



Holy Family

UNIVERSITY

PHILADELPHIA, PENNSYLVANIA

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 Prior to
Fall 2017
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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 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: <https://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. 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 an earned 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 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. 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).
7. Complete an interview with doctoral program faculty members.
8. 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: <https://www.holyfamily.edu/choosing-holy-family-u/academics/graduate-professional>

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 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 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 coursework phase of 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 the Chair of the Doctoral Committee 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. When students are in the dissertation phase of their program and register for EDDC 901, 902, 903 or 998 they may take only three credits per semester and must maintain continuous enrollment for Fall and Spring semesters. Summer enrollment at this phase is optional unless the Summer is the semester of graduation.

Prior to enrolling in their dissertation course work, students must successfully pass all of their comprehensive examinations.

If candidates require more time to complete the dissertation, they must continually enroll through graduation in the course entitled EDDC 998: Dissertation Continuation I, for a minimum of three credits each Fall and Spring semester. 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.

Doctoral degree students have a maximum of seven years from the initial semester of coursework to complete the entire program including the successful defense of the dissertation. Requests for 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 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 Dean (or his/her 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 close 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 902 Dissertation II (3) EDDC 903 Dissertation III (3) EDDC 998 Dissertation Continuation I (if necessary, 3 credits each semester for students who do not complete their 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 electives 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 master’s level 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).

Students must obtain all required signatures on the *Permission to take Masters-level course* form (see *Appendix 10*) prior to registering for a master’s level course.

Sequence of Professional Studies Electives Leading to Pennsylvania State Certifications

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

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

Additional sequences of courses may be concentrated in areas such as Literacy and TESOL, special education, and Autism. 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 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 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 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. Students may request a change of advisor by scheduling an appointment with the Associate Dean of the School of Education.

Program of Study Meeting

A Program of Study meeting will be scheduled for all students during the Fall or Spring semester following the completion of 18 credits. The student, the student's faculty advisor, the Associate Dean, and other Doctoral faculty when possible will attend the meeting. During this meeting, the attendees will discuss the students' academic progress and research direction, and the students will decide on their fields of interest.

Two weeks prior to the scheduled Program of Study meeting students will submit two assignments that they believe demonstrate their mastery of specific Doctoral Program Outcomes. Students will submit these assignments, drawn from two different courses, to their faculty advisor along with a Rationale. The Rationale should include explanations of how:

1. each submitted assignment helped the students achieve at least one specific Doctoral Program Outcome; and
2. their courses have helped shaped their research directions.

The student, the faculty advisor, and the School Dean will signal their approval of the student's program of study by signing the *Program of Study Approval* form (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 faculty advisor, and the Dean (or designee) 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.

Comprehensive Examinations

Students take the written Comprehensive Examinations either following the semester in which they have completed all of the classes in their Core Requirements (except for EDDC 813) or during the semester they are completing the last course(s) in these areas. Comprehensive Exams will be administered during the Spring and Fall semesters. The Comprehensive Exams will be held on or about the fourth Saturday of each semester. Students should complete the Comprehensive Exam Application form to request this formal assessment and return it to the Associate Dean (Appendix 3).

The written Comprehensive Examination consists of a series of questions requiring students to show their mastery of the program objectives. 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 Associate Dean. 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. Each student is apprised of the results by the Associate Dean. Students who do not successfully address all of the required program objectives in their answers will sit for a retake of the exam approximately during the 11th week of the 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

Doctoral dissertation committees are comprised of three members, one who serves as the chair, and two additional members. Students will consult with their instructor for *EDDC 813, Advanced Research*, to identify a research area of interest and to identify faculty who would be most suitable to serve as their Chairs based on previous coursework and/or scholarship related to the students' interests. For approval and submission of the appropriate form, students then contact the Chair of the Doctoral Faculty. The additional two committee members are selected by the student, in consultation with the Dissertation Chair and with the approval of the Dean. 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 that 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 Dean. 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.

The Dissertation Proposal

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 interest 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 interest. 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-point font.

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 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 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 may need to 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 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 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. Normally there should be no more than a two-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 and APA style. 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.

The student will communicate regularly with the Dissertation Chair regarding the dissertation process to complete the research project and the written dissertation. The student, in consultation with the Chair, will involve the other two committee members on a regular basis by seeking their input and expertise in all appropriate aspects of the process. This may include meetings with the student as well. The student must ensure that all committee members are given adequate time to provide feedback and review changes before proceeding further.

The Chair in consultation with the other two committee members will determine when the student is ready for the oral defense. An Oral Defense date will be agreed upon by the candidate and the Dissertation Committee in consultation with the Dean. The defense is expected to take place during the regular academic year during regular business hours. After the *Request for the Oral Defense of the Doctoral Dissertation* form (Appendix 5) is submitted, the final draft of the dissertation must be given to all committee members at least two weeks prior to the date of the Oral Defense. Notification of the Oral Defense should be made public via email to the University community at least ten days prior to the date of the defense. In addition, an announcement regarding the Oral Defense with the name of the doctoral student, the title of the dissertation, the date, time, and room number, will be posted on the electronic screens in campus buildings by the School of Education Dean's Office.

During the Oral Defense, the candidate should provide an Overview of the Dissertation (15-20 minutes) and at this time the defense will be open to all members of the University community. There will be a 10-15 minute opportunity for questions from the general audience, and then they will be asked to leave. The full defense examination (approximately 45-60 minutes) will then ensue with the candidate, the Doctoral Dissertation Committee and one Co-Director of the School of Education Doctoral program. At the end of the examination, the candidate will be asked to leave the room. Deliberation (approximately 30 minutes) will ensue with consensus as to the outcome. The Chair will monitor time and take notes as to comments/concerns, etc. The Chair will notify the candidate as to the outcome of the Oral and Written Defense. The candidate will be invited back into the room to meet with the full committee.

Upon successful completion of the oral defense and approval of the written dissertation document, the student's dissertation will be reviewed by a University faculty or staff member designated by the Dean 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 reviewer will note approval on the Doctoral APA Compliance Review Form. 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 the dissertation, 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*	

*** 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 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 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: <https://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:

<https://www.holyfamily.edu/choosing-holy-family-u/financial-aid>

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