

HIGHER EDUCATION PROGRAM

**Ed.D/Ph.D. QUALIFYING
EXAMINATION PACKET**

DESCRIPTION AND GENERAL DIRECTIONS

This packet provides information about the Higher Education (HIED) program qualifying examination for both the Doctor of Education (Ed.D.) and Doctor of Philosophy (Ph.D.) degrees. The policies and procedures described herein apply to students admitted during the Fall 2003 and all subsequent semesters. Beginning with the Fall 2005 semester, the policies and procedures described herein apply to all students—regardless of their admission date to the HIED doctoral program.

The qualifying examination consists of two (2) parts. These include:

Part I—an in-class examination approximately four (4) hours in duration. For Part I, students will respond to a variety of essay questions and statements that cover HIED foundation and core subject areas and research and statistics courses (specifically, EPSY 5379, 5380, and 5381 and/or 5382). Faculty members will use these courses to prepare examination questions that individually and collectively measure each student’s working knowledge of American HIED. The ability to analyze and synthesize key historical, administrative, organizational, and philosophical concerns will play a primary role in this part of the qualifying examination.

Part II—a take-home examination. Students will have fourteen (14) calendar days to complete it. Part II can take various formats. The student’s major advisor will tailor it to reflect the subject matter and focus of HIED courses taken during the program. The advisor will also consider the future goals of the student when tailoring Part II.

Students must apply at least one (1) semester prior to the term in which they plan to take the qualifying examination. The deadline dates for applying to take this examination are: (a) the first Friday in October, to take the qualifying examination the following Spring; and (b) the first Friday in April, to take the qualifying examination the following Fall. The HIED program does not offer the qualifying exam in the Summer.

REQUIREMENTS TO SIT FOR THE QUALIFYING EXAMINATION

1. Submit a completed “Application Form for the Qualifying Examination” (see Appendix A) by the appropriate deadline date. This form must be signed by the major advisor (or the chair of the doctoral committee) and sent to the Program Coordinator. At this time, students must also submit to their major advisor (or the chair of their dissertation committee) a list of all courses and instructors they have had thus far in the program.
2. Complete all EPSY research and statistics courses (with grades of “B” or better) the semester prior to taking the qualifying examination. Note: an “I” grade in any course renders a student ineligible to sit for this examination.
3. Complete all EDHE courses (with grades of “B” or better) either in the semester prior to, or during the semester of, the qualifying examination. Note: an “I” grade in any course renders a student ineligible to sit for this examination.

4. Students with a declared minor must consult with their major advisor (or the chair of their doctoral committee) and the minor representative on their committee as to how and when they are to be tested over the minor subject.

TAKING THE QUALIFYING EXAMINATION

1. Part I will occur on the:

first Friday in October (Fall exam)
third Friday in February (Spring exam)

The HIED faculty will notify students of the exact date, time, and location for each of these examinations. Part I will also contain information regarding the completion and submission of Part II.

2. The HIED faculty will evaluate the qualifying examination during the semester in which it is taken. The major advisor will provide the Graduate School and the HIED Program Coordinator with a memo that summarizes the overall results of the qualifying examination. Each student will receive a copy of this memo. The major advisor (or chair of the doctoral committee) will also provide to the student additional feedback regarding his/her performance on the qualifying examination, along with additional comments that may prove useful to future academic endeavors.

CANDIDACY AND COURSE LOADS

Upon successful completion of the qualifying examination, and once the TTU Graduate Council confers "Admission to Candidacy for the Doctorate," the student must remain continuously enrolled in EDHE 8000 (Doctoral Dissertation hours) until the dissertation is completed. This admission notice will include information about how long the student has to complete the dissertation.

The chair of a dissertation committee can require a student to enroll in additional EDHE 8000 hours if a student fails to make steady progress in completing the dissertation. All HIED doctoral students must enroll in three (3) hours of EDHE 8000 during the semester of their graduation.

Please contact the Higher Education Program Coordinator regarding questions about the qualifying examination.

