

*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 January 1, 2021

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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

The "Marshall University Graduate Application for Admission" must be completed and submitted with the appropriate application fee. The application may be completed [here](#) and the applicant should indicate on the application that s/he desires to be accepted into the online doctor of education (EDD) program in Leadership Studies. The Leadership Studies Doctoral Program reviews application files once completed, with all required credentials submitted. Qualified applicants are admitted on a rolling basis, as program capacity allows.

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 must 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. Electronic copies should be sent 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 completed undergraduate and graduate degree programs 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 or higher on a single test administration in order to be considered for admission. Graduate admission exams may be waived for applicants who already hold an earned doctoral level degree from an accepted, accredited institution, at the discretion of the program. Students who have completed other graduate admissions exams (e.g., LSAT, GMAT, MCAT) within the last five years with a score above the 50th percentile should contact the [LS Doctoral Program Coordinator](#).

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 Sowards](#), 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
- additional 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 appropriateness¹ 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.

Resume: The applicant must provide a current professional CV or resume, 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 documents 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 closely examine the applicant's 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.

¹ If it is the applicant's goal to prepare for certification as a K-12 administrator, Marshall's EdD is *not* the correct program choice. The university does, however, offer an online master's degree and a post-master's certificate for that purpose.

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.

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. 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.

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.

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 count 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.

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.

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.

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. The research block (i.e., the last 18 hours in the EdD program) is conceived as a series of research cycles on the problems of practice with which students are concerned. By the time they reach the final course, students will have articulated the problem, reviewed the existing research literature, developed research questions, identified a study method or methods, devised instrumentation and protocol procedures, etc., as part of their research courses. The collection of data and completion of the dissertation become the logical last steps in the cycle.

In the first two six-hour blocks, students will be introduced to fundamental research practices, such as determination of a researchable topic and 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. A research proposal that previews the tentative purpose, design, and significance of the planned dissertation will be developed for purposes of seeking committee approval prior to the student's beginning the full research prospectus.

In the third six-hour block, students will begin 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.

Committee Structure

At the beginning of the second year, students will be assigned to Dissertation Research Communities involving several students, two LS faculty members, one of whom serves as chairperson, and an external committee member selected by the student in consultation with the chairperson to provide additional support throughout the research phase. The external committee member must have a terminal degree and be capable of providing research support to the student. If the external committee member is a member of the MU faculty, s/he cannot have an appointment in the major area. The inclusion of the external member is dependent upon the acceptance of the committee chair, and a current vita must be provided to the LS Doctoral Program Office prior to the external member's joining the committee.

Dissertation Research Hours (LS 797)

After a student has been admitted to candidacy, s/he is required to register for a minimum of nine (9) hours of LS 797 to qualify for graduation. A student who has acquired those nine credit hours but has not yet successfully defended the dissertation will be required to continue to enroll for at least one (1) additional credit hour of LS 797 in subsequent terms until s/he graduates. The student must be registered in LS 797 during the term in which her/his dissertation is defended and approved.

Time Limit

Doctoral candidates are allowed no more than two years beyond 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 two years 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, available on the program [website](#), 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.

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 [webpage](#). 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) The student will complete any revisions requested by the committee, after which the 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 inserted the signature page and converted the dissertation into a pdf document, it must be sent to ProQuest. 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 final submission form from 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. Ensure CITInet certification is current.
 - e. Apply to IRBnet for approval of research.
 - f. 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. Successfully defend the dissertation.
 - d. Submit dissertation to ProQuest for initial review.
 - e. Submit revised dissertation (if revisions are required) to ProQuest.
- 6. **Graduation preparation**
 - a. File application for graduation by the published deadline.
 - b. Electronically submit approved dissertation by published deadline to 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:			
Evaluation Category	Date:	Evaluation Criteria	Possible Points	Category Score
1 Master's Degree from an accredited institution		Accredited	10	
		Not Accredited	0	
2 GRE / MAT Score (GRE Verbal & Quantitative percentile scores will be averaged)		70% +	10	
		50-69%	8	
3 Graduate GPA (Applicants must have a minimum score of 24 to be eligible to proceed)		3.75-4.0	10	
		3.5-3.74	8	
		3.0-3.4	6	
Total of upper half				
4 Personal Goal Statement/Writing Sample (Goal statement with specified expectations in which the candidate makes a case and presents evidence to justify admission to the program)				
Criteria	Exceptional = (7)	Acceptable = (5-6)	Insufficient = (0-4)	Score
Written Goals Statement	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 consistent with Program Objectives	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 Personal & Professional Attribute Assessment (Assessed through interview process, add assessment of probability of completion to interview rubric; score is total score on interview rubric)				
Criteria	Exceptional = (7)	Acceptable = (5-6)	Insufficient = (0-4)	Score
Oral Communication Skills	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.	
Preparation for Advanced Studies	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% 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. Eugenia Damron, Program Director



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

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)

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