

Educational Leadership and Professional Studies Doctoral Program

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Doctoral Program in Educational Leadership and Professional Studies Mission Statement

The mission of the Educational Leadership and Professional Studies doctoral program is to develop effective and ethical leaders for schools and communities who can make significant contributions to their fields of knowledge through applied research. The faculty provide learning experiences that help candidates become connected members of a community of learners who are open to multiple points of views and collaborate together. Through the curriculum, candidates gain an appreciation and respect for individual differences as well as develop critical analytical skills to resolve real world educational leadership issues.

Overall Goals of the Doctoral Program in Educational Leadership and Professional Studies:

1. To provide a research-based education program to develop innovative and ethical school and community leaders.
2. To offer a program that is flexible and is designed for working practitioners to expand their practice and leadership skills through concentrated interdisciplinary coursework and research.
3. To promote a deep professional commitment to an interdisciplinary approach to leadership through the application of practical research skills and ethical decision-making in service to others.
4. To prepare candidates who can make significant contributions to their field of knowledge through applied research.
5. To provide a supportive and collaborative learning environment that encourages candidates to develop as scholars and researchers.

This doctoral program is approved by the Pennsylvania State Department of Education and is fully accredited by the Middle States Commission on Higher Education.

Structure of the Doctoral Program

The program is flexible and designed for working professionals with courses offered during evening and Summer Sessions at the Northeast campus or the Newtown campus. Some online and weekend courses are available to provide

flexible course offerings which are structured for the working practitioner seeking advanced studies for professional development and advancement. Accepted doctoral students are expected to maintain continuous enrollment each semester and during the Summer Sessions.

The fields of study which prepare leaders to work in schools, agencies, and universities to effect positive change are:

- Educational Leadership which prepares candidates to assume leadership roles as superintendents or principals;
- Literacy Leadership which prepares candidates to be leaders in the field of literacy within schools and at the university level; and
- Professional Studies in Leadership which prepares candidates to be leaders in fields of their professional interests such as Special Education or Expert Teacher and Community Services.

The Doctor of Education in Educational Leadership and Professional Studies is a sixty (60) credit program. All students complete a required core of nine courses (27 credits) listed below.

Required Core Courses for the Doctoral Program in Educational Leadership and Professional Studies

EDDC 801	Ethical Leadership	3
EDDC 802	Communication Theory, Practice, and Technology	3
EDDC 803	Organizational Development and Change Theory	3
EDDC 804	Writing for Professional Publication and for Grant Writing	3
EDUC 502	Introductory Statistics for the Behavioral Sciences or Statistics	3
EDDC 811	Research I: Quantitative Research	3
EDDC 812	Research II: Qualitative Research	3
EDDC 813	Advanced Research	3
EDDC 814	Research Proposal Seminar	3

All students then select nine additional courses (beyond the core) in their field of interest equaling 27 credits. Those candidates who are interested in interdisciplinary Professional Studies may take nine courses offered in the doctoral program as listed below or other approved courses.

Those candidates who are eligible and interested in applying for the Superintendent Certification must take the courses marked with one asterisk. In addition, they would take two of the interdisciplinary courses.

Those candidates who are eligible and interested in the field of advanced Literacy Studies would take the five courses marked with two asterisks. In addition, they would take four of the interdisciplinary courses.

Potential Concentration Courses

EDDC 821	Building Community Relations*	3
EDDC 822	Leadership in Education Seminar*	3
EDDC 823	Leadership Internship I*	3
EDDC 824	Leadership Internship II*	3
EDDC 831	Ethical Issues in Literacy*	3
EDDC 832	Seminar in Literacy and Professional Studies Topics	3
EDDC 833	Current Perspectives on Literacy	3
EDDC 834	Leadership in a Linguistically and Culturally Diverse Society*	3
EDDC 841	Leadership and Special Education*	3
EDDC 842	Perspectives on the Education of Students with Low-Incidence/Significant Disabilities Seminar*	3
EDDC 843	Instructional and Management Strategies for the Autism Spectrum Disorder Learner*	3
EDDC 861	Philosophy and History of Literacy Education**	3
EDDC 862	Advanced Literacy Assessment**	3
EDDC 863	Seminar in Literacy Research**	3
EDDC 864	Instructional Programs in Literacy I**	3
EDDC 865	Instructional Programs in Literacy II**	3

Capstone Research Experiences

EDDC 901	Dissertation I	3
EDDC 902	Dissertation II	3
EDDC 999	Dissertation Continuation	3

In close consultation with the student's advisor and the permission of the Doctoral Academic Policies Committee, the student will choose a field of study and establish a sequence of courses which will meet his or her goals.

Admissions Process for Doctoral Studies

Applicants for admission to the Doctor of Education Program are expected to demonstrate strong academic skills and a deep commitment to improving the educational experiences and services available to students within their fields of interest. Successful applicants may concentrate their studies in Literacy, Educational Leadership, with the option to qualify for state certification as school principals or superintendents or Professional Studies such as Special Education. Successful applicants are expected to have an earned master's degree from an accredited institution in the field of Education or related area. Applicants without sufficient academic background in Educational Leadership or Literacy may be considered for admission to the program, but they may be required to enroll in prerequisite foundational course work.

- Applicants are accepted to begin their doctoral studies each Fall semester. The deadline for applications is April 15. To be considered for admissions to the doctoral program, candidates need to submit the following materials to the Graduate Admissions Office:
 - A formal application for admission to the doctoral program along with a \$100 non-refundable application fee. To request an application, e-mail gradstudy@holyfamily.edu
 - A personal essay which discusses the applicant's academic and professional goals and the role that the doctoral program at Holy Family will play in the achievement of these goals (1500 word maximum)
 - Official undergraduate and graduate transcripts of all previous and current college-level and graduate-level coursework
 - Submit copies of all certification documents
 - Three letters of recommendation from professionals familiar with the applicant's academic or work experience
 - Recent scores from either the GRE or MAT. The scores must be within the last five years
 - Current resume that includes all professional experiences, certifications, professional memberships, and professional activities
 - Sample of written papers completed during the master's program. Such papers can be the master's thesis or two copies of papers completed in graduate course work or journal articles where the applicant serves as the main author
 - Current clearances as required by the State of Pennsylvania (child abuse, state criminal background, and FBI fingerprinting). The clearances may not be more than one year old.

Applicants whose primary language is not English must submit a current score from the Test of English as a Foreign Language (TOEFL) of at least 600 (written) or 250 for the computer-based test. Additionally, international students are required to provide evidence of immunization against measles, mumps, and rubella as well as evidence of the ability to provide medical insurance coverage during their proposed stay in the United States. Such applicants are further required to submit all application materials, including transcripts, diplomas, certificates, etc., translated into English. Such applicants must arrange with World Education Services to have a document-by-document review of their educational credentials, which includes a course-by-course evaluation. World Education Services must confirm that the applicant's undergraduate experience is the equivalent of four years of undergraduate study at an accredited United States college or university, culminating in the bachelor's degree and master's degree. Finally, international stu-

dents are required to certify that sufficient funds to support their academic and personal living expenses are available during their stay in the United States.

International students are also eligible to seek admission to study full-time under the Exchange Visitor Program. Authorized by the United States Department of State, Holy Family has the ability to sponsor eligible foreign nationals for the J-1 visa and the dependents of J-1 visa holders for the J-2 visa. International graduate students applying for the J-1 visa must meet all of the required admission standards described herein for the graduate degree program of study for which they are seeking admission. Students interested in learning more about the J-1 visa program should contact the Center for Visitor Exchange Program which is housed in the Human Resources Department, Room 209 in Holy Family Hall (215-637-3448). Interested foreign nationals seeking admission to a graduate degree program may also contact the dean of the respective School in which the degree program of interest is offered for more information.

Acceptance for Admission

Once all of the application materials have been received, the Doctoral Admissions Committee will review the information and invite eligible candidates for an interview with the doctoral core faculty. Notification of the Committee's decision regarding admission to the program will be mailed to the student.

Transfer of Credit

Upon applying to the doctoral program, a student may present for evaluation up to six equivalent graduate credits from a regionally accredited college or university which were completed within the last seven years and not applied toward completion of a degree. A student should submit the course syllabi to the Director of the Doctoral Program for a formal review. Acceptance of such credits will depend upon whether or not the courses are related to the program, whether the student has obtained a grade of B or higher in the course(s), and whether or not the institution giving credit for the course would consider the courses acceptable for application to their degree programs. Transfer credits are not posted on a student's record until the student successfully earns six doctoral credits at Holy Family University. Applicants should review any additional specific requirements concerning acceptance of transfer credits by the doctoral program with the Program Director. After admission all courses taken at other institutions for transfer credit require prior approval from the Director of the Doctoral Program and Holy Family University's Vice President for Academic Affairs. Maximum allowable transfer is six graduate credits. Forms for approval of transfer credits are available from the Program Director.

Waiver of Courses

Upon acceptance into the doctoral program, students who have reached the maximum number of six transfer credits can request that additional graduate courses be waived. Such waivers may occur if the graduate courses completed at another college or university are very similar in content to individual courses required within the doctoral program and students have received a letter grade of "B" or higher as demonstrated on their official graduate transcript. Students who seek waivers for certain courses should provide course syllabi to the Director of the Doctoral Program who will formally review the information. If a particular required doctoral course is waived, then students will take a different course in place of the required course. The form for approval of course waivers may be obtained from the Program Director.

Assignment of Academic Advisor

All accepted students are assigned an academic advisor who is a full-time faculty member in the School of Education. The advisor helps students plan and draft an appropriate program of study and assists students with their academic matters. Normally students are assigned an academic advisor within the first four weeks of their initial semester of enrollment at Holy Family University.

Registration

Students register for courses on published dates (See the University's website, www.holyfamily.edu). Those who register early will be billed and will pay tuition according to the billing dates specified each semester by the Business Office. Students who register near the starting date for classes will be expected to pay tuition at the time of registration.

Course Number System

Doctoral courses are numbered 700-999 to reflect academic progression in the graduate program curriculum. Faculty advisors answer questions concerning course sequences as they relate to each program.

Full-Time Status and Continued Enrollment

After a doctoral student is admitted to the program, that student is expected to maintain continuous enrollment during the fall, spring and summer terms throughout the doctoral degree program. Doctoral students who take six credits during each of the fall and spring semesters and three credits during each of Summer Session I and Summer Session II are considered full-time. Because of the sequencing and developmental nature of the program, it is advantageous to take the courses as scheduled to insure progression and timely program completion. If the student is unable to adhere to the schedule, he or she would

apply to the advisor, the Program Director, and the Doctoral Academic Policies Committee for approval to take only one course a semester with the understanding that this would extend the time necessary to complete the program. Taking three credits a semester would place the student in the half-time category.

The typical full-time student will have completed 54 semester hours of work over the course of the first three years of the program. Then the candidate will enroll in EDDC 901 and EDDC 902: Doctoral Dissertation until the completion, defense, and approval of the dissertation. The six credits of EDDC 901 and EDDC 902 will bring the minimum total number of credits for the program to 60 credits.

The program is designed to enable candidates to complete their coursework in three years and typically at least one year is devoted to the completion of the dissertation. If a candidate requires more time to complete the dissertation, he or she must continually enroll in the course EDDC 999: Doctoral Dissertation for a minimum of three credits each fall and spring semester. Doctoral degree students have a maximum of seven years from the initial semester of coursework to complete the entire program including the successful defense of the dissertation. Requests for extension of that time must be justified in writing and approved by the Director of the Doctoral Program and the School Dean. No extensions will be granted after ten years.

Drop/Add Adjustment

These registration adjustments may be made only with the approval of the Registrar and must be completed in writing on forms provided through the Registrar's Office. Students are personally responsible to initiate and complete drop/add adjustments. Drop/add adjustments will not be made after the date specified. Once enrolled in a course, those students who never attend will be administratively withdrawn from the course. Enrollment adjustments may affect academic progress toward degree completion and/or financial aid status. It is the student's responsibility to investigate the impact of registration adjustments on his or her continued academic progress and available funding.

Late Drop (Withdrawal) from a Course

After the published drop/add period ends, students may still change their enrollment in a course through the process of late drop (withdrawal). If necessary, a student may process a late drop (withdrawal) for a course up to one month before the beginning of the final examination period (Fall and Spring semesters) or one week before the end of Summer Sessions. Forms for processing a late drop (withdrawal) from a course are available through the Registrar's Office. Students are personally responsible to initiate and complete

late drop adjustments. Students' transcripts will show a W for all courses for which a late-drop is processed.

Only in cases of documented illness or for other serious cause will the administration allow a change in enrollment without penalty after the late drop deadline published in the course brochure for a given semester. Appeals to the policy or deadline are to be made in writing and submitted with supporting documentation of cause to the Registrar. Such exceptions will be reviewed on an individual basis by the Registrar and forwarded to the Office of the Vice President for Academic Affairs for final resolution.

Grading Policy

A	(4 points)	Superior performance
B+	(3.5 points)	
B	(3 points)	Satisfactory performance
C+/C/F	(0) points	Unacceptable toward completion of doctoral degree or certification requirements.
I		Work not completed within semester, with approval to complete later (see related policy under Incomplete grades)
W		Authorized withdrawal from course
M		Missing grade not submitted by instructor
AU		Audit; pass; carries no grade

Grades represent student achievement as evaluated by the instructor. All students are expected to maintain a GPA of B (3.0) to remain in good academic standing. Students must complete all courses with a grade of "B" or higher. A grade of "C+" may be grounds for dismissal. The grade appeal process is described under Academic Policies.

Failure to complete course requirements at the end of a given semester may result in the assignment of a grade of I (Incomplete) at the discretion of the instructor. Incomplete Grades can only be considered for extenuating circumstances. Grades of Incomplete must be removed; that is, all work must be completed and the final grade submitted to the Registrar within 90 days of the end of the final examination period. If the student does not complete the course requirements or the final grade is not submitted by the instructor by the specified deadline date, an automatic failure will be recorded in the Registrar's Office. In unusual circumstances, extensions to the deadline dates may be

granted at the discretion of the faculty member, who will convey that determination in writing to the School Dean and the Registrar.

Final Grades and Transcripts

Final grades are available online to students without account holds. Paper grade reports are sent only upon request. Please see the Registrar's webpage for information concerning paper grade report requests.

The Registrar's Office issues transcripts. Students may request transcripts in person, by mail, or by fax. Telephone requests will not be honored. The request must be in writing and include the signature of the student authorizing the release of his or her records. There is a fee for each copy of a transcript and the payment in cash, check, money order, or credit card should accompany the request. Additional fees are charged for special processing or mailing requests. Please consult the Registrar's webpage for the transcript request procedure and list of fees. The office will not release transcripts for individuals with outstanding debts or other holds until all accounts are settled.

Ordinarily, official copies are mailed directly to the individual, school, or agency designated by the student.

The Registrar's Office requires at least 48 hours notice to process a transcript. During peak activity periods there may be a delay. Persons requesting transcripts during these times — two weeks prior and following the beginning and end of semesters and Summer Sessions — should anticipate a delay.

Transcripts from other colleges that are submitted to the Registrar's Office become the property of Holy Family University and are included in the student's official file. These transcripts are not released to students or to other institutions and may not be copied.

Degree Requirements

The responsibility for meeting the requirements for the degree rests with the student. The basic requirements for graduation are:

- The completion of all requirements specified in the particular program;
- A cumulative GPA of 3.0 or better and no grade lower than a "B" in any course; and
- Fulfillment of all University responsibilities: payment of bills, including graduation fees, return of equipment and/or library materials, and so forth.

Filing of the formal *Petition to Graduate* form in the Office of the Academic Affairs Coordinator (Holy Family Hall Room 102) before or during the semester in which the dissertation defense is scheduled. Deadlines for filing petitions during a given semester are no later than October 1 for a December

graduation date, March 1 for a May graduation date, May 1 for a June graduation date, July 1 for an August graduation date. The Petition to Graduate may be obtained from the Office of Academic Affairs (HFH 217), the Office of the Academic Affairs Coordinator (HFH 102), or downloaded from the Graduate School website.

Graduate students are expected to submit petitions on time. Petitions received after deadline dates will not be considered for the filing graduation date. Therefore, students who submit petitions late will not complete degree requirements until the next regularly posted completion date.

Students must successfully defend their dissertation and receive approval from their entire dissertation committee, the Director of the Doctoral Program, and the School Dean. These final approvals are necessary in order for doctoral students to graduate.

Enrollment and Fulfillment of Degree Requirements

Graduate students must complete the program of study within seven calendar years from the date of acceptance into the doctoral program. Students admitted to the doctoral program are expected to enroll continuously until the program is complete. (*See Full-Time Status and Continued Enrollment*)

After the student has been admitted to the doctoral program, the Doctoral Committee, the Director of the Doctoral program, and the School Dean must approve the program of study. The program of study will be reviewed and approved at a formal meeting held after the student has completed 12 credits of coursework.

The Doctoral Committee is then selected and formally reviews the student's academic progress and makes appropriate advisory recommendations. Students take the written comprehensive examinations after they have successfully completed all of their doctoral-level coursework and prior to the Advanced Research Proposal Course. Upon successful completion of the comprehensive examinations, students will advance to doctoral candidacy. After receiving all necessary approvals of the dissertation proposal as outlined in the Doctoral Student Handbook (<http://www.hfc.edu/sedu/doctoral.shtml>) work on the dissertation begins. Students must register each semester for three credits (EDDC 999) until they successfully complete the final version of their dissertation.

If a student must suspend work on the dissertation for educational or personal reasons acceptable to the committee chairperson, the student should petition for a planned educational leave of absence. This suspension of studies must be approved by the Director of the Doctoral Program for up to four semesters.

Withdrawal from a Graduate Program

To withdraw from a graduate program, the student must:

- Resolve all financial indebtedness to the University, and
- Submit in writing the Withdrawal from University Form, indicating the intent to withdraw from the program. Forms are available in the Registrar's Office.

The date of the filing of the withdrawal letter at the Office of the Registrar is considered to be the date of withdrawal in all cases.

Academic Standing and Retention

Academic standing for each student will be reviewed by the Vice President for Academic Affairs and the respective schools after each grading period. Students will be notified in writing if they do not meet program standards.

Degree Completion and Commencement

The degree completion date will be determined when the doctoral student files their *Petition to Graduate* form. Once the petition has been filed, an exit audit will be conducted by the Academic Affairs Coordinator. The student and the Director of the Doctoral Program will be notified of the results of this audit and the student's eligibility to graduate. Graduation is also contingent upon a successful oral defense of the dissertation and final revisions to the written document must be made by the appropriate deadlines.

To participate in the commencement ceremony and receive a diploma, students must have filed the required Petition to Graduate by the appropriate deadline and fulfilled all academic and financial obligations. Students who have successfully completed all academic requirements are encouraged to participate in commencement. Students who have not filed petitions and/or completed all degree requirements successfully will not be permitted to participate in Commencement. Students will not be permitted to participate in Commencement in anticipation of completing degree requirements.

Dismissal

Students are expected to abide by the regulations set forth by Holy Family University and the written policies and procedures of their respective programs. The University reserves the right to dismiss a student at any time for unsatisfactory academic performance or for conduct detrimental to the University or to the welfare of other members of the University community. The Director of the Doctoral Program and the School Dean can also recommend dismissal of a student. Dismissal proceedings will be conducted by a University committee and the student will have the option of presenting information

at the dismissal meeting. The Director of the Doctoral Program and the School Dean can also recommend dismissal of a student if it is determined that a student's conduct is unprofessional or is not consistent with the Code of Ethics of his or her intended profession.