

PROCEDURES MANUAL FOR DOCTORAL STUDENTS

Ed.D. Human Resource Development Department of Counseling, Leadership, and Research Methods Graduate Studies

The purpose of this publication is to provide information that will assist students, advisors, and advisory committees with the process of program admission, progression, and completion. This document makes critical information available to you as you progress through the doctoral graduate HRDE program in the Department of Counseling, Leadership and Research Methods (CLRM), College of Education and Health Professions, at the University of Arkansas. This publication is an aid for your use and is not intended to replace or supersede the [Graduate Catalog](#) or the [Graduate School Handbook](#).

Although the responsibility for meeting and completing all requirements for degree completion is on the student, *the student must work closely with the major advisor to be certain that all procedures are completed in a timely and efficient manner.*

Annual Graduate Student Academic Review

The HRDE faculty will conduct annual academic reviews in accordance with the policies of the Graduate Council. To complete these reviews, the HRDE faculty has established the following policies and procedures. It is the policy of the HRDE program that doctoral student be reviewed annually for progress toward the degree. Progress toward the degree will be determined using the following criteria:

1. **Doctor of Education (Ed.D.):** The Ed.D. requires 54 semester hours of doctoral hours, consisting of 18 hours of research, 18 hours of HRD courses, and 18 hours of dissertation. The degree must be completed within seven consecutive calendar years from the date of the Declaration of Intent.
 - a. Normal Progress: The student will be making normal progress if he/she
 - i. averages nine prescribed semester hours per year with a cumulative GPA of at least 3.25;
 - ii. has formed the Doctoral Advisory Committee prior to the completion of 12 semester hours and in cooperation with the major advisor and Advisory Committee have developed a specific Program of Study;
 - iii. if appropriate, has applied to take the Comprehensive Examination;
 - iv. has, if the Comprehensive Examination has been completed, formed the Doctoral Dissertation Committee; and
 - v. will be making acceptable progress toward completing and defending the dissertation.
 - b. Adequate Progress: The student will be making adequate progress if he/she
 - i. averages six prescribed semester hours per year with a cumulative GPA of at least 3.25;
 - ii. has formed the Doctoral Advisory Committee prior to the completion of 12 semester hours and in cooperation with the major advisor and Advisory Committee has developed a specific Program of Study;
 - iii. if appropriate, has applied to take the Comprehensive Examination;
 - iv. has, if the Comprehensive Examination has been completed, formed the Doctoral Dissertation Committee; and
 - v. will be making acceptable progress toward completing and defending the dissertation.

- c. Neither Adequate nor Normal Progress: Anything less than the criteria specified in items 1 or 2.
- d. The results of the review will be communicated to the student by face-to-face interview if possible or by other means such as telephone interview or e-mail. The interview will be conducted by the student's major advisor. Results of the review will be conveyed to the Dean of the Graduate School.
- e. If a student refuses to participate in the review process and interview, he/she will be notified in writing that the opportunity for review was provided. If the student is not making adequate progress, that information will also be included in the letter.

Doctor of Education Degree (Ed.D.)

The Doctor of Education Degree in HRD is 54-hour degree. The degree must be completed within seven consecutive calendar years from the date of the Declaration of Intent.

1. Advising

- a. Prior to the completion of 12 semester credit hours the student will select an advisor, from the faculty members of the HRD Graduate Faculty who hold Graduate Faculty status Level 1. Then, in consultation with the advisor, shall select a Doctoral Advisory Committee. The Doctoral Advisory Committee will consist only of three faculty members in the HRDE program and will serve as a program advisory committee until all coursework is completed and the written and oral examinations have been successfully completed. The Doctoral Advisory Committee will meet formally to approve the Program of Study, develop and evaluate the written comprehensive examination, and conduct the oral examination. Once the examination has been successfully completed, the student is admitted to candidacy.
- b. The Doctoral Dissertation Committee will be formed after admission to candidacy. Candidates must submit a Dissertation Committee Appointment Form to the Graduate Studies Coordinator for submission to the Graduate School within 20 working days of admission to candidacy. The admission to candidacy is the point at which the student forms the dissertation committee within 20 days of successfully completing the final oral examination. The Dissertation Committee shall be composed of
 - i. two faculty members from the HRDE program and
 - ii. at least one faculty member from outside the program. This person may be from outside the College of Education and Health Professions.
- c. The Doctoral Dissertation Committee will work with the student through the dissertation research.
- d. The Doctoral Advisory Committee or the Doctoral Dissertation Committee members may be changed by submitting the Doctoral Committee Appointment/Change Form to the HRDE Program Coordinator for approval. The student is responsible for notifying faculty when the student has made the decision to remove a member(s) from either the Doctoral Advisory or Doctoral Dissertation committees.
- e. The student can change advisors of the Doctoral Advisory and Doctoral Dissertation committees.
 - i. To change the Doctoral Advisory Committee chair, the student must inform the chair of the decision to initiate the change. The chair will then inform the Doctoral Advisory Committee members of the student's decision and assist the student with obtaining the Doctoral Committee Appointment/Change Form.
 - ii. To change the Doctoral Dissertation Committee chair, the student must ask the chair to resign. The chair is then required to submit a letter of resignation to the Associate Dean of the Graduate School. This can be done by e-mail.

2. Program of Study

- a. Prior to the completion of 12 semester hours, the student, in cooperation with the major advisor and the advisory committee, shall develop a specific Program of Study for their official file. A

second copy must be filed with the Dissertation Advisor. The Plan of Study cannot be changed without permission of the Doctoral Advisory Committee Chair. If the change is for more than two courses, the Doctoral Advisory Committee must approve the change.

- b. A minimum of 54 semester hours of graduate study is required for the Ed. D. degree.
- c. Each student may elect to take nine hours in a related field (cognate).
- d. A minimum of 18 hours of dissertation work is required.
- e. HRDE Ed.D. Coursework

Required Research Courses = 36 hours

ESRM	64003	Educational Statistics/Data Processing
HRDE	63103	Project and Program Evaluation
HRDE	63203	Qualitative Research Design and Analysis
HRDE	63303	Quantitative Research Design and Analysis
HRDE	67303	Conceptual and Theoretical Frameworks in HRD
HRDE	63403	HRD Dissertation Seminar
HRDE	7000v	Dissertation (1-18)

HRDE Core Courses- Select 18 hours

Career Development Pillar

HRDE	66403	History and Foundations of HRD
HRDE	64103	Career Theory and Decision Making

Organization Development Pillar

HRDE	65103	Organization Development
HRDE	65203	Leadership Models and Concepts
HRDE	65303	HRD Ethical and Legal Issues

Training and Development Pillar

HRDE	66103	Teaching and Learning Theories
HRDE	67103	HRD Training & Development
HRDE	66303	Technology Systems in HRDE

Cognate = 9 hours

Cognate	9 hrs	These courses are suggested by the student and approved by the doctoral advisory committee.
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Elective Courses

HRDE	All UA master level courses
HRDE	

3. Program Completion

- a. The Academic Integrity Policy of the University of Arkansas must be followed to avoid dismissal from the HRDE program and the University.
- b. The Graduate School will not accept "D" or "F" grades for graduate credit.
- c. The Graduate School requires a 3.25 GPA on all coursework for the Ed.D. The GPA must be 3.25 for a student to take the written comprehensive examination.
- d. Procedures for the Doctoral Candidacy Examination
 - i. The doctoral candidacy examination must be taken in the last semester of enrollment. The examination consists of a written examination and oral examination.
 - ii. Written Candidacy Examination
 - ◆ Applications must be initiated at the department level and must be submitted to the Doctoral Advisory Committee chairperson by the deadline (two weeks before the scheduled examination date). This process should be facilitated between the student and the advisor.
 - ◆ No late applications will be accepted for the Written Candidacy Examination. The student will have to apply for the next scheduled examination which is usually during the next semester.
 - ◆ The written part of the HRDE comprehensive examination is a one week (7 days), take-home examination. Each of the three Doctoral Advisory committee members determines the number of questions for their portion of the examination. This written exam must be successfully completed as deemed appropriate by the Doctoral Advisory Committee. The student will be informed by the Doctoral Advisory Committee chairperson of pass/fail of the written exam.
 - ◆ If the student does not successfully complete the written comprehensive examination on the first attempt, the student may be given a second attempt to successfully complete the examination. The student is not guaranteed a second attempt at the exam.
 - ◆ If more than one faculty member determines that the student has failed that faculty member's portion of the exam, the student will be allowed neither a second attempt nor the oral exam and will be formally dismissed from the HRDE program.
 - ◆ If the student is granted but fails a second attempt, the student will not be allowed to take the oral portion of the exam and will be formally dismissed from the HRDE doctoral program.
 - iii. Procedures for Oral Candidacy Examination
 - ◆ If students successfully complete the written part of the comprehensive examination, they move on to schedule the oral candidacy examination.
 - ◆ The oral candidacy examination must be set within two weeks of the written exam.
 - ◆ The exam will be set by the student at a time when all doctoral advisory members can be present. The exam will usually take two hours to complete.
 - ◆ Each Doctoral Advisory Committee member will determine questions for the oral examination. The content of the questions will be from the HRDE program of study that the student completed. The questions may or may not relate to the written examination questions. The oral exam is a separate examination from the written examination thus there is no requirement for the questions to similar to those on the written examination.
 - ◆ The student does not need to be on campus for the oral examination

4. The Dissertation Proposal

- a. Within 20 working days of passing the written and oral candidacy examinations, the student will select a dissertation committee and submit the Doctoral Dissertation Committee form to the HRDE Coordinator of Graduate Student Services. The committee will consist of three faculty members including one member from outside the program. The other two committee members must be from within the HRDE program. The student must have faculty member approval before submitting his/her name as part of the committee.
- b. After determining the Doctoral Dissertation Committee, students will have further opportunity to improve the prospectus. The student will present the candidacy prospectus (approved, new, or revised as needed) for approval by the Dissertation Committee. Each student works with the committee chair to establish a date for the meeting. Committee members should have a copy of the prospectus at least 10 working days before the meeting. The student does not need to be on campus for the meeting.
- c. After the prospectus has been approved by the Dissertation Committee, the student will then prepare a full proposal using guidelines in the *Publication Manual of the American Psychological Association (6th)* and the *Guide for Preparing Theses and Dissertations* available on the Graduate School website. The importance of the dissertation proposal must be emphasized: an accurate, complete, and detailed proposal facilitates completion of the research. The full proposal generally consists of the first three chapters of the dissertation. The proposal will typically include the following (Some deviation from this outline may be required for qualitative proposals.):

Chapter 1: Introduction

- Rationale/Justification
- Statement of the Problem
- Purpose of the Study
- Research questions or hypotheses
- Significance of the Study
- Theoretical or Conceptual Framework (i.e., the case for doing the study)
- Definition of terms
- Assumptions
- Delimitations
- Definition of terms that have special meaning to the study

Chapter 2: Review of Related Literature

A literature review acquaints the reader with existing studies pertinent to the research topic and describes the current developments and findings in the field. The literature review should support the study in general and the research questions in particular. The literature review is the foundation for the study; use it to define the problem and develop the purpose, objectives, and/or hypotheses of the study. This chapter normally ends with a summary.

- Summarize, analyze, and synthesize pertinent studies.
- Report objectively on the relevance of findings for the proposed research.
- Use subheadings to report on topics related to the study.

Information in the literature review will help to

- Clarify the research problem, specific questions and/or hypotheses, variables, and expected outcomes of the study.
- Identify an appropriate theory or theories to guide the research.
- Decide about population and sample, design issues, data collection, and statistical analysis procedures.
- Describe significant findings pertaining to conduct of the study as well as conflicts, flaws, or gaps in existing work pertinent to the proposed study.

Chapter 3: Methodology

The methodology is based on information presented in Chapter 1. A suggested outline for the methodology section is as follows:

- Purpose of the Study
- Research questions and/or hypotheses
- Description of research methodology or approach
- Selection and description of subjects: target population, sample size, sampling techniques
- Instrumentation: instruments to be used, reliability and validity of instruments or procedures for establishing reliability and validity if developing new instruments
- Data collection and recording procedures
- Data analysis
- Limitations

- d. Submit proposal to Committee Chair for review.
- e. After an appropriate amount of time (approximately 2 weeks), meet with the Committee Chair to discuss and review the proposal. The Chair may approve the proposal for submission to the Committee members or request further revisions before distribution to the Committee.
Action: When the proposal is approved by the Chair, the document will then be distributed to the Dissertation Committee. Students must provide electronic or hard copies of their proposals for all committee members.
- f. After an appropriate amount of time (approximately 2 weeks), schedule a committee meeting in order to present and review the proposal.
Action:
 - i. The Committee will approve, approve with recommended changes, or not approve the proposal. The proposal cover sheet will be signed by the Committee as a department record.
 - ii. If the Committee approves the proposal with recommended changes, the student must make the changes within 30 days and re-submit to the Committee for review. The Committee will have approximately 2 weeks to review the changes and determine if another proposal is needed or if the student can proceed with the dissertation.
 - iii. If the committee does not approve the proposal, the student will be required to write and defend a new proposal. The timeline for such a new proposal will be set in conjunction with the Committee Chair.
 - iv. If the committee does not approve the proposal, the student will be formally dismissed from the HRDE doctoral program.

5. Dissertation

The dissertation serves as a final examination for your terminal degree in HRDE. The dissertation is an independent research project. The only consultation during the dissertation process should be

with your committee members. Each candidate must complete a doctoral dissertation on a topic related to his or her major field.

A proposal must be presented (in electronic or hard copy) to each committee member and approved by the Dissertation Committee. Immediately after the proposal has been approved by the doctoral dissertation committee, the student, in consultation with the advisor, should submit appropriate forms to the Institutional Review Board (IRB) and submit the Doctoral Dissertation Title form to the Graduate School. Dissertation research data must not be collected until the official IRB approval letter is received.

The dissertation must conform to the *Guide for Preparing Theses and Dissertations* a publication of the Graduate School. This publication may be accessed from the Graduate School website. The student must provide hard copies of the dissertation to all committee members prior to the defense.

6. Final Examination (Dissertation Defense)

- a. Once the dissertation has been completed and approved by the Committee Chair, the student and the chair will decide on a date, time, and place for the final oral defense.
- b. Students are responsible for providing committee members with hard copies of their dissertation two weeks prior to the scheduled defense.
- c. The major advisor will forward to the HRDE Coordinator of Graduate Student Services, not fewer than ten (10) days before the date of the final dissertation defense, the date, time and place of the final oral examination.
- d. At the end of the dissertation defense, the Committee will meet in executive session to decide on the results. The student will then be informed of these results. However, there may be circumstances where the committee may table the discussion for a second meeting.
- e. If a dissertation defense is failed, the student will be given 30 days to make the necessary changes and then defend again before the committee. If the committee approves the dissertation, but recommends minor changes, the student will be given 7 days to make these changes and have them approved by the committee chair.
- f. Upon successful completion of the final oral defense, the advisor will submit the Record of Progress. *This is the responsibility of the advisor; however, the student should follow up with the advisor to be sure that this task is completed.*

7. Final Manuscript

After approval by the dissertation committee, three copies of the final manuscript must be submitted: one copy to the Dissertation Committee Chair and two copies to the Graduate School. The Intellectual Property form should also be submitted to the Graduate School. The new electronic dissertation process must be followed.

8. Degree Application

The student must make formal application for the degree. Applying for graduation is now available through your ISIS Student Center for current students. *The responsibility for filing such paperwork in a timely manner lies with the student.*