

Doctoral Program Checklist

<u>Date Completed</u>	<u>Requirement</u>
_____	Admitted to doctoral program
_____	Meet with major advisor to develop degree plan
_____	Complete residency and required course work
_____	Schedule comprehensive examinations through departmental secretary after securing permission from major advisor
_____	Submit the Doctoral Comprehensive Examination Form to the Office of Graduate Studies and Research upon successful completion of examinations
_____	Distribute to committee members a comprehensive doctoral proposal two weeks before scheduling a defense date
_____	Submit a signed copy of the Schedule for Presentation of the Dissertation Proposal to the Office of Graduate Studies and Research by the 25 th of the month preceding the month of proposal defense
_____	Submit an extra copy of the dissertation proposal to the major advisor, for the Office of Graduate Studies and Research representative
_____	Distribute a copy of the dissertation proposal (one each) to the Dean of the College of Education and Human Services and the Department of Educational Leadership (EDL) department head two weeks before the proposal defense
_____	Complete proposal defense satisfactorily
_____	Submit to the Office of Graduate Studies and Research, the Graduate School Proposal Form, The Departmental Proposal Approval Form, and a revised copy of the proposal
_____	Complete dissertation
_____	Ensure that committee members have received all chapters of dissertation two weeks before scheduling final defense
_____	Submit the Schedule for the Presentation of Final Examination/Defense to the Office of Graduate Studies and Research by the 25 th of the month preceding the month of defense
_____	Schedule a meeting with the Dean of the College of Education and Human Services, to be held within two weeks following the defense
_____	Complete final dissertation defense satisfactorily
_____	File for graduation through the registrars office
_____	Order graduation regalia (NOTE: Check with bookstore for details)
_____	Take one copy of the final approved dissertation and the Final Defense Form to the Office of Graduate Studies and Research by the deadline stated in the schedule of classes
_____	Obtain list of needed changes from the Office of Graduate Studies and Research
_____	Make required changes, submit to Office of Graduate Studies and Research five copies of the completed dissertation, and obtain major advisor's signature on graduate school form

NOTES

Introduction

This handbook outlines the procedures to be followed by students pursuing a doctorate in Supervision, Curriculum, and Instruction (SCIH) through the Department of Educational Leadership (EDL) at Texas A&M University-Commerce. It is designed to assist doctoral students in meeting all of the departmental, college, and university requirements and deadlines, from the time of admission until graduation. The student should also access the **Doctoral Student Handbook** compiled by the Office of Graduate Studies & Research at <http://www.tamu-commerce.edu/gradschool/forms/doctoral%20student%20hanbook%20revised%20november%202005.pdf>

Admission to SCIH Doctoral Program

The first step toward the doctoral degree is application and admission to the Graduate School through the Office of Graduate Studies and Research. The prospective student should read **Admission to Doctoral Degree Program** in the Graduate Catalog (<http://www7.tamu-commerce.edu/gradschool/infofiles/gradCatlog.htm>) for university procedures and requirements.

After filing a complete admission application to the Graduate School, the prospective student's folder is sent to the department (EDL, in this case). Admission is a committee decision based upon Grade Point Average (GPA), verbal and quantitative Graduate Record Examination (GRE) scores, letters of reference, and work experience. After review, the Departmental Doctoral Program Director will recommend admission, denial, or the completion of an essay assessment of writing skill. Recommendations will be forwarded to the Dean of Graduate Studies and Research (GSR) via the Dean of the College of Education and Human Services (COEHS).

If denied, the Office of Graduate Studies and Research will notify the applicant. Successful candidates should receive two letters—one from the Departmental Doctoral Program Director and the other from the Dean of Graduate Studies and Research. The letter from the SCIH Program Director will provide the name of a faculty member who will serve as Major Advisor (Major Professor). The SCIH Program Director will notify applicants of whom an essay is required.

As soon as possible after acceptance, each student should arrange to take the departmental pretest. The test, over material covered in the doctoral core, is one way in which the department assesses and maintains the quality of the program.

The Degree Plan

Once approved by the department, the COEHS Dean, and the Dean for Graduate Studies and Research, the Office of Graduate Studies and Research will send the successful applicant a letter of acceptance. Upon receipt of these documents, the student should contact the departmental secretary [(903) 886-5607] to make an appointment with the major advisor and to arrange for completion of a doctoral pretest.

The major advisor and student will discuss the student's educational and professional background, as well as both short- and long-term goals. Together, they will design a course of studies that will lead to future goal attainment and complete an appropriate (60 or 90 credit) degree plan. If a student elects to pursue the 90 credit plan, which requires the completion of one or more minor areas of study, coursework in the minor needs to be planned with the aid of a minor advisor or advisors. If a student elects the 60 credit plan, no minor coursework is required. The final committee, composed of at least three members, must be formed before comprehensive examinations (see below) are taken and must include at least one member from outside the department. Committee membership, other than major and minor advisor(s), does not have to be finalized until the time of comprehensive examinations.

The completed degree plan must be signed by the major and by all minor advisors and by both the major and minor department heads and specified deans. The completed form is then submitted to the Office of Graduate Studies and Research for final approval and filing. A copy of the degree plan and all other important documents should be retained by the student and by the major advisor before submission to the appropriate office. The practice of retaining copies will be invaluable in the event of misplaced or lost paperwork, or should the documents need to be checked or consulted for any reason.

Coursework

Students should plan class schedules on the basis of courses listed on their degree plans. Certain requirements should be considered when doing so. These include, but are not limited to, the following:

- **Core courses**, including Philosophy of Education (HIED 528), History of Education (HIED 627), Higher Education and the Law (HIED 656), should be taken early in the program.
- **Research tools**, including HIED 695 (Level I), HIED 617 (Level II), and HIED 696 (Level IV), as well as the remaining statistics course (Level III), must be taken in a specified order, one course per semester. Students should enroll in HIED 695 as early as possible in their doctoral studies. Levels I through III must be completed prior to scheduling comprehensive examinations. Students are advised to take the research tools as early in the program as possible.
- **Course prerequisites**, when applicable, should be determined, so courses can be taken accordingly.
- HIED 710 (Research Colloquium), the **proposal writing** course, should normally be the last course before beginning HIED 718s (dissertation) and may be taken in the same semester as the comprehensive exams.

Students should retain class syllabi and course notes as well as any other materials that will be helpful when studying for comprehensive examinations at the end of coursework.

Each student is required to complete a residency on the Commerce campus after admission to a doctoral degree program. Currently, this requirement can be satisfied only by the completion of an approved schedule of at least nine (9) graduate hours per semester in one of the following ways: two consecutive long semesters (taking less than nine (9) hours in the summer does not interrupt the spring-fall residency sequence); consecutive summer (both terms) and fall semester; consecutive spring semester and summer (both terms); or three (3) consecutive summers (both terms). Residency forms may be accessed at <http://www7.tamu-commerce.edu/shed/forms/index.htm> . The Weekend College, which offers classes on Friday evenings and Saturday mornings, may assist HIED doctoral students in meeting these residency requirements.

The Comprehensive Examinations

Taken at or near the end of all coursework, comprehensive examinations represent a very important step in the doctoral preparation process and demand extensive preparation. Designed to test the student's in-depth knowledge and understanding of course material covered throughout the doctoral program, comprehensive examinations may not be scheduled until the student has completed all but the Level IV research tool, has met the residency requirements, and has no more than six (6) hours of coursework remaining, excluding HIED 718. The remaining six (6) hours do not include the hours in which student is currently enrolled at the time of the comprehensive exams.

In the Supervision, Curriculum, and Instruction-Higher Education program within the Department of Educational Leadership, comprehensive exams are offered three (3) times per year – in the months of *February, June, and October*. The written portion requires three days for the 90 hour program or two days for the 60 hour program. The examinations are scheduled from 8 a.m. to 5 p.m. daily with an hour break for lunch. Those in the 90 hour program write for the minor area(s) on Tuesday. Educational Leadership departmental questions are administered on Wednesday and Thursday. Oral examinations are scheduled on an individual basis after successful completion of the written phase. The student should:

1. Schedule a conference with the major advisor to confirm that no more than six (6) hours of coursework, excluding 718s, are remaining. The major advisor will then notify the other professors for whom the student will be writing, advising the day and length of time the student will be writing for each professor, as well as requesting questions over course content.
2. Register his/her name with the departmental secretary for the written exams. A departmental laptop computer can be reserved. If the student prefers to use a personal laptop computer, he/she must schedule a time to bring in this computer which has been cleared of everything except the word processor program. A departmental appointee will check to make sure no data files are found on the computer. The student must also provide a printer or make arrangements with the secretary for access to a compatible printer. Blank formatted disks (labeled with student's name) must be given to the departmental secretary at the time the computer is reserved or brought to the department.

3. If the committee has not been finalized upon completion of the written exams, schedule another conference with the major advisor to determine the composition of the doctoral committee. The student must have a minimum of three (3) committee members with a maximum of five (5). The first formal meeting of the complete committee traditionally occurs at the oral portion of the comprehensive exam.
4. Obtain the **Doctoral Comprehensive Qualifying Examination Form (Appendix A)** at <http://www7.tamu-commerce.edu/gradschool/gradmenu/Forms.asp#doctoral> or from the Office of Graduate Studies and Research. This form is to be completed, typed, and submitted to the major advisor prior to the oral examination. The completed form will be returned to the student at the completion of the comprehensive exams.
5. After allowing time for the committee members to review the written exam, contact the major advisor. Then contact committee members, after receiving approval from the major advisor, to arrange for the oral exam at a date and time convenient for all. At the oral exam, committee members will address areas in which the student displayed a weakness or lack of clarification on the written exams. The committee may also question the student in other pertinent areas. A student who does not respond in an acceptable manner may be asked to complete a reading list, to take additional course work, and/or to retake the exams. If additional course work is required, the student will have to reapply to retake the comprehensive exams. If the repeated comprehensive exams are unsatisfactory after the additional coursework, the student may be withdrawn from the program.
6. Deliver the completed **Doctoral Comprehensive Qualifying Examination Form** to the Office of Graduate Studies and Research. A copy must be filed with the departmental secretary for placement in the student's file. A copy of the signed form will be returned to the student at a later date.

Upon verification of the completed **Doctoral Comprehensive Qualifying Examination Form** by the Office of Graduate Studies and Research, a copy of the signed form will be mailed to the student. This form is official notification to candidacy and will itemize any restrictions such as uncompleted coursework and a date of completion for the degree. Once admitted to candidacy, a student must enroll in HIED 718 (dissertation) every

fall and spring semester until graduation. In addition, the student may apply for reduced tuition for HIED 718 through the Graduate Office. To receive doctoral advisement or to use University facilities and resources during the summer sessions, the student also must be enrolled in HIED 718 for one summer session.

The Doctoral Proposal

Once comprehensive exams are passed, the doctoral student – now the doctoral candidate – focuses upon the completion of required coursework and the dissertation proposal defense. Candidates must have completed HIED 710, the proposal writing course, prior to submitting for proposal defense. Since all course work (except 718s) must be completed at the time of the proposal defense, the student must be enrolled in HIED 718.

The dissertation is an extensive, comprehensive research project to be completed by the doctoral candidate and planned and coordinated in conjunction with the candidate's committee. Throughout the dissertation process, final approval at all levels lies with the committee, with ultimate authority resting with the major advisor. Once the committee has approved the proposal, it must then be approved by the department head, the Dean of the College of Education and Human Services, and the Dean for Graduate Studies and Research.

The dissertation proposal may be quantitative, qualitative, or a combination of both and shall consist of the following parts (**See Appendix B – Suggestions for Developing Sections of the Dissertation Proposal**):

1. Title Page
2. Table of Contents
3. Introduction
4. Statement of the problem
5. Purposes of the Study
6. Hypotheses and/or Research Questions
7. Significance of the Study or Review of the Literature
8. Method of Procedure
 - a. Instrumentation
 - b. Sample Selection

- c. Data Gathering
- d. Treatment of the Data
- 9. Definition of Terms
- 10. Limitations
- 11. Delimitations
- 12. Basic Assumptions
- 13. Organization of Dissertation Chapters
- 14. References

As a rule of thumb, the dissertation proposal must be **comprehensive** with each section thoroughly developed.

The dissertation proposal should be planned in close conjunction with the major advisor and should be based upon an **extensive review of the literature**. Throughout the dissertation process, the major advisor will be the student's primary contact, providing guidance and reading and critiquing the proposal and dissertation chapters. The major advisor must approve the proposal, as well as all dissertation chapters, before submission to other committee members.

The candidate should schedule meetings with the major advisor and other members of the committee to discuss ideas for the study and methods for pursuing the study. When appropriate, an individual who has expertise in statistics should be consulted about selecting the statistical approach to be employed, and preparing for and conducting the data analysis. Ideally, the initial work for this project will be conducted in HIED 710, Research Colloquium. However, successful completion of HIED 710 does NOT assure that the committee will accept the written proposed paper from that course. Working in conjunction with the major advisor, though, the student may find that by the end of HIED 710, the nucleus for the proposal is identified.

When the student's proposal meets the requirements of the major advisor and the committee members, he/she must then comply with the federal regulations regarding research with human subjects and the guidelines of the University's Institutional Review Board (IRB), available at <http://www7.tamu-commerce.edu/gradschool/forms/irbSubmission.rtf> .

Instructions for Submission of Research Protocols (Appendix C) offers guidelines for use of IRB forms. The student should fax, mail, or hand deliver the IRB Submission Form (page

4 only) to the Chairperson of the Departmental Human Subjects Protection Committee (DHSPC). In addition, the IRB Protocol Form (pages 5-9) should be electronically submitted as an MS Word compatible e-mail attachment (file) to the Chairperson of the DHSPC. Note that pages 1-4 of this document should not be included as a part of the Protocol Form and that some material within the Protocol form may also be deleted if not applicable. All information required for the IRB Protocol Form should be contained (inserted) within the Protocol Form. Once the DHSPC chair approves the protocol, it must be electronically submitted to Natalie.Henderson@tamu-commerce.edu in the Graduate Office. After receiving proposal approval notification from the IRB Chairperson, the student should attach a copy of the approval to the proposal and submit it to members of the committee at least *two weeks* before scheduling a defense date. If committee members approve the proposal, the student may schedule the defense for a day and time convenient to all committee members.

To schedule the proposal defense, the student must secure the **Schedule for the Presentation of the Dissertation Proposal Form (Appendix D)**, available at http://www7.tamu-commerce.edu/gradschool/forms/dissertation_proposal_schedule.pdf, or from the Office of Graduate Studies and Research. This must be completed by the student and signed by all appropriate persons. The form must be completed, typed, and submitted to the Office of Graduate Studies and Research by the *25th of the month preceding* the month in which the student plans to propose. If the 25th falls on a week-end, the form must be submitted to the Office of Graduate Studies and Research by the preceding Friday. The Office of Graduate Studies and Research will then publish the date of the defense, and the name of the person who will serve as the representative of the Office of Graduate Studies and Research—a non-voting member of the committee who is there to assure compliance with the policies of the Office of Graduate Studies and Research.

After completing and submitting the **Schedule for the Presentation of the Dissertation Proposal Form**, the candidate should obtain the *Graduate School Dissertation Proposal Defense Form (Appendix E)* and the *Departmental Proposal Approval Form (Appendix F)*. Excluding the signature lines, both forms should be completed, typed, and ready for signatures by committee members and the Dean of the College of Education and Human Services. These forms should be taken to the defense. Once the defense is scheduled, one copy each of the completed proposal, including the **Protection of Human Subjects Form** must be submitted to the department head, the Dean of the College of Education and

Human Services, and the advisory committee no fewer than *two weeks* preceding the scheduled defense. Should the department head or dean have questions or concerns, these will be transmitted to the major advisor no less than *two days* prior to the scheduled defense.

The dissertation proposal defense provides the student with the opportunity to explain and defend the purpose, methodology, and value of the study. The candidate should be familiar with pertinent literature and suggested research methods, must have fully developed the planned method of procedure for the proposed study, and should be prepared to address these issues with the committee. If the candidate has worked closely with the committee, no major surprises should occur at the proposal defense. However, some committee suggestions or required changes to the proposal invariably are necessary.

The proposal defense is of paramount importance for the candidate and should be regarded as such. Both the candidate and the committee members should arrive at the assigned location prior to the scheduled time for the defense to begin. Prior approval must be secured from the major advisor, if the candidate plans to use any technological enhancements. The candidate should arrive early enough to ensure that all equipment is working properly and to make any necessary adjustments. The candidate should also have a contingency plan in case of equipment failure.

At the proposal defense, the candidate should take notes concerning suggested and required changes and should confirm with the members of the committee the working title for the dissertation. This may be the final title or it may be one of several before the dissertation is submitted to the Office of Graduate Studies and Research after the final dissertation defense. The candidate will be responsible for addressing the changes and responding to clarification requested by the committee.

The abstract for the proposal should be reflective of any changes required by the committee and may be written on a separate page and attached to the Dissertation Proposal Defense Form. This abstract should include the purpose of the study, some background information, and an outline of the planned method of procedure.

The **Departmental Proposal Approval Form**, consisting of a proposal addendum, delineating specific changes to the research plan that have occurred subsequent to the submission of the original manuscript, or a statement that no changes are required, should be completed, typed, and attached to the Graduate School form. These forms should be submitted to the Dean of the College of Education and Human Services for signatures.

Afterwards, these signed forms, accompanied by the **Protection of Human Subjects Form (Appendix C)**, and a copy of the revised proposal, should be submitted to the Office of Graduate Studies and Research for final approval. Copies of these forms must be placed in the student's doctoral folder in the EDL office.

The Dissertation

Upon completion of the proposal defense, the candidate should begin to convert the proposal to appropriate dissertation chapters, following departmental guidelines. All changes must be included at this stage. As each chapter is completed, the student should submit the chapter to the major advisor of the committee. The candidate should expect to complete revisions of each chapter in turn and should consult the major advisor prior to submitting chapters to other committee members. The representative of the Office of Graduate Studies and Research does not receive any submissions from the student. The candidate should consult with the major advisor concerning changes recommended by the committee members.

Each chapter of a dissertation must stand on its own, so a natural repetition of the study's purpose and, at times, the method of procedure is essential. Chapter One is primarily a revision of the proposal, with references to the study written in past tense, the significance reduced in length, and method of procedure outlined only. Chapter Two, which begins with a brief introduction, is an extensive review of the literature pertaining to the topic, including both directly and indirectly related research studies. Each study cited should contain the name of the researchers and a description of the research methodology as well as the conclusions based on the findings. The research topic and existing prior research will help to determine the final length of this chapter. Many students will find that the completion and approval of the first two chapters may occur before the actual study is begun (a practice that would be beneficial to the student). The candidate may find the information in **Appendix G** helpful in designing each chapter and in establishing the format for quantitative dissertations.

Within the SCIH program, chapters may be submitted one at a time or in multiples, as determined by the major advisor and committee members. The candidate and committee members should confer with the major advisor to determine his/her preference. Once a chapter or chapters have been submitted, the student should not expect the work to be returned in under *two weeks*. If multiple chapters are submitted, this time should be extended

appropriately. Should the return time exceed a month, consult first with the committee member(s) involved, then with the major advisor, and, if needed, with the department head for assistance.

In most instances the use of an editor will be of benefit to the candidate. This is particularly true for recurring structural problems, or if time has become a major factor. It is imperative that the editor be reputable and knowledgeable of the methods of style acceptable to the department and the Office of Graduate Studies and Research. Although editors are not inexpensive, a good one can be an invaluable asset.

Chapter Three is a detailed presentation of the method of procedure used in the study. In this chapter, the study's design is described and should include items such as characteristics of the subjects, procedures that were followed, and a description of the research instrument. If the method is quantitative, the statistical format is described and the rationale for its use is given (with appropriate references). If the method is qualitative, the type of research is described (with supporting documentation for its use) and details pertaining to the collection of the data are identified in a descriptive narrative. A thorough explanation of the procedure used for data analysis is necessary for both types of method. Chapter Three must include enough detail, so that another researcher would be able to replicate the study at some time in the future.

Chapter Four reports the findings of the study. Perhaps the most difficult aspect of this chapter is the inclination of students to include their conclusions and opinions about the findings, but these must be reserved for Chapter Five. Quantitative researchers will include their statistical data in this chapter, whereas qualitative researchers will include narrative documentation for their findings.

Chapter Five includes a summary of the study and the findings, followed by conclusions, implications, and recommendations. This chapter is of major importance because it presents what the researcher has interpreted from the findings of the study. A typical error made by students is confusing findings and conclusions, thus leaving out the all-important interpretation of the researcher.

Once all five chapters have been approved by the committee, the candidate, with the guidance of the major advisor, may schedule the final defense. The student must be registered in HIED 718 during the semester of the defense and cannot complete both

proposal and final defense in the same semester. The procedure for scheduling the final defense is similar to that of proposal defense and cannot be scheduled until all committee members agree that the student is ready to defend. (Note: Committee members must have the entire dissertation NO LESS than *two weeks* before signing the defense schedule form.) Of course, changes may be recommended or required at the defense. The defense must be scheduled by the *25th of the month preceding the month* in which the defense will be held. A copy of the final document, as it will be presented in the defense, must be submitted to all committee members and the department head no less than *two weeks* preceding the defense.

The Final Defense

To schedule the final defense, the student must secure the **Schedule for the Presentation of the Final Examination/Dissertation Defense (Appendix H)** available at http://www7.tamu-commerce.edu/gradschool/forms/Dissertation_schedule.pdf or from the Office of Graduate Studies and Research. This must be completed by the student and signed by all appropriate persons. The form requires the date, time, and place for the defense. As with the proposal defense, the student is responsible for scheduling a time that is convenient to all committee members. The place of the defense will be assigned by the department secretary. The completed form, including the dissertation title and the signatures of all committee members, must be completed and submitted to the Office of Graduate Studies and Research by the *25th of the month preceding* the defense.

The candidate must defend the dissertation at the scheduled time. Bring your four dissertation signature pages on 100 percent cotton bond, 20 lb. paper to the dissertation defense, along with 10 additional blank sheets of matching 100 percent cotton bond, 20 lb. paper for possible corrections. During the defense, the candidate will have an opportunity to share experiences and answer relevant questions from the committee members and from the representative of the Office of Graduate Studies and Research. Upon successful completion of the defense, committee members and the Department Head will sign the **Final Examination/Dissertation Defense Report**. (This form will be forwarded to the student, who presents it to his/her doctoral advising committee chair prior to the dissertation defense).

Immediately following the scheduling of the dissertation defense, the candidate should schedule a post-defense conference with the Dean of the College of Education and

Human Services, to be held within the *two weeks* following the final defense. The candidate should take the following items to this meeting:

- The completed **Final Examination/Dissertation Defense Report**;
- Four signature pages on 100 percent cotton bond, 20 lb. Paper, with each page signed by the committee members and the department head.
- A list of corrections and/or modifications made by the committee at the time of defense; and
- A copy of the dissertation abstract.

When the meeting with the Dean occurs, the candidate should be prepared to discuss the dissertation, including implications for further study and/or the study's contribution to the knowledge base of the discipline. At this time the student will secure the Dean's signature on all documents.

Once final corrections and/or modifications have been made, the candidate will submit the dissertation to the Office of Graduate Studies and Research for final checking. At the time of submission of the final document, the candidate must also submit the following items:

- **Final Examination/Dissertation Defense Report, Doctoral Degree**, completed with all required signatures;
- Four signature pages on 100% cotton bond, 20 lb. Paper, with each page signed by the committee members, the department head, and the Dean of the College of Education and Human Services;
- A receipt showing payment of doctoral fees, copyright fees, and fees for binding and mailing the dissertation;
- **Survey of Earned Doctorates** form, secured in the Office of Graduate Studies and Research and completed prior to the return;
- **Agreement Form** (copyright), secured from the Office of Graduate Studies and Research in conjunction with the **Survey of Earned Doctorates** form; and
- An extra copy of the abstract and title page.

The final copy of the dissertation is required in the Office of Graduate Studies and Research approximately one month before graduation. The candidate is required to confirm the exact date for this submission, as it is listed in the Schedule of Classes published each semester.

The candidate should also remember that the submission of the dissertation to the Office of Graduate Studies and Research does NOT mean that the student is registered for graduation. The candidate must make a graduation appointment with the registrar's office. The candidate should note that there are graduation filing deadlines published each semester in the Schedule of Classes, and these deadlines are enforced. Candidates should also be aware that doctoral academic regalia must be secured well in advance as it is not a "stock" item in the University Bookstore.

Students who have federal loans should note that the Guaranteed Student Loans (GSL) provide for only a total of 12 hours for dissertation, HIED 718. Once the student has exceeded 12 hours, no more loan money is available for 718. Additionally, to receive loan money the graduate student must be enrolled in no fewer than six hours per semester; therefore, if the student is enrolled in only 718s, the total number of allowable hours will be expended in two semesters. To be eligible for financial aid after the allowable hours for HIED 718 are expended, the student can enroll in additional coursework (six hours for part-time or nine hours for full-time) excluding 718s. By enrolling in other classes, the student is eligible for financial aid on the basis of the other coursework. Additionally, students are encouraged to visit the Financial Aid Office to pick up a copy of SAP Policy. This explains financial requirements for satisfactory academic progress for 718s and emphasizes that the 718 policy is a non-appeal item.

Appendix A

The Graduate School

Doctoral Comprehensive Examination Form

Appendix B

Developing Sections of the Dissertation Proposal

Suggestions for Developing Sections of the Dissertation Proposal

Introduction

1. Does the Introduction provide a background for the investigation?
2. Is there a transitional paragraph at the end of the Introduction which moves the reader smoothly into the Statement of the Problem?
3. Is the Introduction organized deductively, that is, from a general idea to specific or controlling ideas?
4. Does the Introduction have necessary documentation?

Statement of the Problem

1. Does the Statement of the Problem communicate in simple and unambiguous language the problem to be studied?
2. Is it a major problem? Are the sub-problems (if any) also clearly stated? Are all variables identified?
3. Can the title of the dissertation be determined in the Statement of the Problem?
4. Is sufficient information provided with which to develop the next section, Purpose of the Study?
5. Is the Statement of the Problem distinct from the Purpose of the Study (i.e., it should NOT be worded as an activity to be done, but rather as information sought)?

Purposes of the Study

1. Is the major purpose clearly stated, followed by additional purposes (if any)?
2. In a statistical study, does each purpose begin with a statement such as the following:
To determine whether there will be a significant difference...?
3. Do the Purposes of the Study flow out of the preceding section, the Statement of the Problem?
4. Is each Purpose of the Study written in simple and clear language?
5. Can the next section, Hypotheses, be developed from the Purposes of the Study?

Hypotheses / Research Questions

1. Does this section have an introductory statement?
2. Is a hypothesis/research question stated for each purpose?
3. Is each hypothesis/research question written in clear and simple language? Are names of standardized instruments included when necessary?
4. Can the use of directional or null hypotheses and/or research questions be defended?
5. Are comparison hypotheses and relationship hypotheses written correctly?
6. If non-statistical research questions are used, are yes or no statements avoided?

Significance of the Study or Review of the Literature

1. Does the problem of the study naturally and logically flow out of the research literature that has been reviewed?
2. Are the studies reviewed reported in clear language and in chronological order? For each study in the Review, are the purposes, methodology, and conclusions described?
3. Does the Significance or Review clearly communicate why the proposed study is important and why it should be conducted? (A gap in the research literature must be identified). Does this section clearly and persuasively communicate what contribution this investigation will make to the field?
4. Is adequate documentation contained in this section to support the proposed study? If enough directly related studies are lacking, are indirectly related studies reviewed?

Method of Procedure

1. Are the procedures to be used in collecting the data described in detail, in clear language, and in chronological order? Are the procedures documented from the literature on research methodology?
2. Does content in this section answer the questions of where the study will be conducted, when the study will be conducted, and how the study will be conducted?
3. Is enough detail provided in this section to allow for independent replication?
4. If sampling procedures are used, is there a detailed description of the procedures that will be used for selecting the subjects provided? Is the size of the sample adequate? Is documentation provided to support the sample size?

Instrumentation

1. Is each standardized instrument described thoroughly and documented properly?
2. If a questionnaire will be developed, are the specific procedures described for designing the questionnaire described?
3. Are validity and reliability coefficients reported? Are they respectable enough to be used?

Sample Selection

1. Is the sampling procedure detailed and supported by the research literature?
2. For quantitative dissertations, are the exact sample size and source defined?
3. For qualitative dissertations, is the sampling process flexible and described to continue throughout data gathering?

Data Gathering

1. Is every step of the procedure detailed to the extent that another researcher could conduct this study with this plan?
2. Does the data gathering process conform to the research literature?

Treatment of the Data

1. For each hypothesis/research question, is an adequate description of the procedures that will be used for treating the data provided? For example, does this section contain a description of the statistic that will be used for testing each hypothesis?
2. Has the statistical treatment been verified by an authority in the field? Can the researcher present the proposal with confidence?
3. Is the probability level described for testing the hypothesis?
4. For a qualitative dissertation, is the coding and sorting process to be used described in detail, as supported by the research literature?

Definition of Terms

1. Does this section have an introductory statement?
2. Are only those terms that are technical or potentially ambiguous included?
3. Has the researcher paraphrased the definitions in a clear and simple manner?
4. Has the researcher been consistent in using either all fragments or complete sentences in defining terms?
5. Is this section overloaded with the obvious? Or with terms pertaining to standardized instruments which should be in the Instrumentation section?
6. Is adequate documentation provided when necessary?

Limitations of the Study

1. Does this section have an introductory statement?
2. Are the statements over which the researcher has no control clearly written?
3. Can each limitation be defended?
4. Does an obvious relationship exist between the statement of limitations and the extent to which the conclusions can be generalized?

Delimitations of the Study

1. Does this section have an introductory statement?
2. Are the statements that the researcher controls clearly written?
3. Does the researcher delimit to time, place, size of sample, and/or particular type of subject?
4. Can each delimitation be defended?
5. Does an obvious relationship exist between the statement of delimitations and the extent to which the conclusions can be generalized?
6. NOTE: The Limitations and Delimitations can be combined into one section.

Assumptions of the Study

1. Does this section have an introductory statement?
2. Do the assumptions help to identify and to clarify the problem?
3. Does each assumption describe a condition or relationship that must exist in order for the study to be conducted?
4. Has every attempt been made to control the variables (for a quantitative study)?

Organization of Dissertation Chapters

1. Are the title and the content for each chapter in the final dissertation summarized in this section?
2. Is the wording at the beginning of each sentence varied (i.e., do not begin each sentence, "Chapter 1 includes...")?

Appendix C

Institutional Review Board

Protection of Human Subjects Form

Instructions for Submission of Research Protocols to the TAMU-Commerce Institutional Review Board

In order to comply with federal regulations regarding research with human subjects, as well as to conform to guidelines of the University's Institutional Review Board (IRB), all faculty, administrators, students, and staff should obtain approval of their research protocol from the IRB prior to any contact with human subjects or collection of data. Normally, doctoral and master's degree students completing dissertations or theses will be expected to obtain approval from the IRB prior to the presentation of their proposal to the faculty. The Dean of the Graduate School must approve exceptions to this timeline.

For additional details of the IRB review process, including the IRB Submission and Protocol Forms, scheduled meetings of the IRB, a list of the IRB Committee members, the Texas A&M University-Commerce IRB Procedure and Guidelines Manual for Research with Human Subjects, links to IRB related sites, and other information, please visit the Graduate School IRB homepage at <http://www.tamu-commerce.edu/gradschool/research/irb/irb.html> . The IRB review process involves four major steps; please refer to the flow chart on page 3 for an overview of this process.

Step 1: The applicant should fax, mail, or hand deliver the IRB Submission Form (page 4 only) to the Chairperson of the Departmental Human Subjects Protection Committee (DHSPC). If the applicant is not associated with a University Department, then the IRB Submission Form and the IRB Protocol form should be submitted directly to the Graduate School. In addition, the IRB Protocol Form (see pages 5-9) should be electronically submitted as an MS Word compatible email attachment (file) to the Chairperson of the DHSC. Please note that pages 1-4 of this document should not be included as a part of the Protocol Form and that some material within the Protocol Form may also be deleted (see additional instructions on the Protocol Form). It is preferred that all information required for the IRB Protocol Form should be contained (inserted) within the Protocol Form.

The DHSPC will review the materials you have submitted and notify you of the outcome of the review. You may be asked to modify or clarify the information contained within the Protocol Form--in this case you should make the required changes and resubmit the Protocol Form to the Chairperson of the DHSPC. When your protocol is approved by the DHSPC, you should then submit the Protocol Form as a MS Word compatible e-mail attachment to Natalie Henderson (Natalie.Henderson@tamu-commerce.edu) in the Graduate School. The Submission Form will be forwarded to the Graduate School by the DHSPC Chairperson.

Step 2: The Graduate School will open an IRB file and make copies of the Submission Form (forwarded from the DHSPC) and the Protocol Form (electronically submitted to the Graduate School by the applicant). These two forms will then be forwarded to the IRB Chairperson by the Graduate School.

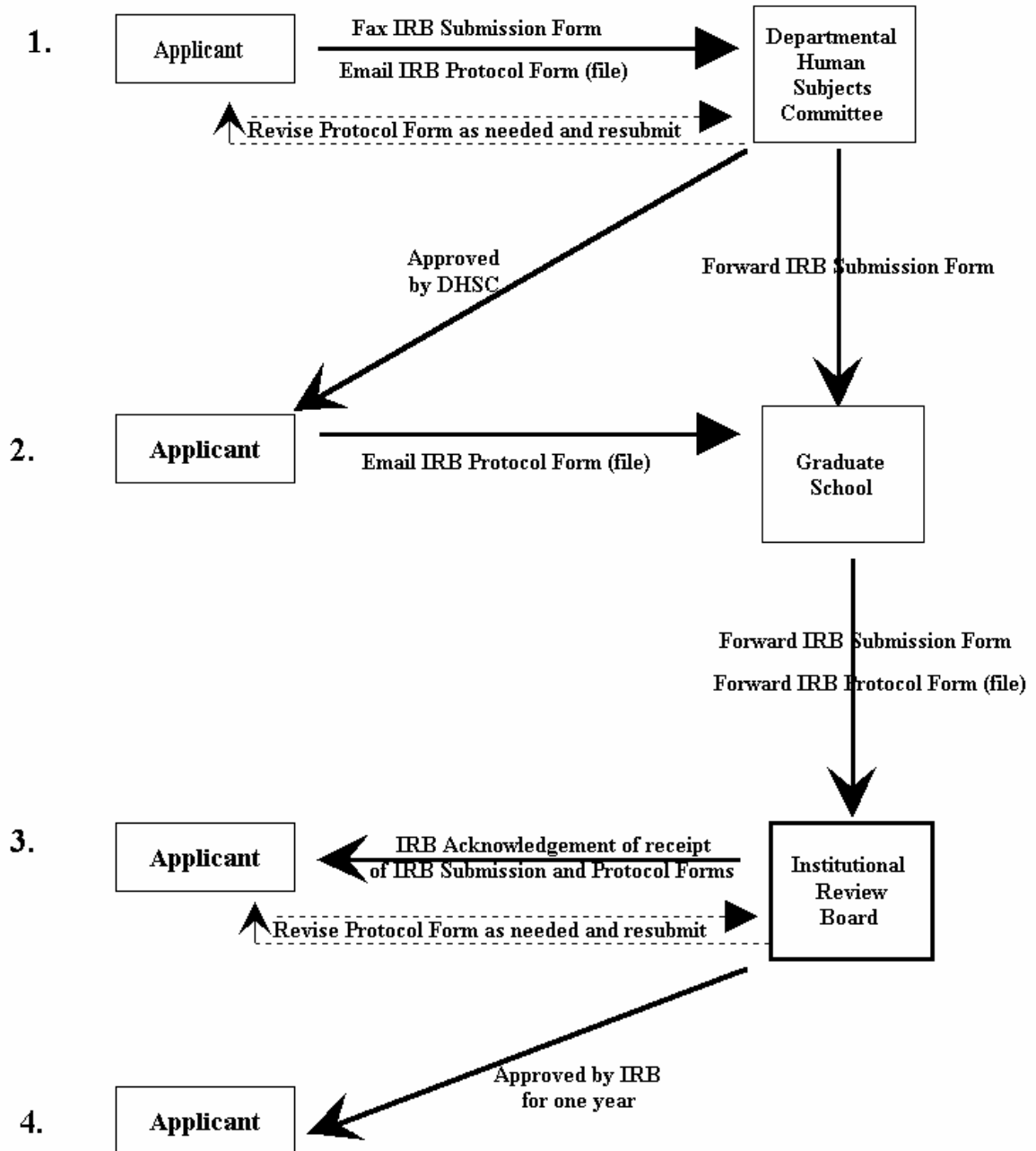
Step 3: The Chairperson of the IRB will acknowledge to the applicant the receipt from the Graduate School of the Submission and Protocol Forms and the IRB will

begin a review of the research protocol. Almost always, the IRB will complete the initial review of minimum risk protocols within a seven-day period. Protocols that are not considered minimum risk and therefore cannot be reviewed under the expedited review process will be reviewed during the regularly scheduled monthly meeting of the IRB. If, during the IRB review, modifications or changes to the research protocol are requested by the IRB, then the review process will be extended to provide the applicant time to make the needed changes and resubmit the modified Protocol Form to the IRB for further review. Applicants should note that the time to complete the review by the IRB is often extended because applicants do not follow these directions carefully, do not include needed information in the protocol, or do not attend to the guidelines for the informed consent process and forms.

Step 4: You will receive notification from the IRB Chairperson that your research protocol has been approved for a period of one year. Research that extends beyond this one-year period will need an update review for an extension.

Some types of research may be exempt from IRB oversight (not from initial review by the DHSPC or the IRB). Examples would include research conducted with a publicly available database where all participants are anonymous or a non-invasive, anonymous survey. See appendix A for details.

**TAMU-Commerce Institutional Review Board Application
and Approval Process--Flow Chart (4/2/2001)**



Appendix D

Schedule for the Presentation of the Dissertation Proposal

THE GRADUATE SCHOOL
SCHEDULE FOR THE PRESENTATION OF
THE DISSERTATION PROPOSAL

This form must be filed in The Graduate School **by the 25th of the month preceding the month** in which the presentation of the Dissertation Proposal is held. Should the 25th fall on Saturday or Sunday, the form must be filed on the Friday prior to the 25th.

Name _____ SS# _____ Degree _____

Address _____

E-mail: _____

Date Scheduled _____ Time _____ Place _____

Title of Dissertation: _____

The following signatures are required.

Major Advisor: _____ Major Dept. Head _____

Member: _____ Minor Dept. Head _____

Member: _____ Minor Dept. Head _____

Member: _____ Minor Dept. Head _____

Member: _____

Appendix E

**Graduate School
Dissertation Proposal**

**THE GRADUATE SCHOOL
THE DISSERTATION PROPOSAL**

**SUBMIT TO THE GRADUATE SCHOOL BEFORE INITIATING RESEARCH FOR
DISSERTATION --NO LATER THAN THE SEMESTER PRIOR TO GRADUATION**

Name _____ SS# _____ Date _____

Address _____

E-mail: _____

Degree _____ Major _____ Minor _____

Title of Study _____

Please submit a copy of your proposal to the Graduate School.

Name of Dissertation Guide _____ Edition _____ Signature of Student _____

APPROVED:

Major Advisor _____ Major Dept. Head _____

Member _____ Member _____

Member _____ Member _____

Member _____ Dean of College _____

_____ Dean for Graduate Studies and Research _____ Date _____

Appendix F

Department of Educational Leadership

Higher Education

Dissertation Proposal Form

Department of Educational Leadership – Higher Education

Dissertation Proposal Approval Form

Name: _____ SSN: _____

This form must be submitted to the Dean of the College of Education and Human Services and then forwarded to the Graduate Office, with copies of the **Dissertation Proposal Form** and the **Protection of Human Subjects Form**.

The Committee takes the following action:

_____ Proposal approved without changes.

_____ Proposal approved contingent upon the following changes:

Date

Major Advisor

Committee Member

Committee Member

Committee Member

Committee Member

Dean, College of Education and Human Services

Appendix G

Chapters in a Quantitative Dissertation

