

**Approved Board of Regents
January 27, 1982**

MORGAN STATE UNIVERSITY

POLICIES AND PROCEDURES

FOR

THE DOCTOR OF EDUCATION DEGREE

IN

URBAN EDUCATIONAL LEADERSHIP

FALL 1981

November 25, 1981

GOALS AND OBJECTIVES

The Goals of the academic program in Urban Educational Leadership leading to the Doctor of Education (Ed. D) degree are:

to provide leadership for urban school systems and other educational institutions, state and federal government, and public and private agencies, through the development of graduate studies that will prepare superintendents of schools, educational administrators, planners, researchers of social policy, fiscal officers, development officers, facilities and operations analysts, other urban specialists;

to provide a graduate learning environment that will give students the opportunity to observe, study and interact meaningfully with practicing specialists and share a unique understanding of the cultural, political, economic, and social realities of urban life.

Objectives for the graduates of the doctoral program are:

to develop a realistic and functional philosophy of urban educational administration and leadership combined with the skills needed to translate that philosophy into effective operation of educational institutions;

to develop skills in identifying, designing, and implementing innovative programs geared to improving the nature and quality of teaching and learning;

to develop skills in integrating the broad spectrum of educational community resources toward the end of creating and sustaining wholesome and rewarding learning environments;

to develop skills in the utilization of empirical research findings through demonstrated ability in interpreting and conducting research indispensable to the solution of urban problems, innovation, and change;

to develop competencies as outgrowths of the required courses (See list in Appendix.);

to develop and refine technical skills necessary for the effective organization and management of urban educational institutions.

ADMISSIONS

Policy:

A limited number of admissions is available for the fall semester of each year.

Eligibility:

Applicants must have a master's degree from an accredited institution, and a 3.00 GPA for all graduate study. Applicants with master's degrees in education and those in other fields will be considered.

Procedure:

Admissions applications and financial aid requests are available from the School of Graduate Studies office. To be considered for financial aid, completed applications must be filed by February 1. Otherwise, the deadline for applications, for entrance into the program in the ensuing year, is March 1.

Admission is based on the following:

1. Master's degree from an accredited institution
2. Cumulative point average (CPA) of 3.00 for all graduate study
3. An autobiographical statement
4. A minimum of three written professional recommendations in support of the application
5. Competitive score on the Miller Analogies Test or Graduate Record Examination. Test scores may not be more than five (5) years old.
6. A sample of written work in an appropriate field
7. Personal interview by the doctoral program admissions committee

RESIDENCY REQUIREMENTS

Part-time candidates for the Ed.D. degree will satisfy residency requirements by completing eighteen (18) credit hours over a period of consecutive semesters. Full-time doctoral candidates must complete nine (9) credit hours each semester for two consecutive semesters to satisfy residency requirements.

AREA OF SPECIALIZATION

Doctoral candidates will select a specialization in Administration and Educational Planning or in Administration and Social Policy and will follow the course of study designed for that area. Electives will be selected in consultation with the faculty advisors.

PROGRAM REQUIREMENTS

Policy/Procedures:

All candidates for the Ed.D. degree must complete a minimum of sixty credit hours at Morgan State University. Transfer credit may not be used to reduce the minimum requirement. Depending on previous background, a student may be required to take additional courses.

Required Academic Performance: An overall 3.0 average must be maintained. The grade of C is the minimum acceptable grade. A student who receives two C's will be dismissed from the program.

Time Limitation: From the date of matriculation in the program, students must complete all requirements for the Ed.D. degree within a seven (7) year period.

FACULTY ADVISEMENT

Policy:

Each student will have a faculty advisor throughout the duration of the program.

Procedures:

Students are assigned temporary academic faculty advisors at the time of admission. Students may request a change of academic faculty advisors at any time after admission. This request is subject to the approval of the Director of the Doctoral Program who will so inform the School of Graduate Studies and the advisors.

When ready to develop the dissertation proposal, the student will select the dissertation advisor who will assist in the selection of the total committee. The committee will be composed of five (5) members: three from the Department of Secondary Education and Educational Leadership; two from the designated Doctoral Studies Program faculty; under some circumstances, one may be from outside the university. The chairperson of the committee shall be a specialist in the area in which the student plans the dissertation and will have primary responsibility for working with the student in developing the dissertation proposal. Recommendations for the final committee will be reviewed by the Doctoral Program Standards Committee and transmitted to the Graduate School. The dissertation committee must be approved by the graduate dean.

INTERNSHIP

Policy:

Each student will have two (2) supervised internship experiences. The placement may not be in the agency or institution where the student is presently employed.

Procedures

1. The student will register for the course (0827.603, Administration and Social Policy

or 0827.605, Administration and Planning, depending on the area of specialization) after completing a minimum of thirty-three (33) credits. The majority of these credits will be in the core and specialization areas. The course syllabus outlines the details of the requirements for the internship. One faculty member will be assigned to the course for up to six students; two professors if there are more than six.

2. The student will prepare a prospectus for the internship in consultation with the faculty advisor, professor in the area of specialization, the internship professor and the organization/agency representative. The prospectus and placement must be approved in the semester prior to registration in the course.
3. The internship prospectus and placement must be approved by the Doctoral Program Standards Committee prior to enrollment in the internship course (copy of Form for the Prospectus in Appendix).
4. An agreement which will incorporate the responsibilities of the organization/agency and the university will be signed by the appropriate representative of the organization/agency, the university and by the student. (Copy of Agreement For in Appendix.)
5. Evaluation of the intern will be the responsibility of the internship professor in consultation with a professor in the specialization area and the on-site supervisor.

Time Requirements

1. Full-time internship - for those who are able to secure a sabbatical or other form of leave from their full-time jobs, a 30-hour per week internship for a full semester of 15 hours per week for two semesters.
2. Full-time internship but within a more limited space of time, generally in the summer. Student and internship professor will determine the proposed activity and the appropriate hours needed to achieve the stated objectives. This option may be one internship experience.

ADVANCEMENT TO CANDIDACY

Policy:

Advancement to candidacy will be based on the successful completion of all requirements except the dissertation.

Students advanced to candidacy must maintain continuous registration through Dissertation Guidance (0801.997).

Procedures:

In order to file for the comprehensive examination, the student must have completed 70% of the program requirements. It is expected that these credits will be in the required courses with the possible exception of the internship.

The written comprehensive examination will be given twice each year in October and February. Application must be filed with the Graduate School office in the semester prior to the semester when the examination will be taken.

The written comprehensive examination will be two days, six to eight hours each day.

The Doctoral Studies Program faculty will be responsible for developing the questions for the examination, coordinated by the Director.

There will be major questions in the area of administration and urban educational leadership for all students. The content areas (politics, philosophy, sociology, and economics) will be incorporated into the major questions. Separate questions for each specialization (social policy and educational planning) will be included, also.

The Director, in consultation with the Chairperson of the Department of Secondary Education and Educational Leadership, will assign three readers, from the areas of specialization and the specific content areas. Each will rate the answers using the criteria and guidelines developed.

To preserve the anonymity of the students' answers, each student will be assigned a code number at the onset of the exam which he/she will use in lieu of his/her name on all examination papers.

The answers will be distributed within two days following the examination. Evaluation from readers will be due within one week of receipt of the answers. Assessment of performance for each section will be graded "High Pass," "Pass" or "Fail." Any failure must be accompanied by a written assessment.

Notification of the results will be forwarded to the student within 30 days of the date of the examination. All sections must be passed in order for the student to be eligible for advancement to candidacy. The student will be given the reasons for failure without identification of the readers. The student has the option, upon request, to discuss those areas of the examination that were not passed with the Director of the Doctoral Program.

The student has the option of taking the comprehensive examination a second time; only the sections failed will be repeated. The comprehensive examination, or any part thereof, may be repeated only once and must be taken at the next regularly scheduled time.

DISSERTATION

Policy:

Each student must successfully complete and defend a dissertation in order to complete all requirements for the Ed.D. degree.

Procedures:

Proposal - the student works with the faculty advisor and dissertation committee in developing the proposal. Once the faculty advisor and a second reader who is a member of the Dissertation Committee approves the proposal, a meeting is scheduled for presentation of the proposal to the Dissertation Committee and the Professional Standards Committee. The proposal must be approved by a unanimous vote of the Dissertation Committee and majority vote of the Professional Standards Committee.

Once the proposal is approved by the Dissertation Committee, the title and proposal are forwarded to the Dean of the Graduate School for final approval and filing in the Register of Dissertation Progress. Any changes in the title or the proposal requires re-submission of the proposal to the Dissertation Committee and the Professional Standards Committee. Final approval of any change is granted by the graduate Dean.

The student will work closely with the advisor in the completion of the research and writing the dissertation. After review by the faculty advisor and second reader, the dissertation will be forwarded to the committee for reading and approval. Once approved by the Dissertation Committee, an oral defense is scheduled. The dissertation must be in its final form prior to scheduling the oral defense.

The oral defense is open to the faculty and other doctoral students. The Dissertation Committee will make the final decision.

The dissertation must follow the Turabian Manual, Fourth Edition. The approved dissertation must be typed on 100% rag paper. Four copies are required (two (2) for the University, one for advisor; one for the department - additional copies for other members of the committee may be submitted at the discretion of the student). The copies must use a process that guarantees permanency.

Dissertations may be copywrited at the discretion of the student.

All dissertations must be micro-filmed and filed with the University of Michigan for listing in Dissertation Abstracts.

**Administration of the Doctoral Program
in Urban Educational Leadership**

The Doctoral Program is housed in the Department of Secondary Education and Educational Leadership in the School of Education and Urban Studies subject to the administrative oversight of the Graduate School. In order to maintain the interdisciplinary design of the program, the organizational structure includes representation from outside the department and School on some of the committees.

Department and School: The primary responsibility for the total program and for such specifics as determining and scheduling courses and assigning faculty rests with the Department, subject to review and final decision by the School of Education and Urban Studies Dean and the Graduate Dean.

Admissions Committee: The Admissions Committee is composed of faculty from the Department and selected members of the Advisory Committee. More specifically, the composition of the Committee is the Chairperson of the Department who serves as Chairperson of the Committee, the Dean of the Graduate School, the Director of the Doctoral Program, the departmental representative of the Advisory Committee, two additional Advisory Committee members, and two departmental faculty who serve on a rotating basis with years determined through a lottery for two and three year terms.

The responsibilities of the Committee are to screen all applications, establish interview procedures, and recommend candidates for admission to the Graduate School. Acceptance of membership on the Committee requires commitment to involvement in the total admissions process.

Professional Standards Committee: This committee is composed of the doctoral faculty from the Department. The responsibilities are to review the Dissertation Committee assignments and recommend approval to the Graduate School; to review and approve the prospectus and placements for the internships; to review the dissertation topics and proposals; and to review student performance on a periodic basis. This committee is responsible to the department and graduate school and is chaired by the Director.

Curriculum Committee: This committee is composed of the doctoral faculty from the Department and other faculty who have responsibility for instruction of doctoral students. Its responsibility is to review curriculum and other components of the program, including the comprehensive examination. It is chaired by the Director.

Advisory Committee: This committee has representation from the related schools in the university and other program areas including students in the doctoral program selected by the students. It has responsibility to review all aspects of the program. Its recommendations are returned to the Department for approval prior to reporting to the Graduate Council. It meets regularly, no less than twice each semester and is chaired by the Graduate Dean. The agenda is prepared jointly by the Director of the Program and the Graduate Dean.

Director of the Doctoral Studies Program: For the Doctoral program in Urban Educational Leadership, the Director is a faculty member in the Department of Secondary Education and Educational Leadership and is subject to the same obligations and responsibilities as other faculty members. In addition, the Director has responsibility to coordinate the Doctoral Program with other areas of the university and therefore, maintains a coordinating linkage with the Graduate Dean and other appropriate university officials.

Recommendation: Approval of Urban Studies Degree Program

The President, with the approval of the Committee on Academic and Student Affairs, recommends that this new course which provides a shift towards a more quantitative view be adopted.

APPROVED
Board of Regents
Date: 1-27-82