



Doctoral Student Handbook

Doctor of Education in Educational Leadership and Professional Studies

School of Education, ETC Building

9801 Frankford Avenue

Philadelphia, PA 19114-2009



Applicable to Students Admitted to the Program Beginning
Fall 2017
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Contents

Abstract	1
Mission of Holy Family University.....	1
Mission Statement for the Doctoral Program.....	2
Overall Goals of the Doctoral Program.....	2
Program Outcomes	2
The School of Education	3
Contact Information	3
Process of Applicant Admission to Doctoral Studies	3
Application Review Process.....	4
Full-time Status and Continued Enrollment.....	4
Policy for Visiting Students Who Want to Enroll in Doctoral Courses	5
University Grading Policy	6
Doctoral Course Work.....	6
Professional Studies Electives Leading to PA Certification and Endorsements	7
Transfer of Credits.....	8
Waiver of Courses	8
Assignment of Academic Advisor	8
First Semester Progress Meeting	8
Program of Study Meeting	9
Dissertation Policies and Procedures	9
Dissertation Focus and the Dissertation Committee.....	9
The Dissertation Proposal.....	10
Comprehensive Examinations	11
Dissertation Development	11
Dissertation Defense.....	11
APA and Writing Review.....	12
Submission of Dissertation to Proquest.....	12
Interruption in the Dissertation Process	13
Application for Graduation	11
University Policies	14

Institutional Review Board.....	14
Academic Honesty	14
Disability Accommodations.....	14
Financial Information	14
Student Services	15
Doctoral Program Forms	
Dissertation Committee Approval.....	16
Request for Change in Dissertation Committee	17
Doctoral Dissertation Proposal Approval.....	18
Results of Oral Defense of Doctoral Dissertation	19
Written Doctoral Dissertation Approval	20
Program of Study Approval	21
Doctoral APA Compliance Review	22

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 Dean of the School of Education.

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.

Link to Mission Statement website: <http://www.holyfamily.edu/about-holy-family-u/general-info/mission-values>

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

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

- To provide a research-based education program that facilitates 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 develop 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 enable candidates to make significant contributions to their field of knowledge through applied research.
- To offer a supportive and collaborative learning environment that encourages candidates to become scholars and researchers.

Program Outcomes

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

1. Interpret research for practical purposes
2. Design and evaluate working and learning environments for diverse audiences
3. Conduct scholarly research to address practical problems in a wide variety of educational contexts
4. Apply ethical and legal standards to one's practice as a scholar and leader

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 program is designed for working professionals and is flexible with courses offered during evening and summer sessions.

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

Phone: 267-341-3565

Email: kzook@holyfamily.edu

Janet McNellis, Ph.D.

Associate Dean of the School of Education

Office: Room 440, ETC

Phone: 267-341-3230

Email: jmcnellis@holyfamily.edu

Roger Gee, Ph.D.

Chair of the Division of Graduate Studies and Professional Development

Professor of Education

Office: Room 435, ETC

Phone: 267-341-3575

Email: rgee@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. Applicants are expected to have an earned Master's degree from a regionally accredited institution. 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.

Applicants for admission to the Doctor of Education program will submit the following materials:

1. an application for admission to the doctoral program along with a \$50.00 non-refundable fee (waived for graduates of Holy Family University). The application is available online at the Holy Family University website;
2. official undergraduate and graduate transcripts of all previous and current college-level and graduate-level course work;
3. three letters of recommendation from professionals familiar with the applicant's academic or work experience;
4. a current resume that includes all professional experience, certification, professional memberships, and professional activities. Copies of certifications should be attached;
5. recent scores from either the GRE or MAT (within five years). This requirement is waived for students who earned a master's degree through Holy Family University;
6. a personal essay that discusses 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);
7. 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.

Note: Applicants may be asked to complete an interview with doctoral program faculty members.

Application Review Process

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

- **Initial Screening:** The Doctoral Program Committee will screen applications to ascertain whether or not an applicant meets the program's basic admission standards.
- **Interview:** Applicants who pass the initial screening may be interviewed by 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 non-acceptance notices will be mailed to the applicants.
- Applicants are admitted as cohorts when minimum enrollment requirements are met. Cohorts are admitted to begin each fall semester of the 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. To remain in their cohorts and maintain full-time status, students must take six credits per semester and summer sessions (with the

exception of the dissertation courses, EDDC 902 and 903). To ensure timely completion of the program students are required to remain with their cohorts and to follow their cohorts' established course sequences.

If candidates require more time to complete the dissertation beyond EDDC 903, they must continuously enroll through graduation in the course entitled EDDC 998: Dissertation Continuation I, for a minimum of three credits each Fall and Spring semester. Students must also be continuously enrolled in EDDC 998 during the summer session in which they intend to graduate. After receiving final Written Doctoral Dissertation Approval (i.e., all signatures on the appropriate form), students who need one additional semester to complete all remaining graduation requirements (i.e., APA compliance review, uploading dissertation to ProQuest) may satisfy the continuous enrollment requirement by registering for EDDC 999 (Dissertation Continuation II) for one credit.

Students are expected to complete their programs within their respective cohorts' completion timeline. However, students who experience interruptions in their programs 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 extensions 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 Visiting Students Who Want to Enroll in Doctoral Courses

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 Dean (or designee) of the School of Education will review all requests made by visiting students and make the final decision regarding their enrollment in doctoral courses. The Dean (or designee) 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 fifty-four (54) credit program, as outlined below.

Research Core Requirements (15 credits)
EDDC 805 Statistics for Doctoral Students (3) EDDC 806 Introduction to Applied Research (3) EDDC 811 Research I: Quantitative Research (3) EDDC 812 Research II: Qualitative Research (3) EDDC 813 Advanced Research (3)
Leadership Core Requirements (18 credits)
EDDC 801 Ethical Leadership (3) EDDC 802 Communication Theory, Practice, & Technology (3) EDDC 803 Organizational Structure, Grant Writing & Change Theory (3) EDDC 834 Leadership in a Linguistically and Culturally Diverse Society (3) EDDC 841 Leadership in an Inclusive Society (3) EDDC 850 Program Assessment & Evaluation (3)
Professional Studies Electives (12 credits)
In consultation with the student's advisor and the permission of the doctoral program faculty, the student will choose a field of interest and establish a sequence of courses which will meet his or her goals.
Dissertation Courses (minimum 9 credits)
EDDC 901 Dissertation I (3) EDDC 902a Dissertation IIa (1.5) EDDC 902b Dissertation IIb (1.5) EDDC 903a Dissertation IIIa (1.5) EDDC 903b Dissertation IIIb (1.5) EDDC 998 Dissertation Continuation I (if necessary, 3 credits each semester for students who do not complete the dissertation within the first 9 credits) EDDC 999 Dissertation Continuation II (if necessary, 1 credit each semester for students who have received final Written Doctoral Dissertation Approval)

Professional Studies Elective Courses: Students are permitted to spend their twelve elective credits by taking any combination of courses from the established fields of study as well as any master's level courses offered at Holy Family University for which they are qualified. Students are not permitted to satisfy the twelve-credit elective requirement by utilizing master's level courses that have been taken to satisfy other degree or certification requirements—either at Holy Family University or elsewhere. Consistent with current policy, up to six credits of graduate courses may be transferred from other accredited institutions, with approval by the

School of Education Doctoral Committee. Any master’s courses to be considered for transfer must meet established criteria. Doctoral students may select from graduate courses currently offered at Holy Family University in consultation with their program advisor(s) and on the posted list of *Master Level Courses available to Doctoral Students*. Students may select courses from this list that meet the following criteria:

- a. The course represents an academic discipline or area of inquiry that has the potential to deepen and extend the doctoral student’s knowledge and skills.
- b. The course has a demonstrable relationship to one or more fields of interest or professional aspirations held by the doctoral student.
- c. Course activities and assignments provide opportunities for all students to analyze research findings, apply theoretical and conceptual frameworks, and synthesize new ideas.
- d. The course is open only to graduate students (i.e., not cross-listed or stacked with an undergraduate level course).

Professional Studies Electives Leading to Pennsylvania Certifications and Endorsements

Doctoral students who desire to qualify for **Principal Certification** in Pennsylvania are required to take the following elective courses:

- EDUC 580 Theories in Educational Leadership 3
- EDUC 582 Supervision and Performance Evaluation 3
- EDUC 583 The Principalship 3
- EDUC 588 School Finance 3
- *EDUC 584 Practicum I 1
- *EDUC 585 Practicum II 1
- *EDUC 591 Practicum III 1

**Note: Completion of Practicum courses is a requirement for Pennsylvania certification but is not a doctoral program requirement.*

Doctoral students who desire to qualify for a **Superintendent Letter of Eligibility** in Pennsylvania are required to take the following elective courses:

- EDDC 821 Building Community Relations 3
- EDDC 823 Leadership Internship I 3
- EDDC 824 Leadership Internship II 3
- Any Professional Studies Elective 3

Students may complete the following elective courses to qualify for the Pennsylvania Autism Endorsement:

- EDSP 610 Instructional and Management Strategies for Learner w/ASD 3
- EDSP 612 Evidence Based Practices for the Learner with Exceptionalities 3
(Prerequisite: EDSP 610)
- EDSP 614 Communication Interventions for the Lerner with Autism and Other Communication Disabilities 3
- EDSP 616 Special Topics in Autism Spectrum Disorder 3

Transfer of Credits

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 Dean (or designee) of the School of Education for a formal review. Doctoral program faculty will review the course syllabi. 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 Dean (or designee) 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 Dean (or designee) 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 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. Students may request a change of advisor by scheduling an appointment with the Associate Dean of the School of Education.

First Semester Progress Meeting

Near the conclusion of the first semester in the program, students will meet individually with their academic advisors for the "First Semester Progress Meeting." The purpose of the meeting is to discuss and evaluate the student's academic progress and adjustment in the program.

Program of Study Meeting

A Program of Study meeting will be scheduled for each student no later than the semester following the completion of 12 credits. The student, the student's faculty advisor, the Associate Dean (or designee), and other Doctoral faculty when possible will attend the meeting. During this meeting, the following topics and decisions will be discussed:

1. Academic progress in the program thus far.
2. Selection of a general area of focus for the dissertation.
3. Selection of professional studies elective courses.

Decisions made at the Program of Study meeting will be formalized by completing the *Program of Study Form*. 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 faculty advisor, and the Dean (or designee) of the School of Education. Changes to the program of study are documented through a revised *Program of Study Form* and become part of the student's official institutional record when all signatures have been obtained.

Dissertation Policies and Procedures

The dissertation project provides students with the opportunity to apply appropriate research methodologies to practical and theoretical problems in the field of education. Early in their programs, students begin conceptualizing a general focus for their dissertation research under the guidance of Doctoral Program Faculty members. Working closely with their dissertation advisors, students refine their research questions and data collection and analysis procedures by developing a formal dissertation proposal. The dissertation process culminates as students implement their projects through three dissertation courses taken at the end of their programs: EDDC 901, EDDC 902, and EDDC 903. The following policies and procedures guide the dissertation process.

A. Dissertation Focus and the Dissertation Committee

To ensure completion of the dissertation within the established program timeline, students are required to select a dissertation focus from the following four general areas:

1. Language and Literacy
2. Learner Disabilities and Special Needs
3. Assessment
4. Post-Secondary Education

Students commit to one of the four general areas of focus no later than the Program of Study meeting which is held after the completion of 12 credits. Regular meetings are offered to assist students in understanding each of the four focus areas and gaining familiarity with Doctoral Program Faculty and their research interests/expertise. By selecting a general focus area early in their programs, students will have the opportunity to (a) begin interacting with their dissertation chairs to develop a specific research study, (b) read and synthesize relevant theoretical and

empirical literature to build their background knowledge, and (c) tailor some class assignments and projects to help develop relevant knowledge and perspectives.

Doctoral dissertation committees are comprised of three members, one who serves as the chair, and two additional members. A designated Doctoral Program Faculty member who possesses expertise in the student's selected general focus area serves as the committee chair.

Two committee members in addition to the chair are selected to complete the committee. Normally, these two members are designated Doctoral Program Faculty members. However, under certain circumstances, any full-time Holy Family University faculty member may be considered for appointment to the committee. Both additional committee members are selected in consultation with the dissertation chair and Doctoral Program Committee according to their interest, expertise, and dissertation committee workload. The *Dissertation Committee Approval Form* is submitted to the School Dean for final approval of committee membership.

B. The Dissertation Proposal

The dissertation proposal is a written 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 interest. The 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 make clear how the proposed study will depart from, or add to, present knowledge.

The proposal consists of the first three chapters of the dissertation, including a description of the research problem, specific research questions, a literature review that pertains to the research problem and research questions, data collection and analysis methodologies, references, and relevant appendices such as interview protocols or survey instruments. The proposal is written following the guidelines of the latest edition of the *Publication Manual of the American Psychological Association* in Times New Roman 12 point font.

Students develop their dissertation proposals in consultation with their dissertation chairs and committee members as they meet the requirements and deadlines associated with two courses: *Advanced Research Seminar* (EDDC 813) and *Dissertation I* (EDDC 901). Toward the conclusion of EDDC 901, students obtain committee approval of the written proposal. Students also meet with their committee members for an oral defense of the proposal. The oral defense also functions as the program's comprehensive exam. An abstract of the proposal is attached to the signed *Doctoral Dissertation Proposal Approval and Comprehensive Examination Form*, and these documents are submitted for inclusion in the student's official record.

To grant approval, the committee 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 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 data collection may begin until the dissertation 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 move forward. The original proposal must be revised until it receives signed approval from the IRB and the dissertation committee.

C. Comprehensive Exam

The oral defense of the written dissertation proposal constitutes the comprehensive examination. Students should be prepared to respond to questions regarding their application of course material to the preparation of their dissertation proposals. Passing the comprehensive exam occurs in tandem with approval of the dissertation proposal.

D. Dissertation Development

The chair of the dissertation committee will coordinate the work of the committee. The dissertation committee examines the student's work and provides guidance during the implementation of the research project and the writing of the dissertation during the courses *Dissertation II* (EDDC 902) and *Dissertation III* (EDDC 903). Committee members are responsible for reviewing dissertation drafts and providing feedback to the student in a timely manner. Students develop their dissertation projects by adhering to policies, procedures, and deadlines established in the syllabi for each dissertation course. Students are expected to communicate regularly with their dissertation chairs and committee members regarding the dissertation process.

The chair and members of the dissertation committee are not responsible for editing the dissertation for mechanical errors and APA style. Instead, committee members 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 student experiences difficulties in writing, it is the student's responsibility to acquire editing assistance.

E. Dissertation Defense

During the course, *Dissertation III* (EDDC 903) students work with their committee members to complete the written dissertation. Upon completion of the written dissertation, the committee chair arranges for the student and committee members to meet for the defense of the written dissertation. Students submit revisions to their written dissertations based on feedback received at the defense meeting and according to the established course schedule for *Dissertation III* (EDDC 903). The full dissertation committee must approve all subsequent revisions to obtain final approval for the written dissertation. When final approval is obtained, the committee chair completes and submits the *Written Doctoral Dissertation Approval Form*.

Students are required to deliver public oral presentations of their dissertations according to the established course schedule for *Dissertation III* (EDDC 903). All members of the University community and surrounding community are invited to attend. Students are expected to provide a clear, organized presentation of 20 to 30 minutes in length with appropriate visual supports. Students are expected to respond meaningfully and thoughtfully to questions posed by presentation attendees. Students' presentations are evaluated by Doctoral Program Faculty

members or additional designated faculty members. Students who do not pass the oral defense successfully are required to revise their presentations according to feedback received and schedule a second oral defense presentation with their committee members. Students continue to revise and deliver their presentations until they achieve full committee approval, at which time the *Results of Oral Defense of Doctoral Dissertation Form* is submitted by the committee chair.

F. APA and Writing Review

Upon approval of the written dissertation, the dissertation is reviewed by a University faculty or staff member designated by the Dean for consistency with 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 for compliance with APA format. If revisions are needed, the reviewer will provide the student with specific information about the APA issues that need to be addressed within the document. To ensure completion of the dissertation within the established timeline, students are strongly advised to attend carefully to APA formatting and writing mechanics throughout the entire dissertation process rather than waiting until the time of the APA review. When the student's doctoral dissertation is compliant with APA format, the reviewer will note approval on the *Doctoral APA Compliance Review Form*. At this point, the doctoral student is now ready to submit the dissertation document to ProQuest.

G. Submission of Dissertation to ProQuest

University policy requires that all dissertations be made available to the public through submission to 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 selects 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*. For traditional publishing through ProQuest, the owner of intellectual property and author of the work (the doctoral student) contracts with the publisher (ProQuest) 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, doctoral students must decide if they wish to copyright their own dissertations. The copyright cost per dissertation is \$55.00.* The table below provides a synopsis of required costs and optional costs for doctoral students.

If doctoral students wish to order copies of their dissertations, there are some potential fees associated with that process. It is important to note that authors are entitled to copies of their own dissertations at a special pricing for paper or microform copies. These requests should be

forwarded to dispub@proquest.com for a discounted order.

Costs for Doctoral Students Electronic Submission of Their Dissertations		
	Traditional Publishing	Open Access Publishing
Required Costs	\$0*	\$95*
Elective Fees	\$55.00 for copyrighting material*	

*** 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 student must suspend work on the dissertation for educational reasons acceptable to the Dissertation Committee Chair, he/she should petition for a planned educational leave of absence through the Registrar's Office after formal consultation 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 Dean of the School of Education. A change in the committee chair requires completing the *Request for Change in Dissertation Committee Form* with a rationale for the request. Committee members who are replaced will be informed by the Dean.

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 Dean review the problem and recommend a solution.

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

Any student who has a need for an accommodation based on the impact of a physical, psychiatric/psychological, and/or learning disability must contact the Disability Services Office. Please contact this office as soon as possible, as eligibility determination requires submission of documentation by the student and review by the Disability Eligibility Committee prior to any accommodation authorization. Accommodations for individual students cannot be provided by the instructor without letters of authorization from the Disability Services Office.

For more information, contact:

Disability Services Coordinator
Holy Family University
9801 Frankford Avenue, Campus Center – Room 213
Philadelphia, PA 19114-2094
P - 267-341-3231
F – 267-341-3581
disabilityservices@holyfamily.edu

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



Date: _____

Name: _____

Student ID Number: _____ Student Phone #: _____

Email Address: _____

Mailing Address

Street: _____

City: _____ State: _____ Zip: _____

General Research Area: _____

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

Typed Name	Signature	Date
_____ (Dissertation Committee Member)	_____	_____
_____ (Dissertation Committee Member)	_____	_____
_____ (Dissertation Committee Chair)	_____	_____

APPROVED:

_____	_____	_____
(Dean, School of Education)		

<p>Distribution: Student Student file Graduate Academic Services Advisor--original</p>



Date: _____

Name: _____

Student ID Number: _____ Student Phone #: _____

Email Address: _____

Mailing Address

Street: _____

City: _____ State: _____ Zip: _____

Degree: Ed.D in Educational Leadership and Professional Studies

Dissertation proposal title:

Review and Acceptance of Written Dissertation Proposal

The above mentioned document has been reviewed and accepted by the student’s dissertation committee on the following date: _____.

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 upon submission of document.

(Student Name – Printed)

(Student Signature)

(Date)

Approval of Oral Defense of Dissertation Proposal

The above student has presented and orally defended the Dissertation Proposal on _____. This constitutes successful completion of the Comprehensive Exam.

Typed Name

Signature

Date

(Dissertation Committee Member)

(Dissertation Committee Member)

(Dissertation Committee Chair)

(Dean, School of Education)

*Dissertation proposal abstract attached to this form.

Distribution:
Student
Student file
Registrar’s Office
Graduate Academic Services Advisor--original



Date: _____

Name: _____

Student ID Number: _____ Student Phone #: _____

Email Address: _____

Mailing Address

Street: _____

City: _____ State: _____ Zip: _____

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)

Typed Name	<u>Passed</u> Signature and Date	<u>Failed</u> Signature and Date
_____ (Doctoral Faculty Committee Member)	_____	_____
_____ (Doctoral Faculty Committee Member)	_____	_____
_____ (Dissertation Committee Chair)	_____	_____
_____ (Dean, School of Education)	_____	_____

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

Distribution:
 Student
 Student file
 Registrar
 Graduate Academic Services Advisor—original

Date: Click here to enter text.

Name: Click here to enter text.

Student ID Number: Click here to enter text. Student Phone #: Click here to enter text.

Email Address: Click here to enter text.

Mailing Address

Street: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text.

Degree: Ed.D in Educational Leadership and Professional Studies

Dissertation Title:

Click here to enter text.

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: _____ Date: _____
(Student)

Review and Acceptance

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

Typed Name	Signature	Date
_____ (Dissertation Committee Member)	_____	_____
_____ (Dissertation Committee Member)	_____	_____
_____ (Dissertation Committee Chair)	_____	_____
_____ (Dean, School of Education)	_____	_____

Distribution:
Student
Student file
Graduate Academic Services Advisor--original



Date: _____

Name: _____ Email Address: _____

Student ID Number: _____ Student Phone #: _____

Academic Progress (attach transcript and provide narrative summary of any issues or concerns below)

General area of focus for the dissertation: _____

Planned professional studies elective courses

Course Number	Course Title	Term

Narrative rationale for selecting these courses:

Approved by:

Printed Name

Signature

Date

(Student)

(Faculty Advisor)

(Dean, School of Education)

<p>Distribution: Student Student file Graduate Academic Services Advisor--original</p>



Date: _____

Name: _____

Student ID Number: _____

Student Phone #: _____

Email Address: _____

Mailing Address

Street: _____

City: _____ State: _____ Zip: _____

Dissertation Title: _____

Date Dissertation Sent to Faculty Reviewer: _____ (two weeks maximum to review)

Faculty Reviewer: _____

Signature: _____

Date Review Completed: _____

<input type="checkbox"/> Document is APA compliant <input type="checkbox"/> Document is ready to be submitted to ProQuest	<input type="checkbox"/> Document is not APA compliant (check all that apply) <ul style="list-style-type: none"> <input type="radio"/> Grammar <input type="radio"/> Formatting <ul style="list-style-type: none"> <input type="checkbox"/> Headings <input type="checkbox"/> Tables/Figures <input type="checkbox"/> Table of Contents <input type="checkbox"/> Font <input type="checkbox"/> Margins <input type="radio"/> Reference List <input type="radio"/> In-text citations <input type="radio"/> Blocked quotations <input type="radio"/> Abstract (word limit)
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Date Dissertation Resubmitted to Faculty Reviewer: _____ (one week maximum to review)

Signature: _____

Date of Second Review Completed: _____

<input type="checkbox"/> Document is APA compliant <input type="checkbox"/> Document is ready to be submitted to ProQuest	<input type="checkbox"/> Document is not APA compliant (check all that apply) <ul style="list-style-type: none"><input type="radio"/> Grammar<input type="radio"/> Formatting<ul style="list-style-type: none"><input type="checkbox"/> Headings<input type="checkbox"/> Tables/Figures<input type="checkbox"/> Table of Contents<input type="checkbox"/> Font<input type="checkbox"/> Margins<input type="radio"/> Reference List<input type="radio"/> In-text citations<input type="radio"/> Blocked quotations<input type="radio"/> Abstract (word limit)
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Date Dissertation Resubmitted to Faculty Reviewer: _____ (one week maximum to review)

Signature: _____

Date of Third Review Completed: _____

<input type="checkbox"/> Document is APA compliant <input type="checkbox"/> Document is ready to be submitted to ProQuest	<input type="checkbox"/> Document is not APA compliant (check all that apply) <ul style="list-style-type: none"><input type="radio"/> Grammar<input type="radio"/> Formatting<ul style="list-style-type: none"><input type="checkbox"/> Headings<input type="checkbox"/> Tables/Figures<input type="checkbox"/> Table of Contents<input type="checkbox"/> Font<input type="checkbox"/> Margins<input type="radio"/> Reference List<input type="radio"/> In-text citations<input type="radio"/> Blocked quotations<input type="radio"/> Abstract (word limit)
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