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Educational Leadership & Policy Studies  
College of Education & Human Development  
The University of Texas at San Antonio  
In Cooperation With  
The University of Texas of the Permian Basin

Doctor of Education (Ed.D.)  
Degree in Educational  
Leadership

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Student Handbook\*

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Students should refer to UTSA Information ([www.utsa.edu/infoguide/](http://www.utsa.edu/infoguide/)) and the UTPB website ([WWW.UTPB.EDU](http://WWW.UTPB.EDU)) for additional policies, procedures, and information directly related to their enrollment at UTSA OR UTPB.

The offering of the program is pending final approval by the Texas Higher Education Coordinating, which is anticipated in July 2009.

Last Modified July 15, 2009

## *Welcome*

The Department of Educational Leadership & Policy Studies (ELPS) at San Antonio and the Educational Leadership Program at UTPB welcome you to the Cooperative Doctoral Program in Educational Leadership. We look forward to working closely with you as you work toward your Ed.D. in Educational Leadership. This handbook provides an orientation to the doctoral program with detailed information on the following:

- ◆ Program Mission
- ◆ Overview of Doctoral Program
- ◆ Admissions Process and Requirements
- ◆ Applying for Graduate Assistantships and Financial Aid
- ◆ The Doctoral Process
  - Course Requirements
  - Qualifying Examination
  - The Dissertation
- ◆ Frequently Asked Questions

Additional information is available on the ELPS website: <http://elps.utsa.edu/>

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UTSA-UTPB Cooperative Doctoral Program in Educational Leadership  
College of Education & Human Development  
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## Mission Statement

This cooperative doctoral program prepares educators to become transformational leaders who can work effectively in diverse, ambiguous, and challenging contexts, particularly in the historically underserved Permian Basin region of West Texas. The goals of this transformational leadership include equity, excellence, social justice, democracy, risk-taking, and responsiveness to community needs. Faculty in this Ed.D. program are strongly committed to developing collaborative and responsive relationships with area schools and communities.

## Program Overview

### *Three Core Elements*

The doctoral program is comprised of three core elements -- course work, the qualifying examination and admission to candidacy, and the dissertation proposal and dissertation. The Ed.D. in educational leadership program has two different emphases: (1) the P-12 emphasis and (2) the higher education emphasis. Each of these emphases has the aforementioned three core elements. For at least the first UTPB cohort, only the P-12 emphasis will be offered.

### *Your Program Advisor and Doctoral Committee*

When you are admitted to the doctoral program, you are assigned a program advisor based on areas of common interest. Your program advisor will advise you on issues related to developing your academic skills. (This advising is in contrast to the Student Development Specialist, described below, who advises you on administrative procedural matters.) During your first two years you should explore and define your research interests. Prior to your qualifying examination, with the help of your program advisor, you will assemble your doctoral committee. This advisory committee will develop and administer your qualifying exam and typically, but not always serve as your dissertation committee. You are not required to keep your program advisor through out the entire program. Please see the student development specialist for procedures on changing program advisors. UTPB students will be co-advised by a UTPB faculty member and a UTSA faculty member.

### *The Student Development Specialist*

The Student Development Specialist (SDS) is the expert on procedures and timelines. The key communication venue used by the SDS is the Leaders listserv, which is used to announce key procedures and deadlines throughout the year. **Make sure that you sign up on the leaders listserv.** The SDS will send out notices to you relevant to the different timelines and processes for the different events of your doctoral process, such as initiating the graduation process, additional financial aid opportunities, academic opportunities, and so on.

### *Cohort Model*

The Educational Leadership doctoral program uses a cohort model. This means that you will be joining with a group of other students following a pre-planned coursework series. This group of students will be known as your cohort. A class schedule is given to each cohort indicating when classes will be offered for your cohort. Members of a cohort are expected to

follow the schedule. The cohort model has been shown to contribute to student success and completion of the program as students become resources for one another.

### ***Information Tools and Resources***

Technology has become increasingly important in support of learning, communication, and professional practice. Using appropriate tools of different technologies and knowing how to support others in the adoption and use of these resources will enhance your leadership ability. As an initial step to developing your skills with technology, you will be expected to join the Leaders listserv and to check regularly for emails from this listserv. Upon your admission, please email Dr. Alan Shoho ([alan.shoho@utsa.edu](mailto:alan.shoho@utsa.edu)) of UTSA to request placement on the listserv.

## **Admissions**

### ***Application Materials***

- Application Form <http://www.utsa.edu/graduate/Admission/onlineApplication.html>
- Official transcripts of all post-secondary work
- Official GRE score must have been taken within the last 5 years
- TOEFL scores if native language is not English
- Application fee <http://www.utsa.edu/graduate/Admission/index.html>
- Three Letters of Recommendation
- Statement of Purpose
- Resume

### ***Admissions Requirements:***

- **Bachelor's degree from accredited institution**
- **Master's degree in education or other appropriate field with a 3.5 or higher GPA**
- **Submission of an official score for each of the following:**
  - Graduate record examination (GRE) [verbal, quantitative, and analytical sections required]
  - For applicants whose native language is not English, a score of at least 550 on the Test of English as a Second Language (TOEFL)

- **Demonstrated experience in a work environment where education is the primary professional emphasis**
- **Three letters of recommendation**
  - From those who have supervised you in an academic, community service, or employment capacity
  - References should comment on your intellectual ability, discipline, creativity, sensitivity to others, and cite examples of leadership & scholarly potential
  - At least one letter should come from a university professor who is familiar with your academic work
- **Statement of purpose which includes:**
  1. Reasons for pursuing doctorate in educational leadership
  2. Biographical sketch of experiences related to education
  3. Career plans
  4. Scholarly interests
  5. View on and roles in current and future educational reform efforts

–Please limit to no more than 5 typed, double- spaced pages
- **Resume which includes:**
  1. employment history
  2. educational background
  3. courses taught
  4. community service
  5. honors and awards
  6. consultantships
  7. memberships in professional organizations
  8. leadership experience

–Please limit your resume to no more than 5 typed, double- spaced pages

### ***Admission Process***

- **Stage 1**—Applicant submits all the required materials as stipulated above by February 1 of the academic year preceding desired year of matriculation. ALL application materials **MUST** be received by this date, otherwise your application will not be considered.
- **Stage 2**—General screening via published criteria.
- **Stage 3**—Interview and/or extemporaneous writing sample of finalists who progress through first two stages

Typically, students apply for Financial Aid and Graduate Assistantship Stipends at the same time they apply for admission.

## Financial Aid & Graduate Assistantships

Doctoral students may be supported in their studies in a number of ways. The department recommends that you apply for Graduate Assistantships as early as possible. Additional funds may become available as the calendar year progresses. (Be sure to contact the Office of Financial Aid for additional information.)

### *Financial Aid Websites*

UTPB Scholarship Opportunities: [www.utpb.edu/scholarships/](http://www.utpb.edu/scholarships/)

UTSA Office of Financial Aid: [www.utsa.edu/financialaid/](http://www.utsa.edu/financialaid/)

U.S. Dept. of Education Application for Federal Student Aid Web Site:  
[www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)

### *Doctoral Fellowship Stipends*

Doctoral Fellowship Stipends may be available for admitted UTPB doctoral students through the UTPB School of Education. Opportunities include working with faculty members on research studies, working in computer labs, or helping with development projects. Doctoral students on fellowship stipends typically work for 20 hours per week. Please check with the UTPB SDS for current compensation rates for graduate research assistantships

## First Step

Upon being admitted you will be assigned a program co-advisors, one from UTPB and one from UTSA. It is prudent to visit that advisor soon after you are admitted. Your program advisor will help you develop your program of study as well as advise you in other matters. Your program advisor has been selected with your research interest in mind. However, if it proves not to be a good match, you are free to change advisors as long as you find an UTSA or UTPB educational leadership graduate faculty member who is willing to be your program advisor. The process and forms for changing advisors is available in the student development specialist's office; please make sure you notify your program advisor of your intent to change advisors.

## **Program Requirements**

### ***Course Requirements***

A minimum of 60 semester hours of course work beyond the master's degree is required.

These 60 credit hours include:

- Cultural Core (9 semester hours)
- Leadership Core (12 semester hours)
- Methodology Core (12 semester hours)
- Administrative Leadership (12 semester hours)
- Cognates (6 semester hours)
- Dissertation (9 semester hours)

### ***Academic Good Standing***

Good standing is the absence of any contingency that would result in the student's being on academic probation or academic dismissal.

### ***Academic Probation***

Academic probation describes the standing of a student at the graduate level who is in one of the following categories:

1. student who fails to achieve a grade point average in any term at UTSA of 3.0 or higher, irrespective of level of courses taken.
2. A student who received a grade of "D" in any course in a term.
3. A student who does not meet all requirements for unconditional admission and who, by special action, is admitted on academic probation.
4. A student who has been reinstated following academic dismissal.
5. To graduate, all graduate students must have a grade point average of at least a 3.0 (on a 4.0 scale).

### ***Academic Dismissal***

Academic dismissal occurs:

1. when a student at the graduate level earns a grade point average of less than 2.0 in any term
2. when a student at the graduate level earns a grade of "F" in any course
3. when a student at the graduate level who is on academic probation during a term would again be placed on academic probation under the provisions of academic probation set forth above. If, however, the student's UTSA grade point average for the term is at least 3.0, he or she will continue on academic probation.

***Petition for Reinstatement***

A student who has been dismissed academically may petition for reinstatement. Normally, such reinstatement is requested after a student has remained out of school one long semester; however, under exceptional circumstances, a petition may be considered earlier. A letter containing all explanations, recommendations, or doctors' statements in support of the student's request for reinstatement should be submitted to the Dean of the Graduate School on or before June 15 for Fall Semesters, October 15 for Spring Semesters, or March 15 for Summer Semesters.

The appropriate Graduate Program Committee will review the petitioner's letter and academic record and make a recommendation concerning reinstatement to the Dean of the Graduate School. If the Petition for Reinstatement is disapproved, the student may not file another petition until the following semester.

***Programs of Study:***

Before admission to candidacy, the student's proposed program of study is under the direction of the Graduate Program Committee in the major program area through an appropriate program advisor, as designated, and the Graduate Advisor of Record. Upon admission to candidacy and the formation of the student's dissertation committee, the program of study comes under the purview of the Dissertation Committee, which reviews the proposed program of study and recommends to the Graduate Program Committee any additional course requirements. The final program of study, as approved by the Graduate Program Committee, is then recommended to the Graduate School for approval. Approval of the final program of study by the Graduate School is a degree requirement. All completed coursework included in the final program of study must have been taken within the preceding eight years. No course for which a grade of less than "C" was earned can be applied to the doctoral degree.

The next pages present the program of study for the Educational Leadership Doctorate: The P-12 Leadership emphasis (pages 11-12) leading to the Ed.D. degree.

**Ed.D. in Educational Leadership *P-12 Leadership Emphasis***  
**Program of Study and Course Outline**  
**School of Education, UTPB and the Department of Educational Leadership & Policy**  
**Studies, UTSA**

Student Name: \_\_\_\_\_ Banner ID Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Program Advisor: \_\_\_\_\_ Catalog of Admission: \_\_\_\_\_ Email: \_\_\_\_\_

**Cultural Core: 9 required semester credit hours from the following courses** **Substitution** **Grade**

EDU 7213 School Reform	_____	_____
EDU 7223 Learning in a Culturally and Linguistically Diverse Society: Infancy through Adulthood	_____	_____
EDU 7403 Education, Cultural Differences, and Acculturation	_____	_____
<b>Or</b>		
LDR 7203 Leadership in Multiple Language Educational Settings	_____	_____

**Methodology Core and Support: Please select 12 hours from the following courses**

EDU 7003 Survey of Research Methods (effective fall 2007)	_____	_____
EDU 7103 Qualitative Research Traditions	_____	_____
EDU 7043 Educational Research Statistics: Descriptive and Comparative	_____	_____
EDU 7063 Inferential Statistics ( <i>Prerequisites: EDU 7043 or equivalent</i> )	_____	_____
<b>Or</b>		
EDU 7123 Advanced Qualitative Data Analysis ( <i>Prerequisites: EDU 7103 or equivalent</i> )	_____	_____

**Leadership Core and Support: (all of the following are required courses)**

LDR 7003 Proseminar in Educational Leadership	_____	_____
LDR 7153 Reflective Leadership: The Personal Dimension	_____	_____
LDR 7303 Organizational Theory	_____	_____
LDR 7343 Principles of Ethical Leadership	_____	_____

**P-12 Administrative Leadership Emphasis: Please select 12 hours from the following courses (\* denotes required)**

EDL 7103* Administration of Urban/Multicultural Institutions	_____	_____
EDL 7343* The Politics of Educational Change	_____	_____
EDL 7133 Topics in Administration	_____	_____
EDL 7273 Examining School Populations, Structures, and Culture	_____	_____
EDL 7563 Research in Leadership Laboratory: Change Theory, Innovation, & Application	_____	_____
EDL 7663 Technology in Educational Environments	_____	_____
LDR 7133 Majority—Minority Settings: Creating a Community of Leaders	_____	_____

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LDR 7183 Emerging Paradigms in Leadership	_____	_____
LDR 7413 Sponsored Internship in Educational Leadership	_____	_____
EDL 7203 Organizational Analysis and Educational Leadership	_____	_____
EDL 7773 Independent Study	_____	_____
EDL 7783 Special Problems	_____	_____
EDL 7893 Doctoral Research	_____	_____

**Electives/Cognate: 6 hours (to be selected in consultation with your program advisor)**

_____	_____	_____
_____	_____	_____

**Dissertation: 9 hours**

LDR 7993 (1-6hrs) Dissertation	_____	_____
LDR 7993 (1-6hrs) Dissertation	_____	_____
LDR 7993 (1-6hrs) Dissertation	_____	_____

**Notes:**

**Link to EDU courses:** <http://www.utsa.edu/gcat/chapter6/COEHD/EDU.html>

**Link to EDL courses:** <http://www.utsa.edu/gcat/chapter6/COEHD/EDL.html>

**Link to LDR courses:** <http://www.utsa.edu/gcat/chapter6/COEHD/LDR.html>

**Approvals:**

Student_____	Date_____
Program Advisor_____	Date_____
Committee Member_____	Date_____
Committee Member_____	Date_____
Committee Member_____	Date_____
Graduate Advisor_____	Date_____
Associate Dean of Graduate Studies & Research_____	Date_____
Dean of Graduate Studies_____	Date_____

**REVISED 11/6/2008**

### *Annual Reviews*

Each year your program co-advisors will evaluate your progress. These annual assessments provide benchmarks and opportunities to give feedback to doctoral students about their progress. You are expected to make demonstrable progress in your annual reviews throughout the program including the dissertation.

(See Appendix for Annual Review form)

### *Qualifying Examination*

- All students seeking a doctoral degree must pass a qualifying examination. This examination consists of questions to test the candidate's knowledge and command of the major field. An examination covering support work is not a University-wide requirement, but it may be required at the discretion of the Graduate Program Committee or the Dissertation Committee.
- The Qualifying Examination is typically scheduled once you have completed the necessary requirements (see following explanation), your committee chair believes you are ready to take the exam, and you have created your doctoral committee (See the appendix for the form). You may take your qualifying examination after successful completion of all core classes (i.e., the 45 credits that comprise the cultural core, research methods core, leadership core, and emphasis). Cognates (electives) may be taken before, during, or after your qualifying examination as advised by your program advisor. You must be in good academic standing when you schedule your qualifying examination. Your qualifying examination typically serves two purposes:
  - Demonstrates that you can apply the knowledge and skills you have gained during your coursework to answer questions crafted by your doctoral committee.
  - Typically, but not always, the questions asked are crafted by your doctoral committee to lay the groundwork for developing your dissertation proposal.\*
- The qualifying examination has a written and oral component.
- Notice of all qualifying examinations must be filed with the Dean of the Graduate School at least two weeks prior to the oral portion of the examination. Students must be registered when they take the qualifying examination.
- The student's program advisor and doctoral committee will administer the qualifying examination.
- Students generally use one semester to write their qualifying examination.
  - The questions are usually given to the student at the beginning of the semester.
  - The student uses the majority of the semester to independently write the answers to the qualifying examination questions **unassisted by anyone**
  - Near the end of that semester and with the approval of the program advisor, students take the oral part of the qualifying examination. The student is responsible for scheduling the

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\* Whether the written portion of the qualifying examination is used to lay the groundwork for the dissertation proposal will be determined by the dissertation committee.

place and date of the exam after consulting with their program advisor and doctoral committee members to determine a date and time that will work for all committee members.

- A majority vote by the committee is necessary to pass the qualifying examination (see the certifying form in the appendix).

Students who fail the qualifying examination will be required to retake the entire written and oral portions of the examination. Qualifying examinations cannot be taken more than once in a given semester. After two failures the student's academic standing will be evaluated by the program advisor, the graduate advisor of record, and doctoral program faculty on a case-by-case basis. In extenuating circumstances the student may apply for an extension to the time period allowed for taking their qualifying examination.

### ***Admission to Candidacy***

Students seeking a doctoral degree at UTSA must be admitted to candidacy. In order to be admitted to candidacy, the student must comply with the following requirements:

1. Fulfill the requirements for unconditional admission as a graduate degree-seeking student, which entails the removal of any conditions assigned at the time of admission.
2. Satisfy any special admission requirements established for the degree program.
3. Be in good standing.
4. Have passed a qualifying examination (written, oral, or both) prepared by the Graduate Program Committee and have met any other requirements specified by the Graduate Program Committee for the specific degree program.
5. Submit a proposed program of study.
6. Having satisfied the above requirements, be recommended for admission to candidacy by the appropriate Graduate Program Committee, which in the case of interdisciplinary programs is a committee appointed by the Graduate School, consisting of no fewer than five members of the Graduate Faculty, with at least one representative from each of the disciplines included in the program.
7. Having satisfied the above requirements, be approved for admission to candidacy by the Dean of the Graduate School.

### *Dissertation*

After you have passed your qualifying examination, you will begin the dissertation process. The description of this process follows:

## **The Dissertation**

A dissertation is required of every candidate and must be an original contribution to scholarship, based on independent investigation in the major area. It must be approved by the Dissertation Committee. Registration for the dissertation must be for a period of more than one semester. During each semester or term that a student receives advice and/or assistance from a faculty member or supervision by the Dissertation Committee or uses University resources, they are required to enroll in the appropriate dissertation course.

### *Dissertation Committee & Chair*

Upon admission to candidacy, the student selects their supervising professor with that professor's consent. Upon recommendation of the Graduate Program Committee, the Graduate School appoints the Dissertation Committee. The committee must consist of at least four members, including the supervising professor who consults with other members of the committee as work proceeds. Dissertation committees for UTPB students in the cooperative doctoral program will be co-chaired by a graduate faculty member from UTPB and from UTSA.

The Dissertation Committee advises the student on the research and writing of the dissertation, conducts the final oral examination, and approves the dissertation. The chair of the Dissertation Committee ordinarily serves as the supervisor of research. Other members of the committee should be consulted as appropriate. Occasionally, a research professor or researcher who is not a member of the Graduate Faculty may be recommended by the Graduate Program Committee to serve as the supervisor for a specific dissertation because his or her expertise would be valuable to the student. When the research supervisor is not a member of the Graduate Faculty in the student's area of study, a member of the Graduate Program Committee will be appointed as co-chair of the Dissertation Committee.

In addition to recommending the student's final program of study to the Graduate Program Committee and supervising the research and writing of the dissertation, the Dissertation Committee certifies to the Graduate School that all degree requirements have been fulfilled.

The Dissertation Committee consists of your co-chairs and at least two other faculty members. Your Dissertation Committee may have the same or different members from your Doctoral Committee. Forming the Dissertation Committee from the same members as the Doctoral Committee who developed your qualifying exam questions can help students ensure that their qualifying examination prepares you well for your dissertation. All Dissertation Committee members must have Graduate Faculty status in order to be on the dissertation committees. Your advisor can inform you as to whether or not a faculty member has Graduate Faculty Status. All dissertation committee members' signatures are required on the qualifying examination form and the final dissertation.

You will select a dissertation co-chairs to supervise and guide the dissertation process. Some, but not all, students select their program co-chairs as their dissertation advisors. Both co-chairs must hold graduate faculty status in the College of Education and Human Development as

determined by the Graduate Council. You and your advisor will invite additional committee members as needed to provide the substantive and methodological support to complete the dissertation. The form for dissertations is described in the *Guidelines for Theses and Dissertations*, available from the Graduate School.

The Dissertation co-chairs' signatures are also required on the final dissertation. The co-chairs serve a critical, long-term role, and selection should be given careful consideration. The co-chairs usually provide key recommendations and on-going professional support long after graduation.

The Dissertation co-chairs should have expertise in the dissertation topic and, therefore, might not be the same person as your initial program advisor. You are responsible for obtaining the Dissertation co-chairs' agreement to serve as your co-chair. It is your prerogative to change your Dissertation co-chair and, if so, you should notify your previous co-chair(s) of your intent to do so. You should maintain regular contact with your Dissertation co-chairs.

### ***Dissertation Proposal***

The Dissertation Committee will guide you through the proposal-writing process. The proposal clearly states the problem and justifies the need for the study in terms of its conceptual and theoretical foundation. It also specifies the research methodology that will be used to conduct the investigation. The proposal must be approved by a majority of committee members, and the "Proposal Approval Form" (see appendix) must be signed and filed with the Associate Dean for Graduate Studies at UTSA.

### ***Human Subjects Review***

You submit and receive approval from the UTSA Institutional Review Board (IRB) - Human Subject Research as appropriate **before** dissertation data are collected. A copy of the approved form should be filed with the Dissertation Advisor and the Associate Dean for Academic Programs before data collection begins. Further information about the UTSA IRB can be found at <http://vpr.utsa.edu/oric/irb/>.

### ***Completing the Dissertation***

Following successful completion of your doctoral qualifying examination, you must register for at least one dissertation credit each fall and spring semester. You must be registered during the semester in which you defend your dissertation and you must complete your program of study with no fewer than 9 semester credit hours of dissertation credits. Please consult with the Student Development Specialist for details.

A maximum of 9 hours of dissertation credit hours may be taken in any one semester. Prior to completing the comprehensive exam, you may register for 1-9 credits in any given semester. However, the total number of hours before successful completion of the qualifying examination may not exceed 6 hours.

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

A satisfactory final oral examination is required for the approval of a dissertation. After the Dissertation Committee makes a decision, which must be unanimous, to accept a dissertation for examination, the UTSA co-chair notifies the Graduate School at least two weeks in advance of the date of the final oral examination.

The examination covers the dissertation and the general field of the dissertation, and other parts of the student's program as determined by the committee. All members of the Dissertation Committee must be satisfied that the student has:

1. completed the work assigned by the committee;
2. passed all examinations required by the program's Graduate Program Committee, including the final oral examination;
3. completed a dissertation that is an independent investigation in the major field, and that itself constitutes a contribution to knowledge; and
4. submitted an abstract for publication in Dissertation Abstracts International that meets with the approval of the committee.

Once this is complete, the Dissertation Committee members sign the approval sheets for the doctoral dissertation and make an official recommendation to the Graduate School that the doctoral degree be awarded. Approval must be unanimous.

In this program, the Dissertation Defense is the final oral examination that provides you with an opportunity to demonstrate broad understanding of the substantive and methodological issues in the dissertation. The following aspects of your work will be evaluated:

- Independence and originality of thought
- Adequacy and appropriateness of citations and references to authors
- Logic and coherence of reasoning and argumentation
- Soundness of your research methodology/analysis
- Clarity and organization of writing
- Professional presentation of material
- Coherency and accessibility of writing.

In determining whether or not you pass your dissertation defense, faculty members need to be able to clearly see how your dissertation meets the above evaluative criteria.

You should clarify expectations with your co-chairs ahead of time about the scope of questions that will be asked. Passing the final examination does not indicate that the dissertation is complete and has final approval. The evaluation of your dissertation defense usually results in recommended revisions to the dissertation, possibly including reanalysis of data or significant rewriting. You should be prepared to make changes and schedule enough time to do so before you plan to graduate (more than two weeks). In addition, you must take time to follow the UTSA library guidelines for submitting a completed dissertation to the university. Each

semester, the university has deadlines that must be followed. It is your responsibility to contact the graduate school to obtain these dates.

### *Defense Procedures*

The student's approved dissertation committee conducts the final oral defense. The student is responsible for scheduling the defense at a time when all dissertation members can meet. The defense is open to the public. Assent of all dissertation committee members is required for the student to pass. The Dissertation Committee should agree on which members will supervise recommended changes in the dissertation (usually the Dissertation Chair assisted by others as appropriate) and who will sign the final dissertation. Final sign off occurs after successful completion of the final examination and final revisions of the dissertation.

You must be enrolled during the semester in which your dissertation defense occurs and when you submit the archive document to the Graduate school.

## Frequently Asked Questions

### *Admissions*

*Who decides on program admissions?*

All members of the UTSA ELPS departmental doctoral program committee and UTPB faculty holding UTSA graduate faculty status participate in the applicant review process.

*Will students be admitted each year?*

Doctoral students are admitted once each year. The deadline for applications is **October 1, 2009 for the first cohort of UTPB doctoral students.** The UTSA ELPS Doctoral Program Committee sets guidelines for admission based on program requirements and resources. Qualified applicants may be denied admission because of a lack of resources or other special institutional circumstances.

*What criteria govern admission?*

Admissions standards are consistent with those of the university and are delineated in the Student Handbook. A Master's degree is required. Admission decisions take into consideration evidence of leadership and scholarly potential as reflected in (a) a professional resume, (b) GRE scores, (c) transcripts of all post secondary academic work, (d) a letter of application, (e) samples of scholarly writing, (f) letters of recommendation, and (g) the statement of purpose.

*Are there substitutes for required admission information or requirements?*

No.

### *Program Planning and Course Work*

*Does the program have school-wide prerequisites?*

The program has no school-wide prerequisites other than successful completion of a master's degree. Specific courses, however, may have prerequisites. For example, before enrolling in the doctoral core research methodology courses, specific prerequisites ordinarily are completed in one's Master's degree program.

*Who (which ELPS committee or person) has the authority to substitute a core course?*

Permission to waive a course can be granted only by the student's advisor and the concurrence of the Doctoral Program Committee. The decision is made on the basis of the applicant's prior course work.

*What are the processes and timelines for substituting or waiving courses?*

You must receive written permission to substitute or waive a course. You should begin by talking with your advisor in the semester before the course is offered. It is best to begin this process as soon as possible.

*Under what conditions can a requirement be waived?*

Under extenuating circumstances students may submit a written petition the doctoral program committee for an exception to be made to the requirements of the program. The petition should be submitted through the program advisor to the executive committee of the doctoral program who will advise the doctoral program committee as to whether it should be accepted or not. The doctoral program committee must accept the petition with a majority vote in order for it to go into effect. Decisions are made in a case-by case manner.

*Do courses that students receive a C grade in count toward a doctoral program?*

Students must maintain an overall average 3.00 in all courses applied to the Ed.D. program. Students may be asked to retake a course in which they receive a C grade. In the case of a retake, both the grades for the first and second time the class was taken will count toward the students GPA.

*Can students change their advisor and the members of their advisory committee?*

Yes. Students are assigned an initial program advisor when they are admitted to the program. Once they become better acquainted with faculty, they may realize that a different person is more suitable to be their advisor, or they may request other changes in the composition of their advisory committee. When a faculty member agrees to serve as the new advisor, the student must inform the previous advisor and the ELPS Doctoral Committee of the change in writing (see the change of advisor form in the appendix).

### ***The Dissertation Defense***

*What is the relationship between the dissertations and the final oral examination?*

The dissertation is the final product that demonstrates a student's expertise in her or his emphasis area. It should show command both of the knowledge base (theory and research) related to the problem being studied and the scholarly methods necessary to conducting the study. The final oral examination provides an opportunity for a student to demonstrate her or his broader understanding of the substantive and methodological issues involved in the study. The dissertation should be substantially completed before the oral is scheduled. Most orals do lead to changes in the dissertation itself.

*Are oral defenses only about the dissertation or can they be more general?*

The oral defense is a final examination of the dissertation and related topics. Generally, it focuses on the substantive and methodological issues related to the dissertation. Students are advised to clarify expectations with their committees in advance of the oral defense.

*Can dissertation presentation and style vary in any way?*

The Graduate School manual, *Guidelines for Preparing Masters' and Doctoral Theses* (<http://www.utsa.edu/graduate/CurrentStudent/td.htm>), provides information about form and procedure that should be followed. Whereas variations in dissertation style and presentation are possible, the nature of these variations will depend upon preferences of the dissertation chair and the committee. Alternative formats may be proposed to the dissertation committee for approval by the Graduate School.

*What is the relationship between the final oral examination (dissertation defense) and the dissertation committee?*

In the cooperative doctoral program, a committee consisting of the student's dissertation co-advisors (the Committee Co-Chairs) and two other members of the Graduate Faculty approve the dissertation proposal and work closely with the student throughout the process. These same people are responsible for the final approval of the dissertation, including any changes recommended in the oral examination, as established by the Graduate School.

*Who decides if a dissertation committee is appropriate?*

It is the student's responsibility to assemble the committee in consultation with the dissertation advisor.

*What guidelines govern the membership of the dissertation committee?*

The Graduate School requires that each member of the committee be a member of the UTSA Graduate Faculty and preferably one member of the Dissertation Committee should be from outside the ELPS department. Faculty from other institutions may be included but these faculty must have graduate faculty approval. All members should be able to contribute to the study in a productive way. In the cooperative doctoral program, UTPB students' dissertation committees will be co-chaired by a UTSA graduate faculty member and a UTPB faculty member holding graduate faculty status at UTSA. Typically, one-half the membership of the dissertation committee will be comprised of UTPB faculty, and the other half will be comprised of UTSA faculty. For this stage of the cooperative doctoral program, at least one-half of the student's dissertation committee must be comprised of UTSA graduate faculty.

*What are the UTSA ELPS and COEHD processes, policies, and procedures that must be checked related to dissertations?*

Dissertation co-advisors must be selected and a committee formed. The faculty must be a member of the graduate faculty and should have the substantive and/or methodological expertise to contribute to the quality of the study. If human subjects are involved, permission to conduct the study must be gained from the IRB (Public Schools and other organizations also usually require similar permissions.)

*What is a dissertation proposal?*

A dissertation proposal is considered to be a working document between the student and the members of the dissertation committee. It provides an assurance to the committee of the quality of conceptualization before the work proceeds, and it provides the student an assurance that the proposed research activities are acceptable in design. The presentation and style of proposals can vary. The student and the committee will determine the particular form utilized. Committee approval of the dissertation proposal is required prior to data collection.

*Who can serve as the dissertation committee chair?*

The chair should be an expert in some aspect of the substantive focus of the dissertation. Under unusual circumstances, a co-chair of a committee might come from outside of the Educational Leadership and Policy Studies department. A decision on this rests with the doctoral faculty. Members of the dissertation committee should augment this expertise in useful ways.

**ELPS Faculty & Staff Directory (Website: <http://elps.utsa.edu>)**

Doctoral Program Director

- o Felecia Briscoe at UTSA (210) 458-7389 [felecia.briscoe@utsa.edu](mailto:felecia.briscoe@utsa.edu)
- o Tom Parks at UTPB (432) 552-2149 [parks\\_t@utpb.edu](mailto:parks_t@utpb.edu)

Educational Leadership Department Chairs

- o David Thompson at UTSA (210) 458-5404 [david.thompson@utsa.edu](mailto:david.thompson@utsa.edu)
- o Elaine Wilmore at UTPB (432) 552-2148 [wilmore\\_e@utpb.edu](mailto:wilmore_e@utpb.edu)

UTSA-ELPS Administrative Staff

- o Mike Logan (Senior Admin. Associate) 458-5436 [michael.logan@utsa.edu](mailto:michael.logan@utsa.edu)
- o Lisa Chavez (Admin. Associate II) 458-5481 [Lisa.Chavez@utsa.edu](mailto:Lisa.Chavez@utsa.edu)
- o Jennifer Arreola (Student Worker) 458-5433 [jennifer.arreola@utsa.edu](mailto:jennifer.arreola@utsa.edu)

UTPB Administrative Staff (To be announced)

ELPS Student Development Specialist

- o Elisha Reynolds 6620 [Elisha.Reynolds@utsa.edu](mailto:Elisha.Reynolds@utsa.edu)

UTSA-ELPS Faculty (Area code 210)

- o Bruce Barnett (Professor) 458-5413 [bruce.barnett@utsa.edu](mailto:bruce.barnett@utsa.edu)
- o Alex Bowers (Assistant Professor) 458-6821 [alex.bowers@utsa.edu](mailto:alex.bowers@utsa.edu)
- o Richard Clifford (Senior Lecturer) 458-7396 [richard.clifford@utsa.edu](mailto:richard.clifford@utsa.edu)
- o Gloria Crisp (Assistant Professor) 458-7191 [gloria.crisp@utsa.edu](mailto:gloria.crisp@utsa.edu)
- o Richard Diem (Professor) 458-4106 [richard.diem@utsa.edu](mailto:richard.diem@utsa.edu)
- o Gerard Dizinno (Associate Professor) 458-4114 [gerard.dizinno@utsa.edu](mailto:gerard.dizinno@utsa.edu)
- o Encarnación Garza (Assistant Professor) 458- 5421 [encarnacion.garza@utsa.edu](mailto:encarnacion.garza@utsa.edu)
- o Rebecca Garza (Visiting Assistant Professor) 458-5486 [rebecca.garza@utsa.edu](mailto:rebecca.garza@utsa.edu)
- o Michael Jennings (Associate Professor) 458-5415 [michael.jennings@utsa.edu](mailto:michael.jennings@utsa.edu)
- o Betty Merchant (Professor & Dean, COEHD) 458-4480 [betty.merchant@utsa.edu](mailto:betty.merchant@utsa.edu)
- o Elizabeth Murakami-Ramalho (Assistant Professor) 458-5840 [elizabeth.murakami@utsa.edu](mailto:elizabeth.murakami@utsa.edu)
- o Anne-Marie Nuñez (Assistant Professor) 458-7395 [annemarie.nunez@utsa.edu](mailto:annemarie.nunez@utsa.edu)
- o Maricela Oliva (Assistant Professor) 458-5832 [maricela.oliva@utsa.edu](mailto:maricela.oliva@utsa.edu)
- o Juliet Ray (Visiting Assistant Professor) 458-5408 [juliet.ray@utsa.edu](mailto:juliet.ray@utsa.edu)
- o Mariela Rodríguez (Assistant Professor) 458-7960 [mariela.rodriguez@utsa.edu](mailto:mariela.rodriguez@utsa.edu)
- o Alan Shoho (Professor) 458-5411 [alan.shoho@utsa.edu](mailto:alan.shoho@utsa.edu)

- o Page Smith (Professor) 458-7470 [page.smith@utsa.edu](mailto:page.smith@utsa.edu)
- o David Thompson (Professor) 458-5404 [david.thompson@utsa.edu](mailto:david.thompson@utsa.edu)
- o Julian Treviño (Senior Lecturer) 458-7396 [julian.trevino@utsa.edu](mailto:julian.trevino@utsa.edu)

## Glossary

*Doctoral Committee.* During the second year, prior to the qualifying examination, each UTPB student selects a Doctoral Committee consisting of a a two co-advisors (one from UTSA and one from UTPB) and two other faculty members. The doctoral committee is the committee that develops and administers the qualifying exam. Usually the doctoral committee becomes the dissertation committee.

*Annual Review.* Each student's program committee evaluates the student's portfolio and considers other information about the student's performance in the program. The student receives written feedback from this review and may include a discussion with the program advisor.

*Qualifying Examination.* This examination includes a written and oral component. The qualifying examination requires students to demonstrate breadth and depth of knowledge, methodological skills, and knowledge application gained during their coursework and relevant to their dissertation.

*Dissertation Advisor.* Each UTPB student will select dissertation co-advisors (one from UTSA and one from UTPB), who chair the dissertation committee and acts as the primary guide for the dissertation. The dissertation co-advisors can be the same individuals as the program co-advisors, though this will not always be the case.

*Dissertation Committee.* The committee members are selected by the student with the assistance of the advisor. The dissertation committee consists of at least four members.

*Doctoral Faculty.* All College of Education and Human Development faculty designated as active participants in the ELPS doctoral program. They are responsible for managing the program.

*Program Advisor.* The student's advisor following admission. Provides guidance through the coursework portion of the doctoral program.

# Appendix Forms

(in reverse order of use)



**THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
and  
THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN  
DISSERTATION PROPOSAL APPROVAL FORM**

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Department: Educational Leadership and Policy Studies College: Education and Human Development  
Title of Dissertation Proposal: \_\_\_\_\_

**Dissertation Committee Members:**

Chair \_\_\_\_\_  
PRINTED NAME / SIGNATURE  
Member \_\_\_\_\_  
PRINTED NAME / SIGNATURE  
Member \_\_\_\_\_  
PRINTED NAME / SIGNATURE  
Member \_\_\_\_\_  
PRINTED NAME / SIGNATURE  
Outside Member \_\_\_\_\_  
PRINTED NAME / SIGNATURE

**\*\*\*\*\*Doctoral Program Committee Action\*\*\*\*\***

Doctoral Program Committee Review Date: \_\_\_\_\_  
Doctoral Program Committee Chair Signature: \_\_\_\_\_  
Department Chair Signature: \_\_\_\_\_  
Dean of College: \_\_\_\_\_

**\*\*\*\*\*Graduate School\*\*\*\*\***

Official Action Taken:  Approve Dissertation Proposal  
 Disapprove Dissertation Proposal

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean, Graduate School

**Attachments:**

- (1) Dissertation Proposal
- (2) Approval of Doctoral Dissertation Committee Form

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**  
**And**  
**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN**

**APPOINTMENT OF DOCTORAL DISSERTATION COMMITTEE**

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Department: Educational Leadership and Policy Studies \_\_\_\_\_ College: Education and Human Development \_\_\_\_\_

Date Student Completed Qualifying Exam: \_\_\_\_\_

**Proposed Dissertation Committee:**

Chair

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

Member

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

Member

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

Member

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

Outside Member

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

Supervising Professor:

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

**\*\*\*\*\*Doctoral Program Committee Recommendations\*\*\*\*\***

- We recommend that the Dissertation Committee be approved.
- We do not recommend that the Dissertation Committee be approved.

Chair, Doctoral Program Committee

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

Department Chair

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

Dean of College

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

**\*\*\*\*\*Graduate School\*\*\*\*\***

Official Action Taken:  Approved Dissertation Committee  
 Disapproved Dissertation Committee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean, Graduate School

**Attachment:** Curriculum Vitae of Outside Member

UTSA-UTPB Cooperative Doctoral Program in Educational Leadership  
College of Education & Human Development  
The University of Texas at San Antonio

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**  
**And**  
**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN**  
APPLICATION FOR CANDIDACY FOR THE DOCTORAL DEGREE

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Degree Sought: Doctor of Education Major: Educational Leadership

Title of Dissertation: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Level of English proficiency is satisfactory.

\_\_\_\_\_ Scholarship to date is satisfactory.

\_\_\_\_\_ Program of Study is satisfactory.

\_\_\_\_\_ Qualifying Examination administered

Supervising Professor for Dissertation: \_\_\_\_\_

PRINTED NAME / SIGNATURE

Dissertation Committee Members:

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

Outside Examiner:

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

Supervising Professor:

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

**\*\*\*\*\*Doctoral Program Committee Recommendations\*\*\*\*\***

Based upon this student's performance to date and the attached Program of Study:

- We recommend that the student be advanced to Candidacy.
- We do not recommend advancement to Candidacy at this time.

Interim Chair, Doctoral Program Committee

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

Department Chair

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

Dean of College

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

**\*\*\*\*\*Graduate School\*\*\*\*\***

Official Action Taken:  Advanced to Candidacy  
 Denied Candidacy

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UTSA-UTPB Cooperative Doctoral Program in Educational Leadership  
College of Education & Human Development  
The University of Texas at San Antonio

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean, Graduate School

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
AND  
THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN  
COMPLETION OF THE QUALIFYING EXAM  
For the degree of**

Doctor of Education in Educational Leadership

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Graduate Program

**UTSA/UTPB Academic Record**

Entered Program (Initial term): \_\_\_\_\_ 20 \_\_\_\_

Total no. semester hours completed: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

All required courses completed:  Yes  No

Qualifying Examination

Examinations Passed:

Written \_\_\_\_\_ Oral \_\_\_\_\_  
Date Date

**Signatures of Qualifying Examinations Committee:**

\_\_\_\_\_  
PRINTED NAME / SIGNATURE Chairman

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

**Supervising Professor**

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

**Graduate Advisor of Record and Chair: Doctoral Program Committee**

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

**Dean of College**

\_\_\_\_\_  
PRINTED NAME / SIGNATURE

**Dean, Graduate School**

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UTSA-UTPB Cooperative Doctoral Program in Educational Leadership  
College of Education & Human Development  
The University of Texas at San Antonio

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PRINTED NAME / SIGNATURE