



TEXAS TECH UNIVERSITY  
**College of Education**<sup>™</sup>

**Doctor of Education  
Higher Education  
Program Handbook**

**College of Education  
Graduate Education and Research  
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# Higher Education

## Program Overview

The Higher Education program is committed to excellence in preparing and supporting administrative and instructional leaders for higher education, generating and supporting research in the field of higher education, and delivering public service to the practice of higher education. The program delivers teaching, research, and professional services to students, institutions of higher education, and other academic disciplines.

The doctoral program in Higher Education is designed to prepare instructional and administrative leaders for positions in community colleges, 4-year colleges and universities, government agencies, and business and industry. The primary role is to prepare leaders for the higher education enterprise. Students come to us from a variety of fields, backgrounds, and types of higher education institutions.

The doctoral program (Ed.D.), including the dissertation, requires a minimum of 96 hours beyond the baccalaureate degree. The Doctor of Education (Ed.D.) degree is a practitioner’s degree, designed for the advanced student who wishes to achieve a superior level of competency in his or her professional field with emphasis on practice and leadership. This degree requires students to demonstrate proficiency in independent research in higher education and make original contributions to the body of knowledge related to higher education.

Doctoral-level work in Higher Education is conducted in the Department of Educational Psychology and Leadership of the College of Education (COE). Students must meet the requirements of the Graduate School, College of Education, and the Higher Education Program to receive a Doctoral Degree.

## Graduate Faculty

Dr. Stacy A. Jacob	Assistant Professor	COE Room 312	stacy.jacob@ttu.edu
Dr. Stephanie J. Jones	Assistant Professor, Doctoral Program Coordinator	COE Room 309	stephanie.j.jones@ttu.edu
Dr. Valerie Paton	Assistant Professor Senior Vice Provost	Office of the Provost	valerie.paton@ttu.edu
Dr. Michael Shonrock	Associate Professor	COE Room 305	michael.shonrock@ttu.edu
Dr. Colette M. Taylor	Assistant Professor, Master's Program Coordinator	COE Room 304	colette.taylor@ttu.edu

## Admission Procedures

- A. Apply through the Office of Graduate Admissions in Holden Hall for “General Admission” to the Graduate School. Read the *Graduate Catalog* of the University for admission requirements.
- B. The Graduate School has two types of admission, described briefly here. Official descriptions are in the current TTU Graduate Catalog. The graduate admissions categories are: (1) Full admission to the Doctoral program in Higher Education and (2) Graduate Temporary (GTMP).

- C. The standards for admission to the Higher Education program go beyond those for admission to the Graduate School. Please see the requirements at <http://cms.educ.ttu.edu/future/admission/apply-now>.
- D. In addition to the professional portfolio, an interview will be required as the final steps of the admission process.

**The deadline for submitting applications for fall admittance is March 1 and spring admittance is October 1.** Since all applications must first be submitted to the TTU Graduate School, this means students should allow at **least 4 weeks** prior to the deadline date listed above. Failure to meet the admission deadlines will result in the student's application not being reviewed until the next cohort admitted to the program.

**Notification of acceptance.** The official letter of acceptance or rejection will be sent by the Higher Education Online Doctorate Program Coordinators. In addition, students can check their status online, through the Graduate School at <http://www.depts.ttu.edu/gradschool/admissions/AppStatusCheck.php>.

**Appeal process.** Applicants who are not accepted into the doctoral program in Higher Education have the right to appeal the Higher Education program faculty's decision. The first level of appeal is to reapply to the program. If an applicant is still rejected by the Higher Education program faculty, the next level of appeal is the College of Education Graduate Academic Affairs Committee. If the applicant's appeal is denied by the College of Education Graduate Academic Affairs Committee, there is no further recourse for admission.

## Advisement Procedures

Upon the student's admission into the doctoral program in Higher Education, a faculty advisor is appointed to assist with the process of developing a degree plan and registering for approved courses. The advisor and student should meet annually to review the student's progress in completing course work and all other degree requirements. When nearing completion of all course work, the student will select a major professor and doctoral advisory committee prior to taking the qualifying exam. The major professor and doctoral committee will review the student's course work, prepare and evaluate the student's qualifying exam, guide the student through the development of the dissertation proposal, and guide the student's development of the dissertation. The student's major professor may change over time due to changes in program faculty or research focus of the student.

Although this *Handbook* provides an overview of the policies, procedures, and requirements of the Higher Education program, the *Handbook* cannot be viewed as having all of the answers. Instead, students must seek answers to questions from other sources including, but not limited to, the Higher Education program faculty, the COE Office of Graduate Studies and Research (COE Room 105), and the Texas Tech University Graduate School (Holden Hall). While faculty advisors are knowledgeable about the policies, procedures, and requirements, the **primary responsibility** for reading and following correct policies and procedures **remains with the student**, not the faculty.

## Degree Plan

As soon as possible after admission to a degree program, but no later than during the first semester of work, the student should contact his or her assigned program faculty advisor to develop a "Program for the Doctoral Degree." During an individual conference, the department advisor will assist the student with selection of courses related to the program option chosen. After the student's degree plan is signed by the advisor and department head and approved by the Graduate School, the student is expected to follow it as the basis for all subsequent enrollments. If a change to the degree plan is needed, this should be discussed with the advisor and a College of Education form for "Reporting Course Changes" on Graduate Degree Programs

should be completed by the student, signed by the advisor, department chair, and Associate Dean for Graduate Education and Research. The form is then sent to the Graduate School.

***Transfer credit.*** Transfer credit from another university will be evaluated and awarded in accord with the guidelines established by the Graduate School. Work completed in the doctoral program of another recognized graduate school will be considered on the recommendation of the student's doctoral advisory committee, but no assurance can be given that such work will reduce the course or residence requirements at Texas Tech University. In no case can transfer credit reduce the minimum residence. The Higher Education Program may accept up to 30 credits from a master's program (any discipline) from an accredited public or private university.

## **Continuation of Enrollment**

Students who have been granted admission are expected to register in the term for which admission is granted. Any student who fails to register during a fall or spring semester and who does not have an official leave of absence from study granted by the Higher Education program and the Graduate School, may be required to apply for re-admission to the program according to the procedures and standards in effect at the time of reconsideration.

## **Doctor of Education in Higher Education (Ed.D.)**

**The Doctor of Education in Higher Education is a 96 hour degree program. Thirty (30) hours of prior master's level work will be applied to the degree requirements.**

### **Foundation Core** **9 semester hours**

EDHE 5300	History of Higher Education in the U.S.
EDHE 5334	College Student Development Theory
EDIT 5370	Foundations in Distance Education

### **Research and Statistics Core (choose 3 of the 4)** **9 semester hours**

EDCI 5386	Constructivist Inquiry Methodologies in Curriculum and Instruction
EPSY 5380	Introduction to Educational Statistics
EPSY 5382	Qualitative Research in Education
EPSY 5385	Foundations of Educational Research

Note: Research and statistic coursework from other academic departments or accredited universities may be accepted to meet the Research and Statistic Core requirements.

### **Required Core** **33 semester hours**

EDHE 5001	Seminar in Higher Education
EDHE 5301	American Higher Education
EDHE 5303	Critical Issues in Higher Education
EDHE 5305	Leadership in Higher Education
EDHE 5315	Community College Leadership
EDHE 5313	The Comprehensive Community College
EDHE 5321	Administration of Higher Education
EDHE 5323	Funding in Higher Education
EDHE 5322	Institutional Planning in Higher Education
EDHE 5324	Higher Education and the Law
EDHE 5332	Student Services in Higher Education
EDHE 6370	Capstone Seminar

### **Higher Education Professional Experience** **3 semester hours**

EDHE 5393	Internship in Higher Education
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### **DOCTORAL Dissertation** **12 semester hours**

EDHE 8000	Doctoral Dissertation
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**Total hours** **96 semester hours**

## **Additional Information**

### **Residency Requirement**

One year of residency is required by the University for all doctoral study. The intent of residency is to provide for concentrated study as a full-time student with minimal outside distractions. The student should discuss with an advisor the various ways that the residency requirements can be satisfied. Residency options are also explained in the College of Education section of the University Catalog.

### **Adherence to Timelines**

The doctoral student maintains ultimate responsibility for adhering to established timelines and progressing through the program of studies, internships, qualifying examination, and dissertation in a timely manner. Continual contact should be maintained with the advisor, major professor, and members of the doctoral advisory committee. Also, the doctoral student should be thoroughly familiar with the information presented in the College of Education Doctoral Student Handbook, available from the Office of Graduate Education and Research.

### **Doctoral Internship**

The internship in education requires students to engage in a professional activity related to their goals in Higher Education for at least one semester. The internship is required and requires approximately 120 hours, which includes at least 45 direct contact hours. This advanced internship helps prepare the doctoral student for work in the field of Higher Education. Students must receive approval for the internship site and description from their doctoral committee.

### **Qualifying Examination**

The qualifying examination requires synthesis and application of knowledge acquired during the course of study for the Doctoral Degree in Higher Education. Satisfactory performance in course work does not necessarily guarantee successful performance on the qualifying examination. A student may take this examination after receiving approval of the degree plan from the Dean of the Graduate School and completing most of the course work prescribed by the degree plan. The Research and Statistics core courses must be completed before taking the qualifying exam.

Reasonable accommodations will be made to allow students with disabilities to take the qualifying examination. The student should discuss individual needs with the chair of the doctoral advisory committee to arrange needed accommodations.

The qualifying examination is at the same time for all qualifying students, in the fall and spring terms. The exam will be administered over two days, with in-class testing four hours each day. All members of the Higher Education Program faculty will contribute to the development of examination questions and the evaluation of responses. If a student fails, the qualifying examination can be repeated one time after a lapse of at least four months. Once the qualifying examination is passed, the student is admitted to candidacy on recommendation of the doctoral advisory committee.

### **Application for Candidacy**

A recommendation for candidacy is forwarded to the Graduate School by the Higher Education Doctorate Program Coordinator after the student passes the qualifying examination. The student will have four years to complete the dissertation after admission to candidacy by the Graduate Council.

## **Dissertation and Oral Defense**

After successfully passing the doctoral qualifying examination, the student is eligible to present a formal proposal for the dissertation research to the doctoral advisory committee and other interested faculty. When the proposal is approved, the student may begin the dissertation process. A minimum of 12 semester hours of registration is required. The dissertation, a work of original research or creative scholarship, must be defended in an oral defense administered and evaluated by the major professor and the doctoral advisory committee.

## **Statement of Intention to Graduate**

All doctoral degree students must file a Statement of Intention to Graduate and pay graduation fees. Since specific deadlines exist for filing forms and paying fees, students should contact the Office of the Associate Dean for Graduate Education and Research (Holden Hall) for additional information.

## **Financial Aid**

A limited number of College of Education Graduate Research/Teaching Assistantships are available on a competitive basis. Deadline for these awards is March 1 for the fall semester. In addition, a number of Texas Tech University Fellowships, scholarships, work study, and other awards are available from the Office of Graduate Admissions' website at <http://www.depts.ttu.edu/gradschool/scholarships/index.php>.

## **Additional Information & Suggestions**

Other important issues such as registration, financial assistance, ethics, and appeals procedures are outlined in the *Texas Tech University Graduate Catalog*, *College of Education Doctoral Student Handbook*, and the *Education Student Handbook*.

## Application to the Program

The application process for the online Ed.D. program in Higher Education within the College of Education is twofold (a process for the Graduate School and a process for the College of Education): students must apply to both the Graduate School and the College of Education. Each department requires specific credentials, outlined below. Please do not hesitate to contact Dr. Stephanie J. Jones at [stephanie.j.jones@ttu.edu](mailto:stephanie.j.jones@ttu.edu) should you have any questions regarding the admission process.

### Application Deadline

Student applications are accepted for admissions based on the following deadlines:

**Fall admittance: March 1**

**Spring admittance: October 1**

\*The program does not do summer admittance.

### Graduate School Process

Please follow the procedures outlined at <http://www.depts.ttu.edu/gradschool/admissions/how.php> to apply to the TTU graduate school.

### College of Education Process

Please follow the procedures outlined at <http://cms.educ.ttu.edu/future/admission/apply-now> under graduate application to apply. Please make sure and review all of the information provided. When you are ready to begin your application, please scroll down to the bottom of the page and click on "Login to begin application." If you have any problems in this process, please contact Stephenie McDaniel, assistant advisor, graduate education and research, at [stephenie.mcdaniel@ttu.edu](mailto:stephenie.mcdaniel@ttu.edu) or call (806) 742-1998, ext. 434. You may also contact Dr. Stephanie J. Jones, doctoral program coordinator at [stephanie.j.jones@ttu.edu](mailto:stephanie.j.jones@ttu.edu) or call (806) 742-1997, ext. 245.

## Admission Criteria

The following are the admission criteria to be considered for the Ed.D. program and do not automatically guarantee admission to the doctoral program in the College of Education. Applicants must demonstrate the following:

1. A master's degree in any discipline from an accredited public or private university with a cumulative GPA of 3.0 or higher.
2. For the Ed.D. program a minimum of five (5) years full-time professional experience in either a public or private two-year or four-year institution or state or federal educational agency serving higher education, or some other organization with a clear connection to higher education.

3. A clear commitment to enter the administrative ranks of 2- or 4-year institutions of higher education or the university professorate in higher education administration.
4. Evidence of potential contribution to research, teaching or leadership in higher education as documented by three letters of reference from faculty or administrators in 2- or 4-year institutions of higher education.

An interview will be scheduled with at least two faculty members as the final step of the admissions process. Interviews will only be conducted for those applicants chosen by the program faculty. Interview topics will be wide-ranging, including personal goals and objectives, current issues in education, and successful college experiences. The interview is designed to acquire information concerning an applicant's oral communication and critical thinking skills and to provide opportunity for the applicant to raise questions concerning the program.

- IF YOU RECEIVE AN OFFICIAL LETTER OF ADMISSION from the Graduate School, develop the Program for Doctoral Degree (degree plan) with your faculty advisor, who will also advise you on course selection and registration.
- IF YOU RECEIVE A REJECTION LETTER from the Graduate School, contact the Associate Dean of Graduate Education and Research (806) 742-1998 x447 (COE Room 110A) for advisement regarding the admission appeals process.

## **Admission Criteria**

The following are the admission criteria to be considered for the online Ed.D. program and do not automatically guarantee admission to the doctoral program in the College of Education. Applicants must demonstrate the following:

5. A master's degree in any discipline from an accredited public or private university with a cumulative GPA of 3.0 or higher.
  6. For the online Ed.D. program a minimum of five (5) years full-time professional experience in either a public or private two-year or four-year institution or state or federal educational agency serving higher education, or some other organization with a clear connection to higher education. Preference will be given to those with extensive community college experience.
  7. A clear commitment to enter the administrative ranks of 2- or 4- year institutions of higher education or the university professorate in higher education administration.
  8. Evidence of potential contribution to research, teaching or leadership in higher education as documented by three letters of reference from faculty or administrators in 2- or 4-year institutions of higher education.
- IF YOU RECEIVE AN OFFICIAL LETTER OF ADMISSION from the Graduate School, develop the Program for Doctoral Degree (degree plan) with your faculty advisor, who will also advise you on course selection and registration.

- IF YOU RECEIVE A REJECTION LETTER from the Graduate School, contact the Associate Dean of Graduate Education and Research (806) 742-1998 x447 (COE Room 110A) for advisement regarding the admission appeals process.





4. Service to Others – what has the candidate exhibited in his/her professional life that would give evidence of service to others?
  
5. Leadership – What has the candidate done that exhibits leadership? What indicators suggest the leadership was successful?
  
6. Interpersonal skills – What examples suggest the candidate can deal successfully with people in a conflict situation?

**Please return the completed recommendation form promptly.  
The application will not be reviewed until all recommendations are received.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Thank you for your assistance. Please return this form to:**

**Associate Dean for Graduate Education and Research  
College of Education  
Texas Tech University  
Box 41071  
Lubbock, TX 79409-1071**