

*Marshall University
College of Education
And Professional Development*

Doctoral Program in Leadership Studies



Student and Faculty Handbook

www.marshall.edu/lsedd
Handbook of Record Effective August 1, 2018

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Introduction and Program Mission

The purpose of this document is to provide faculty members and doctoral students with an understanding of policies and procedures of the Marshall University Online Doctoral Program (EdD) in Leadership Studies (LS).

Marshall University was first granted the authority to offer a doctorate in education with a major in leadership studies in March, 2002, representing a transition from a cooperative agreement with West Virginia University, which began in 1980. The program is administratively housed on Marshall University's South Charleston campus. All coursework is available online from faculty who have more than two decades of experience in distance learning and who are skilled in integrating the various features of the Blackboard delivery system to create a rigorous and collaborative learning environment.

The purpose of the EdD in Leadership Studies is to enhance leadership potential that will support personal and professional growth for conscientious individuals who seek to advance their roles as leaders in a wide range of fields. The foundational principle of the program is that the study of leadership informs the practice of leadership – and that effective practice grows not only from mastering the skills and knowledge necessary for decision-making, but grounding decision-making in a deep understanding of both ethics and historical and contemporary leadership theory.

The mission of the Leadership Studies EdD program is to prepare experienced practitioners to be reflective, ethical leaders and researchers who can contribute to their professions and their communities. Program faculty are committed to creating a community of scholars through mentoring, engaging in collaborative research, and maintaining a focus on sound leadership practices. Program graduates are expected to demonstrate the following outcomes.

Goal 1. Collaboration: Collaborate and interact with faculty and peers through coursework and opportunities to present or publish.

Goal 2. Depth of Understanding: Apply and integrate learning experiences and knowledge in the field including theoretical models, concepts, and research.

Goal 3. Reflection: Demonstrate reflection, critical thought, and ability to analyze and synthesize information and data from course experiences and collaborative research activities.

Goal 4. Scholarship: Exhibit evidence of scholarship in the field through course completion, submission and/or acceptance of manuscripts for publication, or presentation at regional or national conferences.

Goal 5. Communication Skills: Demonstrate composure, professionalism and poise in writing, speaking, and presentation; employ effective organizational skills; demonstrate a working knowledge of multimedia; and adapt quickly and smoothly to change.

Goal 6. Professional Ethics: Understand and utilize ethical reasoning models; engage in ethical research processes.

Goal 7. Professionalism: Continue the pursuit of expertise in the profession, thus enhancing one's field(s) and communities by taking courses, attending seminars and acquiring any additional professional designations.

Goal 8. Research: Demonstrate a comprehensive understanding of research knowledge and practices.

Acceptance into the Program

Admissions Requirements

The decision to admit an applicant to doctoral work constitutes a significant institutional and faculty commitment in the form of advising, teaching, chairing or serving on student committees, collaboratively conducting and presenting research, evaluating assessments, and guiding the successful completion of the dissertation. The applicant should note the decision to admit students to the doctoral program is a *collective* judgment of the program faculty and represents their determination of the likelihood that the candidate will succeed in all major phases of the degree program. These judgments take into account the applicant's professional experiences, communication and thinking skills, and other relevant capabilities and dispositions. Thus, an applicant is *not* automatically admitted on the basis of meeting only the minimum criteria. Students' graduate grade point averages as well as their scores on either the Miller Analogies Test (MAT) or Graduate Records Examination (GRE) will also be assessed by the faculty using a weighted evaluation scale.

Application and Admission Dates

Applications for admission to the EdD Program in Leadership Studies are considered on a rolling basis and should be submitted according to these deadlines:

- Applications for the fall term are due by July 15;
- Applications for the spring term are due by November 1; and
- Applications for the summer term are due by April 1.

All application materials, including official transcripts and test scores must be on file in the MU Graduate Admissions Office and the Leadership Studies EdD Office before admission requests will be considered. The following items are required for all students applying for admission to the LS EdD program.

Items Submitted to MU Graduate Admissions Office

The following items are to be submitted to the **Marshall University Graduate Admissions Office**. Hard copies may be sent to 100 Angus E. Peyton Drive, South Charleston, WV 25303-1600 and electronic copies to [Graduate Admissions](#).

- **Application:** The "Marshall University Graduate Application for Admission" must be completed and submitted with the appropriate application fee. The application may be completed online at: [Graduate Admissions Application](#). The applicant indicates on the application that s/he desires to be accepted into the online doctor of education (EdD) program and specifies the major of Leadership Studies (major code GEJ0). The program major should be selected based upon past experience, career aspirations, and personal aptitudes of the applicant. The application form specifies the term for which the applicant desires admission. Applicants must notify the Graduate Admissions Office if they wish to change the admission term after submitting the application.
- **Transcripts:** The applicant must request that official transcripts of all undergraduate and graduate work be sent by the applicable institution(s) to the MU Graduate Admissions Office. A minimum graduate grade point average (GPA) of 3.0 is required in order to be considered for admission. A master's degree from an accredited institution is required for admission.
- **Admission Test Score:** The applicant must request an official record of test scores, sent directly from the testing agency (either the Graduate Record Examination [GRE] or the Miller

Analogies Test [MAT]), to the MU Graduate Admissions Office. Copies from applicants are not acceptable. Applicants must reach at least the 50th percentile on the admissions exam in order to be considered for admission.

Items Submitted to the Leadership Studies EdD Office

The following items are to be submitted to the Leadership Studies EdD Office. Hard copies may be sent to 100 Angus E. Peyton Drive, South Charleston, WV 25303-1600. Electronic copies may be sent to [Kelly Templeton](#), Administrative Assistant.

- **Goals Statement** - The applicant must provide a goal statement, written in essay format, (500-750 words) which must address the following topics:
 - professional experiences that provide a basis for considering the applicant's admission to the program;
 - role of the EdD in the applicant's professional growth plan;
 - personal strengths that will contribute to the applicant's success in the EdD program; and
 - further information the applicant deems relevant to the admissions process and decision.

The applicant's ability to synthesize ideas to the level required for work in this advanced degree program and the appropriateness of the applicant's goals as they relate to the objectives of the EdD program will be assessed. The goals statement may be mailed or sent electronically as a Microsoft Word document to one of the addresses listed above.

The applicant must provide a current professional CV or **r sum **, including educational and work experience and current address, phone number(s), email address, and Marshall University Student Identification Number and/or MUID (if applicable). These may also be submitted through one of the addresses above.

- **Interview:** Upon review of the completed application materials, applicants who meet the minimum criteria will be invited to participate in an electronic interview. Applicants will be asked to discuss their qualifications and interests and to answer questions from the faculty. Doctoral program faculty will use an established rubric (**Appendix A**) to evaluate the applicant's interview. ***Being invited to interview does not guarantee admission to the program.*** The interview provides the faculty with the opportunity to more closely examine applicant qualifications and goals beyond the printed materials submitted in the application process. Interviews will be conducted electronically and applicants will be notified within one week regarding the faculty's decision on their request for admission.

Applicants who are denied admission to the program and wish to be reconsidered may submit a written request to the [LS Doctoral Program Coordinator](#). Records of applicants who are not admitted will be maintained on file by the LS EdD Office for a period of one year.

Program Expectations

To remain in good standing, and in addition to the Graduate College's standards for good standing, students admitted to the LS EdD Program must meet the following expectations.

- It is critical that the program have a working email address for you. Should your contact information change at any point in the program, you must notify both your adviser and the LS EdD Office.
- Maintain continuous enrollment (i.e., completion of coursework two out of three contiguous terms from admission to the program through admission to candidacy; after admission to candidacy, the student must be enrolled every term (i.e., spring, summer and fall).
- Maintain a GPA of 3.25 in the doctoral program. Courses with a grade of "C" or below will not be counted toward the doctoral degree.
- Identify an external committee member no later than the end of the first two courses in the research block. Newly admitted students will be assigned a temporary adviser until a doctoral committee is established.

Doctoral Plan of Study

A "Doctoral Plan of Study" form (**Appendix B**) must be signed by the student, the LS Program Director and the LS Doctoral Program Coordinator no later than one term following admission to the program. Required content and research/foundation and support courses **may not** be completed as independent study courses. All foundations courses must be completed before students may enroll in research courses.

Completion of Coursework and Related Issues: Progressing through the Program

Students should consult with their advisors or chairpersons prior to registering for any course. All courses are offered fully and asynchronously online. Registration for classes may be done at www.marshall.edu/mymu. Call 1-800-642-9842 ext. 68949 or (304)746-8949 for assistance with registration if needed.

Dissertation Research Hours (LS 797)

After a student has been admitted to candidacy, s/he is required to register for at three (3) hours of LS 797 in each of the next three terms. A minimum of nine (9) hours of LS 797 is required to qualify for graduation, and once a student has acquired those nine credit hours, s/he may enroll for only one (1)

additional credit hour of LS 797 in subsequent terms and only with the committee's approval. The student must also be registered in LS 797 during the term in which her/his dissertation is defended and approved.

Enrollment

The program expects that students will be continuously enrolled from their acceptance into the program until the completion of the dissertation and graduation. We do understand, however, that occasional hardships occur which may make continuous enrollment difficult. The program offers these options.

Inactive Status: The student who cannot meet the continuous enrollment requirement must submit a written request for a waiver to the [LS EdD Coordinator](#). A student may be granted inactive status for up to one year, providing s/he applies to the program faculty in writing, and the program faculty approve this status. Requests for inactive status should include the reason for the request and the date the student expects to be able to return to active status. Inactive status is permitted only once during the student's tenure in the program.

Voluntary Withdrawal from the Program: A student may choose to withdraw from the program at any time by notifying the LS EdD Coordinator in writing and submitting a copy of the notification to the LS EdD Office and the MU Graduate Admissions Office. The document requesting withdrawal must contain an original signature: faxes, emails or copies will not be accepted by the Graduate Admissions Office. A student who withdraws from the program in this manner may seek reinstatement to the program as described below.

Reinstatement into the Program: If the student wishes to be reinstated within one year after dismissal or voluntary withdrawal from the program, the student must file a written request to the [LS EdD Coordinator](#). If the student wishes to be reinstated more than one year after dismissal or voluntary withdrawal, s/he must reapply to the doctoral program. The acceptance of the previously formed committee, Plan of Study, and associated program materials (e.g., dissertation proposal or prospectus) will be contingent upon the decision of the program faculty and the student's committee. The program faculty may consider extraordinary circumstances in enforcing inactive status, dismissal from the program, and reinstatement.

Dismissal from the Program: If the student fails to maintain continuous enrollment or fails to show progress toward completion of the dissertation, the student may be subject to dismissal from the program.

- The student will be notified by registered mail of dismissal from the program and given the opportunity of due process as defined by the Marshall University Graduate Catalog in writing.
- If the appeal is granted, the student must submit in writing a plan to complete the program in a reasonable time.
- If the appeal is denied, the student will be dismissed from the program. A hold will be placed on the student's ability to register for classes.

Financial Matters

For up-to-date information on financial issues such as tuition costs, waivers or financial aid, follow the links on the “future students” page, which students may access from the program homepage (www.marshall.edu/lsedd).

Tuition Waivers

Employees of Marshall University are eligible for a waiver of \$750.00 per term pending availability. The waiver form must be signed by the employee’s supervisor and submitted prior to the posted deadline. A limited number of tuition waivers are available for fully admitted non-employee students. Application forms for both employee and non-employee waivers may be found on the EdD website under “Financial Support.” All waiver applications must be submitted to the Graduate College Office, 113 Old Main, Huntington, WV 25755 by the deadline posted for each term. The student must be registered for class before the waiver application will be considered. Waiver recipients will be notified by the Graduate College Office. Call 304-696-6606 if you have questions regarding tuition waivers.

Graduate Assistantships

A limited number of graduate assistantships are available. Applications are available through the [Graduate College](#) website and only students admitted to the doctoral program will be considered. Graduate assistantships include tuition and a stipend. Graduate assistants are expected to provide services such as administrative support and/or research or instructional assistance. Additional information may be found via the “Financial Support” tab on the EdD website.

Financial Support for Dissertation Research

Students pursuing dissertation research may be eligible to apply for financial support. This request for funding will be honored only once for each student, with a maximum value of \$500. The form for applications, if funding is available, is on the program website.

Library Services

Access to library services is available to students via <http://www.marshall.edu/library/>. Extensive collections of bound volumes, digital editions, microfilms, and periodicals are available, and materials not available may be requested from other libraries. More access information will be provided on course websites.

The South Charleston Campus Library also offers a writing service to graduate students to assist with research, to help with the development of composition skills and to provide proofreading for assignments. They are unable, however, provide those services for the dissertation. Please see Appendix D.

Dissertation Development and Admission to Candidacy

A primary goal of the doctoral program is to assist students in becoming disciplined and productive researchers who have the capacity to improve their own practices and/or the practices of their fields. Toward that end, students who complete the program must execute and write the results of a thoroughly-conducted academic investigation (i.e., the dissertation) to demonstrate research proficiency in their professional fields. To assist them in this process, the program has designed a six-course, three-block research core, each block of which represents a required component in students' admission to candidacy.

In the first two blocks, students will be introduced to fundamental research practices, such as the ability to evaluate the strengths and weaknesses of existing research, focusing particularly on design, method, data collection, conclusion(s), and theoretical orientations/frameworks in which current studies are situated. Basic statistical concepts and analytical processes will be examined, as well as the skills necessary to plan and implement effective survey research practices and design qualitative studies. Students will also complete the university's required training for purposes of gaining approval to conduct their dissertations.

The third six-hour block will require students to complete the development of a detailed dissertation prospectus, including a comprehensive review of related literature, a strong research design featuring consistency of purpose with method(s), sample(s) or population(s), data collection techniques, and analytical processes, as well as an explanation of the potential value or impact of the study. The acceptance of the dissertation prospectus by the chairperson and committee and approval by the university's review board will serve as the final assessment for purposes of admission to doctoral candidacy. Students who fail to complete a full prospectus by the end of the term in which they're enrolled in LS 765 will be required to re-enroll in the course until an approved prospectus is produced.

Time Limit

Doctoral candidates are allowed no more than one year beyond completion and approval of the prospectus and admission to candidacy to complete remaining degree requirements (i.e., the written dissertation and oral defense). If a student fails to complete the doctoral degree within one year after admission to candidacy, an extension of time (up to one year) may be granted only by meeting requirements specified by the student's committee.

Defending the Dissertation

After the dissertation chair reviews and approves a draft of the dissertation, copies are distributed to all members of the student's committee. Copies are to be sent to committee members at least three weeks prior to the defense and a request-to-schedule form must be completed and signed by the student and all committee members at that time. Upon receipt of the signed form, the LS EdD Office will schedule the day, time, and location of the dissertation defense as agreed to by the student and the committee. A room for the defense will not be scheduled until the signed request form is received in the LS EdD Office. It is expected that the dissertation will be defended onsite at the South Charleston campus of Marshall University. Any questions about these arrangements should be directed to the student's chairperson.

All doctoral committee members must participate in the dissertation defense. In extreme circumstances which prohibit a committee member from attending the dissertation defense, permission for a substitute may be

requested and must be approved by the student, the chair, and the Dean of the COEPD. There can be no substitute for the dissertation chair. Only one substitute is allowed, and the request for a substitute must be made in writing prior to the defense. A substitute faculty member must have the same graduate faculty status as the original faculty member (or higher) and represent the same academic discipline or specialization.

At the defense, two decisions are made by each committee member:

- whether the student passes the oral defense; and
- whether each committee member will approve and sign the written dissertation at that time.

The oral dissertation approval form must bear the original signatures of at least all but one of the committee members. If more than one member of the committee, whatever the size of the committee, dissents from approving the dissertation, the degree cannot be recommended. If a substitute faculty member attends the final examination, the substitute signs the “Oral Defense Approval” form; however, the original committee member must sign the “ETD Signature” form verifying approval of the written document.

The dissertation must be submitted to the university by the deadline of the term in which the degree is expected to be granted. This deadline is posted on the Marshall University Graduate College web page at www.marshall.edu/graduate/graduation-and-commencement-timetable/. Additional requirements for electronic submission are also listed on this site.

Dissertation Submission Process

There are four steps in the dissertation submission process.

- 1) At the conclusion of the successful defense, all committee members will sign the oral defense form to be returned to the LS EdD Office.
- 2) A dissertation signature page will be signed by all committee members and sent to the student to be inserted into the final copy of the dissertation behind the title page.
- 3) Once the student has made all of the requested revisions, inserted the signature page, and converted the dissertation into a pdf document, it must be sent to ProQuest: <https://secure.etsadmin.com/cgi-bin/createacct?tool=student;siteID=261>. The student will create an account, upload the document, and the Graduate College Office will be notified by ProQuest that the document has been received.
- 4) Once notification is received that the ETD has been approved, the Graduate College Office will request a copy of the signed ETD committee signature form to be submitted by the LS EdD Office.

Graduation Procedures

Graduation Applications are located at http://www.marshall.edu/cohp/files/Application-for-Graduation_all.pdf. Complete, print, and mail this form with payment to Marshall University, MU Graduate Records Office, 100 Angus E. Peyton Drive, South Charleston, WV 25303. Payment may also be made by phone to the Bursar's Office. The due dates for the graduation application and the deadlines for dissertation defense each term are posted at www.marshall.edu/graduate/graduation-and-commencement-timetable/. Students must be registered in LS 797 for the term in which they anticipate graduation.

Graduating students are encouraged to celebrate their achievement by participating in the MU Commencement Ceremony, held each December and May in Huntington.

CHECKLIST OF PROGRAM REQUIREMENTS

- 1. **Admission** to the program and assignment of a temporary advisor
- 2. **Annual Requirements**
 - a. Continuous enrollment
 - b. Maintenance of a GPA of 3.25
- 3. **Completion** of required coursework
- 4. **Dissertation** development and approval
 - a. Work with chairperson and research-core professors to conceptualize study.
 - b. Work with chairperson and research-core professors to develop prospectus.
 - c. Secure approval of dissertation prospectus by doctoral committee
 - d. Apply to IRB for approval of research.
 - e. Register for LS 797 each term while completing the dissertation.
- 5. **Dissertation Defense**
 - a. Completed dissertation is submitted to committee at least three weeks before defense.
 - b. The request to schedule the defense submitted to LS EdD Office three weeks prior to the desired defense date.
 - c. Successful defense of the dissertation is the final step.
- 6. **Graduation preparation**
 - a. File application for graduation by the published deadline.
 - b. Electronically submit approved dissertation by published deadline at www.marshall.edu/graduate/graduation-and-commencement-timetable/.
 - c. File additional paperwork and fees as specified at <http://www.marshall.edu/graduate/current-students/edt>.
 - d. Order cap, gown and hood for commencement and hooding ceremonies.
 - e. Complete exit survey sent by LS EdD Office.

Appendix A: Interview Rubric

| LS EDD Applicant Evaluation Form | | | | |
|---|--|---|---|-----------------------------|
| Applicant: | Interviewer: | | | |
| | Date: | | | |
| Evaluation Category | Evaluation Criteria | Accredited | Possible Points | Category Score |
| 1 | Master's Degree from an accredited institution | Not Accredited | 10 | |
| | | 61% + | 0 | |
| 2 | GRE / MAT Score (GRE Verbal & Quantitative percentile scores will be averaged) | 50-60% | 10 | |
| | | 40-49% | 8 | |
| | | 3.75-4.0 | 6 | |
| 3 | Graduate GPA (Applicants must have a minimum score of 2.2 to be eligible to proceed) | 3.5-3.74 | 10 | |
| | | 3.0-3.4 | 8 | |
| | | | 6 | |
| Total of upper half | | | | |
| Personal Goal Statement/Writing Sample | | | | |
| 4 | (Goal statement with specified expectations in which the candidate makes a case and presents evidence to justify admission to the program) | | | Score |
| | Exceptional = (7) | | | Insufficient = (0-4) |
| | Demonstrates ability to articulate complex ideas clearly, logically, & creatively while sustaining a well-focused, coherent discussion. Uses superior vocabulary and a command of grammar and spelling, and reflects exceptional scholarly potential. | Demonstrates ability to articulate ideas reasonably clearly, logically, & creatively while sustaining for the most part a focused, coherent discussion. Uses generally well-developed vocabulary and a command of grammar and spelling, and reflects the potential for scholarly writing. | Demonstrates limited ability to articulate ideas reasonably clearly, logically, & creatively and lacks a focused, coherent discussion. Writing demonstrates poor organizational skills, inadequately developed vocabulary, a lack of command of grammar and spelling, and does not reflect the potential for scholarly writing. | |
| | Goals as written and verbalized are closely aligned with the objectives of obtaining a terminal degree. The discussion is insightful and reflective within the contexts of scholarship and the degree. | Goals as written and verbalized are aligned with the objectives of obtaining a terminal degree. The discussion is within the contexts of scholarship and the degree. | Goals as a written and verbalized are not aligned with the objectives of obtaining a terminal degree. The discussion is not insightful/reflective and is not within the contexts of scholarship and the degree. | |
| 5 | (Assessed through interview process, add assessment of probability of completion to interview rubric; score is total score on interview rubric) | | | Score |
| | Exceptional = (7) | | | Insufficient = (0-4) |
| | Oral Communication Skills | Preparation for Advanced Studies | | |
| | Responses are thoughtful and focused and related directly to and expand upon questions posed by the committee. Effectively communicates and engages in conversation. Professionally demonstrates a positive approach to the interview and engages in the discussion with confidence. | Responses relate to questions posed by the committee. Communicates in conversation. Demonstrates a positive approach to interview and engages in the discussion. | Responses do not relate to the questions posed by the committee. Does not communicate well in conversation. Does not demonstrate a positive approach to the interview and engages unacceptably in the discussion. | |
| | Provides a detailed self-assessment of ability and scholarly background which meet or exceed the requirements to undertake doctoral studies. | Provides a detailed self-assessment of ability and scholarly background which meet the requirements to undertake doctoral studies. | Does not provide a self-assessment of ability and scholarly background which meet the requirements to undertake doctoral studies. | |
| Total Possible Points | | | 58 | |
| Actual Points Earned | | | | |
| Percentage Score (Actual Score/58) must be at least 80% (40) for admission | | | | % |

Appendix B Plan of Study

**MARSHALL UNIVERSITY
COLLEGE OF EDUCATION AND PROFESSIONAL DEVELOPMENT
EdD LEADERSHIP STUDIES PLAN OF STUDY**

Student:

ID#:

STUDENT REQUIREMENTS: All degree students follow a program Plan of Study and must maintain a cumulative Grade Point Average (GPA) of 3.0. Failure by the student to return the signed Plan of Study within 30 days will automatically indicate acceptance of its terms.

CONTENT COURSES

| SESSION OFFERED | COURSE NUMBER/TITLE | SESSION TAKEN | GRADE | 18 CREDIT HOURS |
|-----------------|---|---------------|-------|-----------------|
| Fall | LS 710 Principles of Leadership  | | | 3 |
| Fall | LS 724 Organizational Analysis  | | | 3 |
| Spring | LS 707 Ethical Theories  | | | 3 |
| Spring | LS 740 Legal Issues in Leadership | | | 3 |
| Summer | LS 720 Financial Models in Leadership | | | 3 |
| Summer | LS 756 Current Issues in Leadership  | | | 3 |

RESEARCH COURSES

| SESSION OFFERED | COURSE NUMBER/TITLE | SESSION TAKEN | GRADE | 27 CREDIT HOURS |
|-----------------|---|---------------|-------|-----------------|
| Fall | EDF 625 Qualitative Methods | | | 3 |
| Fall | EDF 703 Research Design  | | | 3 |
| Spring | LS 764 Advanced Research in Leadership Studies I | | | 3 |
| Spring | EDF 676 Statistical Methods | | | 3 |
| Summer | EDF 711 Survey Research  | | | 3 |
| Summer | LS 765 Advanced Research in Leadership Studies II | | | 3 |
| All | LS 797 Doctoral Research | | | 9 |

| | |
|---------|--------------------------------------|
| Student | |
| | Dr. Bobbi Nicholson, EdD Coordinator |
| | Dr. Charles Bethel, Program Director |

 Denotes that this course has met Marshall University's faculty peer review criteria for quality assurance.

06/01/2017

Appendix C: Glossary

ABD – “All But Dissertation” refers to an individual who completed everything in a doctoral program except the dissertation and, therefore, does not have a doctoral degree

Admission to Candidacy – occurs when a student has completed all of the requirements for the degree up to and including prospectus development; the student is said to be a candidate for the doctoral degree at this time and the degree must be completed within three years from this date

COEPD - College of Education and Professional Development

Committee Chairperson – a major area faculty member with doctoral graduate faculty status who serves as the student’s primary advisor throughout the doctoral process

Continuous Enrollment – enrollment in and completion of coursework at least two out of every three contiguous terms; following admission to candidacy, the student must remain enrolled every term until the degree is completed

Dissertation – the document representing the student’s research as evidence of her/his ability to contribute to the research in the major field

Doctoral Committee – individuals with graduate faculty status selected by the student with guidance from the committee chairperson to serve a support role in dissertation research and defense

Doctoral Student/Faculty Seminar – a doctoral student-led event which is held on one Saturday during the fall term; students are encouraged but not required to attend

EdD – Doctor of Education

ETD – Electronic Theses and Dissertations

GPA – Grade Point Average

GRE – Graduate Records Examination

Handbook of Record – the “Doctoral Student/Faculty Handbook” that is current for the term during which the student is admitted to the doctoral degree program

IRB – Institutional Review Board, which reviews research proposals to determine whether the execution of the research poses any danger to any individuals or liability to the University

MAT – Miller Analogies Test

myMU – myMU.marshall.edu website of current information, schedules, help links, and library services for students and faculty; the method by which the student registers for classes, pays tuition and fees, reviews transcripts, etc.

POS – Plan of Study

Prospectus – a plan for a research project, sometimes represented as the first three chapters in a dissertation

Website –the doctoral programs website where announcements, forms, and links to other MU sites can be accessed (www.marshall.edu/lsedd)

Appendix D: Writing Service

Marshall South Charleston Campus Writing Service

The MUSC Library offers a Writing Service to South Charleston based graduate students. Our goal is to assist you with the writing process to help develop composition skills that will be used throughout your years as a student and beyond!

We will...

- Guide you through both the research and writing process if you contact us when you initially receive your assignment.
- Review your paper for content/structure/grammar/citations at any point during its development.
- Work with you either face to face or via email.

We will need...

- A copy of your assignment as provided by your professor.
- A hard or electronic copy of your writing to date.
- Adequate time to review your work – at least 3-5 working days (M-F) from the time we receive a copy of your writing and the assignment.

Contact us...

- Through the South Charleston Library email address – libservgc@marshall.edu. (*Please include the words “Writing Service” in the subject line.*) You may also call the South Charleston Campus Library at 304-746-8910, or stop in any time we are open to make an appointment.

We regret we are unable to serve as dissertation proofreaders.

Leadership Studies EdD Office
Marshall University
100 Angus E. Peyton Drive
South Charleston, WV 25303
(304) 746-8949
1-800-642-9842 ext. 68949
FAX: (304) 746-1942
EdDoc@marshall.edu