Doctoral Student Handbook

Doctor of Education in Educational Leadership and Professional Studies

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Philadelphia, PA 19114-2009

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Abstract

This Doctoral Student Handbook serves as a supplement to the Graduate Catalog for students seeking a Doctor of Education degree in Educational Leadership and Professional Studies from Holy Family University. It is intended to answer questions about enrollment in the doctoral program and to clarify the requirements and procedures that must be followed to earn the degree. The student should become familiar with the contents prior to meeting with an advisor.

The contents of this handbook are accurate at the time of printing. Changes may be implemented without prior notice and without obligation in order to fulfill the University’s Mission and role.

For further information, students are invited to consult with the Director of the Doctoral Program in Educational Leadership and Professional Studies.
Mission of Holy Family University

Holy Family University offers education in the liberal arts and professions through graduate, undergraduate, and associate degree programs and certifications. The University’s graduate programs prepare professionals to assume life-long responsibilities toward God, society, and self. The following core values inform the University as it seeks to carry out its mission.

**Family.** Holy Family University welcomes and cares for students, faculty, and staff as members of a diverse but interconnected family. A community united by a common Mission, the University promotes an atmosphere of mutual concern and attention to the spiritual, intellectual, social, emotional, and physical needs of all those whom it serves.

**Respect.** Holy Family University affirms the dignity of the human person through openness to multiple points of view, personalized attention, and collaborative dialogue in the learning process and in the interaction among members of the University community. The University seeks to instill appreciation of and respect for differences so that its graduates can function successfully in multicultural contexts.

**Integrity.** Intent upon forming persons of integrity who recognize the importance of life-long learning, Holy Family University advocates free and conscientious pursuit of truth and the responsible use of knowledge. It bases education upon a foundation in the liberal arts that highlights the humanities and the natural and social sciences. In keeping with the teachings of the Catholic Church, concern for moral values and social justice guides the University in designing programs and activities.

**Service and Responsibility.** Holy Family University incorporates its motto, Teneor Votis (“I am bound by my responsibilities.”) into curricular, co-curricular, and extracurricular programs. Reflecting this motto, educational experiences at the University apply theory to practice and course content to serving human needs. The University educates individuals to become competent professionals and responsible citizens.

**Learning.** Holy Family University seeks to instill in its students a passion for truth and a commitment to seeking wisdom. It promotes values-based education, creative scholarship, informed and imaginative use of research and technology, and practical learning opportunities such as co-operative education and internship programs. The University seeks to strengthen ethical, logical, and creative thinking; to develop effective communication skills; to nurture an aesthetic sense; and to deepen global, social, and historical awareness.

**Vision.** Holy Family University envisions learning as a dynamic and fruitful exchange between traditional sources of wisdom and contemporary
developments in knowledge. Throughout the teaching and learning process the University seeks to embody Christian philosophical and theological perspectives. It offers an education grounded in a Judeo-Christian worldview that serves as a foundation upon which to address contemporary problems and to build a vision for the future.


Mission Statement for the Doctoral Program

The Mission of the Holy Family University Doctoral Program is to facilitate the development of effective and ethical leaders for schools and communities who can make significant contributions to their fields of knowledge through applied research.

Overall Goals of the Doctoral Program

- To provide a research-based education program which will facilitate the development of innovative and ethical school and community leaders.
- To offer a program that is flexible and is designed for working practitioners allowing them to expand their practice and leadership skills through concentrated interdisciplinary coursework and research.
- 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.
- To foster candidates who can make significant contributions to their field of knowledge through applied research.
- To provide a supportive and collaborative learning environment that encourages candidates to develop as scholars and researchers.

Program Outcomes

At the completion of the doctoral program, candidates will be able to:

1. Provide educational leadership and practice grounded in the analysis of quality research and sound educational policy.
   - Demonstrate a leadership style which incorporates best practice in their field
   - Read and analyze research to recognize conclusions that are weakly supported by data or that extend beyond the evidence included in the data
   - Provide a high level of expertise in a specific area of study in the field
2. Lead the planning and development of an educational ethos that facilitates respect for and success of all learners in an academic, political, and social context.
   - Exhibit a leadership style that incorporates ethical principles
   - Lead in development of learning environments designed to meet the needs of all learners, regardless of social status, culture, or educational needs.

3. Build collaborative relationships among the various education and community constituencies to promote best practice in the field.
   - Exhibit a leadership style that incorporates team building
   - Recognize the essential contributions of constituent groups to broad solutions of problems in learning

4. Conduct scholarly research that addresses the solution of practical educational problems that exist within a defined social context.
   - Identify a specific dimension of a problem in their chosen field that requires deeper analysis and investigation
   - Design a study that effectively addresses an educational problem and contributes to a solution to that problem
   - Draw logically sound conclusions as a consequence of data analysis and effectively disseminate those conclusions to a broader audience in the field

5. Reflect on the ethical, moral, legal, and practical consequences of professional decision making.
   - Qualify for the professional credentials they seek that are established by appropriate agencies for positions of leadership
   - Accept and use constructive feedback to guide the development of their approaches to educational problems and research

6. Use human technologies as a means of critical analysis of information, effective communication of ideas, data-driven decision-making, and assessment of learner growth and development.
   - Promote and model active engagement in learning and deep reflection on complex ideas
   - Use a wide range of intellectual resources to achieve their potential as human beings and to facilitate that same level of achievement in others

**The School of Education**

The faculty of the School of Education at Holy Family University has designed the Doctor of Education in Educational Leadership and Professional Studies as a research-based educational program that seeks to develop innovative, effective, and ethical school and
community leaders. The fields of study which will prepare leaders to work in schools, agencies, and universities to effect positive change are:

- **Educational Leadership** which will prepare candidates to assume leadership roles as superintendents;
- **Literacy Leadership** which will prepare candidates to be leaders in the field of literacy within schools and at the university level; and
- **Professional Studies in Leadership** which will prepare candidates to be leaders in fields of their professional interests.

The program is designed for working professionals and is flexible with courses offered during evening and summer sessions. Some weekend courses may also be available.

Holy Family University faculty and staff provide a supportive and collaborative learning environment that encourages candidates to develop as scholars and researchers who seek leadership positions through advanced interdisciplinary study. The program is designed to prepare preeminent teachers, scholars, and educational leaders with the expertise necessary to establish conditions that promote student success and a life-long love of learning through interdisciplinary knowledge and applied research.

**Contact Information**

All inquiries regarding the doctoral program should be directed to the following:

**Kevin Zook, Ph.D.**  
Dean of the School of Education  
Office: Room 430, ETC, NEP  
Phone: 267-341-3565  
Email: kzook@holyfamily.edu

**Janet McNellis, Ph.D.**  
Associate Dean of the School of Education  
Office: Room 440, ETC, NEP  
Phone: 267-341-3230  
Email: jmcnellis@holyfamily.edu

**Kathleen Quinn, Ph.D.**  
Chair of the Division of Graduate Studies and Professional Development  
Professor of Education  
Office: Room 326, ETC, NEP  
Phone: 267-341-3431  
Email: kquinn@holyfamily.edu
Process of Applicant Admission to 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 services available to students within their fields of interest. Successful applicants may concentrate their studies in Literacy, Educational Leadership, or Professional Studies with the option to qualify for the Superintendent’s Letter of Eligibility in Pennsylvania.

Applicants are expected to have earned a Master's degree from a regionally accredited institution. Those applying with insufficient academic background in Educational Leadership, Literacy, or a field of professional studies directly related to their specific area of interest can be considered for admission to the program, but may be required to enroll in prerequisite foundational course work. Applicants will have earned a grade point average of 3.5 in all previous graduate level work. They must be computer literate and able to demonstrate strong oral and written communication skills as well as strong reasoning ability.

The applicant for admission to the Doctor of Education program will:

1. Submit an application for admission to the doctoral program along with a $100.00 non-refundable fee. The application is available online at the Holy Family University website.
2. Submit official undergraduate and graduate transcripts of all previous and current college-level and graduate-level course work.
3. Obtain and submit three letters of recommendation from professionals familiar with the applicant's academic or work experience.
4. Submit a current resume that includes all professional experience, certification, professional memberships, and professional activities. Copies of certifications should be attached.
5. Submit current clearances as required by the State of Pennsylvania.
6. Submit recent scores from either the GRE or MAT (within five years).
7. Submit a personal essay that documents the applicant’s commitment to educational leadership, literacy, or other areas of professional studies. This essay should discuss the applicant’s academic and professional goals and the role that the doctoral program at Holy Family will play in the achievement of those goals (1500 word maximum).
8. Submit a 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 a copy of journal articles where the applicant serves as the main author.
9. Complete an interview with doctoral program faculty members.
10. Submit a current score for the Test of English as a Foreign Language (TOEFL) if English is not the applicant’s first language. Minimum score of 600 (written) or 250 (computer-based) required for admission.
Graduate Admissions office site: http://my.holyfamily.edu/grad/index.asp

Application Review Process

Only applicants who have sent in all of the required admissions materials will be reviewed.

- Initial Screening: The doctoral program faculty and the Director of the Doctoral Program will screen applications to ascertain whether or not an applicant meets the program’s basic admission standards.
- Interview: Applicants who pass the initial screening will be interviewed by two or more members of the doctoral program faculty.
- Final Assessment: Information gathered from the application and the interview is reviewed and recommendations for admission are formalized.
- Notification: Acceptance or nonacceptance notices will be mailed to the applicants.
- Applicants are admitted for the Fall, Spring, and Summer of any academic year.

Full-time Status and Continued Enrollment

After an applicant is admitted to the program, the student is required to maintain continuous enrollment during the Fall, Spring, and Summer terms throughout the doctoral degree program. Students who take six credits per semester and six credits during the Summer session are considered full-time. Because of course sequencing and the developmental nature of the program, it is advantageous to take the courses as scheduled to ensure progression and timely program completion. If a student is unable to adhere to the schedule, he/she must apply to his/her advisor, the Director, and the doctoral program faculty for approval to take only one course a semester with the understanding that this will extend the time necessary to complete the program. Taking three credits a semester would place the student in the half-time category. Every student must be enrolled in at least one three credit course a semester to remain in the program.

It is expected that full-time study in the doctoral program consists of six semester hours of course work each Fall and Spring semesters, and six credits during the Summer. When students are in the dissertation phase of their program and register for EDDC 901, 902, 999 they will take only three credits per semester and/or during the summer. Thus the typical full-time student will have completed fifty-four semester hours of work over the course of the first three years of the program. Prior to enrolling in EDDC 814, a core doctoral course, students must successfully pass all of their comprehensive examinations. Then the candidate will complete their remaining courses: EDDC 814, EDDC 901 and EDDC 902. The six credits in 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 course work in three years, and typically at least one additional year is devoted to the completion of the dissertation. If candidates require more time to complete the dissertation, they must continually enroll through graduation in the course entitled 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 course work 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 doctoral program faculty. No extensions will be granted after ten years.

Policy for Non-Degree Students Who May Want to Enroll in Doctoral Courses in School of Education at Holy Family University

Students who are enrolled in a doctoral degree program at another university may want to take
certain doctoral courses in the School of Education’s doctoral program with the intention of
transferring credits from these courses to the doctoral program in which they are matriculated. In
order to help these students, the policies stated below will be followed:

1. Students must submit official undergraduate and graduate transcripts;
2. Students must complete the appropriate Holy Family University application;
3. Students must complete a letter stating the reasons they want to enroll in specific
doctoral level course(s) at Holy Family University;
4. Students must submit a letter from the advisor in their program of matriculation stating
   that they have approval to transfer the identified coursework from Holy Family
   University into their program;
5. No more than 6 credits of doctoral courses may be completed by each visiting student;
   The Director of the Doctoral Program will review all requests made by visiting students
   and make the final decision regarding their enrollment in doctoral courses. The
   Director will communicate the final decision to the Graduate Admissions Office and
   the Registrar’s Office.

Under no circumstances will an individual who applied to the doctoral program at Holy
Family University and who was rejected by the Doctoral Faculty Admissions Committee be
allowed to enroll in doctoral courses.

University Grading Policy

The Holy Family University grading policy is published in the Graduate Catalog. Students must
complete all courses with a grade of B or higher. A grade of C+ or less may be grounds for
dismissal. If a doctoral student receives a grade of C+, the student must repeat the course and
receive a grade of B or higher. The grade appeal process is described in the Graduate Catalog.

Doctoral Course Work

The Doctor of Education in Educational Leadership and Professional Studies is a sixty credit
program consisting of nine core courses (27 credits), five advanced required courses for all
concentrations, four additional courses for each concentration, and a minimum of six credits for
conducting research and writing the dissertation.

The following courses are offered in the doctoral program.

<p>| Required Core of All Students (27 credits) |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>EDDC 801</td>
<td>Ethical Leadership (3)</td>
</tr>
<tr>
<td>EDDC 802</td>
<td>Communication Theory, Practice, &amp; Technology (3)</td>
</tr>
<tr>
<td>EDDC 803</td>
<td>Organizational Development &amp; Change Theory (3)</td>
</tr>
<tr>
<td>EDDC 804</td>
<td>Writing for Professional Publication and for Grant Writing (3)</td>
</tr>
<tr>
<td>EDDC 805</td>
<td>Statistics for Doctoral Students (3)</td>
</tr>
<tr>
<td>EDDC 811</td>
<td>Research I: Quantitative Research (3)</td>
</tr>
<tr>
<td>EDDC 812</td>
<td>Research II: Qualitative Research (3)</td>
</tr>
<tr>
<td>EDDC 813</td>
<td>Advanced Research (3)</td>
</tr>
<tr>
<td>EDDC 814</td>
<td>Research Seminar: Proposal First Three Chapters (3)</td>
</tr>
</tbody>
</table>

**Advanced Required Courses for Educational Leadership, Literacy, and Professional Studies Concentration (15 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>EDDC 822</td>
<td>Leadership in Education Seminar (3)</td>
</tr>
<tr>
<td>EDDC 831</td>
<td>Ethical Issues in Literacy (3)</td>
</tr>
<tr>
<td>EDDC 834</td>
<td>Leadership in Linguistically and Culturally Diverse Society (3)</td>
</tr>
<tr>
<td>EDDC 841</td>
<td>Leadership and Special Education (3)</td>
</tr>
<tr>
<td>EDDC 842</td>
<td>History, Research, and Law: Fundamentals for an Inclusive Society (3)</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EDDC 821</td>
<td>Building Community Relations (3)</td>
</tr>
<tr>
<td>EDDC 823</td>
<td>Leadership Internship I (3)</td>
</tr>
<tr>
<td>EDDC 824</td>
<td>Leadership Internship II (3)</td>
</tr>
<tr>
<td>EDDC Elective</td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EDDC 862</td>
<td>Advanced Literacy Assessment (3)</td>
</tr>
<tr>
<td>EDDC 863</td>
<td>Literacy Research Seminar (3)</td>
</tr>
<tr>
<td>EDDC 864</td>
<td>Instructional Programs in Literacy I (3)</td>
</tr>
<tr>
<td>EDDC 865</td>
<td>Instructional Programs in Literacy II (3)</td>
</tr>
</tbody>
</table>

**Capstone Research Experiences (6 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>EDDC 901</td>
<td>Dissertation I (3)</td>
</tr>
<tr>
<td>EDDC 902</td>
<td>Dissertation II (3)</td>
</tr>
<tr>
<td>EDDC 999</td>
<td>Dissertation Continuation (3 credits each semester for students who do not complete their dissertation within the first 6 credits)</td>
</tr>
</tbody>
</table>

In close consultation with the student’s advisor and the permission of the doctoral program faculty, the student will choose a field of study and establish a sequence of courses which will meet his or her goals.
**Transfer of Credits**

Upon applying to the doctoral program, a student may present for evaluation up to six equivalent graduate credits from an 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. Doctoral program faculty will review the course syllabi with the Director of the Doctoral Program. 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 college giving credit for the course would consider the course as acceptable for application to their doctoral degree program. 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. 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.

**Waiver of Courses**

Doctoral students who have reached the maximum number of six graduate 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, along with the doctoral program faculty, will formally review the information. If a particular required doctoral course is waived, students will replace the course with a suitable doctoral level alternative.

**Assignment of Academic Advisor**

All accepted students will be assigned an academic advisor who will be a full-time faculty member in the School of Education. The advisor will help students plan and draft an appropriate program of study and assist students with other academic matters. Typically students will be assigned an academic advisor within the first four weeks of their initial semester of enrollment at Holy Family University. Students may request a change of advisor by scheduling an appointment with the Director of the Doctoral Program.

**Review of Electronic Portfolio and Program of Study Meeting**

For each doctoral course that students take, there is a portfolio requirement. In the first semester of enrollment, students will receive an orientation and learn more about this requirement and how to submit their assignments into the Blackboard assessment system to build the portfolio.

Students who complete twelve hours of coursework are required to participate in a program of
study meeting with the Program Director. Based on the student’s concentration, the Program Director will suggest doctoral faculty who will also participate in this meeting. At least two faculty members will review the portfolio prior to the meeting using a common rubric and note the overall strengths and limitations of the student’s work. These observations will be discussed with the student during the meeting and if the student demonstrates weaknesses, he/she will be required to develop a formal plan of action to address the weaknesses identified. Students will also review the entire sequence of courses that will be taken for the degree program during the program of study meeting. (See Appendix 8) Finally, students will present their preliminary ideas for their dissertation research to solicit early feedback and comments. Upon the completion of this meeting, the doctoral faculty members, School Dean, and the Director of the Doctoral Program will approve the student’s program of study by signing the sequence sheet (Appendix 8). The approved program of study becomes part of the student’s official institutional record.

All changes to the approved program of study require written consent of the student, the Director of the Doctoral Program, and the Dean of the School of Education. Changes to the program of study are documented through a revised sequence sheet (Appendix 8) and become part of the student’s official institutional record once all signatures have been obtained.

In the event that a student is not making adequate progress toward degree completion during this initial period of enrollment, he/she will have the opportunity to reassess professional goals, develop a plan of action to address needs, or to withdraw from the program.

**Comprehensive Examinations**

Students take the written Comprehensive Examinations after they have completed all of their doctoral level course work prior to EDDC 814: Advanced Research. Students may take Comprehensive Examinations in the Fall, Spring, or Summer. (Dates on which the Comprehensive Examinations will be administered are published on the University calendar.) Students should complete the Comprehensive Exam Application form to request this formal assessment and return it to the Director of the Doctoral Program (Appendix 3). Following submission of the Comprehensive Examination Application students may register for the exam in WebAdvisor.

The written Comprehensive Examination consists of a series of questions requiring students to synthesize program content and engage in critical analysis of issues in their field of study. The content for the examination will be program-oriented rather than course driven, although individual courses will help students be prepared for this assessment. Open-ended questions and problem-based scenarios are prepared by faculty with input from the Program Director. The Comprehensive Examinations will require an appropriate amount of time for preparation. Several months of review are recommended.

Student responses are evaluated by doctoral faculty and subject area faculty. Each student is apprised of the results by the Director of the Doctoral Program. If a student fails one question, a follow-up examination is scheduled by the Program Director. If more than one question is failed, students will be asked to schedule a retake of the examination the following semester. A second failure of the examination will result in a recommendation to the University’s Vice
President for Academic Affairs for dismissal from the program.

**Doctoral Candidacy and the Dissertation Committee**

Upon successful completion of the Comprehensive Examinations, a student will advance to Doctoral Candidacy. At this point, a doctoral student should finalize the dissertation committee consisting of a chair and at least two additional members. The Dissertation Committee chair must be a full-time faculty member of Holy Family University’s School of Education. Two of the three Committee members must be full-time faculty members in the School of Education. An adjunct professor affiliated with the doctoral program who holds an earned doctorate and who has expertise in the dissertation subject area may serve as a member of the Dissertation Committee with the approval of the Program Director and the Doctoral Program faculty. Full-time faculty members at Holy Family with appointments outside the School of Education are also eligible to serve as Dissertation Committee members. All Committee members will sign the Dissertation Committee Approval form (*Appendix 1*). If a member of the Dissertation Committee leaves the University or if, for some reason, a doctoral student wants to make changes in his/her Committee, then the doctoral candidate should initially meet with the Director of the Doctoral Program to discuss the reasons for the changes. If the changes are appropriate, then the Dissertation Committee Change form must be completed and approved (*Appendix 2*).

**The Dissertation Proposal**

Once the Dissertation Committee has been approved, the doctoral candidate may enroll in EDDC 814 Research Seminar, the course in which the dissertation proposal is written. The candidate should identify an area of investigation worthy of sustained study. The candidate must demonstrate technical mastery of the subject matter in his or her field of study and have knowledge of research techniques sufficient to carry out an original investigation of a research problem through independent, significant, scholarly work.

The dissertation proposal is an overview of a formal investigation of a research problem. It is the first step toward completion of the dissertation, which is an original contribution to one's field of study. The proposal meeting allows all committee members to examine the proposed project in careful detail before a student begins any data collection. The approved dissertation proposal constitutes a contract for the dissertation research.

This dissertation proposal should clearly indicate why the study is of value in extending theory or practice. The proposal should make clear what is already known about the question(s) to be investigated and what points need to be studied. It should strive to make clear how the proposed study will depart from or add to present knowledge.

The dissertation proposal is written in consultation with the Dissertation Committee chair and the members in a format that is appropriate for research. The proposal should consist of the first three chapters of the dissertation including a statement of the research problem, the literature review, the methodology, references, and relevant appendices such as interview protocols or survey instruments. The proposal should be written following the guidelines of the Publication Manual of the American Psychological Association’s latest edition, in Times New Roman 12
Once a student completes a draft of the dissertation proposal and with the approval of the student’s Dissertation Committee chair, he/she should request a formal meeting of the full committee. The dissertation proposal should be sent to the entire Committee and the Director of the Doctoral Program at least two weeks before the formal meeting is to be held. All Committee members must attend this meeting during which the student provides an overview of the dissertation proposal. Committee members and the dissertation Chair evaluate the student’s proposal and provide feedback to strengthen the research design.

Upon the completion of this meeting, the committee votes to either pass the student on the defense of their dissertation proposal or ask the candidate to make substantive revisions to his/her work. Once these required revisions are completed, the student must schedule another formal meeting to defend his/her dissertation proposal. When the dissertation proposal is approved an abstract of the proposal is attached to the signed Proposal Approval Form (Appendix 4) and these documents are submitted for inclusion in the student’s official record.

The committee and the Program Director must be satisfied that the proposed study warrants substantive research and that the student has a clear sense of direction for conducting the research and completing the study. Furthermore, the committee Chair will determine if the dissertation proposal topic is compatible with the goals and objectives of Holy Family University’s doctoral program and those of the University as a whole.

No type of data collection may begin on the dissertation until the proposal has been formally approved by the Institutional Review Board (IRB) at Holy Family University. If the IRB does not approve the dissertation proposal, the dissertation research cannot go forward. The original proposal must be revised until it receives signed approval from the IRB and the Dissertation Committee.

**The Doctoral Dissertation**

The chairperson of the Dissertation Committee will coordinate the work of the Committee. The Dissertation Committee examines the candidate’s work and provides guidance to the doctoral candidate during the conduct of his/her research and the writing of the dissertation. Committee members are responsible for reviewing dissertation drafts and providing feedback to the student in a timely manner. The Committee will make final determination of the acceptability of the dissertation. Normally there should be no more than a four week turnaround time for review of the manuscript by the Chair and Committee members.

It should be noted that it is not the responsibility of the Chair and members of the Dissertation Committee to edit the candidate’s dissertation for mechanical errors. Instead, Committee members should focus on the clarity of the presentation of ideas, the soundness of the logic inherent in the document’s conclusions, and the extent to which ideas are made accessible to the reader. If a candidate experiences difficulties in writing, it is the responsibility of the candidate to acquire editing assistance.

When the candidate’s Dissertation Committee Chair believes that he/she is ready to schedule the
oral defense, the student will complete the Request for Oral Defense of the Dissertation form (Appendix 5). Each Committee member must sign the form agreeing to participate in this defense. The dissertation defense is typically a two-hour meeting and all Committee members must be physically present for the entire meeting. The dissertation defense meeting will be publicized across Holy Family University and will be open to attendance by the University community.

At the dissertation defense, the candidate should provide a formal overview of the dissertation study and answer all questions related to the study. Once the Committee has concluded with their questioning, its members will meet to evaluate the oral defense and the quality of the written document. The Committee decides to (a) pass, (b) fail, or (c) defer a decision pending the completion of additional revisions of the dissertation. The results of this formal vote are forwarded to the Office of the Vice President for Academic Affairs with a copy to the School Dean. If the student passes the oral defense, then the Dissertation Committee members and the Director of the Doctoral Program sign the Oral Defense form (Appendix 6). If one or more members of the Committee indicate a failure for the oral defense the student has one opportunity to make adjustments and prepare another oral defense. The Committee also makes a judgment about the overall quality of the written doctoral dissertation at this time. If it is acceptable, then all Committee members and the Director of the Doctoral Program sign the Written Dissertation form (Appendix 7). When substantive revisions are required to the dissertation, the student must schedule another dissertation defense with all committee members.

Upon successful completion of the oral defense and approval of the written dissertation document, the student’s dissertation will be reviewed by a faculty member for consistency with the American Psychological Association (APA) style and format guidelines. This formal review may take up to two weeks and the student may be required to make revisions to his/her dissertation to be consistent with APA format. If revisions are needed, the faculty reviewer will provide the student with specific information about the APA issues that need to be addressed within the document. Once the student’s doctoral dissertation is compliant with APA format, the faculty reviewer will note his or her approval on the Doctoral APA Compliance Review Form (Appendix 9). At this point, the doctoral student is ready to submit the dissertation document to ProQuest.

**ProQuest Potential Fees for Doctoral Students**

It is the policy of the University to make all dissertations available to the public through ProQuest. The student is solely responsible to know and adhere to established deadlines for the submission of final and publication copies of the dissertation to ProQuest.

The anticipated cost for a student is dependent upon two initial decisions.

First, the student decides if he or she wants traditional or open access publishing. Open access means the dissertation is freely available for viewing or downloading by anyone with access to the Internet. Dissertations that are submitted as open access are available at no charge for viewing or downloading by anyone with access to the Internet, indefinitely. For open access electronic publishing, there is a $95.00* fee required from the doctoral student. For traditional
Electronic publishing, there is no cost. Traditional publishing through ProQuest corresponds with the model that generated the publishing industry as soon as mass-reproduction of printed material was possible. That is, the owner of intellectual property and author of the work contracts with the publisher to reproduce, distribute, and sell copies of the work. The publisher pays the author a certain portion of the revenue thus generated. That is why traditional publishing is also referenced as the “copy sales and royalties payments” model.

Second, a doctoral student decides if he or she wants to copyright his or her own dissertation. The copyright cost per dissertation is $55.00.* The following chart is a synopsis of required costs and optional costs for doctoral students.

If a doctoral student wants to order a copy of his or her dissertation, there are some potential fees associated with that process. It is important to note that an author is entitled to copies of his or her own dissertations at a special pricing for paper or microform copies. These requests should be forwarded to dispub@proquest.com for a discounted order.

<table>
<thead>
<tr>
<th>Costs for Doctoral Students Electronic Submission of Their Dissertations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Costs</td>
</tr>
<tr>
<td>Required Costs</td>
</tr>
<tr>
<td>Elective Fees</td>
</tr>
</tbody>
</table>

* Please note that all fees cited for publication of the dissertation are determined by ProQuest and subject to change without notification of or approval by the University.

**Interruption in the Dissertation Process**

If a candidate must suspend work on the dissertation for educational reasons acceptable to the Committee chairperson, he/she should petition for a planned educational leave of absence through the Registrar’s Office after formal consult with the Dissertation Committee and School Dean. This suspension of studies may be approved for two to four semesters. If the leave is approved, the Committee shall continue in existence until the student returns.

If any Committee member anticipates an extended but temporary absence during the time the candidate is working on the dissertation, he/she should arrange for means of communicating during this leave, or designate an appropriate temporary/permanent substitute to the Committee Chair and School Dean.

The determination to make a change in Committee Chair or membership must be approved by the Program Director and the Dean of the School of Education. A change in the committee chair requires completing the appropriate form (Appendix 2) with a rationale for the request. Committee members who are replaced will be so informed by the Program Director.

If the chairperson is unexpectedly absent or absent due to planned sabbatical/retirement at the time the candidate completes the dissertation, the academic advisor or another member of the Committee may act for the Chair, in consultation with the absent Chair or other Committee
members.

In the event that a dispute or disagreement arises between a candidate and a member of the Committee or between members of the Committee, the Committee Chair shall call a meeting of the Committee and the candidate for the purpose of resolving the problem. If the dispute cannot be resolved through this process, or if the proposed solution is unacceptable to the candidate or one of the Committee members, the disagreeing party may request that the Program Director review the problem and recommend a solution. If the problem cannot be resolved at this level, the dispute should be appealed to the Dean of the School of Education. This will be the final level of appeal.

Application for Graduation

The candidate must file an application for graduation via WebAdvisor and pay the necessary graduation fees during the final semester in which the dissertation defense is completed and on or before the published deadline for doctoral students to petition to graduate. Candidates should refer to Holy Family University’s calendar and the School of Education calendar to verify deadlines for scheduling necessary reviews, completing all degree requirements, the dissertation defense, and filing for graduation.

University Policies

Institutional Review Board

Holy Family University requires that all research involving human subjects conducted by faculty, students, or staff affiliated with the University be reviewed and approved by the Institutional Review Board (IRB) prior to initiation, regardless of the source of funding, and regardless of its federal status as an exempt, an expedited, or a full review project. Research is defined by federal guidelines as a systematic investigation designed to develop or contribute to generalizable knowledge and should be distinguished from potentially similar activities such as employing innovative teaching techniques and administrative data collection. Certification through completion of the program Protecting Human Research Participants found at http://phrp.nihtraining.com/users/login.php is required prior to submitting an application to the IRB. Proposals submitted without required certification verification will be returned to the applicant.

Academic Honesty

The University’s policy on academic honesty is available for review in the current Undergraduate Catalog and Graduate Catalog. Both of these documents are available in print (School Office) and on the University’s website: http://www.holyfamily.edu. Violations of the University’s standards in any form (including but not limited to plagiarism) as described therein or otherwise identified will not be tolerated. Proven incidents of academic dishonesty are subject to progressive sanctions. Responsibility for knowing and understanding the University’s position and policies on academic integrity rests with each student.

Disability Accommodations

The Disability Services Office facilitates reasonable accommodations for otherwise qualified students with documented disabilities. Commuter and resident students with disabilities
(physical, learning, psychological, ADHD, etc.) who intend to seek campus accommodations and/or academic adjustments in accordance with the Americans with Disabilities Act of 1990 and amended in 2008 (ADA) and/or Section 504 of the Rehabilitation Act of 1973 should contact this office six to eight weeks before the start of their first semester at Holy Family University to submit documentation for requested accommodations and to review needs. Late requests may unfortunately delay the provision of some accommodations.

Students must first complete the Student Information Intake Form and return it directly to the office to expedite requests for services or inquiries. Please access this link for complete information on Disability Services Guidelines for documentation, policies, and procedures.

Contact Disability Services:
disabilityservices@holyfamily.edu
Phone: 267-341-3231
Campus Center 213

Financial Information
Tuition and Financial Aid will be handled by the Business Office and the Financial Aid Office. Further information is published in the yearly Holy Family University Graduate Catalog.

Contact Financial Aid:
http://my.holyfamily.edu/finaid/
Phone: 267-341-3233
Holy Family Hall 203

Student Services
Information regarding the following University services may be found in the Graduate Catalog.

- Library
- Center for Academic Enhancement
- Information Technology
- Photo Identification Card
- Student Parking
- Safety and Security
Appendix

Doctoral Forms
Date:____________________

Name:_________________________________________________

Student ID Number:_________________ Student Phone #:____________________

Email Address: ____________________________________________

Mailing Address
Street:_____________________________________________________

City:_______________________ State:_______ Zip:_______________

The above named student has been admitted to the doctoral program in the School of Education with concentration in the area of ____________________________.

The following members of the faculty have agreed to serve as members of the doctoral committee:

<table>
<thead>
<tr>
<th>Typed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Dissertation Committee Member)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Dissertation Committee Member)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Dissertation Committee Chair)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPROVED:

<table>
<thead>
<tr>
<th>Typed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Director of Doctoral Program)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Dean, School of Education)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Distribution:
Student
Student file--SOE distributes
Director of Graduate Services--original
Appendix 2

Request for Change in Dissertation Committee

Date: ________________

Name: ____________________________________________________________

Student ID Number: ___________________________ Student Phone #: __________________

Email Address: ___________________________________________________________

Mailing Address
Street: _____________________________________________________________________

City: _______________ State: _____ Zip: ________________

The above named student has been admitted to the doctoral program in the School of
Education with concentration in the area of _____________________________.

I am requesting the following change(s) in the membership of my doctoral committee:

<table>
<thead>
<tr>
<th>Dissertation Committee Member(s) to be removed:</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Dissertation Committee Member(s) to be added:</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Rationale for Change:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

____________________________________________________________
Doctoral Student Signature                        Date

Approved by:

_______________________________________________________
Dissertation Committee Chair                                                        Date

_______________________________________________________
Director of Doctoral Program                                                        Date

_______________________________________________________
Dean, School of Education                                                            Date

*The Director of the Doctoral Program will gather faculty signatures.

Distribution:

Student
Student file--SOE distributes
Director of Graduate Services--original

20
Appendix 3

Doctoral Comprehensive Examination Application

Date:____________________

Name:__________________________________________________

Student ID Number: ______________________ Student Phone #:____________________

Email Address: ______________________________________________________________

Mailing Address
Street:_____________________________________________________

City:_____________________ State:_______ Zip:_______________

The above named student has been admitted to the doctoral program in the School of
Education with concentration in the area of __________________________.

Please Check Date of Examination from the following:

❑ Spring 20____ Semester

❑ Summer 20____ Semester

❑ Fall 20____ Semester

* To find specific dates, times, and locations, please refer to the University campus calendar.
  http://www.holyfamily.edu/studentlife/gcalendar.html

___________________________________________________________________________
Student Signature Date

Approved by:

___________________________________________ Date

Distribution:
Student
Student file
Director of Graduate Services
Registrar

Doctoral Program Director Date
Date: ____________________

Name: ______________________________________________________

Student ID Number: ___________________________ Student Phone #: __________________

Email Address: ___________________________________________________________

Mailing Address
Street: ________________________________________________________________
City: __________________ State: ______ Zip: ______________

The above named student has been admitted to the doctoral program in the School of
Education with concentration in the area of ____________________________.

The above named student has presented and defended the dissertation proposal tentatively titled:
________________________________________________________________________
on the following date:____________________________________________________

*Dissertation proposal abstract attached to this form.

The doctoral student’s dissertation committee has approved the proposal:

<table>
<thead>
<tr>
<th>Typed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Dissertation Committee Member)</td>
<td>__________</td>
<td>_____</td>
</tr>
<tr>
<td>(Dissertation Committee Member)</td>
<td>__________</td>
<td>_____</td>
</tr>
<tr>
<td>(Dissertation Committee Chair)</td>
<td>__________</td>
<td>_____</td>
</tr>
<tr>
<td>(Director, Doctoral Program)</td>
<td>__________</td>
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</tr>
</tbody>
</table>

Distribution:
Student
Student file--SOE distributes
Director of Graduate Services--original
Appendix 5
Request for Oral Defense of Doctoral Dissertation

Date: ____________________
Name: ______________________________________________________
Student ID Number: _____________________ Student Phone #: __________________
Email Address: ________________________________________________________
Mailing Address
Street: _____________________________________________________________
City: ____________________ State: ________ Zip:____________________

The above named student has been admitted to the doctoral program in the School of Education with concentration
in the area of ________________________________.

All members of the student’s committee have received draft copies of the dissertation, and scheduling of the oral
defense is requested below.

Student Phone #: _____________________ Student ID Number: _________________
Email Address: ______________________________________________________

Degree: Doctor of Education in Educational Leadership and Professional Studies

Concentration: ______________________________________________________

ORAL DEFENSE DATE: _______________ TIME: _____ ROOM#/BLDG: ________

Title of dissertation: __________________________________________________

Typed Name

Signatures of Agreement to Above

(Dissertation Committee Member)

(Dissertation Committee Member)

(Dissertation Committee Chair)

(Director, Doctoral Program)

**No defense is to be held without all three committee members present.**

• Student must complete application for graduation via Web Advisor
• Student must be registered in the semester he/she is to graduate
• Publicity notification by School of Education

Distribution:
Student
Student file- SOE distributes
Director of Graduate Services-original
Registrar
Appendix 6
Results of Oral Defense of Doctoral Dissertation

Date: __________________
Name: _______________________________________________________
Student ID Number: ___________________ Student Phone #: ______________
Email Address: _______________________________________________________
Mailing Address
Street: ____________________________________________________________
City: ___________________ State: _______ Zip: ______________
The above named student has been admitted to the doctoral program in the School of Education with concentration in the area of _____________________________.

Degree: Doctor of Education in Educational Leadership and Professional Studies

Dissertation Title:
________________________________________________________________________________________

REPORT OF RESULTS FROM THE DOCTORAL DISSERTATION DEFENSE

Date of Evaluation: ________________ Time: __________ Location: ______________

I participated in the final oral defense of this student as scheduled and report my evaluation of the results as follows: (Committee members must sign in person at conclusion of the examination).

<table>
<thead>
<tr>
<th>Typed Name</th>
<th>Passed</th>
<th>Failed</th>
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<tbody>
<tr>
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<tr>
<td>(Dissertation Committee Member)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Dissertation Committee Member)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Dissertation Committee Chair)</td>
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DIRECTOR OF DOCTORAL PROGRAM ACKNOWLEDGES THAT THE ORAL DEFENSE WAS HELD

<table>
<thead>
<tr>
<th>Typed Name</th>
<th>Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>(Director, Doctoral Program)</td>
<td></td>
</tr>
</tbody>
</table>

**No defense is to be held without all committee members present**

***In order to graduate, the doctoral student must receive pass ratings from all committee members.***

Distribution:
Student
Student file- SOE distributes
Director of Graduate Services-original
Registrar
Date: ______________________

Name: __________________________________________________________

Student ID Number: ___________________ Student Phone #: __________________

Email Address: __________________________________________________________

Mailing Address

Street: ____________________________________________

City: ___________________ State: _______ Zip: __________

The above named student has been admitted to the doctoral program in the School of Education with concentration in the area of ________________________.

Degree: Ed.D. in Educational Leadership and Professional Studies
Written Document Type: PDF of Doctoral Dissertation
Document Title: __________________________________________________________

Student Agreement
I hereby certify that, if appropriate, I have obtained and attached a written permission statement from the owners of third party copyrighted matter to be included in my dissertation, allowing distribution as specified upon submission of document.

Signed: ______________________ _______________________
(Student) (Date)

Review and Acceptance
The above mentioned document has been reviewed and accepted by the student’s dissertation committee.

Typed Name Signature and Date

_________________________ ________________________
(Dissertation Committee Member) (Date)

_________________________ ________________________
(Dissertation Committee Member) (Date)

_________________________ ________________________
(Dissertation Committee Chair) (Date)

_________________________
(Director, Doctoral Program)

Distribution:
Student
Student file- SOE distributes
Director of Graduate Services-original
Name _________________________________ Student ID Number ___________________
Address _____________________________________

### Core Requirements (27 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>EDDC 801</td>
<td>Ethical Leadership</td>
<td></td>
</tr>
<tr>
<td>EDDC 802</td>
<td>Communication Theory, Practice &amp; Technology</td>
<td></td>
</tr>
<tr>
<td>EDDC 803</td>
<td>Organizational Development &amp; Change Theory</td>
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<tr>
<td>EDDC 804</td>
<td>Writing for Professional Publication &amp; for Grant Writing</td>
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<tr>
<td>EDDC 805</td>
<td>Statistics for Doctoral Students</td>
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<tr>
<td>EDDC 811</td>
<td>Research I: Quantitative Research</td>
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<tr>
<td>EDDC 812</td>
<td>Research II: Qualitative Research</td>
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<tr>
<td>EDDC 813</td>
<td>Advanced Research</td>
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</tr>
<tr>
<td>EDDC 814</td>
<td>Research Proposal Seminar</td>
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### Required Interdisciplinary Courses (15 credits)

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<tbody>
<tr>
<td>EDDC 822</td>
<td>Leadership in Education Seminar</td>
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</tr>
<tr>
<td>EDDC 831</td>
<td>Ethical Issues in Literacy</td>
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</tr>
<tr>
<td>EDDC 834</td>
<td>Leadership in a Linguistically &amp; Culturally Diverse Society</td>
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<tr>
<td>EDDC 841</td>
<td>Leadership and Special Education</td>
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<tr>
<td>EDDC 842</td>
<td>History, Research &amp; Law; Fundamentals for an Inclusive Society</td>
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### Concentration Options (12 credits)

#### Educational Leadership Option

#### PA Superintendent Letter of Eligibility (12 credits)

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<td>EDDC 821</td>
<td>Building Community Relations</td>
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<tr>
<td>EDDC 823</td>
<td>Leadership Internship I</td>
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<tr>
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<td>EDDC</td>
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#### Literacy Option

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<tr>
<td>EDDC 862</td>
<td>Advanced Literacy Assessment</td>
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<tr>
<td>EDDC 863</td>
<td>Seminar in Literacy Research</td>
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<td>EDDC 864</td>
<td>Instructional Programs in Literacy I</td>
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</tr>
<tr>
<td>EDDC 865</td>
<td>Instructional Programs in Literacy II</td>
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#### Professional Studies Option (Sequence approved by doctoral committee, Director and Dean)

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#### Comprehensive Exams

(must be completed and passed before enrolling in EDDC 814)

<table>
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<th>Course Code</th>
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#### Capstone Element (6 credits)

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<tr>
<td>EDDC 901</td>
<td>Dissertation I</td>
<td></td>
</tr>
<tr>
<td>EDDC 902</td>
<td>Dissertation II</td>
<td></td>
</tr>
</tbody>
</table>
EDDC 999 Dissertation Continuation
(if necessary: continuous enrollment is required until all degree requirements are fulfilled)

Date of Acceptance: ____________________
Authorized Initials: ____________________

Concentration: ________________________________________________

Approved by:

______________________________________________________________
Doctoral Review Committee Member
Date

______________________________________________________________
Doctoral Review Committee Member
Date

______________________________________________________________
Doctoral Review Committee Member
Date

______________________________________________________________
Director of Doctoral Program
Date

______________________________________________________________
Dean, School of Education
Date

Distribution:
Student
Student file- SOE distributes
Director of Graduate Services-original
Appendix B

Doctoral APA Compliance Review

Date: ____________________
Name: ____________________
Student ID Number: ________________Student Phone #: ________________
Email Address: ____________________
Mailing Address
Street: ____________________
City: ________________State: ______Zip: ________________
The above named student has been admitted to the doctoral program in the School of
Education with concentration in the area of ________________.
Dissertation Title: _______________________________________________________________________
Date Dissertation Sent to Faculty Reviewer: ____________________ (two weeks maximum to review)
Faculty Reviewer: ________________________________________________________________
Signature: ________________________________________________________________
Date Review Completed: ____________________

☐ Document is APA compliant
☐ Document is ready to be submitted to ProQuest

☐ Document is not APA compliant (check all that apply)
  ○ Grammar
  ○ Formatting
    ◊ Headings
    ◊ Tables/Figures
    ◊ Table of Contents
    ◊ Font
    ◊ Margins
  ○ Reference List
  ○ In-text citations
  ○ Blocked quotations
  ○ Abstract (word limit)
Date Dissertation Resubmitted to Faculty Reviewer: ________________________ (one week maximum to review)

Signature: ____________________________________________________________

Date of Second Review Completed: ___________________________________

<table>
<thead>
<tr>
<th>□ Document is APA compliant</th>
<th>□ Document is not APA compliant (check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Document is ready to be submitted to ProQuest</td>
<td>○ Grammar</td>
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<td></td>
<td>○ Formatting</td>
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<td>◊ Headings</td>
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<tr>
<td></td>
<td>◊ Tables/Figures</td>
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<td>◊ Table of Contents</td>
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<tr>
<td></td>
<td>○ Reference List</td>
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<tr>
<td></td>
<td>○ In-text citations</td>
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<td></td>
<td>○ Blocked quotations</td>
</tr>
<tr>
<td></td>
<td>○ Abstract (word limit)</td>
</tr>
</tbody>
</table>

Date Dissertation Resubmitted to Faculty Reviewer: ________________________ (one week maximum to review)

Signature: ____________________________________________________________

Date of Third Review Completed: _______________________________________

<table>
<thead>
<tr>
<th>□ Document is APA compliant</th>
<th>□ Document is not APA compliant (check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Document is ready to be submitted to ProQuest</td>
<td>○ Grammar</td>
</tr>
<tr>
<td></td>
<td>○ Formatting</td>
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<tr>
<td></td>
<td>◊ Headings</td>
</tr>
<tr>
<td></td>
<td>◊ Tables/Figures</td>
</tr>
<tr>
<td></td>
<td>◊ Table of Contents</td>
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