



## Higher Education and Student Affairs

# HESA Ed.D. Handbook

# 2021- 2022

*This handbook is intended to be a resource for Ed.D. students in the Higher Education and Student Affairs Program. It is NOT intended to replace or override policies of The Graduate School or The Department of Educational Studies Graduate Studies Committee.*

## TABLE OF CONTENTS

I. REQUIREMENTS FOR THE DOCTOR OF EDUCATION DEGREE IN THE HESA PROGRAM...	2
Program of Study and Approval.....	2
Credit Hour Requirement.....	2
HESA Doctoral Program Course Requirements.....	3
Research Methodology Courses.....	3
Specialization Courses.....	3
Cognate Area.....	4
Final Document Research.....	4
Reasonable Progress.....	4
II. GUIDELINE FOR PROFESSIONAL DOCTORAL EXAMINATION.....	5
Purposes of the Professional Doctoral Examination .....	5
Timing .....	5
Written Portion of the Professional Examination.....	5
Oral Portion of the Professional Examination.....	6
Result of Professional Examination.....	6
Time to Degree .....	7
Academic Leave (TBD).....	7
III. GUIDELINE FOR DOCTORAL DISSERTATION IN PRACTICE AND FINAL ORAL EXAMINATION	7
Dissertation in practice.....	7
Dissertation in practice Committee.....	7
Dissertation in Practice Final Presentation/Exit Requirement.....	8
Dissertation in Practice Presentation Format.....	8
Result of the Dissertation in Practice Presentation .....	9
Dissertation in Practice Draft.....	9
Dissertation in Practice Final Copy.....	9
IV. SUMMARY OF ED.D. DEGREE REQUIREMENTS.....	10
Application to Graduate.....	10
End of Semester or Summer Session.....	10
APPENDIX A: SAMPLE PROGRAM PLAN.....	11

## I. REQUIREMENTS FOR THE DOCTOR OF EDUCATION DEGREE IN THE HESA PROGRAM

The [Graduate School Handbook](#) is available on the Graduate School web site. The section of the handbook pertaining to the Ed.D. is located in Section 7.17. **Students are held responsible for all degree requirements listed in both the Graduate School Handbook and in the Department of Educational Studies Ed.D. Handbook.**

### Program of Study and Approval

Upon admission to your program, you and your advisor should begin to develop a program of study. The **Ed.D. Curriculum Sheet** available from your advisor outlines your course of study, including the required and elective courses appropriate to your program. Your course of study must include a reasonable concentration and breadth of study designed to foster research, practical application of scholarship, and knowledge of a specialization interrelated with other academic areas. It must be approved by your advisor and your advisory committee at a **Program Review/Approval Meeting** scheduled at a time deemed appropriate by you and your advisor. It is subject to the rules of the Graduate Studies Committee. A copy of your approved program should be submitted your advisor prior to your Professional Examination.

### Credit Hours Requirement

1. A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a doctoral degree. If a master's degree has been earned by the student, then a minimum of 51 graduate credit hours, or the minimum credit hours approved by the Graduate School for a program, beyond the master's degree is required. Of the 51 post-master's hours, at least 24 graduate hours must be taken at this university.
2. If the master's degree was earned at another university, it must be transferred to this university. When a professional doctoral student has taken a master's degree at this university and has earned graduate credit in excess of the minimum required for that degree, the student's advisor, with the approval of the Graduate Studies Committee, notifies the Graduate School of the courses to be counted toward the 50 graduate credit hours required for the professional doctoral degree.
3. A student must be registered for at least three graduate credit hours during the autumn or spring semesters or summer term of the professional doctoral examination, the autumn or spring semester or summer term of the exit requirement, and the autumn or spring semester or summer term of expected graduation.

To transfer your Master's degree or other graduate course work, follow the process outlined under "Transfer Credit from Another University" on the Department of Educational Studies "Transfer Credit" website.

## **HESA Doctoral Program Course Requirements**

Students' curriculum may vary depending upon the program of study determined by student and advisor and approved by the Graduate Studies Committee. Ed.D. students must take a minimum of 6 hours per semester in the initial 2 semesters.

### **Education Studies Core (12 Hours)**

#### **First Year Seminar (6 hours)**

The following are colloquially referred to as Proseminar 1 and Proseminar 2 and are taken with doctoral students across the Department of Education Studies.

Educational Studies Core		
EDUCST 6891	Proseminar in Educational Studies (3 credits)	Fall Semester (year 1)
EDUCST 6892	Educational Policy and Inequality in Social and Cultural Context: Integrating Research Traditions (3 credits)	Spring Semester (year 1)

#### **Research Methodology Courses (6 hours)**

A minimum of 2 courses in research, statistics, evaluation or qualitative inquiry beyond the master's level are required of all doctoral students. Students must take at least **one quantitative** and **one qualitative** class. Following is an example of regularly offered courses by the Education Studies QREM and QUAL departments, however there are additional options offered by these and other departments. Please discuss with your advisor which research classes fit your experience and requirements best.

Quantitative Inquiry Courses	Qualitative Inquiry Courses
ESQREM 6641 – Introduction to Educational Statistics	ESQUAL 8280 – Qualitative Research in Education: Paradigms, Theories & Exemplars
ESQREM 6625 – Introduction to Educational Research	ES HESA 7256 –Qualitative Research in HESA Settings

### **HESA Specialization Courses (36 hours)**

#### **Required Courses (18 hours)**

- ESHESA 7576 Assessment in Higher Education (3)
- ESHESA 7540 Higher Education Institutions and Core Academic Issues (3)
- ESHESA 8560 Legal Aspects of Higher Education (3)
- ESHESA 8515 Advanced Theories of College Student Development (3)
- ESHESA 8552 Impact of College on Students (3)
- ESHESA 7564 Financing Higher Education (3) / ESHESA 7566 Strategy and University Leadership

#### **Supporting Courses (choose three, 9 hours)**

Students select relevant courses from Education Studies departments or other colleges on campus with advisor approval. Following is a sample. All students will take ESHESA 8700 Research Design for the Professional Doctorate as one of their three supporting courses.

- ESHESA 7512 Interactions of Students and Environments (3)
- ESHESA 7513 Understanding Educational Organizations (3)
- ESHESA 7550 Gender in Higher Education (3)
- ESHESA 7554 Admission and Retention of College Students (3)

ESHESA 7558	Administering Service-Learning Programs in HESA (3)
ESHESA 7562	Broad Access Institutions and Community Colleges (3)
ESHESA 7570	Internationalizing Colleges and Universities (3)
ESHESA 7580	Critical Race Theory in Higher Education (3)
ESHESA 8895	Seminar in Higher Education and Student Affairs (3)
ESCFE 7222	History of Educational Policy (3)
ESCFE 7572	History of Colleges and Universities (3)
ESCFE 8201	Social Foundations of Education (3)
ESEPOL 7224	Educational Policy Analysis in Contemporary Culture (3)
ESEPSY 7404	College Teaching (3)
ESWDE 8932	Adult Learning Theory (3)
ESWDE 7757	Aspects of Human Resource Development (3)

### **Professional Skill Development (3 hours)**

Selected in consultation with your advisor.

### **Cognate Area (minimum of 6 hours)**

Individual programs must incorporate an emphasis or cognate area. At least 6 credits are needed to meet this requirement. These courses may be taken within or outside of Higher Education and are often taken outside of the College of Education & Human Ecology.

Examples: Organizational Behavior, Leadership & Technology, Sports in Education, Human Development, Gender Studies, Administration, Public Policy & Management, Finance in Education, Human Resource Development, African-American Perspectives, Cultural Influences in Education, and Comparative Perspectives.

### **Final Document Research (minimum 6 hours)**

ESHESA 8999 Dissertation in practice or Thesis Research: Higher Education and Student Affairs (3)

A final scholarly document is required to earn an EdD with HESA specialization. See Section 7.17 of the Graduate School Handbook. Students will have an assigned committee. The final exam committee is composed of the advisor, who must be a Category P, or Category M with a degree of the Professional Doctorate, or equivalent, of the student's home program, as well as at least one other authorized graduate faculty member, and one faculty member approved by the program. Graduate Faculty Representatives do not serve on the final exam committee. EdD students will also offer a public presentation of their final scholarly project.

Students will meet regularly with the director of the EdD program who will oversee and monitor progress. The dissertation in practice will be evaluated by the full-time faculty in the HESA specialization.

### **Reasonable Progress**

The Graduate School oversees and requires that students demonstrate reasonable progress in their program. This includes compliance with good academic standing and professional standards. Continued enrollment in a graduate program is contingent upon the completion of course work or other requirements as approved by the Graduate Studies Committee and the graduate program.

A student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, may be denied further registration in that program by the Graduate School on the recommendation of the Graduate Studies Committee Chair. The Graduate School will send an official warning letter to the student upon receipt of a letter from the Graduate Studies Committee Chair requesting a warning and stating the student is not maintaining reasonable progress toward the degree. The Graduate School recommends

that the student contact their advisor and Graduate Studies Committee Chair for more details of why they were deemed to not be making sufficient progress and to determine what is needed to comply. No student may be denied further registration in a graduate program without first being warned by the Graduate School, in writing, by utilizing the official contact information maintained by the university.

A student who has received a warning of potential denial of further registration, but who then satisfies the specified conditions or other requirements as approved by the Graduate Studies Committee, is placed in good standing by the Graduate School.

## **II. PROFESSIONAL DOCTORAL EXAMINATION**

At the completion of coursework, prior to the beginning of the final scholarly project, student must complete a **Professional Doctoral Examination**. This examination is described by the Graduate School:

Students are required to take a professional doctoral examination testing the student's understanding of the theoretical and applied fundamentals of the field as well as the student's readiness to engage in a sustained clinical or professional experience. The timing of the professional doctoral examination is set in accordance with the requirements of professional preparation but generally precedes a sustained clinical or professional experience.

The Professional Doctoral Examination cannot be taken the same autumn or spring semester or summer term as the exit requirement or expected graduation. The student must submit an *Application for Professional Exam* on GRADFORMS at least two weeks prior to the scheduled date of the exam.

The purposes of the professional doctoral examination are to:

- 1) Ensure the student can display understanding of theoretical and applied fundamentals of the field
- 2) Assess the student's knowledge of current issues and research affecting higher education institutions and practice
- 3) Evaluate the student's ability to synthesize the problem of practice outlined in their final project proposal (presented by an external partner) and apply research methodologies to a proposed approach for assessment and evaluation
- 4) Assess the student's ability to articulate appropriate responses to problems of practice in higher education and demonstrate student readiness to engage in consulting role for final document research

### **Timing of the Professional Examination**

The professional examination may be taken at the end of required coursework but must be completed at least one semester before a student can graduate. The student must be in good standing in the Graduate School and registered for at least three credit hours each semester or session in which any part of the professional examination is taken.

### **Written Portion of the Professional Examination**

Consistent with the Graduate School guidelines, the regular examination formats used in the Department of Educational Studies are:

- a. A series of scholarly papers in the area of concentration, or
- b. A series of take-home questions from Committee members with a specified period of time to prepare

responses, or

- c. 12 hours written examination in a proctored setting covering the areas of concentration, or
- d. 8 hours written examination in a proctored setting and a proposal, case study, major literature review or major paper.

\*For the HESA Ed.D. degree, students complete option (b) and will have 4 weeks to turn in responses. The take home exam will include three questions and will generally address:

- 1) The student's knowledge of the curriculum and the student's ability to analyze and critique a problem of practice utilizing coursework and research skills (ideally related to the topic the student will tackle in the dissertation in practice).
- 2) A literature review of content that is directly applicable to the student's future topic for the dissertation in practice.
- 3) A proposed assessment/evaluation research plan for the student's dissertation in practice.

The [Doctoral Application for Oral Examination form](#) must be submitted to the Graduate School no later than 2 weeks prior to the oral portion of the exam. Be sure to leave adequate time for your advisor and the Student Services Office to sign off on the Oral Examination Form by the two-week deadline.

### **Oral Portion of the Professional Examination**

The oral portion of the professional examination lasts approximately two hours and is held after completion of the written portion. The oral portion normally must be completed within one month of the written portion. It must be scheduled at least two weeks in advance, and the Graduate School must be notified of its proposed time and place by the Professional Examination Committee chairperson. The oral examination must take place during university business hours, Monday through Friday. All committee members are expected to participate fully in the questioning during the course of the examination and in the discussion of and decision on the result of the candidacy examination.

### **Result of Professional Examination**

The decision about the outcome of the candidacy examination is reached in the absence of the student. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by signing the Professional Examination Report form on GradForms that must be submitted to the Graduate School.

- *Satisfactory*. The student is considered to have completed the professional examination successfully only when the decision of the examination committee is unanimously affirmative.
- *Unsatisfactory*. If the examination is judged unsatisfactory, the professional examination committee must decide whether the student will be permitted to take a second examination and must record that decision on the Professional Examination Report. Should the GFR cast the only negative vote at the conclusion of the examination, the matter will be referred to the Graduate School for review.

- *Second Professional Examination.* The nature of the second professional examination is determined by the examination committee. Normally the second exam will include both a written and an oral portion. In cases where the student's performance on the first written exam was of such a high caliber that the exam committee does not request any rewrites, then only the oral portion needs to be repeated. The advisor should indicate on the Professional Examination Report form from the first attempt that a new written exam will not be required for the second attempt. If any portion of the first written exam was not satisfactory, the exam committee must administer a second written exam. A second oral exam will always be required. The examination committee for a second exam must be the same as the committee for the first attempt, unless a substitution is approved by the Dean of the Graduate School. A Graduate Faculty Representative will be assigned to serve on the second oral examination. The second examination must be completed no later than two semesters or one semester and a summer session before graduation.
- *Failure.* A student who fails the professional doctoral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the professional doctoral examination, a student is not permitted to be a doctoral candidate in the same or any other graduate program at this university.
- *Review.* On written appeal by the student, the Graduate School Grievance Committee will review the professional doctoral examination or exit requirement to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. The Graduate Council has established review procedures ([Appendix D in the Graduate Student Handbook](#)).

**Time to Degree.** Professional doctoral degree requirements must be completed within five years after a student passes the professional doctoral examination.

**Academic Leave/Suspension of Program.** Academic leave is governed by the Graduate School and varies regarding type of leave and student status. There is a set process for applying for leave and for appeals. If circumstances may require you to apply for academic leave, please review the steps in the relevant Graduate School Handbook section (Appendix, F.4) and discuss with your advisor.

### **III. GUIDELINE FOR DOCTORAL DISSERTATION IN PRACTICE AND FINAL ORAL EXAMINATION**

#### **Dissertation in Practice**

The *Dissertation in Practice* will consist of a project based in assessment/evaluation written in response to a problem of practice proposed by an external partner. External partners will be identified by HESA faculty each year and students will have an opportunity to serve as research consultants for a department or organizational unit within a higher education context. A small group of students (2-4) will be assigned to each assessment site and while the final recommendations for the external partner may be collaborative in the final presentation, the projects are individually designed and implemented.

#### **Dissertation in Practice Committee**



In the final year of coursework and at least a month prior to the student beginning professional exams, the student will be assigned a “Dissertation in Practice” committee. This committee consists of the student’s advisor and two additional faculty members. These additional faculty members are asked to serve on a student’s committee because of areas of expertise related to the HESA Ed.D. curriculum and the student’s intended cognate area and/or dissertation in practice subject. Ideally, this committee is consistent with the committee that reviewed the student’s professional examination. The first official meeting of the committee is typically the *Professional Exam Meeting* in which the student’s academic progress is reviewed and the student orally defends the professional exam questions.

The advisor serves as chair of the dissertation in practice committee. Selection of the committee members is the responsibility of the advisor and, and in consultation with the student, is subject to the rules of the Graduate Studies Committee. Non-Graduate Faculty members may be appointed to the dissertation in practice committee by approval of the Graduate Studies Committee in the student’s home program and by petition to the Graduate School. With the approval of the Graduate School, faculty from other universities or persons with special academic or technical expertise may be appointed to the dissertation in practice committee.

### **Dissertation in Practice Final Presentation/Exit Requirement**

The final presentation tests originality, independence of thought, the ability to synthesize and interpret, and the quality of assessment research presented. This final presentation includes but is not limited to discussion of the dissertation in practice. The examiners often pursue lines of thought and argument from the data and concepts that have contributed to the research and to its critical evaluation by the student.

### **Dissertation in Practice Presentation Format**

Exit Requirement, from the Graduate Handbook (Section 7.17):

Students are required to complete an exit requirement designed by the professional doctoral program to demonstrate students’ preparation for advance practice in the profession. The exit requirement is structured around the final document.

The HESA Ed.D. requires students to give a final presentation to both the faculty on their Dissertation in Practice committee and to the external partners who have provided the problem of practice used in the project. Because up to 3 or 4 students can be assigned to the same consulting site, these presentations can be made in small groups.

The final presentation and subsequent discussion lasts approximately two hours. At least one hour of the two-hour examination period, however, must be allotted to discussion of the research and to questions of and answers by the student. In the case of the HESA Ed.D., students from the same consulting site will present their final presentations together. They will each have 15 minutes to share their individual research results and then 15 minutes to collaboratively share strategic recommendations for proposed changes based upon their research. This practical application further distinguishes the Ed.D. degree as a premier opportunity for practical and professional experience. The remaining hour is used for questions and discussion, led by the committee.

Except when video conferencing is approved by the Graduate School, all members of the Dissertation in Practice committee must be present during the entire presentation. All committee members are expected to

participate fully in questioning during the course of the presentation and in the discussion of and decision on the result. Other faculty members, graduate students, and external partners may attend the presentation, subject to the rules of the Graduate Studies Committee.

### **Result of the Dissertation in Practice Presentation**

Only the Dissertation in Practice committee members are to be present for discussion of the student's performance and the decision about the outcome. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by signing the Report on Final Examination form that must be submitted to the Graduate School by the posted deadline for the semester or summer session of graduation.

- *Satisfactory.* The student is considered to have completed the final presentation successfully only when the decision of the final Dissertation in Practice committee is unanimously affirmative.
- *Unsatisfactory.* If the examination is judged unsatisfactory, the final Dissertation in Practice committee must decide whether the student will be permitted to present again and must record that decision on the Final Oral Examination Report form. Should the Graduate Faculty Representative cast the only negative vote or find that the examination does not meet required standards, the examination should be halted and the matter referred to the Graduate School for review. The examination may then be rescheduled without prejudice to the student once the issues raised by the GFR have been satisfactorily resolved.
- *Second Final Oral Examination.* If a second examination is held, the final oral examination committee must be the same as the original one unless a substitution is approved by the Dean of the Graduate School. All other rules pertaining to final oral examinations must be followed.
- *Failure.* A student who fails the final oral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the final oral examination, a student is not permitted to be a doctoral candidate in the same or in any other graduate program at this university. A doctoral student in this situation is automatically dismissed from the Graduate School and is not eligible to use the transfer-of-graduate-program procedure.
- *Review.* Upon written appeal by the student or a member of the final oral examination committee, the Graduate School Grievance Committee reviews that student's final oral examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student.

### **Dissertation in Practice Draft**

The student must submit a complete, word-processed dissertation in practice draft to the dissertation in practice committee for review and approval or disapproval. Approving the dissertation in practice draft means that the dissertation in practice committee members judge it to be of sufficient merit to warrant holding the final presentations. Each dissertation in practice committee member indicates approval of the dissertation in practice draft by signing the [Report on Final Document](#) that must be submitted to the Graduate School no later than two weeks before the date of the final presentation. A final dissertation in practice draft must also be circulated to the entire dissertation in practice committee at least two weeks prior to the final presentation.

### **Dissertation in Practice Final Copy**

Final approval of the student's dissertation in practice cannot occur until the final presentation has been completed satisfactorily. Each dissertation in practice committee member indicates approval by signing the Final Approval form that must be submitted to the Graduate School by the published deadline for the semester or summer session of graduation.

Dissertation in practices must not contain material restricted from publication.

The Final Dissertation in Practice document should be submitted electronically via the HESA Ed.D. Carmen page by the graduation deadline (published each semester by the graduate school).

#### **IV. SUMMARY OF ED.D. DEGREE GRADUATION REQUIREMENTS**

1. Satisfactory completion of the professional examination and submission of the Professional Examination Report form to the Graduate School
2. Registration for at least three graduate credit hours during the semester or summer session when final oral examinations are taken and during the semester in which graduation is expected
3. Submission of the Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of May session for summer session commencement) in which graduation is expected
4. Completion of a minimum of 80 graduate credit hours, at least 51 of which must be completed beyond the master's degree. Of those 51 post-master's hours, a minimum of 24 must be completed at Ohio State.
5. Graduate cumulative point-hour ratio of at least 3.0
6. Approval of dissertation in practice draft by the dissertation in practice committee members and submission of the Draft Approval form and the dissertation in practice draft to the Graduate School at least two weeks before the date of the final presentation
7. Satisfactory completion of the final Dissertation in Practice presentation and submission of the Final Dissertation in Practice Report form to the Graduate School by the published deadline for the semester or summer session of graduation
8. Receipt of final grades in the University Registrar's Office by the published deadline
9. Completion of Ed.D. degree requirements established by the Graduate Studies Committee

#### **Application to Graduate**

A student must complete and submit the [Application to Graduate](#) form to the Graduate School no later than the third Friday of the semester (or third Friday of May session for summer session commencement) in which graduation is expected. The application is valid for that semester or session only. Submitting this application indicates that the student expects to complete all degree requirements by the end of that semester or session. It must be signed by the student, the advisor, and the ES Graduate Studies Committee chair. The names of the dissertation in practice committee members must be listed on the form.

#### **End of Semester or Summer Session**

A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following semester or summer session may graduate the following semester or summer session without registering or paying fees.

## Appendix A Sample Program Plan

### Year 1

<b><i>Fall Semester (6 hours)</i></b>	
EDUCST 6891	Proseminar in Educational Studies (ES Core)
ES HESA 7540	Higher Education Institutions and Core Academic Issues (HESA Specialization)

<b><i>Spring Semester (6 hours)</i></b>	
EDUCST 6892	Educational Policy and Inequality in Social and Cultural Context: Integrating Research Traditions (ES Core)
ESHESA 8515	Theories of College Student Development (HESA Specialization)

<b><i>Summer Term (6 hours)</i></b>	
ESHESA 7576	Assessment in Student Affairs (HESA Specialization, online)
XXXXX	Elective/Cognate/Research

### Year 2

<b><i>Fall Semester (6 hours)</i></b>	
ESHESA 8560	Legal Aspects of Higher Education (HESA Specialization)
ESHESA 7566	Strategy and University Leadership (HESA Specialization)

<b><i>Spring Semester (6 hours)</i></b>	
ESHESA 8552	Impact of College on Students (HESA Specialization)
XXXXX	Professional Skill Development

<b>Summer Term (6 hours)</b>	
ESHESA XXXX	Elective/Cognate/Research
XXXXXXXXXX	Elective/Cognate/Research

### **Year 3**

<b>Fall Semester (6 hours)</b>	
XXXXXXXX	Elective/Cognate/Research
XXXXXXXX	Elective/Cognate/Research

<b>Spring Semester (6 hours)</b>	
ESHESA 8700	Research Design for the Professional Doctorate
XXXXXXXX	Elective/Cognate/Research
Exams	

<b>Summer Term</b>	
Revise and build on literature review	

### **Year 4**

<b>Fall Semester</b>	
Follow dissertation in practice deadlines provided by advisor	

<b>Spring Semester</b>	
ESHESA 8999	Dissertation in Practice
<b>Total Credits: 51</b>	