursework below the 700 level in the concentration. These hours are in addition to any 500 or 600 level courses approved in the cognate. All coursework post admission is billed at the Ph.D. level regardless of the course number.

**Dissertation.** Students are required to complete a minimum of nine (9) semester hours of dissertation credits. Students may enroll in dissertation hours (EDU 904) the semester immediately following the term in which they pass their comprehensive examination.

Students must be enrolled for at least one (1) credit hour during the semester of their dissertation defenses as well as in the terms of their graduations, even if they have already enrolled in more than a total of nine (9) semester hours.

**Graduate Student Certification, formerly Continuing Service status.** In order to keep their UD login and status current while working on their dissertations, candidates must complete and submit a graduate student status certification request form for each term they are not enrolled in and earning formal course credits. The form should be accessed via the link below and submitted to Ms. Janice Keivel ([jkeivel1@udayton.edu](mailto:jkeivel1@udayton.edu)) in the Department of Educational Administration prior to the beginning of the semester for which status is requested. Link to form <https://porches.udayton.edu/group/porches/grad-academic-affairs>

**Independent study.** Regular courses may only be taken on an independent study basis if they are not being offered within timeframes necessary for students to complete their programs. Regular courses taken independently must be completed with faculty members who routinely teach them and only after students complete the Independent

Study Contract available in the Office of Doctoral Studies (Appendix G). Even so, independent study classes should be taken infrequently. The contract must be approved and signed by students, the instructors, and the Ph.D. Program Director. Once approved, contracts must be submitted to the Office of Doctoral Studies so the program assistant can complete the necessary forms for registration. Students must complete all paperwork prior to registering for and taking the courses.

If independent study courses are not listed on students' approved Programs of Study, they must complete and gain approval for a Program of Study Addendum. This form is available in the Office of Doctoral Studies and is in Appendix E. No more than six (6) semester hours of coursework may be completed through independent studies.

**Tuition.** As noted, once admitted to the Ph.D. program, all tuition charges are at the doctoral level.

### **Academic Difficulties**

Students encountering academic difficulties should first discuss their concerns with their instructor(s). If necessary, students should meet with the Chair of their instructors' departments. If a matter is not resolved to students' satisfaction, the line of appeal extends from the appropriate Concentration Coordinator, to the Program Director, the Associate Dean for Graduate Studies, and the Dean of the SEHS.

## **Comprehensive Examination**

The comprehensive examination at on the University of Dayton is intended to assess and evaluate students' abilities in the area of research to (a) integrate disparate information; (b) respond creatively and critically to pertinent issues and challenges; (c) analyze and design research; and (d) write about these matters in a scholarly manner.

The written comprehensive examination in research is for six (6) hours on one day, normally from 8:30 a.m. to 2:30 p.m. Students are allowed to bring a one-side page, 8 ½ by 11, no smaller than 10-point note page with you. The examination is scheduled for the second Friday of June and first Friday of October.

Students must use assigned computers in responding to the questions on the comprehensive examination. On finishing the examination, students must submit their responses to the proctor based on procedures identified by the proctor. All editing of responses for a portion of the examination must be completed by students within the allotted six hours.

Please note the following:

- Students may apply to take their comprehensive examinations during the terms in which they are completing their last courses or in any term after they completed all of their coursework. Students must meet the GPA requirement of 3.25 for candidacy in order to be eligible to take the comprehensive examination.
- Comprehensive examination application forms are available in the Office of Doctoral Studies; a copy is attached (Appendix I). Completed forms must be submitted at least twenty-one (21) working days prior to scheduled examinations.

- The Ph.D. Program Director in consultation with the Concentration Coordinators identify a minimum of a three-member committee to evaluate the examination on research.
- The designated subcommittee must also write the examination questions and evaluate the answers.
- The Ph.D. Program Director is responsible for logistical arrangements such as identifying the testing sites and providing information to students who are taking the examinations.

The grading process for comprehensive examinations is as follows:

- A blind review process is applied to evaluating the responses; in other words, the graders are not provided information about which students completed the examination being graded.
- Responses to examination questions are evaluated as either “acceptable” or “unacceptable.”
- Each question on the comprehensive examination is graded separately. Each completed question should have three responses. If those grading them rate all three questions as acceptable, students pass the examination. If one response is unacceptable, the issue is forwarded to the students’ doctoral committees for resolution. Committees have the following options: (a) determining that students passed the portion of the examination; (b) requiring students to retake the portion of the examination; (c) requiring students to write a paper demonstrating competence in that area; (d) requiring students to retake a course or successfully

complete an additional course; or (e) requiring a combination of the preceding options.

- Students who receive unacceptable evaluations on two or three of the questions must re-take the entire examination.
- Students who fail the comprehensive examination twice are dismissed from the program.
- Examination results are officially registered with the Ph.D. Program Director, who then notifies students in writing. Committee Chairs may notify students verbally.

### **Candidacy**

Students are admitted to candidacy on satisfactory completion of the following requirements:

- Completing all coursework specified in their programs of study with GPAs of at least 3.25 within four years from the start of classwork after being officially admitted as part of a cohort;
- Completing the residency requirement;
- Ensuring that all “I” and “F” grades have been removed or processed in accordance with University policy; and
- Successfully completing written comprehensive examinations. Once students achieve candidacy, they must maintain enrollment by registering for Graduate Student Certification, formerly continuing service status. Instructions and the form are available at <https://porches.udayton.edu/group/porches/grad-academic-affairs>



Students must successfully defend dissertation proposals within one year after being admitted to candidacy. After students' doctoral committees have approved their proposals, they must enroll for a minimum of nine semester hours of dissertation credit. Students must maintain continuous enrollment of at least one hour of dissertation credit each term (fall, spring, and summer) until they have successfully defended their dissertations.

Students must be enrolled during the semesters in which their dissertation defenses and graduations occur, even if they have enrolled for more than a total of nine hours of dissertation credit.

## **Dissertation**

**Completing the proposal.** Students must submit all research involving human subjects for review by the University's Institutional Review Board (IRB) pursuant to the Graduate School's guidelines. The extent of the review varies depending on the type of research to be conducted. University guidelines for gaining approval for research involving human subjects are available at <https://udayton.edu/research/resourcesforresearchers/compliance1/irb/index.php>.

Candidates should consult with their Committee Chairs if they have questions concerning compliance with this requirement. Requests for university approval must be submitted to the IRB as soon as possible after proposals have been approved by students' doctoral committees.

Students should submit their dissertation proposals and/or final dissertations through Turnitin.com located on Isidore. Proposals must follow the current edition of APA style and UD's dissertation guidelines found at <http://libguides.udayton.edu/etd>.

Students must work in consultation with their Committee Chairs in preparing their proposals. Once Committee Chairs have approved their proposals, students should submit their proposals to other committee members as if they were the final products. Customarily, proposals consist of the first three chapters of dissertations and a complete list of references. Committee meetings to evaluate proposals may not be scheduled until students' dissertation Chairs have agreed to come together as committees.

Effective the start of the Fall 2020 Academic years, all Ph.D. students who just completed their comprehensive examination and all future students must use the 7th edition of the APA style sheet in completing their dissertations. For Ph.D. students who have substantially completed their dissertations and will soon defend, it is up to the discretion of the Chairs of their Committees, in consultation with the students, to determine whether to use the 6th or 7th edition of the APA style sheet.

Dissertations reflect students' abilities to function as scholars by conducting research independently. Students' dissertation directors, committee members, and selected administrators have a responsibility to ensure the quality of the products and their compliance with University of Dayton policies. Approval to proceed with dissertation research is not formally granted until the Proposal Approval Form has been signed and filed in the Office of Doctoral Studies and, if appropriate, IRB approval has been granted.

**Proposal Defenses.** Committee meetings to approve dissertation proposals include, but are not limited to, the following activities:

- Determining whether proposed topics are relevant to educational administration generally, and to students' concentrations specifically;
- Evaluating whether proposed topics and research designs are worthy of dissertations; and
- Determining whether students have the requisite knowledge both as to subject matter and research methods to conduct research on their proposed topics.

Proposal defenses have three possible outcomes: approval, conditional approval with stipulated modifications, and denial. Approvals or conditional approvals must be unanimous. Committee decisions are forwarded to the SEHS Office of Doctoral Studies following proposal meetings. Approval indicates that candidates made commitments to conduct the research and that their committees have made the commitment to support their efforts. If a proposal is accepted conditionally, the committee must provide the student with the conditions to modify the work. Typically, dissertation Chairs determine whether candidates met these conditions; however, committees can stipulate that they will review whether students met the conditions.

For rejected proposals, committees inform the students of their reasons for the rejections while providing guidance on remedies. Once proposals are rejected, subsequent committee meetings are required to evaluate revised or new proposals.

**Dissertation Defenses.** Dissertation defenses must be completed in a time frame that complies with the date established by the UD Office of Graduate Academic Affairs. Oral defenses are announced to the faculty who may elect to attend. Determinations about

other possible attendees are made by the committee Chair. Attendees other than the members of their doctoral committees are not permitted to ask questions or make comments unless authorized to do so by the dissertation committee Chair. Only members of the dissertation committee formally evaluate defenses.

Dissertation defenses have three possible outcomes: approval, conditional approval with stipulated modifications, and denial. Approvals or conditional approvals must be unanimous. If defenses are unsuccessful, committees must stipulate the reasons to the students and Program Director. Committees, in consultation with the Program Director, determine conditions for whether students may continue in the program.

Committee Chairs must forward the results to the SEHS Office of Doctoral Studies following defenses.

Once defenses are completed, students must make all required revisions, including editorial changes, and submit final copies of their dissertations to the Office of Graduate Affairs at least four weeks prior to graduation. University deadlines each term for submitting the dissertation to the Office of Graduate Affairs are available at <http://libguides.udayton.edu/c.php?g=15209&p=82887> ..

Revisions must be approved either by Committee Chairs or entire committees as determined by a majority of a committee at a defense. Although dissertations are submitted electronically, students must provide bound hard copies to their committee Chairs and other committee members who request copies.

## **Time Limits, Class Attendance, and Program Retention**

### **Time Limits**

Students must be admitted to degree candidacy within four years of the fall semester in which they begin residency. Students have an additional five years to complete their dissertations and graduate.

### **Class Attendance**

Students are expected to attend classes regularly and be on time. Faculty members may have their own attendance policies that may include lowering students' grades for absenteeism or chronic tardiness.

### **Program Retention**

Continued enrollment in the Ph.D. program is subject to review based on one or more of the following conditions:

1. Students receive grades of C or below in two courses after being admitted.
2. Faculty members express concern in writing to students' Concentration Coordinator indicating that their performance is unsatisfactory;
3. Students fail to maintain a 3.25 GPA for courses completed after admission.

A three-member committee consisting of (a) the Chair of students' doctoral committees; (b) students' Concentration Coordinators; and (c) the Program Director shall review the status of students' ability to remain in the program. A review committee, by majority vote, may dismiss students from the program or place them on probation while stipulating conditions necessary for students to be taken off probation, including the creation of a time frame within which they must complete the conditions. A review

committee is responsible for determining whether students satisfied the conditions within the time frames specified and have the authority to either remove students from probation or dismiss them from the program.

Students who are dismissed from the program may be readmitted if their dismissals are overturned on appeal or they reapply for readmission and are accepted after a period of no less than one year.

**Appeals Procedures for Review Committee Decisions.** Appeals procedures for Ph.D. students are identical to those available to all students enrolled at UD. If students wish to appeal either probation or dismissal decisions made by their Ph.D. Review Committees, the line of appeal extends from the appropriate Concentration Coordinator, to the Program Director, to the Associate Dean for Graduate Studies of SEHS, to the Dean of the SEHS, to the Office of the Provost.

## **Grades**

### **“I” Grade**

Students with a grade of in progress, “IP,” whether in a class or independent study,<sup>2</sup> on their records may take their comprehensive examinations. Students must complete the “IP” before advancing to candidacy

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<sup>2</sup> See the Graduate Academic Standards and Progress Policy, Doc. 12-06, Rule 2.4 for the full discussion of “IP” as opposed to “I.”

## **Appendix A**

### **Doctor of Philosophy in Educational Leadership**

#### **Mission Statement**

The Doctor of Philosophy in Educational Leadership Program is designed for educators who are committed to providing leadership at the elementary, secondary, and higher education levels. The program seeks to prepare scholar-practitioners and leaders who:

- Value both speculative and practical knowledge and engage in continuous inquiry on professional concerns;
- Deliberate with colleagues upon organizational purposes and the means for achieving them;
- Work selflessly with others; and
- Commit themselves to improving the quality of life within society.

## Appendix B

### SCHOOL OF EDUCATION AND HEALTH SCIENCES 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 Health Sciences Member* (date)

Print name: \_\_\_\_\_

\_\_\_\_\_  
*School of Education and Health Sciences 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 Health Sciences  
Fitz Hall, Suite 665, University of Dayton

Dayton, OH 45469-2963 or email to [jkeivell1@udayton.edu](mailto:jkeivell1@udayton.edu) or  
[crussol1@udayton.edu](mailto:crussol1@udayton.edu)

Recommended:

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

Concurrence:

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

\_\_\_\_\_  
*Dean of the School of Education and Health Sciences* (date)

Approval:

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



**Appendix C**

**SCHOOL OF EDUCATION AND HEALTH SCIENCES  
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, Fitz Hall, Room 665, +2963  
or email to [jkeivell1@udayton.edu](mailto:jkeivell1@udayton.edu) or [crussol1@udayton.edu](mailto:crussol1@udayton.edu)

**Appendix D**

**Transfer Credit Request**  
**University of Dayton**  
**Graduate School**

Department of \_\_\_\_\_

I recommend that (student name) \_\_\_\_\_ (ID#) \_\_\_\_\_ be permitted  
to apply \_\_\_\_\_ hours of credit toward a --Select One-- Degree in \_\_\_\_\_.

<b><u>Course(s) Under Consideration</u></b>				
Academic Institution: _____				
Course Title: _____				
Course # _____	Year Taken _____	# Cr. Rec'd. _____	--Select One-- _____	Grade _____
UD Course Equivalent: _____		# UD Semester Credit Hours _____		
Academic Institution: _____				
Course Title: _____				
Course # _____	Year Taken _____	# Cr. Rec'd. _____	--Select One-- _____	Grade _____
UD Course Equivalent: _____		# UD Semester Credit Hours _____		
Academic Institution: _____				
Course Title: _____				
Course # _____	Year Taken _____	# Cr. Rec'd. _____	--Select One-- _____	Grade _____
UD Course Equivalent: _____		# UD Semester Credit Hours _____		

Are these the only transfer credits requested thus far? ☐ YES ☐ NO If NO, number of transfer credits already approved: \_\_\_\_\_

Explanation for acceptance: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson or Graduate Program Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Dean

\_\_\_\_\_ Date: \_\_\_\_\_  
Graduate Academic Affairs

Official transcript is attached.  
An official transcript is on file in the Registrar's office.

**Appendix E**

## For PK-12 Concentration

NAME: \_\_\_\_\_ Concentration: K-12 \_\_\_\_\_ 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 Educational 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 American Education	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>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

#### **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	Advanced Research Stats & Data Analysis	3	_____

#### **K-12 ADMINISTRATION CONCENTRATION** (Minimum of 21 semester hours – must complete the 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>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

#### **ELECTIVES**

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Above program does not include dissertation hours.

#### **Approved by:**

Student \_\_\_\_\_  
 Committee Chair \_\_\_\_\_  
 Committee Member \_\_\_\_\_  
 Committee Member \_\_\_\_\_  
 Committee Member \_\_\_\_\_  
 Ph.D. Coordinator \_\_\_\_\_  
 Ph.D. Director \_\_\_\_\_

#### **Date:**

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

## Appendix F For Higher Ed Concentration

NAME: \_\_\_\_\_ Concentration: Higher Ed \_\_\_\_\_ 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 Educational 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 American Education	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>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

#### 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	_____

#### HIGHER ED ADMINISTRATION 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>
_____	_____	EDU 941	History, Phil & Curr of Higher Education	3	_____
_____	_____	EDU 942	Student Choice in Higher Education	3	_____
_____	_____	EDU 943	Critical Reflection in HE Leadership	3	_____
_____	_____	EDU 944	Building Learning Communities	3	_____
_____	_____	EDU 945	Finance in Higher Education	3	_____
_____	_____	EDU 946	Legal Issues in Higher Education	3	_____
_____	_____	EDU 947	The Professoriate	3	_____

#### ELECTIVES

<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:

Student \_\_\_\_\_  
 Committee Chair \_\_\_\_\_  
 Committee Member \_\_\_\_\_  
 Committee Member \_\_\_\_\_  
 Committee Member \_\_\_\_\_  
 Ph.D. Coordinator \_\_\_\_\_  
 Ph.D. Director \_\_\_\_\_

#### Date:

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

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

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

**Proposed Change:**

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**Rationale for Change:**

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Approved:  
Chair

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\_\_\_\_\_  
Date

Coordinator

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\_\_\_\_\_  
Date

Director of Doctoral Studies

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\_\_\_\_\_  
Date

Please return completed form to: Office of Doctoral Studies, School of Education and Health Sciences, Fitz Hall, Suite 665, University of Dayton, Dayton, OH 45469-2963 or email to [jkeivell@udayton.edu](mailto:jkeivell@udayton.edu) or [crussol@udayton.edu](mailto:crussol@udayton.edu)

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

**EDU 919**

**Term:**

**Title:**

**Credit Hours:**

**Professor:**

**Student:**

**Rationale:** (Please 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

Please return completed form to: Office of Doctoral Studies, School of Education and Health Sciences, Fitz Hall, Suite 665, University of Dayton, Dayton, OH 45469-2963 or email to [jkeivell@udayton.edu](mailto:jkeivell@udayton.edu) or [crussol@udayton.edu](mailto:crussol@udayton.edu)

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## Appendix I

### School of Education and Health Sciences Ph.D. Program in Educational Leadership

#### Application for Comprehensive Examination

Application for the comprehensive examination is to be filed with the School of Education and Health Sciences, Office of Doctoral Studies at least thirty (30) days prior to the scheduled examination date (second Friday of June and first Friday of October).

For \_\_\_\_\_ Comprehensive Examinations, 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:

- Friday – Research

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

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

Please return completed form to: Office of Doctoral Studies, School of Education and Health Sciences, Fitz Hall, Suite 665, University of Dayton, Dayton, OH 45469-2963 or email to <mailto:jkeivell1@udayton.edu> or [crussol1@udayton.edu](mailto:crussol1@udayton.edu)

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## **Appendix J**

### **Academic Honor Code**

As a Marianist, Catholic university committed to the education of the whole person, The University of Dayton expects all members of the academic community to strive for excellence in scholarship and in character. As stated in the University's Student Handbook, "University of Dayton expects its faculty and administration to be instrumental in creating an environment in which its students can develop personal integrity."

To uphold this tradition, the University community has established an academic honor code for all of its students, except Law students who are governed by The University of Dayton School of Law Honor Code. Students are expected to be aware of and abide by the honor codes.

See the complete honor code at:

[http://catalog.udayton.edu/undergraduate/generalinformation/academicinformation/theacademic\\_honor\\_code](http://catalog.udayton.edu/undergraduate/generalinformation/academicinformation/theacademic_honor_code)

**Appendix K**  
**Ph.D. Proposal Extension Request**

Name\_\_\_\_\_Concentration\_\_\_\_\_

Request for Extension until \_\_\_\_\_

Rationale for Extension:

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(Attach additional information/pages as necessary)

Approval Received:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Concentration Coordinator

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Please return completed form to: Office of Doctoral Studies, School of Education and Health Sciences, Fitz Hall, Suite 665, University of Dayton, Dayton, OH 45469-2963 or email to [jkeivell@udayton.edu](mailto:jkeivell@udayton.edu) or [crusso1@udayton.edu](mailto:crusso1@udayton.edu)

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