

**HANDBOOK FOR DOCTORAL STUDIES**  
**DOCTOR OF EDUCATION (ED.D) DEGREE**

**UNI**  ***College of Education***

*Educating for Reflective Practice*

*September 2009*

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September 2009**

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University of Northern Iowa Graduate Dean's Office**

## I. INTRODUCTION TO THE HANDBOOK

This handbook has been prepared by faculty of the Ed.D. program to serve as a reference for students pursuing doctoral study. It is an informational document containing policies and procedures specific to the Ed.D. program, information on resources and facilities available to students and helpful information to aid your progress through the degree program. We urge you to become familiar with this material as you begin doctoral study and to refer to it frequently throughout your program. The university has also provided a *Graduate Student Handbook* online at <http://www.grad.uni.edu/files/handbook/HandbookTOC.htm> .

Other units within the university also provide useful documents that are worthy of your immediate attention. The Graduate College provides the *Thesis and Dissertation Manual* (<http://www.grad.uni.edu/thesis/thesismanual.aspx>). This manual provides information on the requirements specific to the final form of the dissertation. Along with the *Publication Manual* (6th edition came out this summer – should be used by anyone just starting. Can continue with 5<sup>th</sup> if in progress.) of the American Psychological Association, the “Thesis and Dissertation Manual” provides complete information on the details of form and style to be used in papers written for doctoral courses, the dissertation, and papers submitted for publication.

Every student should have a copy of *The University of Northern Iowa Catalog* (<http://www.uni.edu/pubrel/catalog/index.shtml>) for the year of admission to the Ed.D. program. The catalog contains the official statement of regulations, standards, and requirements common to all graduate programs. It also contains the official statement of many of the requirements for the Doctor of Education degree. Information on Graduate Admission, Academic Regulations, and Degree Requirements is also available online at <http://www.uni.edu/catalog/gradreq.shtml#doceedu>. Additional student policies are available at <http://www.uni.edu/policies/chapter-3-student-policies>.

Official policies specific to the Ed.D. program are adopted by the College of Education Intensive Studies Area Committee, the faculty committee responsible for the doctoral program. The Intensive Studies Area Committee includes two doctoral students, doctoral faculty from each of the Intensive Study Areas (ISA), and the College of Education's Dean and Associate Dean.

Following this introduction is a checklist that summarizes the procedural steps to be completed by the student and others throughout the doctoral program. Succeeding sections of the handbook provide information on the policies and procedures related to the major steps in pursuit of the doctorate and information on supports provided graduate students by the University of Northern Iowa and College of Education

**PROGRAM CHECKLIST AND SEQUENCE OF ACTIVITIES**

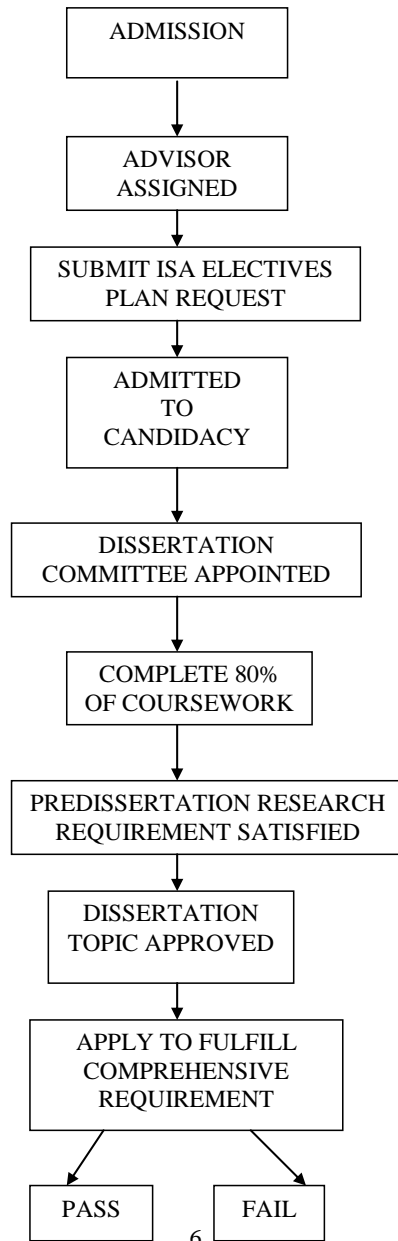
*\*All forms are to be electronically submitted through MyUNiverse*

THE STUDENT

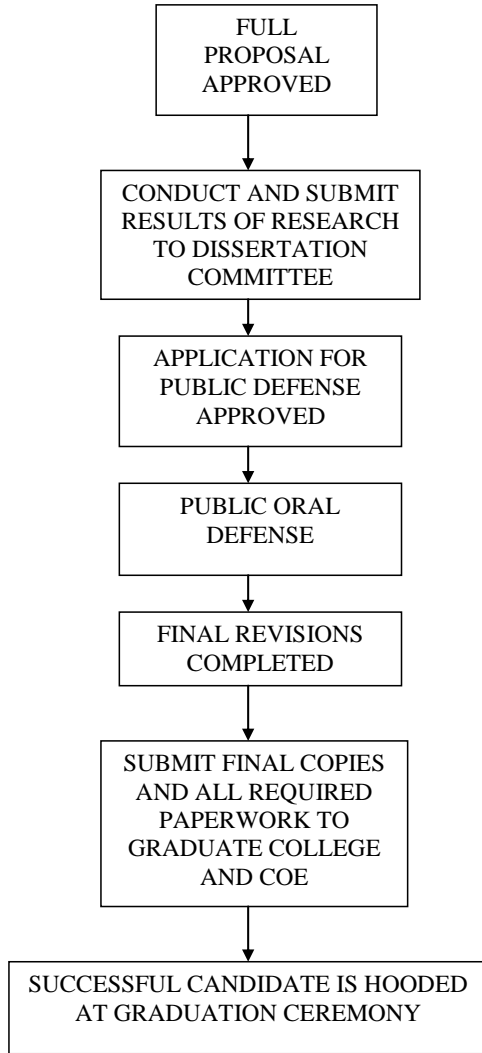
- |  |   |
|--|---|
| <input type="checkbox"/> Receives admission letter   | <input type="checkbox"/> Applies for graduation   |
| <input type="checkbox"/> Reviews this handbook   | <input type="checkbox"/> Receives registrar record analysis (deficiencies)                            |
| <input type="checkbox"/> Consults with advisor   | <input type="checkbox"/> Graduates  |
| <input type="checkbox"/> Completes provisions of admission, if appropriate   | Name _____ Student No. _____  |
| <input type="checkbox"/> Plans and submits program of study with advisor   | First Semester Enrolled _____   |
| <input type="checkbox"/> Pursues program of study and residency requirement  | Intensive Study Area _____  |
| <input type="checkbox"/> Completes pre-dissertation research requirement   | Date of Admission into Ed.D. Program _____  |
| <input type="checkbox"/> Identifies potential doctoral committee   |   |
| <input type="checkbox"/> Files recommended doctoral committee with Graduate College                                      |   |
| <input type="checkbox"/> Receives committee appointment letter from Graduate College Dean                                |   |
| <input type="checkbox"/> Receives written preliminary approval of proposed dissertation research from doctoral committee | <u>OTHERS</u>   |
| <input type="checkbox"/> Applies for comprehensive examination (At least 80% of coursework completed)                    | <input type="checkbox"/> Intensive Study Area faculty appoints advisor and notifies student by letter |
| <input type="checkbox"/> Defends dissertation in open forum  | <input type="checkbox"/> Advisor meets with student to plan program of study                          |
| <input type="checkbox"/> Schedules preview meeting with Graduate College   | <input type="checkbox"/> Advisor approves student submitted program of study form                     |

- \_\_\_ Advisor works with student on doctoral committee suggestions
- \_\_\_ Graduate Dean recommends doctoral committee or appoints member outside College of Education and approves committee
- \_\_\_ Doctoral committee approves pre-dissertation research experience
- \_\_\_ Dissertation Chair coordinates preparation and evaluation of comprehensive examination; submits report to ISA and Graduate College
- \_\_\_ Doctoral committee approves dissertation topic and proposal and submits forms to COE Associate Dean for Graduate Studies
- \_\_\_ Department submits names of current semester's prospective graduates to Graduate College so preview can be scheduled
- \_\_\_ Dissertation Chair facilitates scheduling of dissertation defense
- \_\_\_ Dissertation committee approves dissertation
- \_\_\_ Graduate College Dean approves dissertation
- \_\_\_ Chair files change of grade for 190:399
- \_\_\_ Dissertation Chair hoods graduate at graduation ceremony

**II. STEPS FOR MATRICULATION  
THROUGH Ed.D. PROGRAM  
COLLEGE OF EDUCATION  
UNIVERSITY OF NORTHERN IOWA**



**II. (CONTINUED)**



### III. GENERAL REGULATIONS AND REQUIREMENTS

This section of the handbook presents the basic policies and regulations that govern progress from the point of admission to graduation. More complete information regarding several significant steps in the program is included in later sections of the handbook.

Students interested in this Doctor of Education degree must submit a completed Application for Admission to Graduate Study and should contact the appropriate department for any other admission requirements. Graduate information and application for graduate admission can be found at <http://www.grad.uni.edu/admission/default.aspx>. This program is intended to provide practicing educators the opportunity to continue their study and earn the terminal professional degree in their field. The Ed.D. degree requires a minimum of 60 semester hours of credit beyond the master's degree. Each Intensive Study Area has its own entrance requirements. Check with specific ISA Program Coordinators for more information. There are three components to the program: 15 semester hours in a *Professional Common Core* of work in educational foundations, fundamentals, and research; 38 semester hours of *Advanced Professional Study* in one of six areas of intensive study and a related area; and a *Dissertation* of 7 semester hours.

By design, then, all students are required to study in basic areas that undergird and define educational practice and develop skills of problem definition, data collection and analysis, and interpretation. The six areas of intensive study provide for a specialized focus on practice. The six intensive study areas are: Community Health Education, Curriculum and Instruction, Educational Leadership, Leisure, Youth and Human Services, Rehabilitation Studies, and Special Education. (In some areas, it is possible to combine doctoral degree study with work toward an endorsement to perform a particular role in K-12 education.) Brief definitions of the six areas are as follows.

*Community Health Education.* This area of intensive study is designed to equip community health promotion and public health education professionals for positions of leadership in applied community and public health education settings. Graduates of the program are prepared for careers in applied academic settings including (but not limited to) allied health and nursing colleges, universities with a focus on teaching, and liberal arts colleges, as well as leadership positions in major community and public health organizations such as county, state, and national departments of public health, and government and non-government health organizations. (For more information, contact the Chair, Health Promotion and Education Division, School of Health, Physical Education, and Leisure Services.)

*Curriculum and Instruction.* The C&I Doctoral Intensive Study Area exists to provide preparation for Education professionals interested in the design, implementation, and assessment of curriculum for PK-12 settings and in the professional development of teachers in PK-12 settings. As part of their experience in this program, students will develop and demonstrate the ability to carry out their professional practice with thoughtful reflection and to conduct rigorous and significant educational research (For more information, contact the Chair, Curriculum and Instruction).

*Educational Leadership.* This area of intensive study involves the preparation of personnel for leadership roles in PK-12 schools, postsecondary institutions, and non-school educational settings. (For more information, contact the Head, Department of Educational Leadership, Counseling, and Postsecondary Education.)

*Leisure, Youth and Human Services.* This area of intensive study is designed to interpret and apply youth development models and concepts as well as nonprofit administrative practices to the planning, management, supervision and evaluation of informal education programs in the community. Graduates are prepared for careers as applied scholars, administrators of community

nonprofit organizations, youth serving agencies, public parks and recreation, foundations, and government agencies. Program of study will be based upon student's needs, interests, and upon approval by academic advisor and program of study committee. (For more information, contact the Chair, Leisure, Youth and Human Services Division, School of Health, Physical Education, and Leisure Services.)

*Rehabilitation Studies.* This area of intensive study is designed to prepare Certified Athletic Trainers and/or other Allied Health professionals to plan, implement, evaluate, and supervise educational programs as well as develop a scholarly agenda. Graduates will be prepared for careers as athletic training program directors, clinical coordinators, applied scholars, and practicing clinicians. This program focuses on a holistic approach of preparing students by including administration, education, and rehabilitation studies within the curriculum. (For more information, contact the Chair of the Division of Athletic Training within the School of Health, Physical Education, and Leisure Services.)

*Special Education.* This area of intensive study is designed to provide students with a variety of leadership positions in public schools, higher education and human services agencies serving infants, children, youth and adults with disabilities. This program will center on preparing leaders who will be able to promote new meanings about diversity, develop inclusive school cultures and instructional programs, and forge productive relationships between schools and their communities. (For more information, contact the Head, Department of Special Education.)

Specific program requirements are listed within each department on the College of Education website (<http://www.uni.edu/coe/academics/departments.shtml>) (Department of Curriculum and Instruction, Department of Educational Leadership, Counseling, and Postsecondary Education, School of Health, Physical Education and Leisure Services - Division of Athletic

Training, and Division of Health Promotion and Education, and Department of Special Education)

### *Admission to Doctoral Study*

#### *Initial Admission*

Formal application to doctoral study should be made to the appropriate intensive study area office, where descriptive materials and application packets may be obtained.

Admission to the program will be granted to those applicants who provide evidence of prior academic success; successful and appropriate professional experience; effective oral, written, and interpersonal communication skills; and professional and academic goals that may be effectively served by the degree program offered. An intensive study area may establish additional criteria since some previous specialization work is presumed.

1. The applicant must hold a master's degree from a regionally accredited institution of higher education.
2. Each applicant must submit transcripts of all previous academic work. Applicants with a grade point average of less than 3.50 for **all** prior graduate work will not usually be considered for regular admission.
3. *Examinations.* The following examination is required of students enrolled in the Doctor of Education program:

*Graduate Record Examination.* Students applying for admission to the Ed.D. degree program must have their verbal, analytical, and quantitative sections of the Graduate Record Examination forwarded directly to the Office of the Registrar in order to be considered for degree status admission. The Graduate Record Examination is required in the doctoral intensive study areas of Community Health Education, Curriculum and Instruction, Educational Leadership, and Rehabilitation Studies.

*Written Statements.* The doctoral intensive study areas in Leisure, Youth and Human

Services and Special Education require a written statement from each applicant as part of the total application packet. The written statement should articulate the applicant's professional background, reasons for seeking the doctoral degree and a statement of career goals. Also required is a sample of professional writing that will be formally assessed. The professional writing sample may consist of a master's research paper or thesis, published article, a paper prepared for presentation at a professional conference, or similar document. The Graduate Record Examination is not required.

4. The applicant must have a minimum of three years of professional educational experience.
5. Three letters of recommendation must be submitted from individuals familiar with the applicant's potential for advanced professional study, at least one from a professor familiar with the applicant as a student and at least one from an educational employer/supervisor.
6. Applicants for whom English is not their first language must complete the Test of English as a Foreign Language Examination (TOEFL) and check with their desired intensive study area regarding acceptable scores.

Provisional degree status may be recommended for an applicant who does not meet all of the requirements or for whom it is felt that further graduate course work or professional experience would be useful in making the admission decision. Provisional degree status will not be considered for applicants whose admission files are incomplete. An individual admitted to provisional degree status must be formally reconsidered for regular admission, and course work completed during that time must be subsequently approved by an appropriate faculty committee before it may be applied to a degree.

### *Candidacy Status*

Soon after full admission, an advisor will be appointed for each student. In most instances, the advisor will be from the student's area of intensive study. Prior to the completion of 15 semester hours of course work toward the doctorate at the University of Northern Iowa, the student should meet with their advisor to discuss the coursework to be submitted for approval for application to their 38-hour intensive study area.

### *General Regulations*

1. *Scholarship.* A cumulative grade point average of 3.00 or above (on a 4.00 scale) must be maintained for all course work taken toward the Doctor of Education degree at the University of Northern Iowa. No more than 6 semester hours of C credit (C-, C, C+) earned within the program of study may be applied toward credit for graduation.
2. *Recency of credit.* Courses taken more than seven years prior to the granting of candidacy status cannot be used to meet degree requirements.
3. *Credit from Other Institutions.* Usually a maximum of 15 hours of credit from regionally accredited graduate institutions may be applied toward meeting the minimum credit hour requirements for the Doctor of Education degree (subject to the Recency of Credit regulation). Usually not more than 3 hours of acceptable transfer credit may be applied toward any given subcomponents of the *Professional Common Core*. Transfer requests should be submitted at the start of a candidate's program. All transfer credit, including work taken prior to formal admission, is subject to review by the Dean of the Graduate College or designee, Dean or Associate Dean of the College of Education, and the College Intensive Study Committee. The student's doctoral advisor will make recommendations regarding the applicability of transfer credit. A student can apply toward a doctorate a combined maximum of 15 hours of transfer credit **and a second or third master's, or specialist degree credit (maximum of 6 hours)**

a. **Transfer credit.** Usually a maximum of 15 hours of credit from regionally accredited graduate institutions may be applied toward meeting the minimum credit hour requirements for the Doctor of Education degree, subject to the Recency of Credit regulation. **Hours that have been applied to meet the requirements of another degree cannot be transferred.**

b. **Master's degree credit.** A maximum of 6 hours of graduate credit applied to meet the requirements of a second or third master's degree may be applied toward the doctorate, subject to the Recency of Credit regulation. The Dean or designee and the Department Head must approve these hours.

Comment [MCH1]: Is this correct?

4. *Residence credit.* Following admission to the Doctor of Education program, the student shall be enrolled for at least two courses from the approved program of study for each of two on-campus semesters.

5. *Maximum academic load.* The maximum graduate load during an academic year semester is 15 hours; for the eight-week summer session, 9 hours is the normal maximum - a maximum of 6 hours during one four-week period and 3 hours during the other four-week period; or 3 three-hour courses during an eight-week period. The maximum load during a two-week post-session is 2 hours. Exceptions to these load restrictions may be granted only by the Dean of the Graduate College or designee.

6. *Level of courses.* Credit earned as part of the candidate's program of study will be earned in courses that are at the graduate level. A minimum of 50 hours of course work at the 200- or 300-level must be completed. No more than 10 hours of credit at the 100g level (upper-level undergraduate and lower-level graduate) may apply toward this program of study.

7. *Comprehensive Examinations.* Intensive Study Areas handle the comprehensive examination requirement differently, check with your advisor for your ISA requirements. The candidate requests permission to take the comprehensive examination through the Intensive Study Area

office. Normally, such a request is made during the term prior to the administration of the comprehensive examination.

a. **Doctoral Comprehensive Requirement:** The doctoral comprehensive requirement is governed by the following conditions:

- i. The candidate will have completed 80 percent of her/his program of study.
- ii. The candidate will have satisfied the research proficiency requirement.
- iii. The examination is prepared within the guidelines established by the ISA.
- iv. A candidate may be permitted to take the doctoral comprehensive examination a second time. **Note:** Upon successful completion of the Doctoral Comprehensive Examination, the degree candidate achieves the status of active candidate.

b. **Post-comprehensive registration:** Doctoral students who have completed all of their program but the dissertation, and who have passed their comprehensive examination must be continuously registered until the degree is completed. Students reaching this stage will be automatically registered and assessed a fee for 190:300, the post-comprehensive course registration number.

c. **Doctoral dissertation examination.** Upon completion of her/his doctoral dissertation, the active candidate will request and successfully complete a public examination over the content, design, and methodology used in conducting the dissertation research.

8. *Doctoral dissertation committee and proposal.* The student, in conjunction with her/his advisor, should make arrangements to present the dissertation proposal to the doctoral committee as a group. Formal work on the dissertation may not proceed without approval from this committee.

The dissertation committee will consist of a minimum of five members of the UNI graduate faculty. One of the five members will be appointed by the Graduate Dean to serve

as the committee member from outside the College of Education as well as the representative of the Graduate College. The names of two UNI graduate faculty must be recommended to the Graduate Dean when the Dissertation Committee Approval Form is submitted to the Graduate College. The Dean will appoint one of these people to serve on the committee.

An expansion of the committee may occur if a non-faculty member or an external faculty member from a university other than UNI agrees to serve due to expertise or as a representative of an area of knowledge. Approval shall comprise a written petition submitted in the normal procedure. Non-faculty personnel will participate in all committee responsibilities except for signature decisions.

9. *Time limitation.* The program of study for the Doctor of Education degree must be completed within seven calendar years from the date that admission to candidacy is granted. Extensions in this time requirement should be the exception and will be granted only for good cause. Such extensions may be granted by the Dean of the Graduate College.

10. *Preview.* During the semester in which the student intends to graduate, the student must make an appointment with the Graduate College for a dissertation preview to have the style and format of the dissertation reviewed. The student must have an approved program of study as well as an approved Dissertation Committee Appointment Form on file in the Graduate College before a preview meeting will be scheduled. All problems may not be detected during the preview; however, the major difficulties will be discussed. Often a brief consultation will uncover format problems that are easily remedied at this stage. No dissertation will be accepted by the Graduate College for final approval without the completion of this meeting.

11. *Filing of dissertation.* A dissertation is required of all candidates for the Ed.D. degree. It will involve 7 hours of credit. The first one hour will be Dissertation Seminar. Regulations governing the physical appearance (format) may be obtained from the Graduate College. The

dissertation must be in final copy form before doctoral committee members may affix their signatures for approval. **The student must present three unbound copies of the dissertation in final form, either originals or photocopies, to the Graduate College no later than six weeks before graduation. Failure to meet this deadline will result in a delay in graduation.** The requirements for the preparation and filing of the dissertation are set forth in the *Thesis and Dissertation Manual* (<http://www.grad.uni.edu/thesis/thesismanual.aspx>). The student should check with the department granting the degree for the number of copies required, as the number varies.

12. *Abstracts of dissertation.* Three copies of an abstract of the dissertation must be filed in the Graduate College Office at the time of final deposit of the dissertation. Regulations for the dissertation also apply to the abstract. The abstract must not exceed 350 words in length. Please see the most current edition of *Thesis and Dissertation Manual* for details.
13. *Publishing Agreement.* A Publishing Microfilm Agreement and Survey of Earned Doctorates must be completed and returned to the Graduate College with the final dissertation. An additional copy of the dissertation and abstract must be submitted to accompany the publishing agreement. This copy may be on regular printer paper. The University of Northern Iowa participates in a program sponsored by the Association of Research Libraries and conducted by University Microfilms, Ann Arbor, Michigan, for reproduction of doctoral dissertations on microfilm. If the dissertation has been copyrighted, this information must be included on the university agreement form.
14. *Dissertation fees.* Several fees are required in connection with the dissertation; these include:
  - a. a binding fee for the library and department copies of the dissertation. If a student wishes to bind additional copies, individual arrangements with a binder must be made.
  - b. a microfilm fee to cover the cost of microfilming the dissertation and publishing the

abstract.

- c. a copyright fee if the student wishes to have the dissertation copyrighted. Students should check with the Graduate College office for the amount of each of the above fees. The binding, microfilming, and copyrighting fees must be paid at the UNI Office of Business Operations and a copy of the receipt submitted to the Graduate College at the time the final copy of the dissertation is deposited.

15. *Application for Graduation.* Candidates for the Doctor of Education degree must make application for graduation on appropriate university forms. Application for graduation can be completed on paper or electronically on MyUNiverse at the time students register for their last semester of classes, or any time up to the 12th week of classes (July 1 deadline for all summer sessions). During fall and spring semesters, the 12th week helps assure students' names will be included in the commencement publication. After the 12th week special application for graduation must be made on paper and submitted to the academic department for approval. Paper applications are available at MyUNiverse in the forms repository, at the Office of the Registrar, or in academic departments.

16. *Attendance at commencement.* The candidate for the Doctor of Education degree is expected to secure the appropriate academic regalia and appear at commencement for the awarding of the degree.

#### **IV. STUDENT RESPONSIBILITIES**

Graduate students at the University of Northern Iowa are expected to be familiar with and discharge specific responsibilities for which they are accountable. The official statements of graduate student rights and responsibilities can be found in the *University of Northern Iowa Graduate College: Graduate Student Handbook*. It is located at

<http://www.grad.uni.edu/files/handbook/HandbookTOC.htm>. Student responsibilities include the following:

1. The student is expected to establish and maintain regular contact with his/her advisor in regard to specific requirements and progress toward the degree.
2. It is the student's responsibility to inform the Graduate College of any changes in his/her information record (such as deletions or additions of information, changes in program, etc.) that bear upon his/her status as a graduate student. This should be done with the advisor using the Student Request Form found on MyUNiverse under *My Personal Records*.
3. The student is expected to become familiar with all available materials and faculty resources regarding procedures for fulfilling the requirements of a degree, including grade point requirements, course work requirements, examination requirements and all other degree requirements.
4. The student shall make himself/herself aware of specific deadlines pertaining to the various requirements listed in Number 3 above. See <http://www.grad.uni.edu/thesis/dates.aspx> for a list of important dates for graduate students.
5. The degree student shall obtain the academic advisor's approval for each registration. This applies to short-range, precandidacy scheduling as well as to any proposed change affecting the Program of Study (GF-1).
6. The student must comply with the academic ethics policy of the Graduate College. This appears in the *Graduate Student Handbook* (<http://www.grad.uni.edu/files/handbook/HandbookTOC.htm>). A plea of ignorance is not considered to be a compelling defense of violations of academic ethics.

## V. DOCTORAL ADVISOR (CHAIR) AND COMMITTEE

### *Doctoral Advisor*

Any faculty member serving as Advisor, Chair, or Dissertation Committee member must have Graduate Faculty status. Upon admission to the Ed.D. program each student is assigned a doctoral advisor. Advisor assignment is made within each Intensive Study Area (e.g. Community Health Education, Curriculum and Instruction, Educational Leadership, Leisure, Youth and Human Services, Rehabilitation Studies, and Special Education) after consultation with appropriate faculty. The doctoral advisor is usually a member of the faculty of the selected Intensive Study Area whose areas of interest and expertise are similar to the student's interests and career goals.

The advisor is responsible for evaluation of potential transfer and pre-admission coursework that might be applied to the degree program. If the advisor recommends a course from another institution as being an appropriate transfer, the student should download a *Graduate Transfer Credit Evaluation* form found under *My Personal Records* on MyUNiverse. It is the student's responsibility to fill out this form and send to the transfer university for completion (not needed for Iowa Regents universities). Upon receipt of completed form it will be determined if this course meets Graduate Council transfer criteria. The student should also contact the transfer institution and request an official transcript be sent directly to UNI. In addition, the course must be a "B-" or better. If approved, the student should list the course as a substitution for a specific required course when submitting the student request through MyUNiverse. During the student's first semester of enrollment, the advisor will assist the student in developing the program of study and preparing the application for candidacy. A tentative plan for the completing of coursework and the degree requirements should be developed at this time.

The Doctoral Advisor should assist the student in developing an initial focus or direction of interest that might lead to the dissertation. In addition, the advisor will be helpful in identifying potential dissertation committee members. While in most cases the Doctoral Advisor becomes the Dissertation Chair, that assignment is not assumed. When the evolving interests of the student more closely match those of a faculty member other than the advisor, the appropriate faculty will be appointed as Dissertation Chair and will assume advisor duties.

#### *Dissertation Chair*

The faculty member who will chair the dissertation committee must have an interest in working with the student and knowledge of both the area of investigation of the student's dissertation, as well as research methodology appropriate to the proposed dissertation problem. Faculty who are eligible to chair a Dissertation Committee and direct a dissertation have served as a member of previous Dissertation Committees of graduated doctoral students and have met other eligibility criteria relative to their documented record of research and scholarly productivity activity as determined by the Intensive Studies Area Committee.

The Dissertation Chair assists the student in the formation of the full committee. When appropriate faculty have been identified, the Chair and student recommend to the Associate Dean of Graduate Studies the appointment of those faculty as the Dissertation Committee.

The Chair, in consultation with committee members, will determine the candidate's eligibility to take the comprehensive examination and assist with the process of application for the examination. In addition, the Chair is responsible for preparation and evaluation of the comprehensive examination in collaboration with committee members.

The Dissertation Chair assumes major responsibility for the direction of the student's work on the dissertation project. The Dissertation Chair facilitates and coordinates the efforts of the student and Dissertation Committee throughout the development and execution of the research, and the completion and final dissertation defense.

### *Dissertation Committee*

A Dissertation Committee shall be established for each student prior to the point of application to take the comprehensive examination. The Chair, after consultation with the student, will recommend a five-person committee to the Associate Dean for Graduate Studies of the College of Education, who will in turn recommend the committee appointments to the Dean of the Graduate College. Each Dissertation Committee must include at least one member from the Intensive Study Area faculty, and one member from outside the College of Education. The member from outside the College of Education is approved by and represents the Graduate Dean. Recommend two potential outside members from which the Graduate Dean might select the appointee. An expansion of the committee may occur if a non-faculty member or an external faculty member from a university other than UNI agrees to serve due to expertise or as a representative of an area of knowledge. Approval shall comprise a written petition submitted in the normal procedure. Non-faculty personnel will participate in all committee responsibilities except for signature decisions.

Working with the Dissertation Chair, the Dissertation Committee will verify that the predissertation research requirement has been met, assist in the preparation and evaluation of the comprehensive examination, assist in the development and completion of the dissertation, authorize the defense of the dissertation, and approve the dissertation following a successful defense.

While the policies and procedures described above are very important, they do not reflect the totality of the process of Dissertation Committee formation. Assembling a committee of strong faculty with whom you can work well is one of the most significant tasks in a doctoral program. Remember, it is not necessary to identify the entire Dissertation Committee immediately, or even very early in your program of study. As a clearer research focus is developed, students should become familiar with members of the graduate faculty across the

College of Education and the entire University to start identifying potential committee members. You may conduct electronic searches or ask individual faculty for copies of their vita in order to become familiar with faculty records of scholarly productivity. Faculty tend to base their judgment of willingness to serve on their knowledge of the student and their interest and expertise in the topic of the dissertation research. As soon as you have a good sense of the direction of your dissertation work, and with approval of your advisor, present potential committee members with an outline and arrange a time to discuss your topic and their interest in serving on the committee.

## VI. CANDIDACY AND THE PROGRAM OF STUDY

### *Achieving Candidacy Status*

To become a candidate for the doctoral degree, each student admitted to doctoral study with Degree Status must gain formal approval of a planned program of study. Prior to the completing of 15 semester hours of course work toward the doctorate, the student, in consultation with his/her advisor, will develop a program of study and complete the application for candidacy. A copy of the application form is included in this handbook (Appendix A) and must be submitted through MYUNiverse. This application is submitted for approval by the student's advisor to the ISA and the Dean of the Graduate College. A student can apply toward a doctorate a combined maximum of 15 hours of transfer credit and **a second or third master's, or specialist degree credit (maximum of 6 hours).**

*Transfer credit.* Using a maximum of 15 hours of credit from regionally accredited graduate institutions may be applied toward meeting the minimum credit hour requirements for the Doctor of Education degree, subject to the Recency of Credit regulation. **Hours that have been applied to meet the requirements of another degree cannot be transferred.**

### *Program of Study*

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Educational Leadership, Leisure, Youth and Human Services, Rehabilitation Studies, and Special Education. (In some areas, it is possible to combine doctoral degree study with work toward an endorsement to perform a particular role in K-12 education.)

Doctoral study should be initiated with registration in 190:389, Doctoral Seminar, for one credit. Enrollment in 190:389 should be included in the first session of enrollment. The major work in conducting the dissertation is reflected in registration for six semester hours in 190:399, Dissertation Research. While there are discrete elements in the program, all of the work, including the culminating experience of the dissertation, should be seen as interrelated and focused on professional career interests.

<b>I. Professional Common Core (15 hours)</b>	<b>Credit Hours</b>
Education Foundations Interdepartmental Education: 190:301	3 hours
<b>Research:</b>	
Interdepartmental Education: 190:303; 190:305; 190:307	9 hours
Measurement and Research: One of the following – 250:270; 250:300; 250:301; 250:310	3 hours
<b>II. Advanced Professional Studies</b> This is the component of the program that relates to and supports the student's professional career goal. Students will elect one of six areas of intensive study. Specific course requirements for individual students will depend on faculty requirements and student background, interests, and goals. The only program limitations on work in this component are that the course work (including seminars, practica, independent readings, and independent research) be at the 200- or 300-level except as allowed by the general regulations, and that there be a minimum of 6 hours outside of the elected area of intensive study. The six areas of intensive study are: Community Health Education Curriculum and Instruction Educational Leadership Leisure, Youth and Human Services Rehabilitation Studies Special Education	38 hours

<b>III. Dissertation (7 hours)</b> This is the program component in which the student demonstrates proficiency in the integration of theory and practice (i.e., it involves the application of existing knowledge and/or results of individual research to an educational problem or situation).	
<b>Required:</b>	
Doctoral Seminar: 190:389	1 hour
Dissertation Research: 190:399	6 hours
<b>Total</b>	<b>60 hours</b>

1. Advanced Professional Studies – 38 hours

This is the component of the program that relates to and supports the student’s professional career goals.

**Required Courses in Curriculum and Instruction ISA**

210:352	Curriculum Theory	3 hours
210:354	Curriculum Implementation and Evaluation	3 hours
210:389	Seminar in Curriculum and Instruction	2-4 hours
210:397	Practicum	1-4 hours
240:340 or 240:240	Instructional Development	3 hours

Electives

Students pursuing intensive study in Curriculum and Instruction will complete elective hours of additional course work in curriculum and instruction.

In consultation with the doctoral advisor, the student will select courses related to planning, implementing, evaluating, and supervising education programs. Courses in this component must focus on considerations of Curriculum and Instruction rather than content emphases, but may include courses outside the college.

**Required Courses in Educational Leadership ISA**

270:311	Educational Leadership and Systems Change	3 hours
170/270:389	Seminar	3 hours
170/270:390	Practicum or 270:391 Internship	3 hours

**Required Courses in Leisure and Youth Health Services ISA**

430:202	Social Psychology of LYHS	3 hours
430:240	Historical & Philosophical Foundations	3 hours
430:310	Critical Theories I	3 hours
430:312	Critical Theories II	3 hours
430:329	Research/Evaluation Seminar (1 cr. For each of 6 semesters)	6 hours

LYHS Track (select one) 12 hours

A. Youth Development

210:155g Constructivist Early Education  
210:225 Advanced Constructivist Education  
43Y:240 Models for Intervention with Youth  
43Y:244 Youth Development in Non-profit Organizations

B. Leisure and Human Services Management

430:250 Management Issues in LYHS  
430:260 Strategic Program Management  
43Y:251 Financial Decision-making  
43Y:256 Personnel Management  
Electives (6 cr. Outside LYHS) 8 hours

**Required Courses for Rehabilitative Studies**

42T:270 3 hours  
42T:301 3 hours  
42T:310 3 hours  
42T:289 Seminar in Athletic Training: (Seminar: Outcomes, 2 hours; Seminar: Epidemiology, 2 hours; Seminar: Kinesmetrics in Athletic Training Research, 2 hours; Community Building and Leadership, 2 hours) 2 hours

Practicum:

42T:297

Rehabilitation Studies Track (select two)

A. Evidence Based Practice: 42T:230 (2 hours); 42T:240 (2 hours); 42T:260 (2 hours)  
B. Orthopedic Assessment: 42T:210 (3 hours); 42T:220 (2 hours); 42T:250 (2 hours)  
C. Exercise Science: 420:253 (3 hours); 420:260 (3 hours); 420:271 (3 hours)

**Required Courses for Community Health Education**

410:220 Health Determinants 3 hours  
410:290 Philosophy & Ethics in Health Education 3 hours  
410:293 Epidemiology 3 hours  
410:319 Health Disparities 3 hours  
410:320 Theoretical Fnds of Community & Public Health 3 hours  
410:389 Seminar: (6 semesters) 6 hours

<b>Postsecondary</b>	Postsecondary Curriculum & Assessment	3 hours
170:230	History & Philosophy of Higher Education	3 hours
170:260	Internship (teaching)	2 hours
410:395	Practicum (teaching)	3 hours
410:397	Electives as approved by advisor	6 hours

**Comm & Public**

942:153g	Public Organizations	or
942:173g	Public Budgeting	3 hours
430:253	Fundraising & Grant Writing	3 hours
410:395	Internship (public health)	2 hours
420:397	Practicum (public health)	3 hours
	Electives as approved by advisor	6 hours

**Required Courses in Special Education ISA**

220:260	Special Education Law and Policy	3 hours
220:295	Single Subject Research Applications*	3 hours
220:289	Seminar in Special Education*	3 hours
220:386	Studies in Special Education: Issues	3 hours

\*If not completed as part of MAE program

Electives: (listed below are some suggested electives)

220:385	Readings in Secondary Special Education	1-2 hours
220:389	Seminar in Special Education: Secondary Special Education and Transition	3 hours
220:389	Seminar in Special Education: Assistive Technology	3 hours
220:397	Practicum: College Teaching	3 hours

**NOTE:** The Special Education ISA requires a minimum of three to six credit hours taken outside the College of Education

*Predissertation Research Proficiency Requirement*

The doctoral program in the College of Education at the University of Northern Iowa requires each student to show evidence of having completed a significant predissertation research experience which demonstrates the student's ability to engage in disciplined inquiry. **This requirement must be met before the student is eligible to complete the Comprehensive Examination.** The student is to be reminded of this requirement by the advisor at the time when

the application for candidacy is completed. Evidence of having met this requirement will be evaluated by the student's ISA. Check with your advisor for more information.

a. Examples of experiences that may meet this requirement are:

- 1) A publication accepted by a refereed journal in professional education.
- 2) A master's degree thesis.
- 3) A specialist's degree thesis.
- 4) A written report of research conducted jointly with other students or faculty submitted for publication.
- 5) A written report of independently conducted research submitted for publication.
- 6) A synthesis of literature submitted for publication.
- 7) A critical review of an existing theory submitted for publication.
- 8) Development of a state or federal grant proposal.

b. A statement indicating the Dissertation Committee's acceptance of evidence that the student has completed the research proficiency requirement shall be transmitted by the advisor to the Associate Dean of the College of Education as part of the application to take the comprehensive examination form.

## VII. THE DOCTORAL COMPREHENSIVE EXAMINATION

All candidates for the Doctor of Education Degree are required to complete a comprehensive requirement when 80% of coursework has finished. Successful completion of this requirement qualifies a student to continue studies and work on the dissertation. The comprehensive examinations may consist of one of several options. Check with your Dissertation Chair for specific information about your ISA's requirement as they do vary.

The comprehensive examination is designed to assess the following:

1. the candidate's familiarity with both a common body of professional knowledge and knowledge specific to the advanced professional studies area.
2. the candidate's ability to analyze and synthesize philosophical and theoretical information and apply the results to issues and problems of practice.
3. the candidate's ability to express and defend or critique ideas and/or positions in a written manner.

The candidate requests permission to take the comprehensive examination through the Intensive Study Area.

*Eligibility.* A candidate who meets the following requirements may apply to take the comprehensive examination:

1. The candidate has completed at least 80 percent of the approved program of study, exclusive of dissertation research credit.
2. The candidate's committee has verified that the pre-dissertation research requirement has been met.
3. The candidate has been granted preliminary approval of the

proposed dissertation project. Preliminary approval is granted when the committee agrees in writing that the proposed topic is valid and researchable.

Typically, the candidate has begun development of the dissertation proposal.

*Application.* The candidate must submit an application to take the comprehensive examination to the Dissertation Chair's office ***no later than one month*** prior to the administration of the examination. A copy of the application form is included in the appendix of this handbook. Candidates are encouraged to submit the application at the beginning of the session in which the student intends to take the examination. The application requires your Dissertation Chair's approval; be sure to start early! Application to complete an alternative to the written exams must also be made to the Dissertation Chair in a timely fashion.

*Administration.* Administration of the written comprehensive examination is dependent upon the ISA requirements with input from the Dissertation Chair. Check with your Dissertation Chair for further information, as there may be more than one format available to meet the requirement.

The written comprehensive examination is administered according to a schedule arranged with the Dissertation Chair. The examination is held over a three-day period with a four-hour block of time each day. The student and Dissertation Chair will determine the dates and times. The Dissertation Chair in conjunction with the Dissertation Committee will solicit questions from appropriate faculty. The student has the right to request information on how best to prepare for the exam from professors.

The first examination session is often devoted to the common professional core areas of study. The second and third examination sessions are often devoted to the area of advanced professional study. Each session typically includes from one to three questions.

Arrangements must be made at the time of application to take the examination.

Consulting any written or electronic reference material during the examination is unethical and will result in failing the exam.

*Written Examination Evaluation.* The candidate's Dissertation Committee will read all examination questions. Other members of the graduate faculty, especially core area faculty, may be asked to review responses to specific questions on the examination. The examination is evaluated on a pass/fail basis. A candidate who does not pass some portion of the examination may be reexamined on that part, either orally or in written form, at a time scheduled by the Dissertation Committee. A candidate who fails the entire examination may retake the examination during the next regularly scheduled administration. Alternatives to the traditional written examination are evaluated in the same manner.

*Post-Comprehensive Examination Continuous Registration Requirement.* All students in doctoral programs at the University of Northern Iowa are required to be enrolled continuously each academic term (excluding summer session) following successful completion of the doctoral comprehensive examination requirement. A mandatory registration fee per term will be assessed to those not otherwise registered. Post comprehensive enrollment (190:300) entitles the student to all normal student privileges and use of University facilities. This enrollment carries no credit or grade.

## VIII. THE DISSERTATION RESEARCH

### *The Dissertation*

A dissertation is required of all candidates for the Doctor of Education degree. As the culminating experience of the doctoral program, the dissertation represents a major scholarly effort to integrate existing knowledge into an original research project in relation to an educational problem. The dissertation will involve no less than six semester hours of research related credit.

### *Dissertation Research (190:399)*

Every student must complete six semester hours of 190:399 – Dissertation Research. Although students may register for as many as twelve semester hours of Dissertation Research, only six semester hours may count toward the completion of a minimum sixty semester hour degree program. In any given semester, a student may enroll in as few as one semester hour or as many as six semester hours of research credit. We recommend, however, that 190:399 enrollments be distributed throughout the time of significant involvement with the dissertation research. One effective plan is to complete 2 semester hours while developing the proposal, two semester hours during the execution of the project, and two semester hours during the final writing of the dissertation.

### *The Dissertation Proposal*

A student may begin work on development of the proposal under the advisor's guidance. Once the tentative problem is identified and a committee established, the student and entire committee will meet for the "preliminary development meeting." This meeting should focus on discussion of the proposed problem or question(s) with the goal of refining the question(s) and considering options for appropriate methodologies. The result of the meeting should be the "preliminary approval" of the proposed research by the full committee. Preliminary approval of

the proposed dissertation research is required in writing before the student may take the comprehensive examination.

Formal Dissertation Committee approval of the proposal will not occur until the candidate has presented the full proposal in a public oral presentation. The formal presentation will be scheduled for two hours.

Formal approval of the dissertation proposal is the responsibility of the Dissertation Committee within the following parameters:

1. Information necessary for the public announcement of the formal present of the dissertation proposal will be submitted to the Office of the Dean of the College of Education at least two weeks prior to the presentation. The submitted information must include the title of the proposed research and the date, time and place of the formal presentation. The student or Dissertation Chair will reserve an appropriate room for the presentation.
2. The candidate is responsible for providing a copy of the proposal to all Dissertation Committee members *at least two weeks* prior to the formal presentation. One copy of the proposal will also be placed in the central office of the Intensive Study Area and one in the office of the Associate Dean of College of Education.
3. The formal presentation will be scheduled for two hours, the first portion of which will be open to the University community. The first portion will consist of a formal presentation of the dissertation proposal prepared in advance by the candidate. Following questioning by the Dissertation Committee, others in attendance may ask questions at the discretion of the Dissertation Chair. The second portion of the presentation will be closed to the public and will be devoted primarily to determining the acceptability of the proposal and any necessary revisions to be made.

4. All members of the Dissertation Committee are to be present for the proposal presentation.
5. The approved Proposal Approval sheet is filed in the ISA and COE Office of the Associate Dean *prior to initiation of any aspect of the research project.*
6. A candidate who does not receive written proposal approval will be required to repeat the formal presentation process.

#### *Progress Meetings*

At least two meetings of the full Dissertation Committee should occur between proposal approval and consideration of the completed dissertation.

1. One meeting might provide for full committee discussion of results, possible direction for interpretation, and alternatives for structure of the final chapters of the dissertation.
2. One meeting should immediately precede (three weeks) the final defense of the dissertation. The result of this meeting would be committee agreement that the document is acceptable and approval to schedule the final defense. The public defense will be announced only when the ISA office has received the signed authorization to Defend. Completed copies of the dissertation will be placed in the ISA and COE Dean's Office.

#### *The Dissertation Defense*

The student's Dissertation Committee will conduct a final oral defense of the dissertation. This defense will be open to the University community.

1. Within the first *two weeks* of the semester in which the defense is planned, the student must file Intent to Defend the Dissertation. The Application for Graduation should also be prepared at this time.

2. During the semester in which the student intends to graduate, the student must make an appointment with the Graduate College for a dissertation preview to have the style and format of the dissertation reviewed. The student must have an approved program of study as well as an approved Dissertation Committee Appointment Form on file in the Graduate College before a preview meeting will be scheduled. All problems may not be detected during the preview; however, the major difficulties will be discussed. Often a brief consultation will uncover format problems that are easily remedied at this stage. No dissertation will be accepted by the Graduate College for final approval without the completion of this meeting. See <http://www.grad.uni.edu/thesis/dates.aspx> for a calendar of *Important Dates for Graduate Students*.
3. An Authorization to Defend form will be submitted to the ISA office. Information for the public announcement of the dissertation defense will be submitted to the Office of the Dean of the College of Education at least three weeks prior to the defense. The submitted information is to include the final title of the dissertation, an abstract of the completed dissertation, and the date, time and location of the defense. The student or Dissertation Chair will reserve an appropriate room for the defense.
4. The candidate is responsible for providing a copy of the completed dissertation to all members of the committee at least three weeks prior to the defense. One copy of the dissertation will also be placed in the central office of the Intensive Study Area and in the office of the Dean of the College of Education. Faculty members and doctoral students are informed within the defense announcement that review copies are available.
5. A notification of the defense is to be sent out to the College of Education two weeks prior to the defense.
6. The defense will be scheduled for two hours. The first portion of the defense, which is open to the University committee, will consist of a formal presentation prepared in

advance by the candidate. Following questioning by the Dissertation Committee, others in attendance may ask questions at the discretion of the chair of the Dissertation Committee. The second portion of the defense will be closed to the public and will be devoted to determining the acceptability of the dissertation and any necessary revisions.

#### *The Dissertation Format*

The requirements for the preparation and filing of the dissertation are set forth in the *Thesis and Dissertation Manual* <http://www.grad.uni.edu/thesis/thesismanual.aspx>. It is most important that these requirements related to style and appearance of the dissertation be closely followed. The Dissertation Committee must approve any variance from the required format at the time the proposal is approved.

#### *Dissertation Submission Procedures Required by the Graduate College*

At the beginning of the semester, the Dissertation Chair must notify the Graduate College of the student's intent to complete the dissertation during the semester. All students must schedule a preview meeting. See number 2 above for further information on this meeting. ***No dissertation will be accepted by the Graduate College for final approval without this meeting.***

***The student must present three unbound copies of the dissertation in final form, either originals or photocopies, to the Graduate College no later than six weeks before graduation. Failure to meet this deadline will result in a delay in graduation.*** The requirements for the preparation and filing of the dissertation are set forth in the *Thesis and Dissertation Manual* (<http://www.grad.uni.edu/thesis/thesismanual.aspx>). Copies of the manual may be obtained through the Graduate College's Website and should be consulted prior to beginning the dissertation. Final copies submitted to the Graduate College must be on white, acid free, 24-pound, 25 percent or 100 percent cotton paper. The student may purchase the approved paper at the print center in the Physical Plant. Final copies must be clean and suitable for microfilming, with uniform darkness

and a sharp imprint. In addition, student should check with the department granting the degree for the number of copies required, as the number varies.

*Additional Information*

Dissertations are read in the order in which they are received by the Graduate College, and the student is notified of any necessary corrections. All corrections should be submitted to the Graduate College within 2 weeks of receiving the Graduate College check sheet.

The Library also reviews the deposit copies particularly checking the margins, type quality, and paper quality. The Graduate College takes the responsibility of sending the copies to the Library.

The Graduate College office has the responsibility of reviewing your document to assure you have complied with the Graduate College Thesis and Dissertation Manual and the style manual designated by your department. Please note that in those few cases where the two may differ, the Graduate College's manual is to be followed.

Helpful hint: Many errors in the dissertations are in the reference citations. Many times the citation in the body of the paper does not agree with the reference list. Every citation is carefully checked for agreement with the reference list regarding the exact spelling of author names and exact date of publication.

## IX. COLLEGE AND UNIVERSITY FACILITIES

### *Phi Delta Kappa Reading Room*

Located on the sixth floor of the Schindler Education Center, the PDK Reading Room is provided as a study/meeting/lounge area for all doctoral students. Information pertinent to doctoral students is regularly posted in this area. Doctoral students have full access to the kitchenette included in the Reading Room. Phi Delta Kappa will maintain a small library in the area and doctoral students are invited to make use of those materials.

### *Rod Library*

The Rod library is the main University library. It contains extensive collections of books and periodicals related to Education. Graduate study carrels are located on the first floor. Room 155 is furnished with built-in oversized carrels, each with a lockable compartment above the desk. These carrels are available only to graduate students. Carrels are normally assigned for no more than one semester. Renewal requests are considered, but priority will be given to those who have not previously had one. Use of the carrels is free, though a \$25.00 lock replacement charge will be assessed for keys that are lost. Note: Library material must be checked out before being stored in a carrel. Carrel assignments will be made on the understanding that a library employee will periodically search all carrels and remove library material that is not properly checked out. Information on Rod Library facilities and services is also available at <http://www.library.uni.edu/>.

### *Malcolm Price Laboratory School*

The Malcolm Price Laboratory School of the University of Northern Iowa offers educational programs from the Nursery-Kindergarten level through the 12<sup>th</sup> grade. The Laboratory School provides doctoral students with rich resources for professional interaction, practicum, and internship experiences.

*Computer access for doctoral students:*

1. *ITS service.* Information Technology Services, located in Innovative Teaching and Technology Center, room 36, can provide students with passwords for access to the University system. This system includes a wide range of software including statistical packages, data base software, and access to Internet and the World-Wide Web.
2. *Computer facilities in the College of Education.* Refer to the College of Education's Instructional Resources and Technology Services website (<http://www.uni.edu/coe/irtsweb/>) for information on computer facilities and more. In addition to the facilities in the Schindler Education Center, multiple computer labs are located across the UNI campus in the Rod Library, in dormitories, the Maucker Union, and in most buildings. Detailed information on these computer labs is available from ITS website (<http://www.uni.edu/its/us/search/>) or by calling 319-273-5555.

**X. FINANCIAL AID FOR Ed.D. STUDENTS**

The best source of information on Financial Aid is the University of Northern Iowa Financial Aid Office (<http://www.uni.edu/finaid/graduatestudents.shtml>), which is located in Gilchrist 105 (273-2700). Their friendly and competent personnel will provide help identifying sources of aid, determining eligibility, and completing all the forms that seem to go with receiving aid. A visit to that office is well worth the effort if you are in need of financial aid.

There are a few sources of aid to doctoral students that are available directly through application to the College of Education. Your initial contact for application materials for these awards is the Office of the Associate Dean, College of Education, 159A Schindler Education Center (273-2719).

### *Graduate College Awards*

*Graduate assistantships.* Currently, five doctoral Graduate Assistantships are awarded each year to the College of Education. Each assistantship carries a stipend. Doctoral students may receive a full scholarship and an assistantship or only an assistantship. In return, the graduate assistant provides 15-20 hours per week of service to the department or College by co-teaching under faculty supervision, or assisting in faculty research. The work assignment is selected to complement the student's academic study. The Graduate Assistant stipend is taxable income. More information on assistantships from the Graduate College can be found at <http://www.grad.uni.edu/assistantships/assistantships.aspx> .

*Graduate Tuition Scholarships.* Five Graduate Scholarships are also awarded to COE doctoral students each year. Doctoral students may receive a full scholarship and an assistantship or only a scholarship. The Tuition Scholarship pays full tuition for both the fall and spring semesters. The student's liability is then limited to student fees which vary each year. The Graduate Tuition Scholarship is a tax-free award.

Both the Graduate Assistantship and Tuition Scholarship awards require the student be enrolled in nine or more 200 level and above graduate credits each semester. They are intended to enable a student to pursue the degree on a full-time basis. A student may be awarded both a Graduate Assistantship and a Graduate Tuition Scholarship.

Application forms for these awards are available in the Associate Deans' Office, departmental offices, and The Graduate College Office. Applications should be completed and must be submitted to the Associate Dean's Office by February 1 for the following academic year.

At times, student financial assistance may also be available, depending on federal grant awards to the College of Education. Check with your ISA departmental office for information on availability, criteria, and application materials.

*College of Education Doctoral Awards*

Besides the scholarships listed below, check with your ISA department to see if others are available.

*John S. Latta Scholarship.* Each year, the John S. Latta Scholarship is awarded to an outstanding student in the Doctor of Education Program. The student must hold Regular Degree Status and be enrolled for at least nine semester hours of coursework (not including dissertation research) during both fall and spring semesters of the award year. The Latta Scholarship has been an award of \$3000-\$5000. However, due to the current fiscal crisis, dollar amounts may vary greatly. Any amount that exceeds tuition costs may be taxable.

*John Kamerick Dissertation Award.* The John Kamerick Award provides up to \$400 in support of research for the doctoral dissertation. The eligible student will have a dissertation committee approved and received written preliminary approval of the dissertation proposal from that committee. The award may be used to support any costs associated with the dissertation research.

*Ida May Wilson Scholarship.* The Ida May Wilson Scholarship is an award to teachers who seek to enhance their teaching effectiveness through graduate degree study. Amounts may vary from \$1,000 to \$6,000. Due to the current fiscal crisis, dollar amounts may vary greatly. Recipients will have completed at least one year of successful teaching prior to the academic year for which the scholarship is awarded. In keeping with the intent of the Ida May Wilson bequest, preference will be given to minority applicants and those beginning graduate study.

Application materials for the College of Education awards are available in Associate Deans' Office (159A Schindler Education Center).

## **Appendix A: Ed.D. Program Forms**

**UNIVERSITY OF NORTHERN IOWA  
GRADUATE COLLEGE DISSERTATION COMMITTEE APPOINTMENT FORM**

This form will become part of a doctoral student's file in the Graduate College. It is to be completed PRIOR TO THE BEGINNING OF A STUDENT'S DISSERTATION PROCESS and forwarded to the Graduate College for approval. Please note that this form includes a space for the dissertation committee member appointed by the Graduate College. On April 25, 1991, the Graduate Council approved the following recommendation by the Council's Task Force on Thesis and Dissertation Guidelines:

"For each doctoral committee an additional member will be appointed by the Graduate College and will serve as the representative of the Graduate College. This member will enjoy the same status as any other member of the committee and will not replace the outside member recommended by the department. The department will continue to recommend two outside persons, one of whom will be appointed."

Student's Name: \_\_\_Ms. \_\_\_ Mr. \_\_\_\_\_ Student No. \_\_\_\_\_  
(Last) (First) (Middle/Maiden)

Current Address: \_\_\_\_\_  
Street City State Zip

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Doctoral Program: \_\_\_\_\_

Recommendations for Dissertation Committee:

- |  |   |
|--|---|
| 1) _____<br>Circle one: Chair Co-chair | 2) _____<br>Circle one: Committee Member Co-chair |
| 3) _____<br>Committee Member           | 4) _____<br>Committee Member                      |

Recommendations for Committee Member Outside the College – Please identify two

_____	_____
<small>First Recommendation</small>	<small>Second Recommendation</small>

SIGNATURES:

Doctoral Student: _____	Date: _____
Chair: _____	Date: _____
Co-chair (if applicable): _____	Date: _____
Department Head: _____	Date: _____
Collegiate Dean or Designee: _____	Date: _____

To be completed by the Graduate College:

Committee Member Appointed by Graduate College: \_\_\_\_\_

The recommendations for membership on this dissertation committee have been approved by the Graduate College. Any recommended changes in membership of this committee should be forwarded to the Graduate College for approval as soon as possible.

Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_



APPLICATION TO COMPLETE COMPREHENSIVE EXAMINATIONS  
College of Education  
University of Northern Iowa  
Doctor of Education

Application for Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

\_\_\_\_\_  
Student Name Intensive Study Area

\_\_\_\_\_  
Student Name Date Admitted to Candidacy

\_\_\_\_\_  
Address (to which results should be sent)

Hours completed \_\_\_\_\_ Hours enrolled now \_\_\_\_\_ Graduate Grade Point \_\_\_\_\_

ADVISOR'S CERTIFICATION

**Student has completed, or will complete with this registration,**

- a) the program of study on the application for candidacy. \_\_\_\_\_ Yes \_\_\_\_\_ No  
(check one). If yes, go to next item; if no, answer item b) before going to next item.
- b) at least 80% of the program of study on the application for candidacy. \_\_\_\_\_ Yes

\_\_\_\_\_  
(List any course work/seminars/practica yet to be completed.)

**Student has satisfied the predissertation research experience by submitting**

\_\_\_\_\_  
(Describe the work accepted, including title.)

**Student has completed the residency requirement (or will complete the requirement)**

\_\_\_\_\_  
(Identify the terms and number of hours of registration that will be used to satisfy the residence requirement.)

**Student has received preliminary acceptance of the dissertation topic**

\_\_\_\_\_  
(Identify the topic and date of approval.)

\_\_\_\_\_  
Date Advisor's Signature

\_\_\_\_\_  
Date Associate Dean's Signature

**Ed.D. DOCTORAL PROPOSAL APPROVAL**  
College of Education  
University of Northern Iowa

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Intensive Study Area**

\_\_\_\_\_  
**Student Number**

\_\_\_\_\_  
**Date**

**The above-named student has submitted and presented to us a dissertation proposal entitled:**

\_\_\_\_\_  
\_\_\_\_\_

**which we have reviewed and approved.**

\_\_\_\_\_  
**(Dissertation Chair/Co-Chair) *circle one***

\_\_\_\_\_  
**(Co-Chair or Member) *Circle one***

\_\_\_\_\_  
**(Member)**

\_\_\_\_\_  
**(Member)**

\_\_\_\_\_  
**(Member)**

\_\_\_\_\_  
**(Member)**

\_\_\_\_\_  
**Dean/Associate Dean  
College of Education**

2/03 rfs

**INTENT TO DEFEND THE DISSERTATION RESEARCH**  
College of Education  
University of Northern Iowa

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Intensive Study Area**

\_\_\_\_\_  
**Student Number**

**Doctoral candidates must declare their intent to defend the dissertation prior to the start of the third week of the semester or second week of the summer session in which they plan to defend the dissertation. This form must be submitted to the Student's Dissertation Chair.**

It is my intent to defend the dissertation research entitled \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

during the week of \_\_\_\_\_. I will meet with my committee to review the complete document and seek authorization for the defense no later than the week of \_\_\_\_\_.  
(three weeks preceding)

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**NOTE:** If it is necessary to postpone the defense to a subsequent semester, the candidate must notify the Associate Dean. A new intent form must be filed when the defense is rescheduled.

2/03 rfs

**AUTHORIZATION TO DEFEND THE DISSERTATION**  
College of Education  
University of Northern Iowa

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Intensive Study Area**

\_\_\_\_\_  
**Student Number**

\_\_\_\_\_  
**Date**

**The doctoral dissertation submitted by the above student is acceptable in substance and form. The student is hereby authorized to schedule the formal oral defense of the dissertation.**

**Dissertation Title:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**(Dissertation Chair/Co-Chair) circle one**

\_\_\_\_\_  
**(Co-Chair or Member) Circle one**

\_\_\_\_\_  
**(Member – Core Faculty)**

\_\_\_\_\_  
**(Member)**

\_\_\_\_\_  
**(Member)**

\_\_\_\_\_  
**(Member)**

**DISSERTATION APPROVAL SHEET**  
DOCTOR OF EDUCATION  
UNIVERSITY OF NORTHERN IOWA

1. Student Name \_\_\_\_\_

2. Student Number \_\_\_\_\_

3. Anticipated Graduation Date \_\_\_\_\_

4. Dissertation Title \_\_\_\_\_  
\_\_\_\_\_

5. Dissertation Committee Approval

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

6. Department Head, Intensive Study Area \_\_\_\_\_ Date \_\_\_\_\_

7. Indicates one copy of the dissertation will be submitted to the Dean of the College of Education upon approval in the Graduate College

Dean, College of Education \_\_\_\_\_ Date \_\_\_\_\_

8. Four copies of the dissertation, five copies of the dissertation abstract, and verification of binding and microfilm fees submitted to the Graduate Dean for approval.

Graduate Dean \_\_\_\_\_ Date \_\_\_\_\_

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Photocopies of this completed form to be sent by the Graduate College to the student and to the student's file c/o Dean's Office, College of Education.

