

# LEHIGH UNIVERSITY COLLEGE OF EDUCATION

## PROCEDURES FOR THE MATRICULATION OF STUDENTS IN THE ED.D. AND PH.D. PROGRAMS

(Approved March 1, 1985, Amended October 4, 1996,  
September 1, 2000, Summer 2003, January 2006)

### I. ADMISSIONS

#### A. Admission to Graduate Standing

1. Admission of a student to the College of Education must be executed through the College of Education Graduate Admission Office. To be admitted with regular graduate standing, all credentials must reach this office at least thirty days before classes commence for the semester in which the student wishes to register. Admission is offered only upon approval of the program faculty. Students admitted within 30 days prior to start of classes will be granted Associate admission.
2. A graduate student who is absent from the University for a semester or more must obtain the written approval of the coordinator of his or her major program in order to be readmitted to graduate standing. Any student who has not registered for five years must submit a petition for readmission.

#### B. Admission to the Doctoral Program

1. The College of Education has established minimum standards for admission to the Ed.D. and Ph.D. programs. They are as follows:
  - a. a combined score of at least 1117 across verbal and quantitative subtests of the GRE aptitude test (75<sup>th</sup> percentile for education) (program can make decisions on the use of the writing sample subtest for purposes of admissions) or the 75<sup>th</sup> percentile of the MAT or
  - b. an undergraduate grade point average of at least 3.00 or a graduate grade point average (minimum 30 credits) of at least 3.5 or
  - c. an undergraduate grade point average of at least 3.00 in the last two semesters;
2. Students must successfully pass the qualifying process, which varies from program to program. Students should consult their program advisor for information on the qualifying process of their particular program. A student who successfully completes the qualifying process will be informed in writing by the Program Coordinator. At that point, the student will be considered having been formally admitted to the doctoral program.

#### C. Admission to Candidacy

In order to be admitted formally to candidacy for the doctorate, the student must submit an application, a proposed program of study, and a proposal for the dissertation (see Section III) to the Dean of Education for approval. Included in the application is verification of meeting the concentrated learning requirement. The form of the application is prescribed in an instruction sheet available from the Program Secretary's Office.

#### D. A doctoral student who wishes to transfer to another program within the College of Education must:

1. Petition the Dean of Education through the programs involved and the Department Chair to transfer into the new program, and
2. Meet the eligibility requirements for that new program.

## II. ADVISEMENT, REGISTRATION, AND REGULATIONS

### A. Advisement

1. The coordinator of the program through which the student is admitted to graduate standing appoints a member of the faculty in the student's major field to advise the student on program and register the student for courses.
2. The coordinator of the program which accepts a student for doctoral study establishes a file for the official credentials, records, and correspondence which relate to that student. The student file is a program file.
3. The value placed on prior professional experience and course work of each doctoral student is determined by the faculty of the program in which the student is enrolled.
4. The program of courses for each doctoral student is developed by the student in consultation with the faculty of the program in which the student is enrolled.

### B. Registration

1. Registration full-time is limited to 15 credit hours. A student holding a half-time TA, RA, or GA appointment (20 hours per week) is limited to 10 credit hours; Graduate students who are employed elsewhere and can give only part of their time to graduate work must restrict the size of their rosters accordingly.
2. Registration is expected before the first day of classes. After the first day of classes, registration and course additions are permitted only by the Registrar and a late fee is charged. Generally, registration is refused after the 15th day (8th day in summer).
3. All students using Lehigh University resources must be registered. A student must be registered in the semester in which the degree is conferred. If the minimum degree registration requirement of 72 or 48 credits is attained prior to formal admission to doctoral candidacy, continued registration of at least three (3) credits per semester is necessary. After admission to doctoral candidacy, a student must maintain candidacy by registering at least two times each calendar year (in each academic semester or in one academic semester and one summer session). After completion of the minimal registration requirement plus any additional requirements of the student's department or program, registration is permitted for 'Maintenance of Candidacy.' The tuition charge is for one credit hour. Full-time status again must be certified on the graduate registration form.

### C. Time Limits

1. All work beyond the baccalaureate submitted for the doctorate must be completed within a ten-year period after commencing graduate study. If the student interrupts his/her studies after the Master's degree, a period of seven years is granted for completion of the doctorate after re-commencing graduate study.
2. Extension of the time limit is granted only for good cause, such as serious illness or military service. Approval of such an extension is by the Registrar with the consent of the student's program faculty, the Chairperson, and the Dean. Additional registration is required to maintain continuity of candidacy.
3. Any doctoral student who feels it necessary to interrupt his/her study for more than two consecutive academic year semesters is required to petition in advance for a leave of absence.

#### D. Concentrated Learning

1. Each Ph.D. or Ed.D. candidate must satisfy Lehigh's concentrated learning requirement. This requirement is intended to ensure that doctoral students spend a period of concentrated study and intellectual association with other scholars. Either two semesters of full-time Lehigh graduate study or 18 credit hours of Lehigh graduate study, either on or off campus, within a fifteen-month period must be completed.
2. Variations in the concentrated learning requirement exist among programs. Students are advised to investigate specific concentrated learning requirements in their programs which exceed the basic requirements.

#### E. Withdrawals and Incompletes

1. Course withdrawals with a grade of W are permitted only during the first nine weeks of classes during the regular academic year. During a summer session, such withdrawals must occur before 1/2 of the session has elapsed. After that, an automatic grade of WF is indicated unless definite evidence to the contrary is available.
2. If the student withdraws from all courses, the withdrawal must be processed through the College of Education Graduate Admission Office to the Registrar.
3. Graduate students have one calendar year to remove an incomplete unless an earlier deadline is specified by the instructor. Incomplete grades that are not removed remain as incomplete (N) grades on the student's record. Thesis or research project N grades may remain beyond one year until the work is completed.

#### F. Disqualification

1. If the student accumulates more than four grades less than B- or lower on courses numbered 200 or above, he/she is disqualified from further study by the Dean of Education.
2. Dishonesty or plagiarism by the student may be cause for disqualification for further registration. The program faculty should confront the student with the facts of the case preparatory to submission to the Dean of Students. The University judicial process is explained in the University Student Handbook.
3. A student may be disqualified for further graduate study by a program if his/her performance or attitude indicates that he/she is not performing acceptable work.

### III. DISSERTATION PROPOSAL

- A. Soon after the course work begins, and no later than mid-way in the course program, the student and his/her advisor should begin consultations on a proposal for the student's research. The sooner these consultations begin the better since the remainder of the student's course work should be designed in part to prepare him/her to carry out the proposed research. It is the student's responsibility to become sufficiently immersed in his/her field so as to be able to propose research which is both timely and significant. The faculty member who plans to be chairing the student's dissertation committee files an intent to form dissertation committee through the admissions coordinator. This form is signed by the Department Chairperson.
- B. Students are required to pass their general examination prior to formally proposing their dissertation. However, it is recognized that exceptional circumstances do arise in which a student may propose their dissertation prior to passing their general examination. Students need to petition through their dissertation chair and the program coordinator to the department chair for variance to this requirement.

- C. When the proposal is sufficiently advanced to be examined by a special committee, the advisor, through the Department Chair, appoints a special committee to examine the proposal and, if it is found acceptable, act as the student's dissertation committee as he/she conducts the study. The minimum number of committee members is four. Of these, three, including the committee chair, are to be voting Lehigh faculty members. With the written approval of the dean of the college, one of the three aforementioned faculty members, each of whom must have a doctoral degree, may be drawn from categories that include departmentally approved adjuncts, professors of practice, university lecturers, and courtesy faculty appointees. The fourth required member must be from outside the student's department (or outside the student's program if there is only one department in the college). Committees may include additional members who possess the requisite expertise and experience. Committee membership must be approved by the University's Graduate and Research Committee; such approval may be delegated to the colleges. It is the student's responsibility to propose research that is of interest to and can be directed by the faculty of the program. It is also the student's responsibility, with the assistance of the advisor, to present his/her proposal to and acquire the commitment of prospective committee members.
- D. No member of the faculty may serve as a chairperson of a special committee unless:
1. The faculty member has served as a special committee member for at least one successfully completed dissertation at Lehigh's College of Education, and
  2. The faculty member has an earned doctorate and holds a full-time regular faculty appointment at the rank of assistant professor or above in the Department of Education and Human Services, and
  3. His/her training, expertise and/or prior research experience, including his/her own doctoral dissertation, is in alignment with the dissertation proposal of the student, and
  4. He/she is already chairing less than four doctoral special committees that are active at that time.
- E. No member of the faculty may serve as a member of a special committee unless:
1. The research proposal being investigated by the student is in alignment with the training, interest, and expertise of at least one faculty person other than the chairperson, and
  2. He/she has an earned doctorate and holds a faculty appointment (adjunct or non-adjunct) in the College of Education. Special committee membership may be granted to persons outside the College of Education or the University where the research proposal being investigated by the student is in alignment with the training, interest or expertise of the proposed member. Approval for all such memberships must be obtained by the program coordinator submitting in writing the proposed member's credentials to the Department Chair for transmittal to the Dean of Education for approval.
- F. When the special committee approves the proposal, it then is prepared for submission to the Dean of Education. The proposal is submitted to the Dean as part of the student's application for candidacy for the doctoral degree (See I-C above).
- G. The student may proceed with the dissertation after having been informed by the Dean of Education that candidacy for the doctoral degree is approved. Although the special committee reserves the right to examine the student's progress at any time, it is the student's responsibility to monitor his/her own progress and to seek advice from any or all of the special committee when necessary.

#### IV. THE DISSERTATION

The dissertation requirement for the doctorate shall be satisfied by the doctoral candidate according to one of the following modes of inquiry:

A. A Traditional Dissertation (Ph.D. or Ed.D.)

This requirement is the traditional research dissertation prevailing in other disciplines.

B. An Analytic Dissertation (Ed.D.)

1. The analytic dissertation is a critical examination of a substantive problem of educational practice. A problem of practice may be concerned with educational processes, outcomes, policies, and/or procedures but not necessarily limited to the above. The purpose of the analytic dissertation, other than satisfying a doctoral dissertation requirement, would be to provide a document that might be useful to other educational practitioners faced with the same or similar problems.
2. The analytic dissertation shall define a problem of educational practice, analyze the problem from a theoretical base, and draw a set of analytic specific recommendations for action. The particular kind of inquiry suggested here might be called a decision-oriented inquiry. The process being one of identifying and collecting relevant information for decision-making. The analytic dissertation is not designed to support or refute particular theoretical positions, as would be the case in traditional dissertation research, but rather to contribute to recommendations for action.
3. The traditional research investigation delimits the research analysis to a level which we might call variable-specific, and in many cases also discipline-specific, while the analytic dissertation mode of inquiry is problem-specific. The latter approach would logically require an eclectic approach which seeks to bring relevant theories and paradigms from related disciplines to bear upon the problem.
4. Methods of analysis appropriate for the analytic mode of inquiry would include, but not be limited to, policy analysis, evaluation research, operations research, or other action-oriented research methodologies.

#### V. GENERAL EXAMINATION

- A. The general examination (comprehensive examination) for the doctorate is designated to test both the student's capacity and proficiency in his/her major and minor fields of study. The examination is not necessarily confined to the content of courses that have been taken at Lehigh University or elsewhere. The student's program faculty defines the format and evaluation process of the examination and may include sit down essays, portfolio presentation, oral presentation, formal presentation, or take-home examinations. The program coordinator notifies the candidate, Chairperson of the Department, and the Dean of Education of the decision of the program faculty.
- B. The general examination is administered near the completion of formal course work. It must be passed no less than seven months prior to the date of graduation and upon completion of at least 30 semester hours of post-master's work. The student may be scheduled for the examination with the consent of the major advisor and program coordinator.
- C. Should a candidate fail in any part of the general examination, he/she may be permitted by petition to the program faculty to undertake a second examination not earlier than five months after the first examination. If the results of the second examination are also unsatisfactory, no additional examination is scheduled and the program faculty must meet to inform the student of his/her status to continue in the program.

## VI. DISSERTATION AND ORAL EXAMINATION

- A. When the dissertation is completed in draft form and approved by and signed by each member of the special committee as being ready for examination, it is submitted to the Dean of Education. The draft should be completed to such an extent that any revisions suggested by the examination be editorial in nature and not constitute any substantial changes. It is the responsibility of the special committee to withhold approval of the draft until these conditions are met.
- B. After the dissertation draft is approved by the Dean of Education, the Department Chair and the Dean approve the convening of the special committee to conduct the oral examination. The examination is public.
- C. The Chair of the student's special committee, who is responsible for scheduling the oral examination, must notify the Dean of Education and the faculty of the Education and Human Services Department at least five working days prior to the examination. It is the student's responsibility to provide copies of the draft dissertation to examiners and extra copies of the abstract to the program faculty at the time of this announcement. It is the dissertation chairperson's responsibility to withhold scheduling until these documents are made available. In addition, no oral examinations may be scheduled between University Day and the first day of classes in the fall semester. Students wishing to defend during this period can petition their committee for approval. Successful petitions require the agreement of all members of the dissertation committee.
- D. The chairperson of the special committee is responsible for coordinating the examination procedures with both the candidate and the examining committee. These procedures may be tailored to suit those involved but must be agreed upon prior to the examination.
- E. The oral examination is primarily the candidate's defense of the work done in connection with the dissertation as opposed to the writing of the dissertation. It is the responsibility of the special committee to withhold approval of the dissertation draft until it is in such form that the examination can be conducted in this spirit.
- F. The members of the examining committee vote either "Pass" or "Fail" on the oral defense of the written document. It is inappropriate to vote:
  1. "Abstain" in view of the responsibility of having agreed to serve as an examiner.
  2. "Recess" in view of the policy regarding all other types of examinations.
- G. At the time of the oral examination, the members of the special committee also provide final approval to the written dissertation. Options for this approval are:
  1. "Approve – no revisions needed."
  2. "Approve – revisions needed."
- H. In the event the oral examination is not passed, the student may be granted a second opportunity on the following conditions:
  1. Approval is obtained through petition to the Department Chairperson and the Dean of the College of Education, and
  2. The initial examining committee conducts the second examination, and
  3. Rules governing the first oral examination are applied to the second attempt.
- I. A report of the decision on the oral examination is made on a special form provided by the Program Secretary's Office and sent to the Dean of Education.

- J. Finished copies of the dissertation must be deposited with the Dean of Education in accordance with instructions issued by the Dean's Office, no later than the published date in the University catalog.

## VII. PETITIONS

Students have the right to petition through the program coordinator, Chairperson, and the Dean of Education via the Registrar to the Graduate and Research Committee for appeals to the University rules.

## VIII. GRADUATION ACTIVITIES

- A. A student who is (1) approved for candidacy, (2) has met residence requirements, (3) passed his/her general examination, (4) passed his/her oral examination, and (5) has, in accordance with all regulations deposited his/her dissertation with the Dean of Education is, upon clearance from the Registrar, eligible to receive the degree.
- B. Students who meet (or expect to meet) all of the above requirements must apply for the degree. The deadline dates for this application are found in the University Catalog.