



TEXAS TECH UNIVERSITY

College of Education™

Higher Education

Doctor of Philosophy Program Handbook

College of Education
Graduate Education and Research
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Higher Education: Doctor of Philosophy Program

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 programs in Higher Education are designed to prepare instructional and administrative leaders for positions in community colleges, four-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 (Ph.D.), including the dissertation, requires a minimum of 96 hours beyond the baccalaureate degree. The Doctor of Philosophy (Ph.D.) degree emphasizes theoretical, research and analysis competencies. It is designed for students who plan on becoming university faculty and/or serving in research positions upon graduation.

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. Roy Rodriguez	Professor	COE, Room 305	roy.c.rodriquez@ttu.edu
Dr. Michael Shonrock	Associate Professor Senior Vice President, Student Affairs & Enrollment Management	ADM, Room 167	michael.shonrock@ttu.edu
Dr. Stacy A. Jacob	Assistant Professor	COE, Room 310	stacy.jacob@ttu.edu
Dr. Stephanie J. Jones	Assistant Professor	COE, Room 315	stephanie.j.jones@ttu.edu
Dr. Valerie Paton	Assistant Professor Vice Provost	ODE, Room 102C	valerie.paton@ttu.edu
Dr. Colette Taylor	Assistant Professor	COE, Room 304	colette.taylor@ttu.edu

Admissions 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. Complete the Doctoral degree application process by submitting the application cover sheet and professional portfolio (see pages 9-17 of this handbook).
- D. In addition to the professional portfolio, an interview may be required as the final steps of the admission process (see page 10 of this handbook).

Application to the program. The application process the Ph.D. program in Higher Education within the College of Education is twofold: students must apply to both the Graduate School and the College of Education. Each department requires specific credentials, outlined below.

The deadlines for submitting student applications are October 1 (for Spring admission) and April 1 (for Fall Admission). 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 dates listed above. Failure to meet the admission deadlines will result in the student’s application not being reviewed until the next semester.

Notification of acceptance. The official letter of acceptance or rejection will be sent by the Higher Education Doctorate Program Coordinator. In addition student 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 Studies Committee, there is no further recourse for admission.

Advisement Procedures

Upon the student’s admission into the doctoral program in Higher Education, a temporary 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 any one-year period prior to graduation, 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 Philosophy in Higher Education Program (Ph.D.)

The doctoral curriculum is comprised of six elements: (1) common foundation core, (2) research core, (3) area of concentration, selected from among five possibilities, (4) graduate electives, (5) comprehensive exams, and (6) dissertation.

Foundations Core Required

9 hours

EDHE 5300 History of Higher Education in the United States
EDHE 5332 College Student Development Theory
EDIT 5370 Foundations in Distance Education

Research and Statistics Core*

15 hours

Required:

EPSY 5380 Introduction to Educational Statistics
EPSY 5381 Intermediate Educational Statistics
EPSY 5382 Qualitative Research in Education

Electives:

A student's additional electives are prescribed by the proposed methodology of dissertation.

ANT 5305 Doing Ethnography: Method and Theory
EPSY 5385: Foundations of Educational Research
EPSY 6302 Survey Research in Education
EPSY 6301 Advanced Data Analysis
EPSY 6302 Survey Research in Education
EPSY 6303 Educational Measurement
EPSY 6304 Qualitative Research Methods
EPSY 6305 Qualitative Data Analysis in Education

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

Higher Education Core

27 hours

EDHE 5001: Seminar in Higher Education: Literature Review
EDHE 5305 Leadership in Higher Education
EDHE 5313 The Comprehensive Community College
EDHE 5320 Diversity and Equity in Higher Education
EDHE 5321 The Administration of Higher Education
EDHE 5323 Finance in Higher Education
EDHE 5324 Higher Education and the Law
EDHE 6325 Policy Analysis & Issues in Higher Education
EDHE 6370 Capstone Seminar

Areas of Concentration**15 hours**

The concentration area provides an opportunity to develop a particular expertise. Students may complete up to 6 semester hours of study before declaring a concentration within the program. Each of the listed courses below are required for each concentration. The additional graduate courses for this concentration will be electives approved by the faculty advisor and may be taken from outside the department/college. Students will choose from one of the following five areas (course options in each concentration are presented below):

Community College

EDHE 5315 Community College Leadership

Counseling

EDHE 5335 The American College Student

COU 5364 Theories of Counseling

Student Affairs Administration

EDHE 5332 Student Services in Higher Education

EDHE 5333 Issues in Student Affairs

Policy in Higher Education

EDHE 5322 Institutional Planning in Higher Education

Teaching, Learning and Curriculum in Higher Education

EDHE 5342 College Teaching

EDHE 5343 College and University Curriculum

Organization and Administration of Higher Education

EDHE 5302 Comparative Higher Education

Graduate Electives**18 hours**

These courses may be also used to create a minor.

Doctoral Dissertation**12 hours**

EDHE 8000 Doctor's Dissertation

Total: 96 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 also are explained in the College of Education section of the University Catalog.

Adherence to Timelines

The doctoral student maintains ultimate responsibility for 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.

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 chairperson of the advisory committee 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*.

Steps in Application Process

The application process for the Ph.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. Roy Rodriguez at roy.c.rodriquez@ttu.edu should you have any questions regarding the admissions process.

GRADUATE SCHOOL PROCESS

The following credentials **are required by the Graduate School**. Please apply through the Office of Graduate Admissions in Holden Hall for “General Admission” to the Graduate School.

- Application form. You may submit either the Texas Tech Graduate application form, or the ApplyTexas form.

The Texas Tech Graduate School application may be found at the following websites:

Application for US Citizens and Permanent Residents:

http://www.depts.ttu.edu/gradschool/docs/admissions/App_domestic.pdf

Application for Prospective International Students:

http://www.depts.ttu.edu/gradschool/docs/admissions/App_intl.pdf

The ApplyTexas application may be found at the following website:

https://www.applytexas.org/adappc/gen/c_start.WBX

- \$50.00 application fee for US Citizens and Permanent Residents; a \$60.00 application fee for International Students (please note: beginning September 1, 2009, the International Student application fee will change to \$75.00).
- Official college transcripts from **all** colleges attended.
- International students only:** In addition to the above credentials, please also submit a Test of English as a Foreign Language (TOEFL) score.

Further documents may be required. Please contact the graduate school to speak with an admissions representative.

Mail the above forms to:

Texas Tech University Graduate School
Office of Graduate Admissions
Broadway Avenue at Akron Avenue
Holden Hall Room 3
Lubbock, TX 79409-1030.

For all forms required by the Graduate School, please visit the following website:

<http://www.depts.ttu.edu/gradschool/admissions/admissForms.php>

COLLEGE OF EDUCATION PROCESS

The following credentials **are required by the College of Education**:

- Application cover sheet (page 12 of the Doctoral Handbook):
<http://www.educ.ttu.edu/docs/handbooks/HEdDocHandbk.pdf>
- Letter of Application, explaining why you are interested in this program and a brief statement of the reason for pursuing a doctoral degree in Higher Education. Please make sure you articulate why you are pursuing either a PhD or EdD.
- Your resume or curriculum vitae. Please include a summary of leadership activities, work experiences, and scholarly activity.
- 2-3 written pieces of work. Examples include samples of classroom papers, published articles/papers, grant proposals, master's thesis, and research reports. Your examples should give evidence of scholarly abilities and/or potential and be original work. (Research and publication/presentation experience.)
- Three letters of recommendation are required. One letter should be from a personal or educational reference; two letters must be professional references. Please use the following form (pages 14 and 15 of the doctoral handbook): <http://www.educ.ttu.edu/docs/handbooks/HEdDocHandbk.pdf>. When you distribute the forms, please emphasize that we are seeking *specific examples* from their knowledge of you and your work.
- Doctorate of Philosophy Degree in Higher Education Confirmation of Understanding Form.

Email the above credentials to:

The Associate Dean of Graduate Education and Research
College of Education
Box 41071
Lubbock, Texas 79409-1071.

- In addition to the professional portfolio, an interview will be required as the final step of the admission process (please see page 16 of the doctoral handbook). Please complete the interview form, which may be found in the doctoral handbook: <http://www.educ.ttu.edu/docs/handbooks/HEdDocHandbk.pdf>

Admissions Criteria

The following are the admissions criteria to be considered for the Ph.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 Ph.D. program, a minimum of three (3) years full-time professional experience in either a public or private two-year or four-year institution, 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.
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- 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 admissions appeals process.

Interview

An interview will be scheduled with at least two faculty members as the final step of the admissions process. 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.

I certify that all the information in my application is true and correct.

Signature

Date

Material Submission

Student applications will be reviewed and interviews scheduled during the months of October and April . All application materials must be completed and submitted by October 1 and April 1.

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 in the envelope provided to:
Associate Dean for Graduate Education and Research
College of Education
Box 41071
Lubbock, Texas 79409-1071**

