

DOCTORAL CANDIDATE HANDBOOK INTRODUCTION

This *Handbook* is published to help candidates and faculty in the planning and execution of the EdD and PhD programs at Andrews University College of Education and International Services (CEIS). It does not supersede the *Andrews University Bulletin*.

Questions not answered in this *Handbook* or the *Bulletin* may be referred to the CEIS Graduate Programs Office.

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COLLEGE OF EDUCATION AND INTERNATIONAL SERVICES

DOCTORAL PROGRAMS

Please Note:

Papers/forms are usually filed with the Accr., Assm. Grad. Records Officers
College of Education and International Services, Bell Hall, Room # 151

COURSE WORK

1.1 Admissions Status

A. Regular

If you meet all admission requirements of the College of Education and International Services and the specific requirements of the department in which you propose to study, you are eligible for regular status.

B. Provisional

If you do not meet all the requirements for regular admission, but in the judgment of the proper department

A. Permission to Take Classes (PTC)

Only 8 credits taken on PTC status may apply toward a degree. To transfer PTC courses into your program, you must submit a petition for approval by your advisor, your department chair/coordinator and the SED Dean.

1.6 Transfer of Degree Programs

1.9 Time Limitations

There are three time limitations for completing your doctoral program.

A. Course Work and the Comprehensive Examination

You must complete all doctoral course work and the comprehensive examination within six years from your initial registration after acceptance into the doctoral program.

B. All Requirements

You must meet all requirements within a total of 7 years from your initial registration after acceptance into the doctoral program.

Exception: Candidates Curriculum and Instruction must complete all requirements, including dissertation, within 10 years.

1.10 Inactive Status

A. Process

You will be placed on inactive status if either of the following occurs:

1. To maintain active status in the doctoral program before passing the comprehensive examination, you

1.11 Registration and Loan Deferment/Visa

Enrollment is necessary to obtain loan deferment. For students who still have classes to complete for the degree, full time is defined one of the following three options:

1. Registering for 8 or more credits of course work and/or the dissertation and/or internship (GDPC810/820).
2.
 - a. registering for 1 or more credits of the dissertation, dissertation continuation, or internship.
 - b. completing full-time work on the dissertation or internship as defined by at least 24 hours a week or 720 hours per year.

1.12 Standards of Scholarship

A. Schedule of Studies

You must fulfill satisfactorily the schedule of studies outlined in the course plan filed with the Graduate Programs Office.

B. Provisional Status

Normally, your provisional status is limited to 12 credits, but if you have been accepted provisionally

1. Due to low admission GPA and/or GRE scores, you must maintain a cumulative Andrews University grade-

RESEARCH REQUIREMENTS

Candidates in the Leadership Program fulfill research requirements through competencies specified in their IDP. Other candidates must meet the requirements as specified below.

2.1 Rationale for the Doctoral Research Requirement

A. Definition

Research requirements for the doctoral degrees shall include breadth, depth, and flexibility. As a result of completing the research requirements, you will be able to:

Critically read journal articles that use all common methodologies, statistics, and techniques.

Conduct research using appropriate methodologies.

Write research reports, including the dissertation.

Continue research and scholarly activity beyond the dissertation.

B. Depth of Research

For depth of research expertise, you will be able to

Conduct research and write research reports.

5. EDXX 899 Dissertation (14)
Each student will carry out and successfully defend his/her dissertation.

To enable candidates to meet the competencies listed above, specific EdD or PhD programs in the College of Education and International Services may require additional research requirements from the following courses/experiences:

Content Courses

EDRM636	Program Evaluation
EDRM605	Qualitative Research Methods in Education and Psychology
EDRM611	Applied Statistical Methods I
EDRM704	Design and Analysis of Educational and Psychological Surveys
EDRM712	Applied Statistical Methods II
EDRM713	Applied Statistical Methods III

Research Experiences

LEAD637	Issues in Research
EDCI885	Applied Research
GDPC834	Seminar in Educational/School Psychology
EDRM710	Seminar in Research Methodology

ADVANCEMENT TO DEGREE CANDIDACY

3.1 Procedure

Upon completion of all your course work as listed on your approved course plan and no later than the semester before taking the comprehensive examination, you should file the "Advancement for Degree Candidacy" form ([AU 2023-2024 Bulletin](#)). If you have made any changes in your coursework since your approved course plan

DISSERTATION COMMITTEE AND TOPIC

5.1 General Description

There are two major phases of your doctoral program: The first phase for most students is the completion of course work and the comprehensive examine. The second phase is completion of your dissertation (selecting a committee, choosing a topic, writing a proposal, researching and writing the dissertation, and defending the dissertation). You may begin the dissertation phase (choosing topic and selecting committee) while still taking classes or you may wait until after you have passed your comprehensive examination.

There are excellent reference books available to help you. Several of these are on reserve at the James White Library. They include:

Research design:

Creswell, J. W. and Creswell, J. D. (2017). *Research design: Qualitative, quantitative and mixed methods approach*, 5/e. Thousand Oaks, CA: Sage Publications

Writing the Dissertation:

Bloomberg, L. D. and Volpe, M. (2016). *Completing your qualitative dissertation: A road map from beginning to end*. Thousand Oaks, CA: Sage Publications.

Davis, G. B. & Parker, C. A. (2012). *Writing the doctoral dissertation: A systematic approach*. Hauppauge, NY: Barrons Educational Series.

James, E. A. and Slater, T. H. (2016). *Writing your doctoral dissertation or thesis faster: A proven map to success*. Thousand Oaks, CA: Sage Publications.

Piantanida, M. and Garman, N. B. (2008). *The qualitative dissertation: A guide for students and faculty*. Thousand Oaks, CA: Corwin Press, Inc.

Roberts, C. M. (2010). *The dissertation journey: A practical and comprehensive guide to a practical* b0092 0 62 7 I--4(1)363St]TÆ

proposed methodology in the research. After sharing this brief statement (1-4 pages) with your committee chair, and probably re-writing it, present the statement to the other committee members and request your committee chair to call a meeting to consider the approval of your topic.

5.5 Call of Committee to Vote on the Topic and Submit Request Form for Approval

Fill out the "Request for Doctoral Dissertation Committee and Topic Approval" form. When your committee meets, you must convince the members of the appropriateness of your topic and of your ability to carry out the research. If they approve, they sign the "Request for Doctoral Dissertation Committee and Topic Approval" form and submit it to your department chair/coordinator and the Graduate Programs Office for approval.

5.6 After Topic Approval

Only after approval of your topic you are ready to begin the dissertation proposal. You must finish the proposal and have it accepted before formal work on the dissertation begins.

5.7 Dissertation Credits

While working on your dissertation, you register and pay for minimum of 16 credits of dissertation;-two of these credits are allocated for Dissertation Proposal Development course (EDRM880/LEAD880). Students who registered for the total required minimum of 16 dissertation credits but have not graduated within the program time limit must register for one (1) dissertation credit each semester until graduation. Automatic suspension of dissertation work results if you do not pass your comprehensive examination.

DISSERTATION PROPOSAL

6.1

6.5 Proposal Defense

You must furnish 100 copies of the proposal to the committee for review. The proposal must be submitted to the committee at least 10 business days before the proposal defense. The proposal must be submitted to the committee in a sealed envelope. The envelope must be labeled with the proposal number and the name of the proposer. The envelope must be sealed with a tamper-evident seal. The proposal must be submitted to the committee in a sealed envelope. The envelope must be labeled with the proposal number and the name of the proposer. The envelope must be sealed with a tamper-evident seal.

7.3 Pre-Defense and Defense

The dissertation committee with the candidate at arranged pre-defense meeting decides whether the candidate is ready for defense. When no further corrections are indicated, the committee votes that the candidate is ready [Ready for Defense](#) the external examiner. At this point an official confirmation of the dissertation defense date will be emailed to the dissertation committee, external examiner and the candidate. The official confirmation will include Zoom link and attached two letters of instruction for the dissertation committee and for the candidate and its invitees.

7.4 Final Dissertation Manuscript Preparation

After the defense you may be asked to make corrections. You need to make all change3(n)o5.4

ORAL DEFENSE OF DISSERTATION

8.1 Purpose

The dissertation defense is a University-required component of the doctoral program of study. At the dissertation defense the student clarifies, validates and demonstrates the significance of his or her research. The oral dissertation defense represents the culmination of the dissertation process.

8.2 Scheduling and Defense Countdown Deadlines

The last permissible defense date is eight weeks before the end of the term. The College of Education and International Services reserves the right to schedule defenses according to time and faculty availability. It is advisable to defend during the semester before graduation if possible. If, however, you find yourself having to defend in the same semester in which you plan to graduate, it is imperative that you thoroughly acquaint yourself with the "Dissertation Deadlines for Graduation" chart below. The most current [Dissertation Deadlines for Graduation](#) are available on the College of Education and International Services page.

Defense Countdown Deadlines

Process must be started at minimum 18

The dissertation committee and External Examiner compose the defense examining committee.

8.4 Observers at Your Defense

The defense consists of a public presentation that is open to anyone who requests zoom link through Andrews University Agenda.

8.5 Procedures for Defense

Normally two and-a-half hours are available for the oral defense. Committee members bring written questions based on their review and reading. As the examination progresses other questions usually emerge.

Dean of the College of Education and International Services, or their appointee, normally, chairs the defense

9.7 Conferral of Degree

Degrees are awarded when you have successfully completed all degree requirements. There are two commencement services each year, scheduled for May and August. Degree conferral without the graduation ceremony is available in December.

9.8 Graduation in Absentia

At the time of application for graduation/marching, students who choose not to march must indicate that they are

CANDIDATE COMPLAINT PROCEDURES

If you find yourself in conflict with the resolution of a complaint, or questioning a practice or decision that you believe unnecessarily impacts you adversely, you may seek to have your situation considered, improved or settled by following the steps in the order outlined below. The nature of the conflict will, in part, determine the procedure to follow. Fundamental to any procedure, however, is the basic commitment to Christian principles.

10.1 Candidate Complaint Procedure

If you feel that your academic rights have been violated, you should speak directly with the relevant professor. If you are dissatisfied, you should appeal to the department chairperson. Following a decision by the department chairperson, you (or the professor) may appeal to the appropriate academic dean, followed by an appeal to the Office of the Provost (based on [2023-2024 Student Handbook](#)).

10.2 Resolution of Grade Complaint

In keeping with the Andrews University Working Policy (2:437:6), if you dispute a grade received for a course (providing that you believe the grade was assigned as a result of carelessness, arbitrariness, or capriciousness), you should seek a resolution within one semester through the following steps:

1. You should seek a resolution in person with the instructor of the course.
2. If you remain dissatisfied, you should appeal to your immediate supervisor, normally the department chair. The immediate supervisor must render a written report of his/her findings within a week.
3. If you do not receive a report or remain dissatisfied, you may file a written grade grievance with the Dean of the College of Education and International Services.
4. After reviewing all the facts about the case, the Dean may choose to issue a final decision in the case or appoint a Grade Review Committee of three Faculty members, who will investigate the matter and recommend a resolution to the Dean.
5. The Dean will then issue a final decision, taking into account the recommendations of the Grade Review Committee.

10.3 Resolution of All Other SED Complaints

