

## **College of Education** **Ed.D. Guidelines - Faculty**

### **Common Terminology**

The following terms will be used consistently across Ed.D. programs:

- Candidacy Committee, Candidacy Exam, Dissertation Committee
- Preprospectus and Prospectus - Both programs will use the terms Preprospectus and Prospectus and define each similarly for both programs:
  - ☞ Preprospectus is a conceptual document.
  - ☞ Prospectus provides the conceptual piece along with literature review and methodology (Chapters 1-3).

### **Committee Membership**

- Committee membership will follow program-specific guidelines. However, four to five member committees are preferable and efforts should be made to secure a full slate of committee members. Qualified faculty and others who are external to the program, department, or college should be considered for committee membership. To approve a non-affiliated person (non-GSU faculty member) as a dissertation committee member, the Graduate Program Coordinator must submit the nominee's current resume along with a letter or memorandum to the Graduate College Dean explaining why the services of the non-affiliated person are requested. A nominated non-affiliated person must have distinguished credentials in the student's research topic field of study. Information regarding Doctoral Committee membership is found in the College of Graduate Studies' current Handbook for Graduate Program Directors (p. 39-41; 2006 Handbook) <http://cogs.georgiasouthern.edu/gradfaculty.htm>. Note: If a program suffers faculty shortage, for a limited time some committees may have fewer members (three members minimum).
- A formal process must be followed in order for any committee member to be removed from and/or replaced, and removal of a committee member should only occur with good cause. Committee members should not be replaced based solely on his/her challenge of the student's work. If a doctoral student wishes to remove or replace a committee member, the student should first meet with the committee member out of professional courtesy and then promptly notify the member through receipt of a copy of the signed form.
- If a member does not approve the dissertation at the final defense, COGS will remove the committee member's name so final verification from that member is not needed on the ETD system.
- The COE Research Committee will be a resource to support doctoral student research, as well as faculty and EdS student research. The possibility of a COE Research Center is being investigated to provide additional support to graduate student and faculty research.

### **Committee Chairs**

- Doctoral committee chairs must have graduate faculty status at Georgia Southern University. See <http://cogs.georgiasouthern.edu/facultymodel.html>.
- The roles and responsibilities of doctoral Committee Chairs will be defined, including expectations for quality work for those serving in that role. This may require reducing the number of candidates with whom they work.
- Documents that go to committee members at any stage need to be carefully reviewed and approved by the Committee Chair in advance. Committee members should receive well-constructed, revised, and edited documents to review so that their input and feedback can focus on the content and methodology of the dissertation research/ document. Students should be well-prepared, with the assistance of the Committee Chair, to pass each scheduled defense.
- Committee Chairs should access doctoral students' documents that are on file with COGS through read-only access of Xtender. Committee Chairs should be prepared to provide electronic signatures and forward documents electronically in the routing process.

### **Defenses**

- Defenses occur for both Preprospectus and Prospectus, and then a final Defense of the dissertation occurs at the end of the program.

- All defenses and candidacy exams are to be conducted on campus.
- Doctoral students are to schedule defenses according to the checklist guidelines. Defenses should not be scheduled unless the committee chair has provided sufficient feedback and confirmed that the document is ready for a successful defense.
- Defense sessions should honor the unique perspectives and expertise that committee members offer. Diverse perspectives and opinions should be respected, and the defense process should foster committee consensus in feedback to students and defense decisions. At least three committee members must agree on defense results. If the committee consists of only three members, then all members must agree to defense results.
- Once a defense is scheduled (including Preprospectus, Prospectus, and Dissertation defenses) and proceeds, the appropriate Defense Report form must be submitted with a committee decision.
- Committee members should not sign off after a defense unless satisfied with the document and defense performance. A minimum of three committee members are needed in order for a committee decision of Approved or Not Approved to be reported.
- Doctoral students are expected to make revisions in a timely manner after a defense, in cooperation with the Committee Chair.
- Doctoral students will be allowed only *one repeat* of the Candidacy Exam and each defense.

### **Advisement**

- Doctoral students should be directed to the appropriate person within the department (advisor/Committee Chair/Department Chair) for answers before referred to COGS (Dr. Diebolt). Department personnel should clarify information as needed with Dr. Diebolt in order to be better prepared to answer student questions.
- COGS (Dr. Diebolt) will help address issues related to Graduate Admissions including:
  - ☞ Requiring all application materials to be due by established application deadline, including transcripts, etc.
  - ☞ Placing notification of writing sample or interview requirement on the Graduate Admission “call list” so students can acquire that information while checking application status.
  - ☞ Establishing another Xtender code (e.g. “Deferred”) to allow for Ed.D. and Counselor Education interview/writing samples processes. The Graduate Admissions office should send a letter notifying applicants of their “Deferred” status for upcoming cohort consideration.
- A checklist will be provided for program/advisor use and another similar checklist for Ed.D. student use.
- Ed.D. Curriculum Studies faculty need to clarify what Ed.S. course work will count toward the doctoral program so initial advisors can provide needed information to their advisees.
- Committee Chairs and Department Chairs should use Adobe Acrobat Distiller to electronically sign doctoral forms.

### **Forms**

- Ed.D. programs will use a common set of forms which will be maintained by COGS. All duplicate and unnecessary forms are eliminated.
- Forms will be accessible from the COGS web site; however, each program should provide a link to those forms from their departmental web sites. Program guidelines should direct doctoral students to the appropriate forms. Departments and the EdD programs will maintain updated web sites.
- If any change to the agreed-to forms is considered, it must be discussed with and agreed upon by other doctoral program coordinators, the chairs, the COE Associate Dean for Graduate Studies, and the COGS Associate Dean.
- Doctoral students are responsible for getting committee member signatures on forms. Once signed, the student submits forms to the respective department chair (CFR or LTHD) for proper routing.
- Timelines for submitting required forms, as outlined in the Ed.D. Checklist will be followed for doctoral students and their committee chairs. Each program coordinator will address the timeline and submission of forms with program faculty and Committee Chairs.

- Committee Chairs should maintain a copy of COGS EdD Student Information form to serve as a checklist in verifying that all forms are submitted as required.
- Departments need to identify a method and place for maintaining copies of doctoral program forms.
- All forms will follow the same routing: from the faculty member (advisor/Committee Chair) to the appropriate Department Chair to COE Graduate Associate Dean to COGS Associate Dean.

### **IRB Approval**

- If human subjects are expected to be used in the dissertation research, doctoral students are responsible for completing the on-line training, submitting an IRB application, and receiving IRB approval before beginning the research. For guidelines, forms, and on-line training, see: [http://academics.georgiasouthern.edu/research/compliance\\_On%20Line%20Traininghtm.html](http://academics.georgiasouthern.edu/research/compliance_On%20Line%20Traininghtm.html)
- Application for IRB approval, if needed, is required after a successful Prospectus defense.

### **Timeline**

- Doctoral students must pass the Candidacy Exam within five years from the first Ed.D. admission registration term and no later than the last semester of Ed.D. course work or the following semester. All degree requirements must be completed within five (5) years of passing the Candidacy Exam.
- After successful completion of the Candidacy Exam, students have five years to finish program requirements, including the Dissertation; otherwise, the Candidacy Exam must be retaken.
- Doctoral students must enroll for three (3) semester hours of dissertation credits the term following the last semester of course work (i.e. the semester after or during which the Candidacy Exam is taken). Exceptions to this policy may be granted by special permission of the Committee Chair and Department Chair.
- Doctoral students are expected to enroll for at least three (3) semester hours of dissertation credit during the terms of candidacy, including summer terms. Doctoral students must enroll for at least three (3) semester hours of credit in the semester in which graduation requirements are completed. Any exception to this policy must be approved by the respective Committee Chair and Department Chair in advance using a COE appeals form.

*Note: In the EdD Checklist, doctoral students are referred to as “students” until the point at which all candidacy requirements are met. At that time the doctoral students are referred to as “candidates.”*

Date: June 1, 2007

**Edd Checklist for COE Doctoral Faculty**  
*A set of guidelines for the sequence, forms and timeframe of COE EdD programs*

*Ed.D. Student* \_\_\_\_\_ *Program: Curriculum Studies Educational Administration*

*Committee Chair/Major Professor* \_\_\_\_\_ *Beginning Semester* \_\_\_\_\_

<b>Admissions</b>	<b>Date Completed</b>	<b>Forms</b>	<b>Timeframe</b>
1. Student applies on-line and submit transcripts, etc.			
2. Program coordinator (a) sends letter and/or calls informing applicant of phase two in application process, (b) identifies timeline for decisions, i.e. notification date, (c) changes admission status to “reviewing” in Xtender, and (d) otherwise informs and/or counsels the applicant. If applicant is to be considered for a later admission date, a <i>Deferred</i> decision is indicated in Xtender.		Note: Communication with the student (whether it takes place by mail, e-mail or phone call) requires that documentation be maintained within the department.	
3. Student completes phase two of the process – interview (Ed Administration) or writing sample (Curriculum Studies).			
4. Admissions decision is made by program faculty and initial temporary advisor assigned. (Curriculum Studies: faculty assigned as to the specific cohort; Educational Administration: doctoral program coordinator).			
<b>Progression – Programs of Study and Committees</b>	<b>Date Completed</b>	<b>Forms</b>	<b>Timeframe</b>
1. Initial advisor provides new doctoral student program advisement worksheet and offers advisement.		Program advisement worksheet (available on departmental web site)  Note: Each program needs to clarify what is used as an advisement worksheet at this point and how the form is made available to new students.	<i>No later than first semester</i>
2. Student enrolls in courses based on program sequence. All enrollment, residency, and progression policies as well as deadlines required by the program or COGS must be followed.			
<b>NOTE ON TIMELINE:</b> Students must pass the Candidacy Exam within five years from the first Ed.D. admission registration term and no later than the last semester of Ed.D. course work or the following semester.			
3. Student selects a Committee Chair who will serve as the permanent advisor. (Committee chairs must have graduate faculty status at Georgia Southern.)  Student completes COGS form: <i>Dissertation Committee Approval Form</i> with <u>only the top part</u> filled out to identify the committee chair. Distribute		<a href="#"><u>Dissertation Committee Approval Form</u></a> (COGS form)  Note: This form will not go to COGS until the full committee membership is	<i>Prior to Candidacy</i>

<p>copies to the Committee Chair, Program Coordinator, and the Department Chair (for faculty load purposes) and will be maintained on a department-kept database.</p> <p>Note: Once the Department Chair receives a copy of the form, the departmental secretary will change the advisor listed in Banner.</p>		<p>identified.</p>	
<p>4. Student completes and submits a Program of Study for approval. The Program of Study form on the COGS web site must be used and submitted with the signatures of the Committee Chair/Major Professor and the Program Coordinator. The Program of Study form is then submitted to the appropriate Department Chair (CFR or LTHD) for signature and proper routing to COE Associate Dean and then COGS for final approval.</p>		<p><i>Program of Study (COGS form revised Spring 2007).</i></p> <p><a href="#">(EDD-Curr Studies)</a> <a href="#">(EDD-Ed Admin)</a></p>	<p><i>Prior to scheduling Candidacy Exam</i></p>
<p>5. Student notifies Committee Chair of intent to take Candidacy Exam at completion of required course work as identified by the program.</p>			<p><i>Two months in advance of Candidacy Exam</i></p>
<p>6. Student schedules the Candidacy Exam in collaboration with Committee Chair. (Educational Administration schedules defense dates for the program each semester).</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>o Candidacy Exam may not be scheduled without explicit permission of the Committee Chair.</li> <li>o All Candidacy Exams will be held on the main campus.</li> <li>o Only one repeat of the Candidate Exam will be allowed.</li> </ul>			<p><i>One month in advance of Candidacy Exam</i></p>
<p>7. Committee Chair reports results of the exam to the student and to COGS by the Committee Chair. The <i>EdD Candidacy Exam Report Form</i> (COGS form) is signed by Candidacy Committee members and routed to the Department Chair, COE Graduate Associate Dean, and the COGS Associate Dean. The Department chair maintains records of these forms.</p> <p><b>NOTE:</b> Candidacy Committees are made up of three COE members for the Curriculum Studies program and the full Educational Leadership faculty in the Education Administration program.</p>		<p><a href="#">EdD Candidacy Exam Report Form</a> (COGS form)</p>	<p><i>Two weeks after the written examination or oral defense</i></p>
<p>8. Candidate identifies Dissertation Committee following program guidelines. Committee should preferably include a full slate of 4-5 members but may have as few as 3 members. Faculty and other educators external to the program, department or college may be considered for committee membership, but must meet COGS requirements for membership and be approved by COGS. Committee chair may offer recommendations to the Candidate.</p> <p>Complete <i>Dissertation Committee Membership Approval Form</i> with committee member signatures. Form is routed to the Department Chair, COE</p>		<p><a href="#">Dissertation Committee Membership Approval Form</a> (COGS form)</p>	<p><i>After candidacy exam and prior to first dissertation committee meeting</i></p>

Graduate Associate Dean, and the COGS Associate Dean.			
<b>NOTE ON ENROLLMENT:</b> Students must enroll for at least three (3) dissertation credits the term following the last semester of course work (i.e. the semester after or during which the Candidacy Exam is taken).			
<b>NOTE ON TIMELINE:</b> All degree requirements must be completed within five years of passing the candidacy exam.			
<b>NOTE ON CHANGES IN COMMITTEE MEMBERSHIP:</b> Throughout the process, if the student or Committee Chair wishes to remove and/or replace a committee member, the proper protocol must be followed. The student must first make an appointment with the committee member to be removed or replaced. The <i>Doctoral Dissertation Committee Change Form</i> is signed by the Committee Chair, Program Coordinator, and Department Chair. A copy of the form must be provided to the removed committee member and the new member, as applicable. The form must be routed to the Department Chair, COE Grad Assoc Dean and COGS Assoc Dean. The form is revised to include identification of the replaced member.		<a href="#"><u>Dissertation Committee Member Change Form</u></a> (COGS form)	
<b>Progression – Writing and Defenses</b>	<b><i>Date Completed</i></b>	<b><i>Forms</i></b>	<b><i>Timeframe</i></b>
<b>Preprospectus</b>			
1. Student develops Preprospectus following program guidelines. Committee chair provides guidance in this process.			
2. Student requests Committee Chair to read and respond to Preprospectus document and makes needed revisions. Candidate seeks guidance from other committee members, including the methodologist, as needed.  When revisions are completed, the Committee Chair confirms readiness for the Preprospectus defense.			
3. Student submits Preprospectus document to committee members.			2 weeks in advance
4. Student obtains approval from Committee Chair to schedule the Preprospectus defense once readiness is confirmed. With approval of the Chair, it is the student's responsible to schedule the date, time and location of the defense with all committee members. Use the COE web site to identify a meeting space: <a href="http://coe.georgiasouthern.edu/roomrequest.html">http://coe.georgiasouthern.edu/roomrequest.html</a> . Once the meeting information is determined, notify all committee members and the departmental secretary.  If the defense needs to be rescheduled, the student should follow the same process.  Committee Chair ensures that notice has been given to the Departmental Secretary to prevent overbooking of meeting space and to provide for reminders to committee members, as needed.			2 weeks in advance

<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>o Defense may not be scheduled without explicit permission of the Committee Chair.</li> <li>o All defenses will be held on the main campus.</li> <li>o Only one repeat of the defense will be allowed.</li> </ul>			
<p>5. Preprospectus defense is held under direction of the Committee Chair.</p> <p>A decision must be reported by the Committee once the defense is scheduled and proceeds.</p>			
<p>6. Student makes revisions and submit modifications or revised draft to committee chair and committee members, as requested. Committee Chair notifies the student if revisions are acceptable or not.</p>			
<p>7. Committee Chair reports results of the Preprospectus defense. The <i>Doctoral Preprospectus Defense Report Form</i> is signed by Candidacy Committee members and routed by the Committee Chair to the Department Chair, COE Graduate Associate Dean, and the COGS Associate Dean.</p>		<p><a href="#"><u>Doctoral Preprospectus Defense Report Form</u></a> (COGS form)</p>	<p><i>Within two weeks of the Preprospectus defense (with revisions to be made in a timely manner)</i></p>
<p>8. Student is recommended for Candidacy by the Candidacy Committee. The <i>EdD Candidacy Recommendation Form</i> is signed by the Candidacy Committee members and routed by the Committee Chair to the Department Chair, COE Graduate Associate Dean, and the COGS Associate Dean.</p>		<p><a href="#"><u>EdD Candidacy Recommendation Form</u></a> (COGS form)</p>	<p><i>Two weeks after approved Preprospectus defense</i></p>
<p><b>NOTE ON ENROLLMENT:</b> Students must enroll for at least three (3) dissertation credits while dissertation work is in progress. Exceptions to this policy may be granted by special permission of the Committee Chair and Department Chair.</p>		<p><a href="#"><u>Enrollment Exception Form</u></a></p>	
<b>Prospectus</b>	<b>Date Completed</b>	<b>Forms</b>	<b>Timeframe</b>
<p>1. Candidate develops Prospectus following program guidelines.</p>			
<p>2. Committee Chair reads and responds to the Prospectus document and makes needed revisions. Candidate should be encouraged to seek guidance from other committee members, including the methodologist, as needed.</p>			
<p>3. When revisions are completed, the Committee chair confirms the Candidate's readiness for the Prospectus defense.</p>			
<p>4. Candidate submits Prospectus document to committee members.</p>			<p><i>2 weeks in advance</i></p>
<p>5. Candidate obtains approval from the Committee Chair to schedule the Prospectus defense. With approval, the Candidate schedules the date, time and location of the defense with committee members. Candidate uses the COE web site to identify a meeting space: <a href="http://coe.georgiasouthern.edu/roomrequest.html">http://coe.georgiasouthern.edu/roomrequest.html</a>. Once the meeting information is determined, all committee members and the departmental secretary are notified by the Candidate.</p> <p>If the defense needs to be rescheduled, the</p>			<p><i>2 weeks in advance</i></p>

<p>Candidate should follow the same process.</p> <p>Committee Chair ensures that notice has been given to the Departmental Secretary to prevent overbooking of meeting space and to provide for reminders to committee members, as needed.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>o Defense may not be scheduled without explicit permission of the Committee Chair.</li> <li>o All defenses will be held on the main campus.</li> <li>o Only one repeat of the defense will be allowed.</li> </ul>			
<p>6. Prospectus defense is held under the direction of the Committee Chair.</p> <p>A decision must be reported by the Committee once the defense is scheduled and proceeds.</p>			
<p>7. Candidate makes revisions and submits modifications or revised draft to committee chair and committee members, as needed. Committee Chair notifies the candidate if revisions are acceptable or not.</p>			
<p>8. Committee Chair reports results of Prospectus defense. The <i>Doctoral Prospectus Defense Report Form</i> is signed by Candidacy Committee members and routed by the Committee Chair to the Department Chair, COE Graduate Associate Dean, and the COGS Associate Dean.</p>		<p><a href="#"><u>Doctoral Prospectus Defense Report</u></a> (COGS form)</p>	<p><i>Within two weeks of the Prospectus defense (with revisions to be made in a timely manner)</i></p>
<p>9. Candidate participates in IRB on-line training and applies for IRB approval before beginning research, as required by the research project. Committee chair must sign the IRB application and assumes responsibility for its content.</p>		<p><a href="http://academics.georgiasouthern.edu/research/compliance.htm"><u>http://academics.georgiasouthern.edu/research/compliance.htm</u></a> (ORSSP)</p>	<p><i>After Prospectus defense and before beginning research with human subjects</i></p>
<p><b>NOTE ON ENROLLMENT:</b> Candidates must enroll for at least three (3) dissertation credits while dissertation work is in progress. Exceptions to this policy may be granted by special permission of the Committee Chair and Department Chair.</p>		<p><a href="#"><u>Enrollment Exception Form</u></a></p>	
<b>Dissertation and Program Completion</b>	<b>Date Completed</b>	<b>Forms</b>	<b>Timeframe</b>
<p>1. Candidate develops Dissertation following program guidelines and under the direction of the Committee Chair.</p>			
<p>2. Committee chair reads, responds to, and then confirms readiness for Dissertation defense.</p>			
<p>3. Candidate gets approval from Committee Chair to schedule the final Defense. With approval, the Candidate schedules the date, time and location of the defense with committee members. Candidate uses the COE web site to identify a meeting space: <a href="http://coe.georgiasouthern.edu/roomrequest.html"><u>http://coe.georgiasouthern.edu/roomrequest.html</u></a>. Once the meeting information is determined, all committee members and the departmental secretary are notified by the Candidate.</p> <p>If the defense needs to be rescheduled, the same</p>		<p><a href="#"><u>Thesis/Dissertation Defense Announcement and Scheduling Form</u></a> (COGS form)</p> <p>Note: Dissertation Defenses will be posted on the COGS web site and announced in the University <i>This Week</i> publication.</p>	<p><i>To be received 3 weeks prior to the scheduled Dissertation Defense (begin process one month in advance)</i></p>

<p>process should be followed by the Candidate.</p> <p>Committee Chair ensures that notice has been given to the Departmental Secretary to prevent overbooking of meeting space and to provide for reminders to committee members, as needed.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>o Defense may not be scheduled without explicit permission of the Committee Chair.</li> <li>o All defenses will be held on the main campus.</li> <li>o Only one repeat of the defense will be allowed.</li> </ul>			
4. Candidate submits Dissertation document to committee members in hard copy and electronically.			<i>2 weeks in advance</i>
5. Dissertation defense is held under the direction of the Committee Chair.			
<p>A decision must be reported by the Committee once the defense is scheduled and proceeds.</p>			
6. Candidate makes revisions and submits modifications or revised draft to Committee Chair and committee members, as requested. Committee Chair notifies the candidate if revisions are acceptable or not. Committee members sign off on the document only if satisfied with revised draft.			
7. Committee Chair reports results of Dissertation Defense and the committee's recommendation for award of the degree to COGS. The <i>EdD Dissertation Defense Report and Recommendation for Award of the Doctor of Education Degree</i> form is signed by Candidacy Committee members and routed by the Committee Chair to the Department Chair, COE Graduate Associate Dean, and the COGS Associate Dean.		<a href="#"><u>EdD Dissertation Defense Report and Recommendation for Award of the Doctor of Education (Ed.D.) Degree</u></a> (COGS form)	<i>Within two weeks of a successful Dissertation defense (with revisions to be made in a timely manner)</i>
8. Candidate submits dissertation to COGS for format check and ETD submission.		<a href="#"><u>ETD Release Options Form</u></a> <a href="http://academics.georgiasouthern.edu/etd/"><u>http://academics.georgiasouthern.edu/etd/</u></a>	<i>By submission deadlines established by COGS</i>
9. Candidate receives COGS feedback on format, makes required format changes, and resubmits final version to COGS.			<i>By submission deadlines established by COGS</i>
10. Committee members are notified by ETD e-mail for electronic verification approval of the dissertation and provide approval.			<i>By deadlines established by COGS</i>
<p><b>NOTE ON ENROLLMENT:</b></p> <p>Candidates must enroll for at least three (3) dissertation credits while dissertation work is in progress, including the semester in which graduation requirements are completed.</p>			
11. Complete program and COGS exit surveys.		<i>Program Survey (department)</i> <a href="#"><u>Graduate Program Exit Survey</u></a> (COGS) <i>Survey of Earned Doctorates</i> (national)	<i>As soon as possible after dissertation submitted to COGS</i>