



# Oregon State University College of Education

## Ed.D. Policy Manual Adult & Higher Education *Last updated July 2022*

The following policies govern the Adult & Higher Education (AHE) Doctor of Education (Ed.D.) degree program for students starting in Fall 2022 (CUL 31) and later.

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## Program Overview

**Degree Purpose:** To develop the ability to apply research to practice and for developing practitioner knowledge

**AHE Coursework:** 48 credits

**Internship:** 6 credits of internship, practice focused

**Dissertation:** 24 hours of dissertation credits (minimum)

**Transfer Courses:** 30 credits

**Total Credits:** 108

### Purpose & [Learning Outcomes](#)

The AHE Ed.D. program's purpose is to educate students wanting to apply research to practice and develop practitioner knowledge. The program is grounded in OSU's commitment to developing tomorrow's leaders guided by the principle that leadership can be learned and enhanced. The program is offered through OSU's E-Campus in a hybrid format (online/in-person).

### Course Sequence

You will follow the specified [course of study](#) that will prepare you to develop practitioner knowledge and practical application of research. Further [details](#) on enrollment policies.

### Graduate School Policies

All requirements of the Graduate School are included as links throughout the handbook. It is expected that Ed.D. students will review and meet the most updated policies.

## Program Benchmarks

### Year One

Fall	Winter	Spring	Summer
<p><b>Orientation (September):</b> Participate in scheduled meetings and online requirements prior to the start of the fall term.</p>		<p><b><a href="#">Internship</a> (April-May):</b> Secure an internship of interest with support and approval from Primary Advisor by end of term.</p> <p><b><a href="#">Transfer Credits</a> (April):</b> Submit <a href="#">transfer credits form</a> to request up to 30 credits of 500-level</p>	<p><b><a href="#">Internship</a> (June-August):</b> Begin internship</p>

		or above from previous graduate program(s).	
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**Year Two**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
Continue internship  <u><b>Dissertation Committee</b></u> <b>(October):</b> Identify a five-member committee with support and approval from Primary Advisor.  <u><b>Annual Progress Report</b></u> <b>(September):</b> Submit annual progress review to Primary Advisor.  <u><b>Program of Study</b></u> <b>(November-December):</b> Submit approved Program of Study with committee members' e-signatures to Graduate School.	Continue internship (if not complete)	Continue internship (if not complete)	<u><b>Internship</b></u> <b>(June-August):</b> Complete internship requirements (if not complete)

**Year Three**

<b>Fall</b>	<b>Beyond</b>
<u><b>Written Exam</b></u> <b>(September):</b> Demonstrate comprehensive content knowledge in written form.  <u><b>Preliminary Oral Exam</b></u> <b>(October-December):</b>	<b>IRB Approval</b> Submit approved dissertation proposal to OSU's Human Research Protection Program (HRPP) for Institutional Review Board (IRB) approval.  <u><b>Apply to Graduate:</b></u>

<p>Demonstrate readiness to conduct research through presentation and defense of key ideas from written exam.</p> <p><b><u>Dissertation (Thesis) Proposal:</u></b>  <b>(October-December):</b>  Present proposal of dissertation study and demonstrate readiness to conduct said study (typically first three chapters).</p> <p><b><u>Annual Progress Report</u></b>  <b>(September):</b>  Submit annual progress review to Primary Advisor.</p>	<p>Submit application to graduate from the program.</p> <p><b><u>Dissertation Defense (Final Examination):</u></b>  Present and defend dissertation study, as disseminated in written form, to committee.</p>
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## Transfer Credits

**Overview:** Ed.D. students may transfer up to 30 credits of 500-level or above coursework from previous graduate program(s), per the [Graduate School policy](#) (see “policies” tab).

**Action Steps:**

- Program Lead will initiate the process with an email prompt in April.
- Utilize the [transfer credits form](#) to request transfer credits for the digital program of study.
- Submit the transfer credits form to the Program Lead by end of April.
- Program Lead will route the transfer credits form in Docusign and submit to the Graduate School.

## Internship

**Overview:** Ed.D. students will complete a 6-credit practice-based internship opportunity that expands exposure to any area of higher education leadership/administration that you have yet to engage.

**Action Steps:**

- Consider areas of higher education leadership/administration that are of interest.
- Meet with Primary Advisor to discuss interests and identify possible internship opportunities.
- Contact possible internship supervisor(s) to discuss internship expectations, timing, activities, and other details.

- Secure approval for internship by submitting signed Internship Agreement Form (accessible on cohort Canvas site) to Primary Advisor.
- Fulfill internship responsibilities, as established in the Internship Agreement, for a total of 6 credits (approximately 180 hours) before end of summer, year 2.

## **Dissertation Committee**

**Overview:** Dissertation committees are made up of five members who are identified with support and approval from Primary Advisor, per the [Graduate School policy](#) on committee formulation.

### **Action Steps:**

- Construct a five-member committee, made up of the following:
  - Pre-assigned AHE Primary Advisor is what the Graduate School refers to as Major Professor. Within AHE, the Primary Advisor is a facilitator of learning who supports students' progress towards their educational and professional goals (including internships), provides mentorship, and ensures that the examination process and dissertation process are completed in a timely and rigorous manner. Should a situation require changing a Major Professor, the student must contact the Program Chair and Program Lead, providing rationale for the change. Requests to change advisors are not guaranteed.
  - Secondary Chair will be another pre-assigned AHE faculty member, which is referred to as Minor Professor by the Graduate School
  - Student will work with the AHE Primary Advisor to secure 2 additional committee members (i.e., additional core AHE or OSU faculty, external committee members)
    - External committee members must be faculty members or practitioners from inside or outside of OSU with a terminal degree (e.g., Ph.D., Ed.D., J.D.) and relevant expertise
    - If the faculty member is not a member of the Graduate Faculty or is not yet approved to be a committee member, the Graduate School provides the department/program an opportunity to nominate the proposed member. To do so, request the nominee's CV and send to Primary Advisor
  - Graduate Council Representative (GRC)
    - Student will work with AHE Primary Advisor to secure the GCR. If needed, a [list](#) of available GRCs from which to select is available online.
- Request service of GRC and any external committee members via email
- Notify Primary Advisor of committed committee members

## **Annual Progress Reports**

**Overview:** Annual progress reports are to be completed each fall term in September and serve as evidence of progress towards degree completion.

**Action Steps:**

- Program Lead will initiate the process with an email prompt.
- Fill out Annual Progress Report and submit to Primary Advisor and Program Lead.

## Program of Study

**Overview:** The Program of Study (POS) documents the completed and planned course sequence, per the [Graduate School policy](#).

**Action Steps:**

- Finalize transfer credits benchmark.
- Login and fill out the [Digital POS](#) according to the instructions sent by the Program lead during Fall term, year two.
- Gain approval of POS from AHE Program Lead.
- Submit POS to route for e-signatures of committee members and submission to the graduate school.

## Written Exam

**Overview:** The written exam demonstrates comprehensive content knowledge in written form for committee assessment of readiness for the preliminary oral exam.

**Actions Steps:**

- Receive written exam prompt from Program Lead, which will include:
  - 7-10 page leadership case study that engages higher education (e.g., history) and leadership courses (e.g., finance) to exemplify content knowledge
  - Summary of proposed applied research study (to be developed and drafted in AHE 612-614) to demonstrate preparedness to conduct graduate-level research
- Submit written exam to Program Lead and Primary Advisor by deadline for distribution to dissertation committee.

At least four of the five committee members must agree the student has passed the written exam before advancing to the preliminary oral exam.

## Preliminary Oral Exam

**Overview:** The preliminary oral exam demonstrates readiness to conduct research through the presentation and defense of key ideas from written exam, per the [Graduate School policy](#) (see “Preliminary Examinations” section). The preliminary oral exam is often scheduled on the same date as the [dissertation \(thesis\) proposal](#).

**Action Steps:**

- Receive approval of the written exam by committee, as communicated by Primary Advisor.
- Work with Primary Advisor to schedule exam meeting.
- If needed, email the Office Specialist (see Program Contacts in this handbook) to request meeting space in Furman Hall.
- At least two weeks prior to the meeting, complete the [exam scheduling form](#).
- During the meeting:
  - Present key ideas from written exam (no more than 20 minutes)
  - Answer questions posed by the committee
  - Committee members will discuss and vote on candidacy without student present
  - Notification of advancement to candidacy will be shared with student
- GCR will submit approved and e-signed forms to Graduate School.

At least four of the five committee members must agree the student has passed the preliminary oral exam before advancing to candidacy.

### **Dissertation (Thesis) Proposal**

**Overview:** The dissertation (thesis) proposal is a presentation of your dissertation study that demonstrates readiness to conduct said study (typically first three chapters). The dissertation (thesis) proposal is often scheduled on the same date as the [preliminary oral exam](#).

**Action Steps:**

- Upon approval, work with Primary Advisor to schedule proposal meeting.
- If needed, email the Office Specialist (see Program Contacts in this handbook) to request meeting space in Furman Hall.
- Send dissertation proposal to the committee two weeks, at minimum, before the scheduled defense.
- During the defense:
  - Present key highlights from the dissertation proposal
  - Answer questions posed by the committee
  - Committee members will discuss and vote on approval to conduct study without student present
  - Notification of approval to conduct study will be shared with student
- Meet with Primary Advisor to discuss committee feedback and plan next steps.

At least four of the five committee members must agree the student has passed the dissertation proposal before advancing to candidacy.

### **Dissertation (Thesis)**

**Overview:** The dissertation (thesis) is the written dissemination of the dissertation study and demonstrates research capacities, per the [Graduate School policy](#) (see “Thesis” section).

**Action Steps:**

- Conduct study, as approved by committee, during dissertation (thesis) proposal defense.
- Obtain IRB approval.
- Collect and analyze data.
- Write findings/results of study upon completion of analysis.
- Engage with Primary Advisor for guidance on drafting, revising, and finalizing the dissertation (thesis), which typically includes introduction, literature review, and methods chapters (from dissertation proposal), along with findings/results, and discussion/implications chapters.
- The dissertation (thesis) should follow the [formatting guidelines](#) provided by the Graduate School.

### **Dissertation Defense (Final Examination)**

**Overview:** The dissertation defense, which the Graduate School refers to as Final Examination, is the presentation and defense of your dissertation study, as disseminated in written dissertation, to your committee. It also demonstrates mastery of subject material and research capacities, per the [Graduate School policy](#) (see “Final Examination” section).

**Action Steps:**

- Upon approval, work with Primary Advisor to schedule defense meeting.
- If needed, email the Office Specialist (see Program Contacts in this handbook) to request meeting space in Furman Hall.
- At least two weeks prior to the meeting, complete the [exam scheduling form](#).
- Submit one examination copy of the pretext pages to the Graduate School or email to [julie.kurtz@oregonstate.edu](mailto:julie.kurtz@oregonstate.edu) .
- During the defense:
  - Present key highlights from the dissertation (focusing presentation on study findings and implications)
  - Answer questions posed by the committee
  - Committee members will discuss and vote on approval of defense without student present
  - Notification of approval of defense will be shared with student. At least four of the five committee members must agree the student has passed.
- Meet with Primary Advisor to discuss committee feedback and plan steps for revisions (if needed).
- Complete your edits and upload your thesis to [ScholarsArchive](#).
  - Uploads are required within six weeks of your final exam.

- Submit the [Electronic Thesis & Dissertation Submission Approval Form](#) along with a copy of the title page of your dissertation once it is approved and uploaded into [ScholarsArchive](#).
- Complete a final close out report with the IRB.
- Be certain to review and meet all Graduate School [deadlines](#).

## Course Enrollment Policies

(see “Policies” tab)

### **Continuous Enrollment Policy**

The Graduate School requires enrollment of a minimum of three graduate credit hours each quarter until completion. After the second-year courses have been successfully completed, students are not required to enroll for summer quarter unless they are receiving support from their primary advisor and/or using University resources (library, primary advisor, committee meetings, or enrollment in a required credit course for that summer).

Upon admission to the program, it is expected that each student will enroll at OSU for all required courses in the AHE program following the cohort model. The OSU Schedule of Classes is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. After core-coursework is completed, students must ensure they are registered for enough dissertation credits each term to meet continuous enrollment (three credits per term) and graduation requirements (24 total).

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e. international, financial aid, veteran’s).

### **Unauthorized Break in Registration**

The Graduate School determines that degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University. Should a student wish to be reinstated, AHE policy requires reapplication during the next admission cycle and the application will be reviewed amongst current applications, with consideration for previous academic progress when previously enrolled. In addition to grade requirements, academic progress will include responses to previous correspondence with the faculty in a timely and satisfactory manner and meeting coursework, dissertation proposal, and dissertation deadlines. A reapplication does not ensure admittance to the program.

### **Leave of Absence**

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. Students who desire a leave of absence will work with their major professor, department chair, and the Graduate School to arrange authorized leave. The [Leave](#)

[of Absence Request Form](#) must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to [medical.leave@oregonstate.edu](mailto:medical.leave@oregonstate.edu).

Students should refer to the Graduate School [policies](#) (see “policies” tab) when requesting leave, including duration of leave allowed. The time spent in approved on-leave status will be included in the maximum five years that may elapse between the preliminary oral examination and the final oral examination.

AHE cannot guarantee that the required coursework will be available to a student granted a leave of absence and returning to the program.

### **Program Extension**

After advancement to doctoral candidacy, the Graduate School [policy](#) is that students must complete and defend their dissertation within five years. If the dissertation is not completed within that period, the student will be required to retake the preliminary oral exam. Students may petition for extension in adherence to the policy.

Effective beginning with students matriculating fall term 2016, the Graduate School [policy](#) is that all work toward a doctoral degree, including course work, thesis (if required), and all examinations, must be completed within nine years of the indicated start term on the Departmental Action Form. Extensions of this time limit may be requested by submitting a [petition to the Graduate School](#). This petition should include a detailed plan for completion.

## **Class Policies**

### **Face-to-Face Attendance**

It is the expectation that Ed.D. students will attend and participate in every face-to-face class meeting. Given the cohort model and interactive nature of these classes, any absence is disruptive and will affect the student’s course grade. At the instructor’s discretion, a student who misses a portion of any face-to-face class may not be eligible for a grade of “A”. A student who misses nine (9) or more hours of face-to-face instruction will not be eligible for a grade higher than B+. The instructor has the discretion to assign a grade based on class participation, assignments, quality of work and to failure to attend one or more face-to-face sessions. It should be noted, however, that these grade reductions will not be in effect for students with contagious illnesses or approved family emergency. At the instructor’s discretion, the student may need to undertake additional work to make up for the absence.

### **Guests in Class Policy**

In general, guests in class are discouraged as this can disrupt the learning environment for all students. The one exception to this policy is for emergency child care situations and/or students who are breastfeeding. Any student who brings a child into the classroom must maintain sole responsibility for the safety of that child. The student is accountable for ensuring

that the child complies with the classroom policies and guidance outlined by the instructor. If a child's presence is disruptive to the classroom environment and/or creates an atmosphere that is not conducive to achievement of the goals and objectives of the class, the instructor may request that the child and student leave the classroom and engage with the class session through a different modality or at a different time (ex. watching a recording of the class or connecting remotely).

Please work with the course instructor to determine the appropriateness of guests, including children in class.

## **Grading Policies**

In addition to abiding by the [grade requirements](#) of the Graduate School, including:

- Maintaining a 3.0 grade average overall, with a C or better in all required courses
- Maintaining a 3.0 grade average for courses in the program of study filed with the Graduate School

AHE also requires the following:

- Complete coursework by the end of the third year, unless the student has an approved leave of absence or has been granted re-admission to the program, and
- Complete the written examination during fall term year three and oral examination no later than winter term year three. Students on approved leave during the term in which an exam is offered should consult with their advisor for a rescheduled exam date. Students may not proceed with the oral examination without having passed the written exam.

### **Incomplete Courses**

When a requirement of a course has not been completed for reasons acceptable to the instructor and the rest of the academic work is passing, a report of "I" (Incomplete) may be made and additional time granted. The "I" is only granted at the discretion of the instructor and a contract should be drafted between the student and instructor. It is the student's responsibility to see that "I" grades are removed within the allotted time. The AHE program abides by all requirements outlined in the OSU Incomplete Policy.

### **Plans of Assistance**

To ensure the timely and successful completion of students' programs, it may be required to create a plan of assistance between Primary Advisor and a student. The contract process is typically initiated by Primary Advisor, signed by both the student and Primary Advisor, and may be reviewed by the Program Chair. The plan will specify the following:

- Modes (i.e., email, phone) and frequency of required communication
- Assignments/tasks due with specific dates and times
- Expected standards for written work

Failure to comply with a plan of assistance could result in dismissal from the program. The Primary Advisor will communicate with the Graduate School about recommendations for dismissal.

## College of Education Student Grievance & Escalation Guidance

The following grievance procedures are for matters that do not comply with OSU’s existing policies related to (a) academic decisions (i.e., grading) and (b) academic dishonesty. For these circumstances, the [OSU policy](#) should be followed. For other circumstances, students should refer to the following:

In the College of Education, programs should first confer with the faculty member with whom they have a potential conflict to discuss their concerns and work toward a resolution of this conflict. Should the student be unable to address this issue with the faculty member in question or find the resolution of the issue with the faculty member to be unsatisfactory, the student should proceed in bringing the matter to the program chair for potential resolution. Should the issue still persist or not be addressed fully by the program chair, the student should then bring the concern to the Associate Dean for Academic Affairs. If the student is unable to address or resolve the issue through the assistance of the Associate Dean, the student can then bring the issue to the Dean of the College of Education. If none of these levels of recourse resolve the issue for the student, the student should then approach the Associate Dean at the Graduate School. In addition, undergraduate and graduate students can also seek the counsel of the Office of Advocacy through ASOSU throughout this process.

### Program Contact Information

<b>Name</b>	<b>Title</b>	<b>Email</b>
Lindsay Andrews	Program Lead	<a href="mailto:lindsay.andrews@oregonstate.edu">lindsay.andrews@oregonstate.edu</a>
Becky Crandall	Ed.D. Primary Advisor and Associate Professor of Practice	<a href="mailto:becky.crandall@oregonstate.edu">becky.crandall@oregonstate.edu</a>
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Bach Mai Dolly Nguyen	Assistant Professor and Program Chair (AY 22-23)	<a href="mailto:dolly.nguyen@oregonstate.edu">dolly.nguyen@oregonstate.edu</a>
Tenisha Tevis	Associate Professor	<a href="mailto:tenisha.tevis@oregonstate.edu">tenisha.tevis@oregonstate.edu</a>
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Kathleen Lillis	Room Scheduler (Corvallis)	<a href="mailto:kathleen.lillis@oregonstate.edu">kathleen.lillis@oregonstate.edu</a>