

# Xavier University of Louisiana

## Office of Graduate Programs

# Graduate Student Handbook 2022-2023



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# About the Office of Graduate Programs

## Our Mission

The goal of the Office of Graduate Programs (OGP) is to educate men and women to advance the quality of human life through scholarship, teaching and service for a more just and humane society.

## Our Vision

Operating within the values of a student-focused institution and supporting Xavier's mission of creating a more just and humane society, the Office of Graduate Programs will be a model for excellence and accomplishment in graduate level education in the nation's only historically black Catholic university.

## Our Responsibilities

The Office of Graduate Programs is responsible for the following:

- Recruiting students for the College of Arts and Sciences master's and doctoral programs
- Managing the graduate and doctoral admissions process
- Planning and implementing programming that provides academic and professional growth opportunities for graduate students
- Implementing and enforcing policies related to graduate study at Xavier

**Note:** All policies and procedures in this handbook apply only to graduate and doctoral programs within the College of Arts and Sciences (CAS).

The Office of Graduate Programs takes on additional responsibilities and roles as needed, so this list may not represent all functions of this office.

# Program Offerings

## Education and Counseling Programs

### Master's Degrees

Graduate coursework for the Master of Arts in Teaching (M.A.T.), Educational Leadership, Counseling, and Curriculum and Instruction is offered in the Division of Education and Counseling (DOEC). Areas of specialization for each program are listed below. In addition, programs are also offered for initial Louisiana teacher certification through the M.A.T. program (Master of Arts in Teaching).

Master of Arts - This program is offered in the following areas, with several specializations within each area for those applicants who possess a valid teaching certificate:

1. Educational Leadership - Professional preparation in Educational Leadership is offered with specialization in the following areas:
  - [Educational Leadership](#) - building-level K - 12 certification track, and
  - Educational Leadership - non-certification track.
2. Curriculum and Instruction - Professional preparation for leadership in Curriculum and Instruction is offered in the following specialized areas:
  - [Reading Specialist](#),
  - [Special Interest](#) - General
  - [Special Interest - Instructional Technology](#)
  - [Special Interest - Teacher Leader](#)
3. Counseling - Professional preparation is offered for counselors to work in schools, post-secondary educational settings, and mental health facilities. Counseling programs meet all requirements for state certification and academic requirements for licensure. The specializations are:
  - School Counseling, and
  - Clinical Mental Health Counseling.

Master of Arts in Teaching - This program is offered in the following areas for those applicants who are seeking certification and who have passed the appropriate PRAXIS examinations:

- [Elementary Education \(Grades 1-5\)](#),
- [Secondary Education \(Grades 6-12\)](#),
- [K-12 Education](#),
- [Elementary/Special Education \(Grades 1-5\)](#),
- [Middle School /Special Education \(Grades 4-8\)](#), and
- [Secondary Education/Special Education\(Grades 6-12\)](#).

### Doctoral Degree Program

Graduate course work for the Doctor of Education in Educational Leadership, with a focus on School Turnaround and the Urban Community, is offered in the Division of Education and Counseling. This program is offered online.

Doctor of Education in Educational Leadership

The first doctorate in the College of Arts and Sciences emanated from Xavier faculty members who assisted with the development of a statewide school turnaround program. Xavier's Doctor of Education program in educational leadership is designed to prepare visionary leaders who are socially just, promote reflection, and foster transformation in an ever-changing profession. This action-oriented program is designed for practitioners who are advancing in their fields and understand the need for a terminal degree.

## Theology Program

The Graduate coursework for the Master of Theology degree is offered by the Institute for Black Catholic Studies (IBCS).

### Master of Theology

The IBCS' Master of Theology Program, begun at Xavier in 1980, is the only graduate program in the United States for the study of Black Catholic Theology and Pastoral Ministry. As such, the Th.M. degree program offers courses that focus on the integration of the Roman Catholic religious traditions and the distinct experience of African Americans and people of the African diaspora residing in the United States. In addition, the program assists students in integrating theory and praxis, theology and pastoral ministry for sound personal growth, for building up the life of faith, and for effective ministry.

The Graduate Degree program blends rigorous academic and personal learning. The program equips students with methodological tools for critical understanding, analysis, and evaluation.

## Public Health Program

### Master of Public Health in Health Equity

The Master of Public Health in Health Equity (MPH) is offered through the Public Health Sciences department. Xavier welcomed the first class of MPH students in the Fall of 2018. The MPH in Health Equity is designed to accomplish the following goals and is based on the current work of the Association of Schools and Programs of Public Health and the Council on Education for Public Health:

- Educate students so that they understand the core beliefs and functions of the profession and evidence-based science of Public Health; and
- Educate students so that they understand the environmental, biological, genetic, behavioral and psychological factors, and globalization affects related to human health.

In addition to satisfying these goals, the MPH in Health Equity will be assessed based on the learning objectives and competencies listed for each individual course. Identified key domains and preliminary core constructs around which the assessment of the MPH Program will be assessed are:

- Evidence-Based Approaches to Public Health
- Public Health and Health Care Systems
- Planning and Management to Promote Health
- Policy in Public Health
- Leadership
- Communication
- Interprofessional Practice
- Systems Thinking

## Health Informatics

### Master of Science in Health Informatics

The development of the Master of Science in Health Informatics began as a result of the work of the Ochsner Xavier Institute for Health Equity and Research (OXIHER). OXIHER seeks to improve overall community health, reduce health inequities, develop innovative healthcare delivery models, and model equitable and respectful care. The development of this program supports one of the guiding principles of OXIHER: Health Careers and Equity Education. This principle seeks to increase the number of healthcare workers who will lead and innovate in health equity. This program will increase the number of professionals who have an understanding of how to use and analyze health data with the ultimate purpose to improve patient care.

Xavier's Master of Science in Health Informatics program will expose students to three concentrations within the Health Informatics field: Population Health Informatics, Clinical Informatics, and Bioinformatics. In addition, the MS in Health Informatics program is designed to ensure graduates are prepared to:

- Select, implement, use, and evaluate health care information systems such as electronic health records (EHRs) and data management and analytic systems.
- Lead organizational efforts in health informatics.
- Apply data analytical skills to transform patient care and the care delivery process.
- The overall goal of this program in health informatics is to produce competent and highly competitive graduates capable of effectively leading health information system selection, implementation, and evaluation projects.

The Master of Science in Health Informatics program is designed to accomplish the following outcomes:

- Educate students so that they will be able to manage patient health information effectively and medical records, administer computer information systems, collect and analyze patient data from large datasets (e.g., clinical data warehouse) for decision making, and use classification systems and medical terminologies.
- Educate students to understand various coding systems, terminology/ nomenclatures, and relevant health information standards used in analyzing health data and facilitating health information exchange.

## Speech Language Pathology Program

### Master's in Speech-Language Pathology

The mission of the Master's Program in Speech/Language Pathology at Xavier University of Louisiana is to produce professionals who are clinically competent as defined by the American Speech-Language-Hearing Association (ASHA) to respectfully and compassionately address the needs (i.e., prevention, identification, treatment) of individuals across the life span with communicative disorders, differences or those who are at-risk of such problems within and across diverse communities, settings, and contexts. This degree will begin being offered in the Fall of 2019, pending pre-accreditation from the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association.

## Special Programs

### Norman C. Francis Teacher Residency

The Norman C. Francis Teacher Residency Program (NCFTR) is designed to help individuals begin their teaching career. Residents complete the Master of Arts in Teaching degree at Xavier, while also gaining



teaching experience through a year-long placement in an elementary, middle, or high school before becoming a teacher-of-record.

### NOYCE Scholars

The NOYCE Scholars STEM Educational Engagement is a grant-funded program at Xavier University of Louisiana is a Scholarship Program designed to increase the number of highly qualified educators from underrepresented STEM disciplines. Freshmen and sophomore STEM majors are recruited to participate in paid summer internships designed to spark their interest in teaching. Junior and senior STEM majors are supported through graduate school with scholarships and other programmatic support.

The STEM Educational Engagement program provides undergraduate scholarships in the amount of \$20,506 (undergraduate full-time tuition and mandatory fees) per year to support junior and senior STEM undergraduate majors for two years to complete their STEM degrees. It then provides a graduate scholarship of up to \$11,520 (graduate full-time tuition and fees) for one year to complete Xavier University's Master of Arts in Teaching Program and obtain teacher certification. Freshmen and sophomore undergraduates are paid for summer internships up to \$2400. The summer experiences are designed to spark the interns' interest in teaching.

### STEM STARS

The STEM STARS program focuses on improving science and math achievement for K-12 students while also providing an opportunity for STEM graduates and STEM teachers to become certified. This program offers a stipend of \$17,400 per year to eligible students. Interested individuals should contact the STEM STARS Program Director in the Division of Education and Counseling for details regarding the application process.

# Tuition and Fees

Students should refer to [the website](#) for the most updated tuition and fee structure for each program. Tuition and fees are subject to change.

## Payment of Tuition and Fees

Graduate students are responsible for ensuring that they have made all required payments on their student account or made any payment arrangements with the Office of Fiscal Services. Students must complete the fiscal clearance process prior to starting classes each semester. In order to be fiscally cleared, students are required to submit an assessment sheet via BannerWeb and make any required payments requested by the Office of Fiscal Services. The assessment sheet will reflect the amount of tuition and fees that a student is charged and the amount of financial aid a student will receive. If a student is receiving enough financial aid to cover all of their tuition and fees, then the required payment will typically be \$0. If a student will not be using financial aid or has not been awarded enough aid to cover their tuition and fees, the Office of Fiscal Services requires them to pay at least 50% of the remaining balance on their student account prior to the start of classes. Any required payments can be made through a student's BannerWeb account.

**Please note:** Failure to submit a health clearance form to the Office of Student Health Services may prevent the Office of Fiscal Services from fiscally clearing a student.

## Financial Assistance for Graduate Students

### Graduate Assistantships

Assistantships are offered for graduate students through the Office of Student Affairs. These are on-campus live-in positions where students will serve as Resident Assistants in the Residence Halls on campus. Students must be admitted to one of the graduate programs prior to applying for an assistantship position. Please contact the Office of Graduate Programs for application information.

### Discount for Educators

Students employed in an educational setting are eligible for a 25% discount off the cost of tuition for the master's programs within the Division of Education and Counseling. Students must bring verification of employment to the Division of Education and Counseling to receive the discount.

To be eligible for the discount:

Any Education, Leadership, or Counseling student must be employed in a public, private, parochial, or charter school or district

**Please note:** This discount applies ONLY to programs under the Division of Education and Counseling.

Norman C Francis Teacher Residency: 1 year assistance of \$25,000, tuition and health insurance if needed

NOYCE: full scholarships for junior and senior years and one year for the master's degree in teaching

STEM STARS: \$35,000 scholarship for the master's degree in teaching

For more details on each of the above programs, please see the Special Programs section under the Division of Education and Counseling.

Agreement with Jefferson Parish Public School System (JPPSS)

Xavier and the Jefferson Parish Public School System (JPPSS) have signed an agreement, effective January 2019, that allows teachers from JPPSS to attend Xavier through the district's Tuition Reimbursement Program. Students must be pursuing a Master of Arts in Teaching (M.A.T.) degree leading to certification or an add-on endorsement to their current certification. Through this agreement, JPPSS will cover a portion of tuition and fees as determined by JPPSS. A breakdown of the amount of tuition and fees JPPSS will cover for students seeking tuition reimbursement can be obtained from the Office of Graduate Programs. Students are responsible for the remaining amount of tuition and fees that are not paid by JPPSS.

# Admission to a Graduate or Doctoral Program

## Admission Requirements and Process

Applicants are admitted to a graduate or doctorate program in the College of Arts and Sciences on a full-time or part-time basis. Applicants for admission must submit an [online application](#), a \$30 application fee, and any required supporting documents to be considered for admission. In addition to the general requirements listed below, each program has specific requirements that applicants must meet to be eligible for admission. Specific requirements vary by program and can be found on the College of Arts and Sciences graduate programs website.

### Master's Admission Requirements

- A bachelor's degree from a regionally-accredited college or university
- Graduate Record Examination (GRE) scores, for Education and Counseling only, Miller Analogies Test (MAT) scores, or for Public Health only, Medical College Admission Test (MCAT) scores
- A statement of interest detailing why applicants have chosen their program of study
- Letters of recommendation

### Doctoral Admission

#### Requirements

- A master's degree from a regionally-accredited college or university
- Graduate Record Examination (GRE) scores or Miller Analogies Test (MAT) scores
- Letters of recommendation
- A statement of interest
- Scholarly writing sample

## Submission of Application Documents

All application documents should be submitted directly to the Office of Graduate Programs prior to the application deadlines listed below. Any test scores older than five years will not be accepted. The doctoral program only allows Fall admission and the doctoral application deadline is March 1st.

### **For master's programs:**

Fall - July 1st

Spring - November 1st

Summer - April 1st

### Policy for Submission of Unofficial Documents

Transcripts submitted for admission purposes must be official copies sent directly from all institutions attended. The Office of Graduate Programs may accept unofficial copies of application documents to allow the department to begin evaluating a student's application. Applicants admitted with unofficial documents must provide the Office of Graduate Programs with official copies of all application documents before the end of their first semester at Xavier. A hold will be placed on the students' account and they cannot continue in the program until all official documents have been received.

## Admission Decisions and Admission Levels

Admission decisions are provided to the Office of Graduate Programs by the department or division the program is housed in. Admission decisions are not made by the Office of Graduate Programs. Departments and divisions reserve the right to admit students to their programs fully or conditionally and all admission conditions are outlined by the department or division.

### Full Acceptance

An applicant is granted full acceptance provided all admission requirements have been satisfied and all official application documents have been received.

### Conditional Acceptance

An applicant may be granted conditional acceptance when he/she does not meet one or more of the full admission requirements. A student admitted conditionally will have that condition(s) identified by the coordinator of the appropriate graduate program. Any conditional acceptance must be removed within the first semester of enrollment.

# Program Requirements and Policies

## Full-Time Enrollment Status

Graduate students in the College of Arts and Sciences enrolled for a minimum of six credit hours per semester (Fall and Spring) or three credit hours during the summer are considered full-time.

## Academic Advising

All graduate students, both full-time and part-time, will be assigned an advisor during their first semester. The advisor will assist the student in planning his/her program of study. Students are encouraged to consult their advisor when selecting courses each semester. The Program Coordinator for each of the graduate programs is also available to discuss a student's program and can also provide advising when necessary.

## Transfer Credit Policy

Students with prior graduate coursework from a regionally-accredited college or university may request a maximum of nine semester hours of transfer credit toward a CAS graduate degree at Xavier University. Students seeking transfer credits must submit official transcripts and course descriptions to the Office of Graduate Programs for all courses being considered for transfer credit. Consideration will only be given if the courses are no more than six years old and a grade of "A" or "B" was earned. It is the responsibility of each academic department to review previous graduate coursework for transfer credit.

Students currently enrolled in a Xavier degree program cannot take courses at other institutions without the prior written permission of their advisor and the Director/Coordinator of the appropriate graduate program. This request must be accompanied by the course description from a college publication. Upon completion of the coursework, an official transcript for each course to be transferred must be submitted to the Office of Graduate Programs. Additional information, such as course syllabi and assignments, may also be required by the department.

Academic departments may have additional guidelines for transfer coursework. Please refer to the appropriate program/department handbook for program specific policies.

## Residence Requirement

Students enrolled in a CAS graduate program are required to take the majority of their coursework at Xavier. This is referred to as taking courses "in residence". Each program has different residence requirements. Please refer to the appropriate program/department handbook for program specific policies.

**Note:** The Ed.D. program defines "residency" differently, so please refer to the Ed.D. handbook for their definition and policy regarding residency.

## Requirement For a Second Master's Degree

A student who has earned a master's degree at Xavier may apply for a second master's degree only if the second degree is in a different program/specialty from the first. Individuals pursuing a second master's

degree at Xavier may petition for acceptance of up to nine credit hours from the first master's degree towards the second master's degree. The acceptance of hours from the first master's degree toward the requirements for the second master's degree must be recommended by the program Director for the second degree.

## Registration

Only students admitted to a graduate program may register for graduate courses. Before each term's registration, the student should consult with their assigned advisor and obtain approval for the courses for that term.

Students who are studying full-time during the regular semester are limited to nine credit hours. Permission to register for additional credits in any term must be approved by the Director/Coordinator of the appropriate graduate program.

## Attendance

Xavier University is required to report attendance for financial aid purposes. Students must swipe their ID card at the beginning of every class to record their attendance. Failure to do so, may affect a student's financial aid award status. For the online attendance policy, please see "Additional Policies for Doctoral Students".

## Online Attendance Policy

Xavier records attendance for all students and must report attendance for financial aid purposes. Students enrolled in online classes must login to Brightspace each time the class meets in order for their attendance to be properly recorded. Failure to do so, may affect a student's financial aid eligibility.

## Continuous Enrollment

Graduate students at Xavier are expected to enroll in courses every semester from the time of initial enrollment until they have satisfied all requirements for completion of their degree. This is referred to as "continuous enrollment". A student who does not maintain continuous enrollment must submit a readmission application to the Office of Graduate Programs in order to re-enroll in their program of study. Official transcripts from any institutions attended since the student's last attendance at Xavier must be submitted to the Office of Graduate Programs along with the readmission application.

## Withdrawal Process

Students are encouraged to meet with their advisor before withdrawing from any course or their entire program. A student who withdraws from their graduate program must complete the University's Withdrawal Form and meet university withdrawal requirements. Students who do not complete the required documentation for withdrawal will receive a grade of "F" for the course(s). When a student withdraws from a course(s) and the withdrawal does not bring that student to zero hours, the Add-Drop form must be completed.

Xavier University reserves the right to request the withdrawal from Graduate Programs of any student who is unable to meet the established standards of scholarship.

## Admission to Candidacy

A graduate student does not become an actual candidate for a graduate degree until granted formal admission to candidacy. To be admitted to candidacy, master's students must have completed at least one third of their program at Xavier University, not including any credit transferred in from another institution, removed all deficiencies, obtained the written approval of his/her advisor, completed the Application for Candidacy form, and received approval from the Graduate Academic Council. Theology students must also pass a qualifying exam. At the time of filing, the candidate must meet the requirements of the University regarding academic scholarship as outlined in each degree program. To be admitted to candidacy, Ed.D. students must successfully complete all coursework and obtain formal acceptance of their dissertation proposal prior to applying for candidacy.

Students must refer to the appropriate department/program handbook for additional program specific candidacy requirements.

## Maximum Time for Degree Completion

A student pursuing graduate study at Xavier must complete all requirements for the degree within a seven-year period, which begins with registration for the first graduate course. Courses taken at Xavier that are more than seven years old cannot be applied as credit to current degree programs.

## Comprehensive Exams

Certain master's programs require students to complete comprehensive exams as part of the requirements for completing their degree. If a student does not pass their comprehensive exams after the first attempt, they are allowed one additional opportunity to complete the exams and receive a passing result. Students must retake any failed comprehensive exams during the next semester. If a student does not pass after the second attempt, they will be dismissed from their program.

## Graduation Requirements and Procedures

Xavier University recognizes program completion dates for: Fall, Spring, and all Summer Sessions. For all graduate programs except the Master of Theology, there is one commencement exercise at the end of the Spring semester. For Theology students, the university conducts a commencement exercise at the end of the summer session.

In order to apply for graduation, students must submit a graduation application to the Director/Chair of their department or division. Public Health, Education, and Counseling students must apply for graduation by November 1st.

It is recommended that students order their cap and gown (and hood for doctoral students) by February 1st. Prior to applying for graduation, doctoral students must confirm that they are on track to complete their dissertation with their advisor.

## Leave of Absence

A student who wishes to take a leave of absence from their program of study may do so by making a written request to the Office of Graduate Programs. The request should detail the reason for the leave of absence and



the semester the student plans to return to their program. A student may take a leave of absence for up to one academic year, after which they must reapply to their program by submitting a readmission application. Students must complete their graduate program of study within seven calendar years or obtain special permission from the Graduate Academic Council to exceed the time limit. To do this, s/he must first obtain written consent from their department, then submit a written request to the Associate Dean of Graduate Programs, who will then present it to the Graduate Academic Council.

## Graduate Academic Council

The Graduate Academic Council is an executive committee of the Arts and Sciences Academic Assembly. The Graduate Academic Council consists of faculty, Xavier staff members, and a graduate student elected by the graduate student body. Changes to any graduate programs must be approved by the Graduate Academic Council. Candidacy status is also awarded by the Graduate Academic Programs Council.

## Health Clearance Requirement

The Office of Student Health Services at Xavier requires all students to submit a Health Clearance form prior to attending classes. Students who are only attending online classes are not required to submit this form (this includes doctoral students).

# Academic Standards

## Academic Standing

Academic standing refers to a student's current academic status in their program of study. A student's academic standing may be affected if their GPA falls below the 3.0 requirement or if they receive two or more Cs in their program of study.

## Grading Scale and GPA Requirements

To be awarded a master's degree in the College of Arts and Sciences, a student must have achieved a cumulative grade point average of not less than 3.0, with no more than one "C" in any required coursework. The student's academic progress is measured quantitatively in terms of credit hours and qualitatively in terms of quality points. The following scale is the standard:

Grade		Quality Points per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
F	(Failure)	0
I	Incomplete	0
W	Withdrawal	0

In order to grant an "I" grade, the instructor must have written approval from the college dean. The instructor prepares a written agreement (with a timeline for completion) regarding the expectations of the student. A temporary grade of "I" (incomplete), unless changed before the end of the sixth week of the semester following the one in which it was incurred, becomes an "F". Unless a prior waiver is granted, a student who receives an "I" at the end of the spring semester should complete the work before the end of the first summer school session.

## Academic Probation

A student whose grade-point average in any semester or whose cumulative grade point average falls below 3.0 will be placed on Academic Probation. Students on Academic Probation must meet with their advisor regarding their status and future enrollment. Students who are permitted to continue in their program of study may be limited to one course and no more than six semester hours in the following semester.

Students on Academic Probation will be given one semester to earn a minimum grade-point average of 3.0 in all courses pursued during that semester, and not more than two semesters to raise the cumulative grade point average to 3.0.

## Academic Dismissal

Students on Academic Probation who do not attain the required 3.0 average after two semesters will be academically dismissed. Conditions for continuation in the graduate programs must be recommended by the Graduate Academic Standing Committee.

A student who accumulates two grades of “C” or below will be academically dismissed. A grade of “C” in a major course usually will necessitate retaking the course.

## Appeal Process for Academic Dismissals

Students have the right to appeal their dismissal from a graduate program to the Graduate Academic Standing Committee. In order to appeal their dismissal, students must submit an appeal form to the Office of Graduate Programs. Students must complete the form in its entirety and are encouraged to attach a letter or supporting documentation explaining the extenuating circumstances that resulted in poor academic performance. Students dismissed at the end of the Fall semester, must submit an appeal letter by January 1st. Students dismissed at the end of the Spring semester, must submit an appeal letter by May 20th. Students dismissed at the end of the Summer semester, must submit an appeal letter by August 14th. If an appeal is approved, students can return for the next upcoming semester, but must follow any conditions recommended by the Graduate Academic Standing Committee. If an appeal is denied, a student may not return to their program for the next upcoming semester, but may apply for readmission for the following semester.

## Readmission Following Dismissal

Students who would like to be readmitted to the university following sitting out a semester due to academic dismissal are encouraged to make an appointment with their advisor and discuss the reasons for requesting readmission. Students must complete a readmission form and submit it to the Office of Graduate Programs by the deadlines indicated below. Readmission must be approved by the Graduate Academic Standing Committee.

### **Deadlines for Submitting Readmission Applications:**

Requesting Readmission for Fall--July 1st

Requesting Readmission for Spring--November 1st

Requesting Readmission for Summer--April 1st

Readmitted students must schedule an appointment with their advisor prior to registering for classes to ensure they are following the terms of their readmission. Students readmitted after academic dismissal are typically placed on academic probation and will be dismissed if they do not earn a cumulative average of 3.0 in all courses pursued during the first semester following readmission.

If a student is not readmitted, that student may appeal the decision in writing to the Graduate Academic Standing Committee within two weeks of receiving the notification of denial.

## Grievance Policy

A student experiencing concerns or grievances with an instructor or course is encouraged to settle their concerns first with the instructor. If the issue is unable to be resolved, students should bring their complaint to the attention of the Program/Division Chair, then the Associate Dean. If a grievance escalates to the Associate Dean, students should share their concerns with the Associate Dean in writing. The Associate Dean will then notify the Dean for further action if necessary.

# Additional Policies for Doctoral Students

## Online Attendance Policy

Xavier records attendance for all students and must report attendance for financial aid purposes. Students enrolled in online classes must login to Brightspace each time the class meets in order for their attendance to be properly recorded. Failure to do so, may affect a student's financial aid eligibility.

## Dissertation Process

The writing of the dissertation should begin after passing the oral and written comprehensive exams AND receipt of candidacy. The procedures for the proposal defense and the comprehensive exams are as follows:

Students should have successfully completed all coursework PRIOR to the proposal defense. At this point, based on the assessment of the Ed.D. faculty, the written proposal is disseminated to the student's dissertation committee to be scored by each member via a rubric.

If a passing score is made (from the committee), the student is then scheduled for the proposal defense. The entire committee is presented the proposal by the student who receives a separate score (rubric) as the oral comprehensive exam.

Students must pass the oral and written comprehensive exams as a requirement for *candidacy*. - *needs to go in a different section for Ed.D.*

Once successfully defended, the *candidate* moves into Dissertation I (fall) then Dissertation II (spring).

The dissertation should have the approval of both the Institutional Review Board, if human subjects are involved, and the dissertation advisor. The dissertation should reflect original work by the student and be produced according to prescribed technical writing and statistical requirements. It should reflect research-based analysis and conclusions.

It should meet all requirements of the dissertation committee leading to the successful completion of the final defense.

Upon successful completion of the final defense, the dissertation chair and the dissertation committee will complete the signatory page. The dissertation will then be sent to the Office of Graduate Programs (OGP). A representative of the OGP will verify that the dissertation meets the technical requirements and the Associate Dean will read the dissertation and sign off on it as well.

Once the OGP has validated the format and the Associate Dean has read and approved the dissertation, it will then be cleared to be sent to the Library Resource Center to be placed in the Digital Repository. (Information on the Digital Repository and binding of paper copies if desired follows.)

# Dissertation Technical Requirements

## Type Specifications

Most important in typing a dissertation is consistency of format and adherence to the specific instructions given in this guide.

Use a standard typeface of 10-, 11-, or 12-point size. Limit the use of italic (script) print to foreign words, book and journal titles, and special emphasis. If you wish, you may use larger size type for the title of the thesis and for chapter headings, as long as it is not larger than 18- point. Boldface type may also be used on the title page and for headings, as well as in the text, for special symbols or for emphasis.

Reduced type may be used within tables, figures, and appendices, but, in part because of digital requirements, it should be at least 9-point in size and must be completely legible. It is permissible to use color in the document, but keep in mind that the scanned version will show black-and-white only.

Begin each chapter on a new page. Do the same with each element of the front matter (list of tables, acknowledgments, etc.), the reference section, and each appendix.

## Margins

A .75" or 1" margin on all sides is acceptable, but keep in mind that a wider left margin (e.g., 1.5") may be more appropriate for binding purposes.

## Page Numbers

Every page in the document, including those with tables and figures, must be counted. Use lower case Roman numerals for the front matter and Arabic numbers for the text. The text (or body) of the dissertation must begin on page 1. Do not number a page with "a" or "b" or skip numbers; do not embellish page numbers with punctuation (dashes, periods, etc.); and do not type the word "page" before the page number. Running headers are not permitted.

A one-page vita is required as the last page of a doctoral dissertation, and this page should not be numbered. The title page does not show a page number, although it is actually page i. The committee page is page ii, and the Abstract begins page iii.

Page numbers may be placed in the upper right-hand corner, lower right-hand corner, or centered at the top or bottom of the page. Page numbers should not be placed on the left side of the page. Allow a reasonable distance between the page number and any text; in no instance may the page number overlap the text. The Doctoral Signatory Page is not included in the actual thesis or dissertation. Instead, it is kept on file in the Office of Graduate Programs.

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Source citations are required in the text whenever you use a direct quotation, paraphrase another author's words, or include specific information that is not common knowledge (and is not the result of your own research reported in the dissertation). Systems of source citation fall generally into three categories: (1) parenthetical author-date-page documentation; (2) citation by number, keyed to a numbered reference list; and (3) footnotes or endnotes. Select one of these systems and use it throughout the thesis/dissertation. A

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### FRONT MATTER

The term “front matter” refers to all the pages in front of the main text of the dissertation. Front matter pages are numbered with lower case Roman numerals. These pages are:

- title page (unnumbered)
- committee page (page ii)
- abstract (begins on page iii)
- table of contents
- lists of figures, abbreviations, maps, tables or multimedia items (each a separate list)
- preface (optional)
- acknowledgments (optional)
- epigraph, frontispiece, or dedication (optional; do not include in Table of Contents)

The abstract is required in all dissertations and begins on page iii. The table of contents is also required. Acknowledgments are optional and should be at the end of the front matter unless an epigraph, frontispiece, or dedication is added. An introduction may be chapter 1 or it may precede chapter 1, but it must be numbered as part of the text, not as part of the front matter.

### BACK MATTER

The back matter (or end matter) of the dissertation may include some or all of the following items:

- bibliography or references (may be in back matter or at the end of each chapter)
- appendices (may come either before or after references)
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