College of Education and Human Services

Department of Leadership Studies in Education and Organizations

Ed.D. in Organizational Studies
Handbook for Prospective and Enrolled Students

Wright State University
3640 Colonel Glenn Highway
Dayton, OH 45435

July 2015
(supersedes previous versions)
# Table of Contents

Introduction ......................................................................................................................... 4

The Organizational Studies Doctoral Program ................................................................. 5
  Student Outcomes ............................................................................................................ 5
  Admissions ...................................................................................................................... 6
    Admission Standards .................................................................................................... 6
    Steps for Admission .................................................................................................... 7
    Deadlines for Application .......................................................................................... 8
    Applicant Review Process ......................................................................................... 8
    Deferring Admission ................................................................................................. 9
  Advising ......................................................................................................................... 9
  Total Hours Required .................................................................................................. 9
  Transfer Credit ............................................................................................................. 9
  Time Limitation ........................................................................................................... 9
  Financial Aid ................................................................................................................ 11

Academic Regulations and University Policies .................................................................. 11
  Academic Integrity ....................................................................................................... 11
  Academic Integrity Policy and Process for Academic Dishonesty .............................. 11
  Accommodations for Students with Disabilities .......................................................... 12
  Student Grievance and Grade Appeal Procedures ...................................................... 12
  Statement of Professional Conduct ........................................................................... 13

Program Requirements ................................................................................................... 14
  Program of Study ......................................................................................................... 14
  Cohort Model ............................................................................................................... 14
  Core Courses ............................................................................................................... 14
  Sequence of Classes .................................................................................................... 14
  Program Concentrations: Leadership Studies or Learning Organizations ................. 15
  Doctoral Internship ..................................................................................................... 15
  Grade Point Average (GPA) Requirements ................................................................ 15

Qualifying for Doctoral Candidacy ................................................................................... 15
  Candidacy Qualifying Prerequisites ........................................................................... 16
  Candidacy Qualifying Paper Proposal ....................................................................... 16
  The Candidacy Qualifying Paper ................................................................................ 16
  Candidacy Qualifying Paper Feedback ...................................................................... 16
  Oral Presentation ......................................................................................................... 17
  Grading for Candidacy Qualifying Paper and Oral Exam ......................................... 17
  Timeline for Qualifying ............................................................................................... 17

Doctoral Dissertation Committee ..................................................................................... 18
  Committee Members .................................................................................................. 18
  Committee Chair or Co-Chairs .................................................................................. 18
  Committee Membership Approval .............................................................................. 18
  Transfer Candidate Committee ............................................................................... 18

Dissertation Proposal ...................................................................................................... 19

Dissertation ..................................................................................................................... 20
  Dissertation Defense ................................................................................................. 20
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation Defense Protocol</td>
<td>22</td>
</tr>
<tr>
<td>Dissertation Defense Approval</td>
<td>23</td>
</tr>
<tr>
<td>Dissertation Upload</td>
<td>23</td>
</tr>
<tr>
<td>Graduation</td>
<td>24</td>
</tr>
<tr>
<td>Filing for Graduation</td>
<td>24</td>
</tr>
<tr>
<td>Appendix A: College of Education and Human Services Conceptual Framework</td>
<td>25</td>
</tr>
<tr>
<td>Appendix B: Academic Calendar 2015-2016</td>
<td>26</td>
</tr>
<tr>
<td>Appendix C: DOS Student Outcomes</td>
<td>27</td>
</tr>
<tr>
<td>Appendix D: Dissertation-Qualified Faculty (DQF)</td>
<td>28</td>
</tr>
<tr>
<td>Appendix E: DOS Planning Document</td>
<td>30</td>
</tr>
<tr>
<td>Appendix F: Letters of Recommendation</td>
<td>37</td>
</tr>
<tr>
<td>Appendix G: Expository Essay Guidelines</td>
<td>39</td>
</tr>
<tr>
<td>Appendix H: Doctoral Dissertation Committee Approval Form</td>
<td>40</td>
</tr>
<tr>
<td>Appendix I: Doctoral Dissertation Proposal Approval Form</td>
<td>42</td>
</tr>
<tr>
<td>Appendix J: Doctoral Dissertation Defense Scheduling</td>
<td>43</td>
</tr>
<tr>
<td>Appendix K: Doctoral Dissertation Defense Approval Form</td>
<td>44</td>
</tr>
<tr>
<td>Appendix L: Approval Sheet from Graduate School Requirements (Sample 2015)</td>
<td>45</td>
</tr>
</tbody>
</table>
Introduction

The Wright State University’s Organizational Studies Handbook provides prospective and enrolled students with policies and procedures to assist them as they apply for and progress through the requirements for the Ed. D. In addition to the program handbook, the student should become familiar with the Wright State University Graduate School Policies and Procedures Manual, [http://www.wright.edu/graduate-school/policies-and-procedures-manual](http://www.wright.edu/graduate-school/policies-and-procedures-manual). Although every effort has been made to ensure their agreement, it is the student's responsibility to read the requirements regarding degree programs in all documents and to complete various program application and matriculation steps in a timely fashion. Wright State University and the Ed. D. Program Director reserves the right to make changes in the regulations, courses, rules, fees, or other changes in this handbook without advance notice.

Wright State University does not discriminate on the basis of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information in employment, admission, treatment, or access to its programs or activities. Wright State University adheres to all applicable state and federal equal opportunity /affirmative action statutes and regulations. For further information, please contact the Wright State Office of Equity and Inclusion, Affirmative Action Programs, 436 Millett Hall, WSU, Dayton, OH 45435, 937-775-3207.

Inquiries concerning the Ed. D. program should be directed to the Ed. D. Program Coordinator, Julia Acosta, either at 937-775-2506 or julia.acosta@wright.edu
The Organizational Studies Doctoral Program

The Organizational Studies doctoral program is an interdisciplinary approach to the study of topics, theories, and research critical to the success of leaders in a variety of settings. The program includes core courses addressing systems theory, adaptive leadership, decision making, change, structure, personnel roles and functions, external relations, planning, program evaluation, and organizational behavior. The program is presented in a cohort model with courses offered in a variety of formats: evenings, face-to-face, and blended. Students will complete an internship requirement that will allow them to apply the theory and professional growth in the field.

The mission of the professional doctoral program is to develop scholar-practitioners committed to exploring and expanding research related to the practices and processes of organizations. Graduates will deepen their understanding related to leadership and change within organizations. The program will provide practice in organizations and in establishing networks for education, psychology, urban affairs, and health and human services, to name a few.

The Organizational Studies doctoral program objectives are threefold:

1. To provide meaningful learning opportunities for employed professionals to earn a terminal degree in Organizational Studies that has applicability to their professional settings;

2. To facilitate opportunities for a combination of theory, skill, developmental research, internship problem solving, and a culminating dissertation project that will add value to the knowledge base of professional settings; and

3. To deliver learning experiences in organizations, policy issues, and applied research relevant to career goals.

Student Outcomes

Graduates of the Ed. D. program will possess specific characteristics and demonstrate certain outcomes after program completion. The outcomes also reflect the College’s Conceptual Framework, which can be found in Appendix A.

Graduates of the Doctorate in Organizational Studies (DOS) program will become:

1. organizational leaders who incorporate their knowledge of organizational and leadership theories into skillful interactions within larger systems (organizational, local, regional, national and global) while enhancing the development of others in surrounding contexts;

2. research practitioners who identify organizational processes, test hypotheses through systematic inquiries, and share the findings through broad-scale oral and written means to expand the knowledge in the field;
3. professional mentors and leaders who build a capacity for and promote a culture of change in their workplace; and,

4. educational facilitators and problem solvers who develop and inspire diverse and critical thinking, group knowledge-building, and open-ended processes to manage problems that cannot be anticipated and require non-linear problem solving.

Admissions

The Ed. D. in Organizational Studies in the Department of Leadership Studies in Education and Organizations (LDR) seeks professionals working in education, community, government, public service, business, and non-profit organizations who desire to be strong practitioners focused on improving organizations and conducting research to inform practice.

The Ed. D. Admissions Committee, the LDR Department Chair, and the Graduate School determine the admission of graduate students into the program.

Admission Standards

The admission standards for the Organizational Studies Ed. D. program are:

1. Master’s degree in an education, leadership, human services, or a related field from an accredited university, with a 3.3 GPA or higher.

2. Evidence of five years of successful professional management experience, e.g. Project Leader, Assistant Manager, Principal, Education Administrator, Classroom Teacher with leadership role, Associate Director, and/or Personnel Manager.

3. TOEFL score of IBT 100/CBT 250/PBT 600, a score of 7.5 on the IELTS, or a score of 68 on the PTE for nonnative speakers of English.

4. Graduate Record Examination (GRE) scores or Miller Analogy Test (MAT) scores at the 50th percentile or above for education or social science majors. Scores should not be more than 5 years old.

5. Proof of basic statistical competence, i.e. graduate course work in a master’s degree (no more than 5 years prior to admission) or work in a profession where statistical competence is required. If evidence is not provided, a graduate level statistics course may be taken by the student either prior to an admission decision or after admission.

6. Expository essay submitted with application. See Appendix G for required topic and format.
7. Two letters of recommendation from individuals who know the applicant’s current work and/or academic achievements in previous academic work. Specific topics to be addressed are included in Appendix F. Letters should be on letterhead of recommender’s employer.

8. Interview with the Ed. D. Admissions Committee to review career plans and to assess potential for doctoral level work, e.g. oral skills, ability to conceptualize issues, etc.

Steps for Admission

Admission to the Ed. D. program in Organizational Studies cannot be initiated until applicants have applied to the WSU Graduate School.

1. Application to the Graduate School

A. An application is to be completed through the WSU Graduate School’s online application system, Apply Yourself, available at: (https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=wrightgrad)

B. A $40 fee for degree-seeking applicants will be assessed for all applications.

After completing the online application, students will receive a letter from the WSU Graduate School informing them of a personal identification number (PIN) (a ‘w’ number), a University Identification number ID (UID) and password. The letter is a record of receipt of the initial application information.

C. Notify Julia Acosta, the Program Coordinator for the Ed. D. in Organizational Studies, once the WSU Graduate School letter of receipt including the PIN and UID has been received. (937-775-2506 or Julia.Acosta@wright.edu).

D. After the WSU PIN and UID are established students should send all other required application documentation to Julia Acosta. This includes test scores, resume, transcripts, reference letters (as described below and in Appendix F), and essays (as described below and in Appendix G of this handbook).

2. Required documentation for application to the Ed. D. in Organizational Studies Program: All of the following items should be sent to:
A. Two letters of recommendation from individuals who know the applicant’s current work and/or academic achievements in previous academic work. Specific topics to be addressed in the letter are included in Appendix F. Letters should be on letterhead of recommender’s employer and addressed to the Ed. D. Admissions Committee for the Organizational Studies Doctoral Program, in care of Julia Acosta, at the address above.

B. Two copies of official transcripts of all academic work completed since high school.

C. Graduate Record Examination (GRE) scores or Miller Analogy Test (MAT). Scores should not be more than 5 years old.

D. A current resume.

E. An expository essay in response to the topic in Appendix G. Essays not following Appendix G guidelines will not be accepted.

F. International applicants must submit a certified copy of all university/college records in English, accompanied by official transcripts in the native language; a financial statement form; an official bank statement; and an official score from the TOEFL, IELTS, or PTE test (for students from countries where English is not the native language).

Deadlines for Application

Application to the Graduate School is required before admissions to the Ed. D. program in Organizational Studies can be considered. After applying to the WSU Graduate School, all of the required application materials must be submitted to Julia Acosta by November 15 of the year prior to starting the program. Completed applications will be referred to the Ed. D. Admissions Committee for further review. Applicants admitted can begin the program in Spring or Fall semester after being admitted to the Ed. D. in Organizational Studies program.

Applicant Review Process

The Ed. D. Admissions Committee will review all applicants who have completed the Graduate School Application Process and who have submitted all required documents to Julia Acosta by November 15. The files must be
considered complete by the Ed. D. Admissions Committee before review begins.

After the initial review of application materials, selected applicants will be invited to meet with the Ed. D. Admissions Committee. The meeting will include a) an interview with members of the Ed. D. Admissions Committee and b) an extemporaneous writing exercise. Applicants accepted can begin the Ed. D. program either Spring or Fall of the year after being admitted.

Deferring Admission

It is not permitted for students’ admissions to be deferred. Students who are admitted into the program, but do not plan to begin the program in Spring or Fall of the following academic year, must re-apply.

Advising

When students are accepted into the program, the Program Director will be their Graduate Academic Advisor for the first semester. During the second semester students will be provided a Graduate Academic Advisor based on their chosen concentration (learning or leading). Graduate Academic Advisors will work with students to determine their program of study and to assist with internship planning.

Total Hours Required

The total required hours of study are 63 graduate semester hours beyond the master’s degree.

Transfer Credit

Students may transfer up to half of the required program credit hours with Program Director approval. Transferred credits cannot have been used to complete previous degrees or certificates and must have been completed in the last seven years.

Time Limitation

Students who fail to complete at least one course in one academic year will automatically be retired from the active files of the Graduate School and doctoral program. Academic year does not include summer semester. The term ‘course’ includes formal courses, independent study, thesis research, continuing registration, etc. Reapplication for admission to the Graduate School and the doctoral program will be required to reactivate students’ records.

Students must complete all of the requirements for the Ed. D. within seven years from the date the student matriculated into the program. Credits completed more than seven years before the student started the Ed. D. program cannot be used toward degree requirements.

Student Progress Review
At the end of the Spring and Fall semesters, doctoral students will be evaluated by the Ed. D. Program Director to consider the student’s progress. The Program Director, however, has the right to review or evaluate a student’s academic performance at any time. On the basis of an evaluation, and after review by the Graduate School, the student will be:

- Recommended for continuation in the graduate program,
- Placed on probationary status, or
- Dismissed from the Ed. D. Program and the Graduate School.
Financial Aid

All of Wright State University’s graduate departments have a limited number of graduate assistantship positions available each year. Graduate assistants must devote a minimum of 20 hours a week to assistantship responsibilities and maintain full-time graduate status. Graduate assistants receive a stipend as well as tuition remission. Normally, graduate assistants receive an appointment for the academic year beginning with the Fall term. Assistantships are available through individual departments or programs, and students should contact departments or programs directly for more information regarding assistantship availability.

Academic Regulations and University Policies

Academic Integrity

It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct. Please note that policy-ignorance is no defense. If students have any questions regarding academic misconduct, they should contact their instructor. Those who violate campus rules are subject to disciplinary action.

Academic Integrity Policy and Process for Academic Dishonesty

Approved by WSU Faculty Senate on October 5, 2009

The student discipline process for violations of academic integrity is activated whenever an undergraduate or graduate student is accused of violating Section X of the Code of Student Conduct pertaining to academic integrity. Students who are participating in a professional practice program may be held accountable to additional standards and should refer to all relevant policies and procedures pertaining to their particular school or college.

Any member of the community may report an alleged violation. A violation may be reported to the instructor of the course in which the alleged act occurred, the chair or dean (or equivalent academic administrator) of the college/school with which the course is affiliated, or a member of the staff of the Office of Community Standards and Student Conduct. An individual who suspects a student of cheating may at any time contact the Office of Community Standards and Student Conduct at (937) 775-4240 to receive assistance with any aspect of the academic integrity process. All reports must be in written form to be adjudicated.

A student accused of a violation of academic integrity is not permitted to drop or withdraw from the course giving rise to the allegation of academic dishonesty unless the matter is resolved in the student’s favor. Once notified by the instructor of the class, the Office of Community Standards and Student Conduct is responsible for notifying the Office of the Registrar that there is an alleged violation being considered.
If the alleged violation cannot be resolved prior to the date upon which final grades must be reported to the Office of the Registrar, the instructor of the class, with the advice and counsel of the department chair or equivalent, will assign a grade of “N.” In the event that a student is exonerated as a result of an academic integrity investigation, the student may choose to either complete the course, with the opportunity to make up any work missed, or withdraw from the course without any notation of the course on the student’s academic transcript.

When a student is suspected of committing an act of academic dishonesty, the faculty member should utilize the procedures found at the link listed below. Both the student and/or faculty member may invite an advisor to be present during any phase of this process; however, advisors are not permitted to speak or to participate directly in the process.

For further information on student conduct and procedures visit: http://www.wright.edu/students/judicial/integrity.html#B

**Accommodations for Students with Disabilities**

The Office of Disability Services at Wright State University provides a variety of services designed to assist the Wright State community. The Office of Disability Services offers services, programs, and activities that allow students with disabilities to participate in all facets of university life. Students with disabilities are encouraged to develop independence to the fullest extent possible and to assume responsibility for their chosen lifestyles.

**Student Grievance and Grade Appeal Procedures**

The College of Education and Human Services (CEHS) grievance procedure applies to adjuncts as well as regular faculty members. This procedure applies to alleged violations of a student’s rights such as unequal treatment, violations of grading procedures as stated on the course syllabus, or disagreements over an assigned course grade. Concerns about more generalized problems, such as quality of instruction, excessive instructor absence, etc. should be expressed through course evaluations or in writing to the department chair who will deal with the concern on an individual basis. Students who wish to appeal a faculty decision that cannot be resolved between the two involved parties should follow these procedures:

1. Confer with appropriate faculty member. He/she will attempt to clarify the problem and clear up misconceptions.

2. If the problem remains unresolved, the student should obtain an Application for Mediation form from the CEHS Office of Student Services. The form should be completed by the student and submitted to the department chair to whom the faculty member reports. The student should then make an appointment with the department chair to discuss the problem. The department chair will attempt to mediate the problem through discussions with the student and the faculty member.
(3) If the problem remains unresolved at this level, the student should contact the dean of the College of Education and Human Services.

The dean will:
(1) Review the situation and attempt to resolve the problem, and/or
(2) Provide for a review board to be selected by the student, the faculty member, and the dean. The review board will consider all of the facts of the case and provide the dean with a recommended course of action. This board will consist of a student and a faculty member representing the student as well as a student and a faculty member representing the faculty member. Faculty members outside the college and/or student members may be used by mutual consent of the student, the faculty member, and the dean.

(3) The dean’s decision is final at the college level.

In the grievance and appeal process, both student and faculty member have equal opportunities for appealing through the appropriate channels, as outlined above. Resolutions of grievances or concerns that can be addressed to the satisfaction of the student or faculty member without formal process are encouraged.

Statement of Professional Conduct

Students in Wright State University’s doctoral program in Organizational Studies are expected to maintain the highest levels of professional conduct throughout their graduate study and subsequently in their professional careers. All students are expected to support and contribute to a collegial environment within the program and extend that collegial work to partners and affiliating organizations.

Doctoral students are expected to be knowledgeable of the ethical standards for professional practice and to display behaviors and attitudes that embody those standards. They are expected to attend to their own personal wellbeing, conduct themselves as reflective practitioners, display integrity, and align their actions in accordance with the ethical standards of their profession.

Doctoral students will:

- Treat all members of our community with respect, dignity, and courtesy,
- Display a positive, cooperative, and cordial attitude,
- Be prepared for and actively participate in class discussion and activities,
- Avoid engaging in negative, disparaging, or potentially harmful communication regarding others,
- Avoid any activity which may tend to bring discredit to oneself, the university, the department, or the doctoral program,
- Avoid academic misconduct and impropriety, and
• Comply with all university, department, and program regulations and policies, including the WSU student conduct code. http://www.wright.edu/community-standards/conduct.html

Questions regarding the statement of professional conduct should be directed to an advisor or to the Program Director.

Program Requirements

Program of Study

Students will work with their Graduate Academic Advisors to determine a program of study (POS) during their first semester in the program. Students are required to submit a signed program of study and the planning document to the Graduate Academic Advisor by the end of the first semester in the program. The DOS planning document is included in Appendix E. As student interests evolve, the POS and DOS planning document can be altered with Graduate Academic Advisor and Program Director counsel.

Cohort Model

The cohort model is based on students’ completion of two courses per semester; it is assumed that students are employed in a full-time position with an organization in which they can conduct research and apply their learning within the program.

Core Courses

DOS 9010 History and Theory in Organizational Studies
DOS 9020 Organizational Leadership Skills: Communication, Ethics, & Relationships
DOS 9030 Systems and Change in Organizational Settings
DOS 9040 Organizations in a Global Environment
DOS 9050 Advanced Research Methods I
DOS 9060 Advanced Research Methods II
DOS 9000 (1 Sem. Hr. X 2) Colloquium for Doctoral Students (taken the first 2 years enrolled)
DOS 9800 Internship in Organizational Studies
DOS 9990 (12 Hours; 4 Semester Hours/Semester) Dissertation

Sequence of Classes

Core courses are offered each academic year. Students must complete the DOS research methods courses (DOS 9050, DOS 9060) with a passing grade and one semester hour of the DOS 9800 course during the first year of the program. DOS 9010 must be completed as soon as possible following the completion of the research methods courses because the content is critical for the following core courses.
Program Concentrations: Leadership Studies or Learning Organizations

Doctoral students will develop their Program of Study (POS) concentration by selecting 21 semester hours of focused coursework in one of the following areas: Leadership Studies or Learning Organizations. An internship is required for either concentration (DOS 9800). After the initial POS and planning document are prepared, students will finalize or collaboratively modify concentration coursework with their Graduate Academic Advisor. Concentration coursework can include any 7000 to 9000 level courses from units within the College of Education and Human Services or units external to CEHS.

Doctoral Internship

Students will complete a field internship within their concentration. The DOS 9800 Internship course includes one semester hour for planning, and three semester hours of implementation including a summary presentation of the internship experience. The internship experience provides an opportunity to expand student expertise and knowledge while exploring career opportunities. In addition, the internship provides students with an array of experiences through which to apply classroom learning.

Grade Point Average (GPA) Requirements

All Ed. D. students are required to maintain a minimum cumulative grade point average of 3.3. A cumulative average of 3.5 is required for graduation. A grade of “C” is the minimum passing grade for graduate credit; however, no more than six semester hours of courses with a grade of “C” may be applied toward the requirements of a degree program.

After completing 16 semester hours of coursework in the Ed. D. Program, students with a cumulative graduate grade point average below a 3.5 will automatically be placed on probationary status. Students must achieve a 3.5 cumulative average the semester they complete nine hours of coursework during a maximum of two semesters since being placed on probation. Failure to meet this condition could result in their dismissal from the Graduate School. Students achieving a 3.5 cumulative average prior to or during the semester that nine hours have been completed will be taken off probationary status.

Qualifying for Doctoral Candidacy

To qualify for doctoral candidacy, a student must meet the candidacy qualifying prerequisites, gain approval for the candidacy qualifying paper proposal, complete the candidacy qualifying paper with a passing grade, and complete the oral presentation with a passing grade.
Candidacy Qualifying Prerequisites

Students must complete at least three of the four credit hours in internship (one hour of internship planning plus at least two hours of field experience) prior to admission to doctoral candidacy. The fourth hour of internship field experience must be completed no later than the semester in which the student is admitted into doctoral candidacy.

Candidacy Qualifying Paper Proposal

After meeting the aforementioned prerequisites, students complete a Candidacy Qualifying Paper Proposal. The proposal is an outline of the proposed candidacy qualifying paper. Based on a topic selected by the student, the outline will reflect how the student will synthesize the knowledge developed during the completion of the core courses and will relate this knowledge to the four DOS Program Student Outcomes (See Appendix C). The proposal is submitted to the student’s Graduate Academic Advisor and reviewed by the LDR DOS Curriculum Committee. The LDR DOS Curriculum Committee will develop feedback for all Candidacy Qualifying Paper proposals. Students’ Graduate Academic Advisors will inform students if their proposals are approved, recommended for minor revisions, or recommended for extensive revisions for review during the next qualifying process. Proposals that require minor revision are not re-submitted for review. Students are expected to incorporate the minor recommended revisions into the final paper. Relevant dates are provided in the Timeline below (See Table 1).

The Candidacy Qualifying Paper

After the Candidacy Qualifying Paper Proposal is approved, a student is eligible to develop the Candidacy Qualifying Paper. Based on a topic selected by the student, the paper reflects the student’s ability to synthesize the knowledge developed during the completion of the core courses and to relate this knowledge to the four DOS Program Student Outcomes (See Appendix C). The paper is an individual effort with no faculty inputs. The paper will be written in APA format with a maximum of 30 pages, including references and title page; an abstract is not required. No appendices are allowed. Table 1 contains relevant dates for submission to Graduate Academic Advisors.

Candidacy Qualifying Paper Feedback

The LDR DOS Curriculum Committee will review and determine either a pass or fail grade for each Candidacy Qualifying Paper. Experts on the students' topics may be invited to participate in the reviews. Relevant dates are provided in the Timeline (Table 1). The Graduate Academic Advisor will communicate the resultant assessment to the student. Students failing the paper are permitted to work with the Program Director for resubmission once during the following semester.
Oral Presentation

All students will present their paper summary in an open, public forum. The oral presentation provides the opportunity for students to personalize the four DOS Program Student Outcomes. The presentation should be a maximum of 15 minutes with an additional 10 minutes for questioning from the audience. The LDR DOS Curriculum Committee members will serve as evaluators of the oral presentations. The presentations will be graded on a pass/fail basis. The students’ Graduate Academic Advisors will communicate the final assessments. Students failing the oral presentation assessment are permitted to work with the Program Director to re-present once during the following semester.

Grading for Candidacy Qualifying Paper and Oral Exam

Students failing one of the assessments are permitted to resubmit the failed assessment (i.e., paper or presentation) once during the following semester. Students failing both the written and oral assessments are not allowed to re-submit nor re-present and will be recommended for dismissal from the program.

Timeline for Qualifying

Table 1. Qualifying activities timeline

<table>
<thead>
<tr>
<th>Qualifying Activity</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Candidacy Qualifying Paper Proposal</td>
<td>2015: May 11</td>
</tr>
<tr>
<td></td>
<td>2016: 1st day of Summer C</td>
</tr>
<tr>
<td>Candidacy Qualifying Paper Proposal Feedback</td>
<td>2015: June 1</td>
</tr>
<tr>
<td></td>
<td>2016: June 1</td>
</tr>
<tr>
<td>Candidacy Qualifying Paper Submission</td>
<td>2015: Not before June 15 &amp; not after June 22</td>
</tr>
<tr>
<td></td>
<td>2016: Not before June 15 &amp; not after June 22</td>
</tr>
<tr>
<td>Candidacy Qualifying Paper Feedback</td>
<td>2015: Last 2 weeks of Summer C</td>
</tr>
<tr>
<td></td>
<td>2016: Last 2 weeks of Summer C</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>2015: Last 2 weeks of Summer C</td>
</tr>
<tr>
<td></td>
<td>2016: Last 2 weeks of Summer C</td>
</tr>
<tr>
<td>Admission into Doctoral Candidacy</td>
<td>2015: Last day of Summer C</td>
</tr>
<tr>
<td></td>
<td>2016: Last day of Summer C</td>
</tr>
</tbody>
</table>
**Doctoral Dissertation Committee**

**Committee Members**

Candidacy is valid for five years. Upon the successful admission into candidacy, the doctoral candidate forms a Doctoral Dissertation Committee. The committee consists of three members and may be configured in two potential ways: (a) a Chair and two faculty members who hold regular or adjunct graduate faculty status and one of whom is full time; or, (b) two Co-Chairs who hold regular graduate faculty status and one regular or adjunct graduate status faculty all of whom are full time. The Dissertation Committee membership may or may not include the candidate’s Graduate Academic Advisor. Dissertation committees should be formed after a dissertation topic has been determined but prior to the completion of the formal proposal.

**Committee Chair or Co-Chairs**

The Chair of the Dissertation Committee must meet the following eligibility criteria:

- Holds regular graduate faculty status;
- Has experience as a faculty member teaching in a doctoral program; and,
- Has met the Dissertation-qualified requirements (see Appendix D).

The Chair or Co-Chair of the Dissertation Committee must be a member of the Department of Leadership Studies in Education and Organizations, hold DQF status, and hold regular graduate faculty status. Faculty who hold adjunct graduate faculty status, who are full-time teaching faculty members of an Ed. D. or a Ph. D. program, and who are DQF may be eligible to Co-Chair a Dissertation Committee with a Co-Chair who meets the Chair eligibility criteria defined above.

**Committee Membership Approval**

Candidates should submit the "Doctoral Dissertation Committee Approval Form" (Appendix H) to the Ed. D. Program Director at least one month before the anticipated proposal defense. The Ed. D. Program Director will forward the candidate’s proposed dissertation committee names to the LDR DOS Curriculum Committee, the LDR Department Chair, the Dean(s) of the College and/or School, and the Dean of the Graduate School. The Deans will formally approve the doctoral candidate’s Dissertation Committee. All members of the dissertation committee must be approved prior to scheduling the dissertation proposal defense. When approval of the committee is received from the Graduate School, notice will be provided to the student and the dissertation chair.

**Transfer Candidate Committee**

Students transferring into the Ed. D. program must pass the qualifying process before being admitted into candidacy. After successfully completing the qualifying process, transfer candidates must have at least one Wright State University LDR faculty member on their Dissertation Committee. The transfer candidate’s major advisor and
any other Dissertation Committee members from his or her previous institution continuing their committee membership are considered to possess adjunct graduate faculty status while the transfer candidate continues in the DOS program.

Dissertation Proposal

The dissertation proposal consists of: 1) an approved written document documenting dissertation plans, and 2) a successful oral defense of the proposal. The written proposal is developed in close collaboration with the candidate’s Dissertation Committee. The dissertation proposal defense is open to the Dissertation Committee, any graduate faculty, and Dissertation Chair approved invited guests.

After scheduling the proposal defense, candidates will complete the top section of the "Doctoral Dissertation Proposal Approval" form (Appendix I) which is a formal written contract made between the Dissertation Committee and the candidate. The form (with top section previously completed) should be given to the candidate’s Dissertation Chair prior to the proposal defense. The Doctoral Dissertation Proposal Approval form may be changed only by mutual consent of all committee members and the candidate. Any agreed upon changes must be made in writing and attached to the Doctoral Dissertation Proposal Approval form. The completed form along with a copy of the proposal (including any changes) must be submitted to and approved by the Ed. D. Program Director before dissertation work can begin. Candidates are responsible for working with their Dissertation Chair to submit the form. If a proposal is denied approval, a candidate is placed on probationary status. A candidate who is denied approval twice will be recommended for dismissal from the program.

For the dissertation proposal, the candidate will write Chapters I – III of a traditional five-chapter dissertation including References and Appendices (no page limit, APA style). Candidates should format the proposal using the Graduate School requirements for dissertation format (http://www.wright.edu/graduate-school/graduate-thesis-dissertation-handbook) as follows:

Table of Contents

Chapter I: Introduction
The introduction includes the purpose and aims of the study, significance of the problem or issue, definition of terms, and the conceptual/theoretical basis of the study.

Chapter II: Literature Review of the related research

Chapter III: Methodology
The Methodology chapter includes specific hypotheses to be tested (if appropriate) or research questions, study design, and methods such as sample, setting, instruments or methods, data collection procedures, and data analysis plans.
References

Appendices

Protection of Human Subjects

The IRB Application information is included in the proposal, but not submitted until the dissertation proposal is approved.

After the candidate successfully completes the dissertation proposal defense and obtains IRB approval, the dissertation research can begin. Data collected prior to a successful proposal defense may not be used to satisfy dissertation requirements.

Dissertation

The dissertation is an original contribution to scholarly or scientific knowledge in a specialized area. Candidates are expected to demonstrate the highest level of mastery in research techniques and subject matter understandings and applications. The dissertation must be written in English using the most current APA style and adhering to the Graduate School guidelines for dissertations (http://www.wright.edu/graduate-school/graduate-thesis-dissertation-handbook).

The candidate will enroll in a minimum of 12 semester hours of DOS 9990 (Dissertation) continuously during the candidacy period, until the dissertation is defended. Candidates must be registered for at least one hour of DOS 9990 graduate credit if dissertation work with the Dissertation Chair is ongoing and during the semester that the dissertation defense is scheduled. Registration during the summer semester is not required during the candidacy period. All coursework associated with the dissertation must earn a grade of A, B, or P in order to qualify the candidate for graduation. Candidates are required to complete and defend their dissertation within five years of qualifying for candidacy.

During the Dissertation development and defense, the Graduate School requires that the following forms be completed. Students must locate the most updated versions of the above referenced forms as posted on the WSU Graduate School website.

1. Doctoral Dissertation Committee Approval Form Appendix H
2. Doctoral Dissertation Proposal Approval Form Appendix I
3. Doctoral Dissertation Defense Scheduling Form Appendix J
4. Doctoral Dissertation Defense Approval Form Appendix K

The forms are referenced in the text that follows.

Dissertation Defense
The dissertation defense is one of the defining events for the Program as well as being a capstone event for the candidate. It provides an opportunity for the candidate to demonstrate the skills and knowledge they have acquired as a researcher and working professional. The defense further allows members of the program, the department, and the public to learn about the research conducted by a given graduate candidate and to observe the professionalism of the candidate in terms of the rationale of the research, the organization of the presentation, the candidate’s deportment in presenting prepared material, and the candidate’s ability to respond to questions. Although each specific dissertation defense is centered on a particular candidate, the conduct and content of the dissertation defense is an important component in establishing the standards and practices of the Program as a whole.

A dissertation defense may be scheduled only when the Dissertation Chair determines the candidate’s written dissertation is completed to his or her satisfaction and once the Dissertation Chair determines that the candidate is sufficiently prepared to defend the dissertation. The dissertation defense is a public meeting open to all; however, the Dissertation Committee may also elect to question the candidate privately following the public presentation. All Dissertation Committee members must agree that the candidate passed the defense.

Once the Dissertation Chair determines that the defense is ready to be scheduled, the candidate will distribute the dissertation to the committee and request a defense date. Depending on their schedules or other commitments, faculty may need 3-4 weeks to review the dissertation and complete their evaluation. Candidates should consult committee members about availability. Once a feasible date is determined workable, candidates should submit the “Doctoral Dissertation Defense Scheduling Form” (Appendix J) to the Ed. D. Program Director at least three weeks prior to the defense date. After approval of the form by the Dissertation Chair and the Ed. D. Program Director, the candidate will reserve a room for the defense and inform the Dissertation Committee and the Ed. D. Program Director of the time and place for the defense.

At the defense, candidates are expected to demonstrate their knowledge of relevant literature, skills, and procedures as defined by their dissertation. Said demonstration is not limited to the studies conducted as a part of the written dissertation. Candidates should also be ready to discuss implications and possible applications of their work. Candidates should organize the topics and materials to be presented at the public defense. The presentation should be approximately 25 - 35 minutes; in addition, candidates should plan 15 to 25 minutes to answer follow-up questions from the audience. Candidates should schedule a final practice with the Dissertation Chair in the presentation room with the computer and projector that will actually be used. As stated above, the Dissertation Committee may also elect to question the candidate privately following the public presentation.

The acceptability of the dissertation manuscript, entailing evaluation of the thesis research, and the acceptability of the dissertation defense are two separate decisions. The Dissertation Committee is solely responsible for determining the status of the dissertation although, at its discretion, it may consider comments from other attendees. The evaluation of the dissertation defense will consider the organization and preparation of the presentation, the knowledge demonstrated, and the candidate's
deportment during the prepared presentation and in dealing with questions. The decision about the performance in the defense is independent of the quality of the dissertation. It is possible to have an unacceptable defense of outstanding research, requiring a second defense to be scheduled after allowing time for specified shortcomings in the performance to be addressed.

Candidates should submit the “Doctoral Dissertation Defense Approval Form” (Appendix K) to the Dissertation Chair prior to the start of the defense meeting. All Dissertation Committee members must agree that the candidate passed the defense. The Dissertation Chair will summarize the recommendation of the Dissertation Committee on the Doctoral Defense Approval Form and submit the form to the Ed. D. Program Director as soon as possible after the completion of the defense. If the dissertation defense is not approved, a candidate must wait at least one semester before requesting another dissertation defense meeting. If a follow-up dissertation defense is not approved, the candidate is placed on probationary status. A candidate who fails to receive approval twice will be recommended for dismissal from the program.

**Important:** Candidates should take 2 copies of the Graduate School “Approval Sheet” (signature page, Appendix L) to the dissertation defense. The Approval Sheet must be on bond paper and in the final format required by the Graduate School (http://www.wright.edu/graduate-school/graduate-thesis-dissertation-handbook). After the dissertation defense is approved, the candidate’s Dissertation Chair, all Dissertation Committee members, the Ed. D. Program Director and the LDR Department Chair must sign each copy of the approval sheet. Each copy of the approval sheet must have the original signatures, not copies. If the dissertation defense is approved contingent upon some modification of the written dissertation, these sheets should be submitted to the Dissertation Chair to be held until modifications are made to the satisfaction of the Dissertation Committee. When modifications have been made and approved, the candidate may retrieve the signed approval sheets and submit the approval pages with original signatures to the Graduate School. The Graduate School will obtain the Dean’s signature on the approval sheets. One copy of the approval page will be filed in the Graduate School. The second copy will be placed in the candidate’s file in the LDR Department Chair’s office. The Electronic Dissertation submission cannot be approved until the Graduate School receives the signed dissertation approval page.

**Dissertation Defense Protocol**

The Dissertation Chair presides over the dissertation defense. He or she will provide a very brief introduction, perhaps identifying the Dissertation Committee members, and will quickly have the candidate begin his or her presentation. The candidate may follow a preferred practice, but generally questions of clarification are accepted during the presentation and more elaborate deliberations are held until after the presentation.

The dissertation defense should focus on the candidate and the research. Questions and comments should be addressed to the candidate, and the candidate should be the first person to respond to a question. It is the responsibility of the Dissertation Chair,
as the Chair of the Dissertation Defense, to keep the session focused on the candidate, rather than allowing a prolonged exchange among other attendees. It is appropriate for any faculty member to redirect the session to the candidate if this focus is lost.

The dissertation defense typically has three phases. The public portion of the dissertation defense consists of the candidate presentation and following question-and-answer period. When this is completed, the Dissertation Chair will excuse all except the members of the Dissertation Committee. Interested individuals may remain for the next phase in which the Dissertation Committee will explore issues in more detail if the Dissertation Committee agrees. These may include topics from the presentation, but are more likely to concern aspects of the dissertation not able to be covered in the presentation and are therefore most meaningful to a person who has read the dissertation. When all issues have been addressed to the Dissertation Committee's satisfaction, the committee will meet in executive session to decide the status of the dissertation and the defense. The public and private sessions as well as the executive session typically require three to four hours total.

The hope, expectation, and experience in the dissertation defense occur when the candidate is prepared to successfully defend the dissertation and thus receive the degree.

**Dissertation Defense Approval**

Even with the prior approval of the separate Dissertation Committee members, ideas and alternatives may arise in discussions during the dissertation defense that require substantial revision of the dissertation. Such substantive revisions should be approved by the concerned Dissertation Committee member(s), as well as the Dissertation Chair, before the dissertation document is declared to be finished. More often, the Dissertation Committee will approve the dissertation with only minor revisions. It is the Dissertation Chair’s responsibility to verify that such minor revisions are completed before the dissertation is declared to be finished.

As stated above, the acceptability of the dissertation manuscript, entailing evaluation of the thesis research, and the acceptability of the dissertation defense are two separate decisions. The Dissertation Committee’s decision about the revisions to the dissertation manuscript is independent of the decision about the dissertation defense. Given a successful defense of the dissertation, no second defense will be required regardless of the extent of the revisions to the manuscript.

The Dissertation Chair should obtain Dissertation Committee member signatures on the Doctoral Dissertation Defense Approval Form (Appendix K) before the members leave the examination room.

**Dissertation Upload**

A computer file containing an approved dissertation, in PDF format, must be transmitted to OhioLINK [http://etd.ohiolink.edu/submit/](http://etd.ohiolink.edu/submit/) or delivered to the Graduate
School for electronic transmission to OhioLINK no later than 30 days after the end of the semester in which the degree will be granted (due dates are published by the Graduate School and distributed to the Ed. D. program offices). Instructions for submitting a dissertation are on the OhioLINK web site. OhioLINK is the repository for Electronic Theses and Dissertations (ETDs) for the state universities system in Ohio. This final copy should follow the form prescribed in the Graduate Thesis/Dissertation Handbook, available at the Graduate School web site and should be carefully produced, free of errors in style, mechanics, and format. The PDF file must include the typed dissertation approval page, but without signatures.

One (1) paper copy of the typed dissertation approval page with signatures must be submitted to the Graduate School for filing. Appendix L contains a completed sample dissertation approval page. The ETD cannot be approved until the Graduate School receives the paper copy of the signed dissertation approval page. Candidates should consult the adhering to the Graduate School guidelines for dissertations (http://www.wright.edu/graduate-school/graduate-thesis-dissertation-handbook) for additional information and details about preparing an ETD.

Graduation

Filing for Graduation

Applications for graduation must be completed online through the Student and Financial Aid tab in WINGS Express. The application fee may be paid online using a credit card. The application must be completed prior to the application-filing deadline for the desired graduation date. Applications submitted after the filing date for a desired graduation date will be processed for the graduation date in effect at the time the application was submitted.

The Graduate School Office of Graduation Services submits the application for the degree to the department. The department verifies that the candidate a) has completed all program requirements for the term indicated on the application and b) is ready to graduate.

If candidates are unable to complete their degree requirements by the specified deadline, new applications must be filed for graduation the following term. An additional fee will be required to submit each follow-up graduation application.
Appendix A: College of Education and Human Services Conceptual Framework

The outer circle of the College of Human Services’ Conceptual Framework graphic illustrates the larger context of Institutional, State, and Professional Standards. At the center of the circle is our Conceptual Framework title, which depicts the common ground between General Knowledge, Content Knowledge, and Professional Knowledge in each of the professional variations—teaching, leadership, and counseling. This common ground is specifically articulated for our institution through the six strands identified as Content Knowledge, Pedagogical Content Knowledge, Diversity, Technology, Professionalism, and Emotional Intelligence.

These six strands also serve to provide consistency in the process of embedding the Framework across the curriculum and through all programs of study. The knowledge base for the Framework, for example, is founded on major resources selected from the bibliographies of the benchmark courses identified in the programs of study. In addition, assessments identified for the monitoring of candidate progress in each benchmark course are to be aligned with the Unit’s Conceptual Framework and appropriate learned society guidelines. These assessments include practicum and internship evaluations.

The six strands are further interwoven to articulate the Unit’s firm commitment to diversity and technology, which is addressed in the Unit’s Belief System, embedded across the curriculum (course syllabi), and specifically referenced in the Unit’s Assessment Plan and the CEHS Technology Plan. Additional information about the CEHS Conceptual Framework can be found at http://www.cehs.wright.edu/main/conceptual-framework.php
Appendix B: Academic Calendar 2015-2016

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester 2015</th>
<th>Spring Semester 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Day of Classes</strong></td>
<td>August 31 (Monday)</td>
<td>January 11 (Monday)</td>
</tr>
<tr>
<td><strong>Holidays (University Closed)</strong></td>
<td>Labor Day September 7 (Monday)</td>
<td>MLK Day January 18 (Monday)</td>
</tr>
<tr>
<td></td>
<td>Veterans’ Day November 11 (Monday)</td>
<td></td>
</tr>
<tr>
<td><strong>Semester Break (No Classes)</strong></td>
<td>November 25-27 (Wednesday – Friday)</td>
<td>February 29 – March 4 (Monday – Friday)</td>
</tr>
<tr>
<td><strong>Last Day of Classes</strong></td>
<td>December 12 (Friday)</td>
<td>April 23 (Friday)</td>
</tr>
<tr>
<td><strong>Final Examinations</strong></td>
<td>December 14 – 19 (Monday – Saturday)</td>
<td>April 25 – 30 (Monday – Saturday)</td>
</tr>
<tr>
<td><strong>Commencement</strong></td>
<td>December 19 (Saturday)</td>
<td>April 30 (Saturday)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Summer A Term 2016</th>
<th>Summer B Term 2016</th>
<th>Summer C Term 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Day of Classes</strong></td>
<td>May 9 (Monday)</td>
<td>June 20 (Monday)</td>
<td>May 9 (Monday)</td>
</tr>
<tr>
<td><strong>Holidays (University Closed)</strong></td>
<td>Memorial Day May 30 (Monday)</td>
<td>July 4th (Monday)</td>
<td>Memorial Day, May 30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>July 4th</td>
<td>July 4th</td>
</tr>
<tr>
<td><strong>Last Day of Classes</strong></td>
<td>June 15 (Wednesday)</td>
<td>July 27 (Wednesday)</td>
<td>July 27 (Wednesday)</td>
</tr>
<tr>
<td><strong>Final Examinations</strong></td>
<td>June 16 (Thursday)</td>
<td>July 28 (Thursday)</td>
<td>July 28 (Thursday)</td>
</tr>
</tbody>
</table>

*Use of the A term final exam day by C term classes is based on instructor discretion.*
Appendix C: DOS Student Outcomes

Graduates of the Doctorate in Organizational Studies program are:

1. organizational leaders who incorporate their knowledge of organizational and leadership theories into skillful interactions within larger systems (organizational, local, regional, national or global) while enhancing the development of others in surrounding contexts;

2. research practitioners who identify organizational processes, test hypotheses through systematic inquiries, and share the findings through broad-scale oral and written means to expand the knowledge in the field;

3. professional mentors and leaders who build a capacity for and promote a culture of change in their workplace; and,

4. educational facilitators and problem solvers who develop and inspire diverse and critical thinking, group knowledge-building, and open-ended processes to manage problems that cannot be anticipated and require non-linear problem solving.
Appendix D: Dissertation-Qualified Faculty (DQF)

To serve as a Chair or Co-Chair of a Dissertation Committee in the Organizational Studies doctoral program, a faculty member must be designated as DQF by the LDR department and the WSU Graduate School. DQF faculty must satisfy a set of requirements as determined by the Doctoral Program Advisory Committee. Such requirements are subject to review by the CEHS Graduate Studies Committee.

The LDR Department will award DQF status to faculty who meet the following criteria: hold Regular Graduate Faculty status, have three scholarly products in the past five years as outlined in the LDR by-laws, have served as a chair or co-chair of a master’s theses or doctoral dissertation committee and three or more of the following:

- Serves as Editor or Associate Editor for a professional journal
- Presents at regional, national or international conferences
- Demonstrates extended scholarly publications (5 or more articles in a five year period)
- Receives external funding through research grants or contracts
- Serves in a leadership capacity for state, regional, national or international professional organizations and/or conferences

Faculty who hold Adjunct Graduate Faculty status, who are full-time teaching faculty members of an Ed. D. or a Ph. D. program, and who are dissertation-qualified may be eligible to co-chair a Dissertation Committee with a co-chair who meets the Chair eligibility criteria defined above.

Graduate Faculty status requires approval by a College Committee, Graduate Council Membership Committee, and the Graduate Council. There are university-wide criteria for achieving Regular or Adjunct Graduate Faculty status (Graduate Policy 2.20).

To serve as a committee member on a dissertation committee, faculty must hold Regular or Adjunct Graduate Faculty status and demonstrate ongoing scholarly contributions and recognition appropriate for the dissertation research topic.

Application Process
LDR faculty who desire DQF status should submit an application to the LDR Department Chair. Applications are available from the Ed. D. Program Director. The application requires faculty to demonstrate the above stated DQF criteria. The LDR Department Chair will make a recommendation to the Graduate School to add DQF status to those faculty who meet the criteria and will notify applicants of said decisions.

WSU faculty not in the LDR department who hold Regular Graduate Faculty Status may apply for DQF status to the Ed. D. Program Director. The application will be
reviewed by the DQF subcommittee of the Program Advisory Committee. The DQF subcommittee will forward recommendations for action to the LDR Department Chair. The LDR Department Chair will review the recommendations and make final determination regarding DQF status. The Department Chair will notify the Graduate School and the Ed. D. Program Director regarding DQF status decisions. A list of DQF faculty will be maintained in the office of the LDR Department Chair.
Appendix E: DOS Planning Document

Each student must submit a completed DOS Planning document each semester, starting the second semester of studies. Below is the content of the planning document. Students’ Content advisors or the Program Director will provide the Microsoft Word template of the document.

Doctor of Education in Organizational Studies Academic Program Plan

STUDENT NAME
Organizational Studies

Department of Leadership Studies in Education and Organizations
College of Education and Human Services
Wright State University

DATE
Biographical Sketch (Narrative Format)

Academic Background

Work Experience

Career ambitions for doctoral work

[ONE PAGE APA STYLE]
Wright State University
College of Education and Human Services
Leadership Studies in Education and Organizations
Organizational Studies Doctoral Program (Ed. D.)

Doctoral (1) Course Plan, (2) Transition to Candidacy Plan and (3) Annual Review

Create a course plan with your advisor. The plan should be updated and reviewed annually and submitted to the Program Director at the end of Fall Semester.

Name:

<table>
<thead>
<tr>
<th>Projected Date of Graduation:</th>
<th>Program Concentration: (Leading or Learning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master’s Degree Received From:</th>
<th>Semester and Year Admitted to Program:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wright State University</td>
<td></td>
</tr>
</tbody>
</table>

1. Residency Requirement: Two semesters of full-time enrollment (at least 6 semester graduate hours) within two consecutive pre-candidacy semesters. Specify the semesters. XXXXXXXXXXXXXX

2. Total Credit Hours: 63 (Required).

3. Program and committee signatures:

   ____________________________
   Advisor’s Signature          Date

   ____________________________
   Student’s Signature           Date

   ____________________________
   Committee Member’s Signature  Date

   ____________________________
   Committee Member’s Signature  Date

   ____________________________
   Committee Member’s Signature  Date

4. Advisor Annual Review Signatures

   ____________________________
   Student’s Signature           Date    Advisor’s Signature    Date

   ____________________________
   Student’s Signature           Date    Advisor’s Signature    Date

   ____________________________
   Student’s Signature           Date    Advisor’s Signature    Date

   ____________________________
   Student’s Signature           Date    Advisor’s Signature    Date
### Wright State University
College of Education and Human Services
Leadership Studies in Education and Organizations
Doctoral (1) Course Plan, (2) Transition Plan and (3) Annual Review

<table>
<thead>
<tr>
<th>Name:</th>
<th>Summary Total Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
</tbody>
</table>

- **Dissertation:** 12 Credits
- **Core:** 30 Credits
- **Concentration:** 21 Credits

**Total Credits:** 63 Credits

### Organizational Studies Core

<table>
<thead>
<tr>
<th>Semester Course(#, Title)</th>
<th>Semester Credits</th>
<th>Semester Planned</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Core</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Concentration Courses

<table>
<thead>
<tr>
<th>Semester Course(#, Title)</th>
<th>Semester Credits</th>
<th>Semester Planned</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Concentration</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Dissertation

<table>
<thead>
<tr>
<th>Semester Course(#, Title)</th>
<th>Semester Credits</th>
<th>Semester Planned</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Dissertation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


WSU Graduate School Policy 3.72 Continuing Registration

Students must be registered for at least one hour of graduate credit, as designated by the department, during the term in which the successful defense of a thesis or dissertation is accomplished.

WSU Graduate School Policy 3.73 Continuing Registration

Students must receive approval from the DOS Program Direction, LDR Department Chair and the Dean of the Graduate School for an exception to the continuing registration requirement.

WSU Graduate School Policy 8.223 Academic Standards

The grade of "C" is a minimum passing grade for graduate credit; however, no more than semester hours of courses with a grade of "C" may be applied toward the requirements of a degree program.

WSU Graduate School Policy 8.24 Residence Requirements

Students in a doctoral program are considered to be in residence for any term for which they are registered for at least six semester hours of Wright State graduate courses. A minimum residence of two consecutive full-time academic semesters at Wright State University, devoted wholly to graduate work, is required.

Record of completed courses

Name: STUDENT NAME

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Name</th>
<th>Dept., Course No.</th>
<th>Instructor</th>
<th>Cr. Hrs.</th>
<th>Grd.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Candidacy Process

<table>
<thead>
<tr>
<th>Candidacy Qualifying Paper Proposal</th>
<th>Spring XXXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidacy Qualifying Paper</td>
<td>Summer XXXX</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>August XXXX</td>
</tr>
<tr>
<td>Admission to Candidacy</td>
<td></td>
</tr>
<tr>
<td>Dissertation Committee Finalized</td>
<td></td>
</tr>
</tbody>
</table>

WSU Graduate Policy 8.29: Candidacy is valid for five years. The program can, however, terminate candidacy for unsatisfactory progress. Students may petition for an extension to the candidacy term; see section 6.120.

Students must be enrolled in at least one semester hour during dissertation work.
Research Interests
An APA style, maximum two-page document with references is inserted here. The document describes (in narrative form) the student’s research interests with references to the appropriate literature. The research interests reflect the current topics and areas students plan to investigate for the dissertation work.
Appendix F: Letters of Recommendation

Instructions for the Applicant: Please request a recommendation from two individuals who know you well and can provide an overview of your achievements, scholarship, ambition, relationships and abilities.

Instructions for the Writer of the Recommendation: The person whose name appears below is applying for admission to the Organizational Studies Doctoral Program at Wright State University. Please complete the attached form and return in the self-addressed and stamped envelope provided by the applicant or send to:

Ed. D. Applicant Recommendation Letter
490 Allyn Hall
Wright State University
3640 Colonel Glenn Highway
Dayton, Ohio 45435

Questions regarding the completion of this form may be addressed to Julia Acosta by e-mail at Julia.Acosta@wright.edu or by phone at (937) 775-2506.

To be completed by the applicant:

| Name of Applicant | [ ] |
| Street Address | [ ] |
| City, State, Zip Code | [ ] |
| Telephone Number | [ ] |
| E-mail | [ ] |

Applicant’s Waiver of Right to Access
The Family Educational Rights and Privacy Act of 1974, as amended (P.L. 93-380), allows a candidate for admission to waive his or her right of access to confidential letters or statements written on his or her behalf if the recommendation is used solely for the purposes of admission and if the candidate, upon request, is notified of the names of all persons making such recommendations on his or her behalf. The university does not require that you make such a waiver as a condition for admission or award of fellowship or assistantship. However, we ask that you indicate your wishes by selecting one of the following statements:

- I hereby waive my right to access all letters of recommendation and any appropriate attachments written on behalf of my application to the Graduate School, Wright State University, and for award of a fellowship or assistantship, if applicable. This waiver is effective insofar as the recommendation is used solely for the purpose of admission or award of fellowship or assistantship, if applicable.
- I DO NOT waive my right to access all letters of recommendation and any appropriate attachments written on behalf of my application to the Graduate School, Wright State University, and for award of a fellowship or assistantship, if applicable.

Signature of Applicant: ____________________________________________
To the Writer of Recommendation: Thank you for your willingness to complete this recommendation on behalf of this applicant. Your comments will be an important factor in the admission decision. The following guidelines are preferred:

1. Please describe how long you have known the applicant and in what context and capacity.

2. This doctoral program calls for serious study, critical reflection and an aptitude for inquiry. From your experience with this applicant, why do you think the applicant is prepared to engage in such a course of study?

3. This doctoral program calls for students with a serious commitment to improving knowledge of organizations and incorporating the new knowledge into leading or learning. From your experience with the applicant, describe how he/she is prepared to engage in such a course of study. Provide specific examples if possible.

4. Please describe how you have observed the applicant demonstrate leadership and what core values appear to guide his/her work.

5. Please provide any additional pertinent comments related to the applicant:

Your name:__________________________________________________________

Title/Organization:____________________________________________________

Telephone Number:____________________________________________________

Signature:____________________________________________________________

Date: _____________________________
Appendix G: Expository Essay Guidelines

The expository essay should specifically address your understanding of the importance of incorporating concepts and principles of organizations into leading and/or learning environments. The essay should explicitly identify the connections between concepts/principles of organizations and leadership.

The essay should be submitted in the following format:

- One title page with name, contact information and date
- Essay text contained within a maximum of four, double-spaced pages with one inch margins and headings
- 12 point Times New Roman font
- APA format

Applicants should submit the essay to the Program Coordinator, Julia Acosta before November 15 of the year preceding entrance to the program.
Appendix H. Doctoral Dissertation Committee Approval Form

Note: A dissertation committee must be approved prior to the Proposal Approval Meeting. When approval is received from the Graduate School, a copy of the form will be provided to all committee members.

Student: __________________________________________

Dissertation Chair: ______________________________________

Proposed Dissertation Title: __________________________________________

The Ed. D. Program Director is officially responsible for recommending proposed members of the committee for approval within LDR, CEHS and the Graduate School. I have approved the following committee members:

Student Signature: ____________________________ Date: __________

Ed. D. Program Director Signature: ______________ Date: __________

Dissertation Chair: ____________________________

Graduate Faculty Status: DQF__ Reg __ Adjunct __

Type proposed committee member's names and affiliation, if outside the Department of Leadership Studies in Education and Organizations.

Signatures below indicate agreement to serve on this Dissertation Committee. Please include a current vitae for those outside the Department of Leadership Studies.

Only

Dissertation Co-Chair or Member: ____________

Member Signature ____________________________

Department/Affiliation ____________________________

Graduate Faculty Status: DQF__ Reg __ Adjunct __

Member:

Member Signature ____________________________

Department/Affiliation ____________________________

Graduate Faculty Status: DQF__ Reg __ Adjunct __

Member:

Member Signature ____________________________

Department/Affiliation ____________________________

Graduate Faculty Status: DQF__ Reg __ Adjunct __

Member:

Member Signature ____________________________

Department/Affiliation ____________________________

Graduate Faculty Status: DQF__ Reg __ Adjunct __
Member: ______________________________________
Member Signature ______________________________
Department/Affiliation __________________________
Graduate Faculty Status:
DQF __ Reg __ Adjunct __

Once signatures are obtained, submit to the Ed. D. Program Director for additional signatures:

Ed. D. Program Director: ___________________________ Date ______
Chair, Department of Leadership Studies: _____________ Date ______
Dean, College of Education and Human Services: _________ Date ______
Dean, Graduate School: _____________________________ Date ______

Rev. 2/15

Robert E.W. Fyffe, Ph.D.
Appendix I: Doctoral Dissertation Proposal Approval Form

Student: ____________________________________________

Title: __________________________________________________________________________

________________________________________________________________________________

I have agreed to meet with the Dissertation Committee for a Dissertation Proposal Approval meeting on: _________________ ______________________ (Date)

Student Signature: ____________________________ Date: _________

Once the information above is completed, submit to Dissertation Chair prior to Dissertation Proposal Approval meeting.

Committee Action on Proposal:

Approve with Modifications: _____ Not Approved/Rescheduled: _____ Deny: ___

Required Modifications:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Signed:

Dissertation Chair: ____________________________ Date: _________

Co-Chair or Member: ____________________________ Date: _________

Member: ____________________________ Date: _________

Member: ____________________________ Date: _________

Submit to Ed. D. Program Director for final signatures.

Ed. D. Program Director: ____________________________ Date: _________

LDR Department Chair: ____________________________ Date: _________

Rev. 1/15
Appendix J: Doctoral Dissertation Defense Scheduling

Submit to Ed. D. Program Director at least three weeks prior to the scheduled defense date.

Name: ________________________________________________

Dissertation Chair: _____________________________________________

Dissertation Co-Chair (if applicable): ______________________

Committee Members: ___________________________________________

Committee Members: ___________________________________________

Committee Members: ___________________________________________

Dissertation Title: ______________________________________________

________________________________________________________________

Defense Schedule: After submission of this form, the student is responsible for arranging the time and location with all members of the Dissertation Committee. Three to four hours must be available for a dissertation defense.

Date: _______________________________________________________

Signature for Chair Approval: _________________________________

A dissertation defense may only be scheduled after a close-to-final draft of the dissertation is distributed to all members of the committee. The dissertation may only be distributed after the Dissertation Chair/Co-Chairs agree that the dissertation is in close-to-final form.

FOR OFFICE USE ONLY

Date Received by the LDR Dept. Office: ________________________________

_____ (Flyer must be posted two weeks before the scheduled dissertation defense.)

Room Assignment: _____________________________________________

Time: _______________________________________________________

(The student will schedule the room and time.)

Dissertation Flyer prepared for distribution: ______________________

Ed. D. Program Director: ____________________________ Date: ______

LDR Department Chair: ____________________________ Date: ______

Rev. 2/15
Appendix K: Doctoral Dissertation Defense Approval Form

Student: _____________________________________________________________

Title: __________________________________________________________________
_______________________________________________________________________

I have agreed to meet with the committee for the oral defense of my dissertation on: 

Student: ___________________________ Date: __________________

Submit the form with the sections above completed to the Dissertation Chair prior to the Doctoral Dissertation Defense meeting

Committee Action on Dissertation:
- Approve with Modifications: ___ 
- Not Approved/Rescheduled: ___ 
- Deny: ___

Required Modifications:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Signatures:

Dissertation Chair: ___________________________ Date: _________

Co-chair or Member: ___________________________ Date: _________

Member: ___________________________ Date: _________

Member: ___________________________ Date: _________

Member: ___________________________ Date: _________

After the Defense, submit to Ed. D. Program Director for final signatures

Ed. D. Program Director: ___________________________ _________ Date

LDR Department Chair: ___________________________ _________ Date

Rev. 2/15
Appendix L: Approval Sheet from Graduate School Requirements (Sample 2015)

Wright State University
Graduate School

April 30, 2015

I HEREBY RECOMMEND THAT THE THESIS PREPARED UNDER MY SUPERVISION BY Kelly Leeman ENTITLED Altitude Control and Cognitive Impact BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF Educational Doctorate in Organizational Studies

(Typed Name, Degree)
Dissertation Chair

(Typed Name, Degree)
Dissertation Co-Chair (note: if appropriate)

(Typed Name, Degree)
Ed. D. Program Director

(Typed Name, Degree)
Chair, Department of Leadership Studies

Committee on Final Examination

(Committee Member Typed Name, Degree)

(Committee Member Typed Name, Degree)

(Committee Member Typed Name, Degree)

Robert E.W. Fyffe, Ph.D.
Vice President for Research and Dean, Graduate School