

**NEW ORLEANS BAPTIST  
THEOLOGICAL SEMINARY**

**DOCTOR OF EDUCATION HANDBOOK**



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Division of Discipleship & Ministry Leadership

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## Introduction

The *Doctor of Education Handbook* is the official handbook for students enrolled in the Doctor of Education (EdD) doctoral program and for related faculty and administration. While this handbook intends to describe the program and policies, the seminary retains the right to change programs, policies, courses, schedules, teachers, requirements, and all other aspects of the curriculum at any time.

Students as well as faculty members will find this resource invaluable in understanding the format, policies, procedures, and related matters for the Doctor of Education program at New Orleans Baptist Theological Seminary (NOBTS). Both students and faculty members are expected to master the contents of this handbook and abide by its stipulations.

All Doctor of Education program forms may be obtained from the Doctor of Education Office which oversees the EdD program and many are available on the EdD area of the seminary website: <http://www.nobts.edu/Ed.D/program-materials.html>

### **NOBTS Purpose and Mission Statements**

New Orleans Baptist Theological Seminary exists to prepare God-called men and women for vocational service in Baptist churches and in other Christian ministries throughout the world through programs of spiritual development, theological studies, and practical preparation in ministry.

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

### **Our Core Values**

#### **Doctrinal Integrity**

Knowing that the Bible is the word of God, we believe it, teach it, proclaim it, and submit to it. Our confessional commitments are outlined in the Articles of Religious Belief and the Baptist Faith & Message 2000.

#### **Spiritual Vitality**

We are a worshipping community emphasizing both personal spirituality and gathering together as a seminary family for the praise and adoration of God and instruction in His word.

## **Mission Focus**

We are not here merely to get an education or to give one. We are here to change the world by fulfilling the Great Commission and the Great Commandments through the local church and its ministries.

## **Characteristic Excellence**

What we do, we do to the utmost of our abilities and resources as a testimony to the glory of our Lord and Savior Jesus Christ.

## **Servant Leadership**

We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us.

# **Doctor of Education Program**

## **Purpose Statement**

The purpose of the Doctor of Education program is to prepare God-called individuals to be strategic leaders and transformational teachers in academic educational institutions or denominational Christian education ministries through innovative research into scientific theories of education and administration as well as practical application of biblical principles.

## **Program Goals**

The Doctor of Education degree at New Orleans Baptist Theological Seminary is designed to prepare qualified students for teaching in colleges, universities, and seminaries; for holding administrative positions; for working in the boards, agencies, and commissions of the Southern Baptist Convention; and for providing specialized ministry leadership.

The Doctor of Education degree program is designed to lead graduates to meet the following goals:

- Mastery of educational disciplines
- Graduate-level understanding of theological disciplines
- Capacity of engaging in administration, teaching, and research

## **Overview of the EdD Program**

The EdD program is the perfect degree for teaching professionals in undergraduate Christian and community colleges, private school headmasters and teachers, or ministry practitioners with a desire to teach and lead at an advanced level.

Required seminars meet three weekends during the semester in a two-year cycle. Reading colloquia are conducted during the summer. Intensive seminars and program workshops are

offered in a three- to five-day format either during the summer or January. Elective seminars will be offered at different times depending on the major.

The EdD curriculum consists of four required semester-long Christian education seminars, a mentored reading colloquia, an integrated mentorship, elective seminars, research statistics and three workshops; Introduction to Research and Writing, Teaching in Higher Education, and Prospectus Development. An oral proficiency examination (at the completion of seminars and reading colloquia), advanced research and statistics, and the submission and defense of a dissertation are also required. The period allowed for the completion of the EdD program is seven years from initial registration. A student may take no more than two seminars per semester. Full-time students generally can complete the program in three to four years.

The Doctor of Education program and curriculum is administered by the Doctor of Education Oversight Committee (EdDOC) which is comprised of all members of the Discipleship Ministry Leadership (DML) Division faculty with terminal professional or research doctoral degrees. All policies, procedures, and practices are established by the committee and administered by the director.

## **Admissions**

### **Characteristics of Applicants**

Applicants should manifest consistent habits of study, an unusual degree of independence, an understanding of the basic techniques of research, superior intellectual capacities, and the willingness to invest the time required for distinguished scholarly work. In addition, consideration is given to how health, finances, personality traits, and responsibilities other than graduate study might bear upon the fitness of students for scholarly research and writing.

Application forms are available on the seminary website ([www.nobts.edu](http://www.nobts.edu)). Potential applicants should review carefully all degree admission requirements before submitting an application. Those requirements are enumerated in the EdD section of the NOBTS Graduate Catalog.

### **Pre-Residency Stage**

The student will have one year to complete all required leveling work and submit-application items to enter the EdD program. Students leveling for the EdD application will submit the following items to the EdD Office no later than one month prior to the beginning of their first leveling course:

- EdD Application Form
- Statement of Call and Commitment
- Church Endorsement forms
- Four personal evaluations
- Social Security Number form
- Transcripts

- Health form (if in classroom)
- Immunization form (if in classroom)
- Application fee
- Background check

The EdD Office will maintain an enrollment status in the NOBTS student information system to verify active leveling for no longer than one year. The following sequence is the pre-residency procedure.

1. EdD Office receives application materials
2. EdD Office approves applications and creates file for Registrar's Office
3. Registrar's Office creates transcript sequence for student
4. EdD Office maintains enrollment status to verify active leveling and anticipate application process for EdD program

These remaining items must be submitted before final admission into the EdD program can be granted:

- GRE scores
- Research paper
- EdD entrance exam
- Division interview
- Health and Immunization forms, if not submitted previously

### **Application Dates and Deadlines**

Applications must be submitted to the Doctor of Education Office no later than [April 1<sup>st</sup> for August admission](#), [October 1<sup>st</sup> for January admission](#), and [March 1<sup>st</sup> for June admission](#).

The following items should accompany the application:

- Signed application form complete with all supporting documentation  
[Statement of Call and Commitment, Additional Background Information, Church Endorsement, Transfer of Credit Request form (if applicable), Health Certificate, Proof of Immunization, four reference/personal evaluation forms]
- Application fee
- Verification of GRE verbal, quantitative, and analytical writing scores
- Official transcripts from **all** colleges, universities, and seminaries
- Written plan for completion of course prerequisites
- Graded, graduate-level research paper

- Entrance examination
- Division interview

The Doctor of Education Oversight Committee approves and denies admission to the Doctor of Education program. All relevant information in the application (GPA, GRE scores, graduate-level research paper evaluation, entrance exam, and division interview) are considered in ascertaining the applicant's potential for advanced research studies and making a final decision concerning admission. After a decision by the Doctor of Education Oversight Committee, the program director will notify applicants of acceptance/denial to the doctoral program. Decisions usually are made within one month following the submission of all application documents and no later than a month after the application deadlines. Applications are valid for one year.

### **Admission Requirements, Degree Prerequisites, and Hours in Major**

An applicant must hold a bachelor's degree from a college or university accredited by an agency related to the Council for Higher Education Accreditation (CHEA). Students must also possess an ATS approved MA/MRE degree or comparable degree from an institution of higher education accredited by a US agency recognized by CHEA or another approved North American MA/MRE degree.

Degrees from secular or non-ATS schools may be considered with completion of supplemental studies. For admission into the EdD program, students are required to demonstrate competency in foundational biblical studies, theology, Christian education, and educational or ministry leadership. Competency in the field of Christian education is assessed with an entrance exam. Familiarity with statistics for social sciences is required. The statistics competency is measured by transcript(s) in descriptive, univariate, and multivariate statistics as well as use of computer applications such as the Statistical Package for Social Sciences (SPSS). Students without sufficient statistics knowledge are expected to complete an introduction course the first semester in the program.

Degree equivalency applicants who do not hold the appropriate prerequisite degree should contact the Doctor of Education Office for information concerning degree equivalency requirements. Individuals with MEd degrees can meet equivalency requirements by taking designated biblical, theological, and ministerial courses. Students with theological degrees may be required to take Christian education and ministerial courses.

### **✓ GPA & GRE (Graduate Record Exam)**

The grade point average (GPA) and the Graduate Record Examination (GRE) verbal and analytical writing scores will be considered on the following five-point sliding scale. The overall GPA and the GRE scores are placed on the following Likert scale along with the applicant's research paper evaluation and the Christian Education Division interview combined score. For the application to be accepted, the individual should have a combined score of "0" or higher from the six components. GRE scores cannot be older than five years. Although not included in the calculation, the GRE quantitative score may be considered in the overall evaluation of the applicant.

	-2	-1	0	+1	+2
GPA	below 3.0	3.0-3.25	3.26-3.5	3.51-3.75	3.76-4.0
GRE Verbal	below 146	146-152	153-156	157-160	above 160
GRE Writing	below 3.5	3.5	4.0	4.5-5.0	5.5-6.0
Research Paper Evaluation					
EdD Entrance Exam					
Division Interview					

**✓ Official Transcripts from all Undergraduate and Graduate course work**

The applicant must submit official transcripts from all undergraduate and graduate institutions attended prior to the Doctor of Education application. Official transcripts should be sent directly to the Doctor of Education Office at the following address: [Transcripts may be submitted in paper or digital formats.](#)

Mail to:  
 NOBTS  
 Attn: Doctor of Education Office  
 3939 Gentilly Boulevard Box #305  
 New Orleans, LA 70126

Email to:  
[edd@nobts.edu](mailto:edd@nobts.edu)

Transcripts may be submitted physically or electronically to [edd@nobts.edu](mailto:edd@nobts.edu). Once all official transcripts are received in the EdD Office, the student's prior course work will be evaluated. After the transcript evaluation is completed, the Doctor of Education Office will contact the applicant directly (by email) to notify of any leveling course work which will need to be completed as part of the application process.

**✓ Research Paper**

The applicant must submit a research paper from a graduate level program for review by the Doctor of Education Oversight Committee. If no research paper is available, the applicant should contact the Doctor of Education Office for guidance.

### ✓Application Fee

The application fee must accompany the application. The applicant may submit electronic payment on their student account. To apply now, please click [Here](#).

### ✓Completed Application for Admission

Answer every question on the EdD Application for Admission. The EdD Application for Admission is available online at the following link: [selfserve.nobts.edu//Admissions/Application](https://selfserve.nobts.edu//Admissions/Application). The EdD application is good for one year after online completion.

### ✓ Statement of Call and Commitment

Complete and sign the Statement of Call and Commitment. Send the Statement of Call and Commitment to the Doctor of Education Office by the application deadline. (See the "Official Transcripts" subheading above for the mailing address of the Doctor of Education Office.)

### ✓ Additional Background Information

Complete the Additional Background Information form and provide details where necessary. The Additional Background Information form should also be submitted to the Doctor of Education Office by the application deadline. (See the "Official Transcripts" subheading above for the mailing address of the Doctor of Education Office.)

### ✓ Personal Evaluations

Complete and sign [NOBTS Personal Evaluation Authorization](#). Please submit this form a month prior to the application deadline to avoid delays in processing your application and to allow enough time for references to complete the personal evaluation forms. The contact information you provide in this form will be used to communicate with identified individuals. Provide an academic reference, a personal reference, another academic or professional reference, and a pastoral reference. You should submit this authorization form with all other application items to the EdD Office by the appropriate deadline date. The Doctor of Education Office will contact you each time a reference is received via email.

### ✓ Church Endorsement Form

A Church Endorsement form and an envelope should be given to an official in the church where you currently hold membership. The form must be read and acted upon by the church body. (Non-Southern Baptists should contact the Doctor of Education program director for guidance.) A church official should seal the envelope and sign the outside flap. The church official may return the form to you or notify you that he or she has chosen to mail the form directly to the Doctor of Education Office at NOBTS. You should submit the form with other application items or attach a note to your application items indicating that the church official has mailed the form under separate cover. (See the "Official Transcripts" subheading above for the mailing address of the Doctor of Education Office.)

### ✓ Health Certificate and Proof of Immunization Forms

Read both forms carefully and complete your portion of each. Deliver both forms, along with a pre-addressed envelope, to your physician. Notify your physician of the deadline for receiving all forms. The examination must have been within the last year. The requirement for a Health Certificate and a Proof of Immunization form is a mandate from the State of Louisiana and required for accreditation. (See the "Official Transcripts" subheading above for the mailing address of the Doctor of Education Office.)

### ✓ Statistics

Students must demonstrate competency in statistics for social sciences. Generally competency is measured by transcript hours (graduate or undergraduate courses) in descriptive, univariate, and multivariate statistics as well as use of computer applications such as the Statistical Package for Social Sciences (SPSS). If you do not meet this criteria, you will be required to complete CEST6300 Introduction to Educational Research and Statistics in your first year.

### ✓ Transfer of Credits

Students who are enrolled in or have completed advanced courses may make a written request for transfer of credits by furnishing course descriptions (preferably syllabi), completion dates, and an official transcript of courses completed. These students may request the transfer of doctoral-level courses completed at another accredited institution prior to admission. Applicants who believe they qualify should contact the EdD program director during the application process. The request, including verification, must be submitted on the Transfer of Credit Request form with your application materials for consideration in the admissions process.

### ✓ Division Interview

Applicants must interview with the Discipleship and Ministry Leadership Division faculty. The interview focuses on one's conversion experience, call to ministry, family relationships, reasons for pursuing the doctoral degree, interests and reading in the proposed field of study, and other areas that may enable the faculty to know the applicant better and to ascertain his or her potential for advanced studies.

### ✓ Entrance Exam

An entrance exam is required for admission into the program. However, the entrance exam may be waived by successfully completing an elective proficiency seminar.

The entrance exam will be scheduled with the Doctor of Education Office. The EdD applicant is allowed to attempt the exam a maximum of three times. The EdD applicant cannot take the entrance exam more than once during a semester, and twice per year.

The entrance exam is also the capstone assignment of the Christian Education Proficiency Seminar (see section below). The EdD applicant is able to take the entrance exam without enrolling in the proficiency seminar.

## ✓ Christian Education Proficiency Seminar

An elective Christian Education Proficiency Seminar may be used for necessary leveling work in the field of Christian education or preparation for the entrance exam. Students will read foundational texts and write extensively to prepare for doctoral level study. Papers produced for this seminar may be used for the research paper evaluation.

### **Non-Degree Student**

Students may apply to take one doctoral seminar as a non-degree student. An individual desiring non-degree status must apply as a non-degree student. Non-degree students may be admitted to one doctoral seminar provided they have met the GPA and GRE requirements and the degree prerequisites for the major in which they plan to take the seminar. In addition, students must complete all prerequisites for the seminar. The EdD Oversight Committee must give a positive recommendation. The seminary is under no obligation to accept the credit earned by a non-degree student as credit toward any doctoral program should the student decide to apply for doctoral work at a later time.

### **Visiting Student**

A student who is enrolled in a doctoral program at another accredited seminary, college, or university may enroll in doctoral seminars for credit or audit at New Orleans Baptist Theological Seminary as a visiting student. See requirements for visiting students under the Research or Professional Doctoral Programs in the NOBTS Graduate Catalog.

### **International Students**

Doctoral program applicants whose primary spoken language is not English should follow the instructions in the International Students section of the NOBTS Graduate Catalog. The international student advisor for the seminary is the registrar. Applicants may contact him by phone at 504.282.4455, ext. 3337, or 1.800.NOBTS.01, ext. 3337, or by email at registrar@nobts.edu. However, please note that Western Educational Services transcript evaluations for master's degrees must be course by course.

### **Probationary Admission**

At the discretion of the Doctor of Education Oversight Committee (EdDOC), applicants failing to meet the criteria may be considered for probationary admission.

Probationary enrollment will be considered primarily upon demonstration of evidence that the applicant's low GPA was due to extenuating circumstances. Probationary status will be evaluated until the EdDOC is confident of the student's ability to meet academic requirements.

### **Denial of Admission**

An applicant who is denied admission to the Doctor of Education program must wait at least one year to re-apply and must meet all requirements which have been implemented in the intervening time period.

## **Teaching and Research Assistantships**

A limited number of teaching assistantships are available on a regular basis. Duties include grading and limited teaching opportunities. Interested persons should contact individual professors or the Doctor of Education director. Research assistantships are available as required by the research projects of the faculty.

## **Research Fellowships**

NOBTS sponsors several research institutes, such as the Center for Discipleship and Ministry Leadership, the Baptist Center for Theology and Ministry, the H. Milton Haggard Center for New Testament Textual Studies, the Youth Ministry Institute, Children's Ministry Institute, and the Leavell Center for Evangelism and Church Health. Employment opportunities are available for EdD students based on the needs of the research institutes. Interested persons may contact the directors of the various institutes.

## **Financial Assistance**

Financial aid is available for current and new NOBTS students. Interested persons should contact the Financial Aid Office directly at [financialaid@nobts.edu](mailto:financialaid@nobts.edu).

## **General Policies**

- All entering doctoral students in the EdD degree program must register for RDOC9300 Introduction to Research and Writing during their first year in the program. Students should take the workshop prior to the first seminar and must be taken before a second seminar. Students who have not completed a course on the SBC and Cooperative Program will be registered for COOP9000 in conjunction with RDOC9300 Introduction to Research and Writing.
- All doctoral students must secure and maintain an email address throughout the program.
- The Doctor of Education degree program is a residential program with courses normally offered on the main campus. However, all seminars are available to distance students via SYNC (Synchronous learning) a live video interface. Students should plan to spend minimally one full day in research weekly for each seminar. Thus, a student taking two seminars should be engaged in research minimally two full days weekly. Allocation of the necessary time in research is subject to review by the student's faculty advisor, chairperson, or guidance committee. A reduced course load may be recommended or required.
- No seminar grade below "B" (3.0) will count toward degree requirements. Students making a grade of "C" Will be placed on probation and must consult with their faculty advisor or chairperson. Two seminar grades of "C" or below will result in the student's dismissal from the doctoral program.

- Students may be required to remove deficiencies in their preparation by taking for-credit courses from the master’s-level curriculum. In any case, students are encouraged to audit master’s-level classes in their field.
- EdD students are expected to attend all class sessions. Students may drop an EdD block-scheduled seminar, colloquium, or other course before the second class meeting. A class meeting is defined as one half-day session. To drop a course, students must contact the Office of the Doctor of Education program.

## **Administration of the Doctor of Education Program**

### **Faculty**

Responsibility for making policy decisions for doctoral programs rests with the faculty of the graduate school of the seminary. The faculty has responsibilities such as

- establishing standards for admission, candidacy, and graduation
- determining degree requirements
- recommending candidates for degrees
- establishing an annual calendar
- reviewing degree programs

### **Academic Leadership**

The Academic Leadership Council has responsibility to consider and recommend to the faculty all matters involving the standards of instruction, the determination of requirements for degrees, testing programs, class schedules, and in general the formulation of the educational policy regarding doctoral programs.

### **Director of the Doctor of Education Program**

The director of the EdD degree program is responsible for student advising, degree assessment, recruiting, and general administration. The director will lead the Doctor of Education Oversight Committee.

## **Doctor of Education Oversight Committee (EdDOC)**

The Doctor of Education Oversight Committee (EdDOC) is composed of the director of the Doctor of Education program and all of the Discipleship and Ministry Leadership Division faculty with terminal professional or research doctorate degrees.

### 1. Administrative Responsibilities

- Provide administrative oversight for the Doctor of Education program
- Provide comprehensive and cohesive management of the students in the program from recruitment through graduation
- Adjudicate recommendations concerning time extensions, inactive status, transfer of credits, terminations, etc.
- Make programmatic and operational decisions relating to the Doctor of Education degree
- Recommend significant policy changes in the Doctor of Education program
- Implement and interpret existing policies regarding the doctoral program
- Acknowledge withdrawals from the program
- Acknowledge terminations from the program
- Consider petitions and appeals from students in the programs
- Approve directed study proposals
- Refer Institutional Review Board (IRB) requests to the IRB committee

### 2. Prospectus Review

Members of the EdDOC represent the faculty in providing feedback on the research prospectus. This committee will review the prospectus and give feedback to the guidance committee as to whether or not the proposal shows promise of contribution to the academic discipline. In addition, the committee evaluates the prospectus to ensure that the student has appropriately addressed the relevant issues related to the proposal and adequately demonstrated the form and style required of a doctoral dissertation or writing project.

### 3. Review of IRB Requests

The Institutional Review Board (IRB) is a subcommittee of the Research Doctoral Oversight Committee (ReDOC) consisting of members teaching in areas that deal with human subject research. This subcommittee advises professors concerning

educational exemptions from IRB review and evaluates proposed research with human subjects for degree of risk and protection of participants' rights, such as confidentiality and informed consent. If the IRB determines that the proposed research involves more than minimal risk, the full Research Doctoral Oversight Committee will review it. The research should not proceed without IRB approval. See Section III.I. Institutional Review Board for a detailed explanation of this process. The IRB request form is located on the EdD website.

### **Faculty Guidance**

At the time of admission to the Doctor of Education program, a faculty advisor from the EdD faculty will be assigned to serve as a resource person to the student concerning program matters and to guide the student through the residency stage. Students will be assigned a faculty member to chair a two-member guidance committee for the senior residency and candidacy stages of the program.

- Upon successful completion of one-half of the residency requirements (twenty-four hours of study including seminars, colloquia, and workshops) and submission of the Letter of Intent, a guidance chair committee will be assigned to provide direction, supervision, and evaluation of the student. The assigned faculty is charged with the responsibility of assuring the quality of the student's research and of upholding the high standards of both the institution and the field of research. The committee represents the faculty in its relationship to the student.
- After completion of all seminars and submission of the preliminary research proposal the second committee member will be assigned.
- When the dissertation or writing project is formally submitted, the director appoints a third faculty member as a dissertation reader. The third member may be from outside the division of study. The student or the guidance committee may request that an external reader outside the NOBTS faculty be assigned as the third reader.

The faculty advisor or committee chair may advise or require the student to take (for credit or audit) certain doctoral seminars or master's-level courses in order that the student may gain a comprehensive foundation in the major field of study and be enabled to pursue quality research in the chosen discipline.

The committee conducts and evaluates the oral proficiency examination and the dissertation defense.

## **Navigating the Program**

### **Degree Majors**

The Doctor of Education degree at New Orleans Baptist Theological Seminary is designed to prepare qualified students for teaching in colleges, universities, and seminaries; for holding administrative positions; for working in the boards, agencies, and commissions of the Southern

Baptist Convention; and for providing specialized ministry leadership. The Doctor of Education degree program is designed to lead graduates to meet the following outcomes:

- Mastery of educational disciplines
- Graduate-level understanding of theological disciplines
- Capacity of engaging in administration, teaching, and research

Majors are offered in the following areas:

- Ministry Leadership  
(EDSR9301 Mentored Reading, EDMN8301 Integrated Mentorship)
- Educational Leadership  
(EDSR9302 Mentored Reading, EDMN8302 Integrated Mentorship)
- Teaching/Pedagogy  
(EDSR9303 Mentored Reading, EDMN8303 Integrated Mentorship)

There are no concentrations but students are free to choose two 9000-level seminars, 8000-level seminars or reading colloquium as electives. EDSR93XX Mentored Reading Colloquium is a specialized study in the student's focus area according to their major. EDMN83XX Integrated Mentorship is completed under the supervision of the guidance committee chair course and aligns with the student's vocational or ministry context. CESR93XX Supervised Reading Colloquium: Specialized Study in Focus Area with Faculty Advisor may be substituted for EDSR930X Mentored Reading Colloquium.

## **General Practices**

### **Academic Policies**

Students should familiarize themselves with the institutional academic policies. Adherence to the policies is a requirement and consequences of violations are the responsibility of the individual student.

### **Learning Expectations**

Doctoral students should demonstrate a level of self-motivation and commitment beyond that of master's students. A desire to excel in research, writing and presentations should be evident in each seminar. Students should exhibit professionalism in their scholarship and contribute to the field of Christian education.

### **Communication**

An imperative of the Doctor of Education Program is maintaining accurate and current student contact information especially in the school database (Self-serve) and Blackboard. Students should stay in contact with their advisor, chair, or seminar instructor as they navigate the

program and participate in seminars. If a student experiences any challenges fulfilling seminar requirements, communicate immediately with the seminar instructor.

## Community of Learning

Research doctoral programs are intentionally designed to create and promote communities of learning within the body of scholars. Therefore students are expected and encouraged to pursue and deepen personal and intellectual relationships in and outside the classroom. Students will enhance their experience with formal and informal conversations, extra classroom dialogue and social encounters before, during, and after seminars.

## Dress and Attire

Because students are preparing for employment in ministry contexts or institutions of higher learning, proper dress is expected. Individual professors may have different dress codes; however, students should dress professionally when making presentations in seminars.

## Housing

Students arrange their own housing. Some stay with friends, family, faculty or elsewhere. NOBTS provides motel rooms for students at a substantial discount. Reservations are required and should be made well in advance. Contact the Providence Guest House at PGH@nobts.edu or call 504-944-4455. In the case of special events, the Providence Guest House has a high occupancy. Be sure to reserve your rooms early.

## Meals

Meals are the responsibility of the student. Students are encouraged to share mealtimes with fellow students to promote relationships and enhance the community of learning. New Orleans is a popular destination for many reasons but paramount is the cuisine. Make arrangements to sample some of the great restaurants in the area.

## Research and Writing

Seminar papers should be written according to the approved graduate style guide. Students are expected to use a substantial number of relevant resources in research papers. The citations should include books, professional journal articles, dissertations, and other credible sources. **A rule of thumb is one to two different sources per page count.** The nature and scope of the sources should be comprehensive in the field of study.

## Discussion Boards

Dialogue in discussion boards may be required before or after a seminar. Be sure to communicate clearly, completely, and courteously in all posts.

## Presentations

All seminars require formal presentation of research findings. Students should prepare visual and interactive presentations using a variety of educational methods. Creativity and contextual relevance are high values for such presentations. Proper dress is advised.

### Peer Evaluation

Students are expected to review papers and presentations of all students in a seminar. Professors will assign students to evaluate specific or all other students depending on seminar enrollment. All members of the community of learning are to offer constructive criticism that promotes learning and enhances research, writing, and presentation skills. Students should give and receive such criticism or evaluation with humility.

### Professor Assessment

Professors will be the final arbiters of all grades, evaluations, and disputes in a seminar. The personal rights and academic interests of doctoral students are guarded closely by the instructional faculty. Professors often shoulder significant administrative and supervision responsibilities outside of the seminar. Patience and understanding should be granted.

### Time Requirements

A minimum of one day per week should be allocated to research and writing for each seminar. Additional time may be required for formatting and presentation preparation. **A good rule of thumb is to allocate two hours per page when writing a paper.**

### Tips for Success

Current and former students have submitted the following suggestions for finding success in the program and seminars.

- If possible, plan large blocks of time to read and write rather than small amounts of time which can lead to frustration and ineffectiveness. For example, plan to work from 7am to 7pm one day a week rather than two hours each evening.
- Decide a dissertation topic as early as possible so you can begin gathering sources.
- Establish a connection with an EdD/PhD veteran for assistance getting started. For example, ask him or her about margins, page numbering, footnotes, etc.
- Create templates with proper formatting and reuse it.

### Enrollment and Registration

Once accepted into the EdD program, a student should begin his or her program of studies and enroll for seminars in the next regular semester. Students must maintain enrollment (register and pay matriculation fees) each semester until the doctoral program is completed. The doctoral program is a continuous enrollment program until graduation. Failure to register and pay fees each semester will result in termination from the program.

All students in the doctoral program have full-time status. The Doctor of Education program follows the graduate policy for drop-add and withdrawal. All requests for changes in registration or status must be submitted using the designated registration form(s) and must be received by the appropriate deadlines (consult EdD Office for more information).

All students enrolled in a doctoral program MUST register online each semester regardless of their status. A late fee will be assessed for any student who does not register. Students who have been accepted into the program automatically attain active status. Active status is maintained by registering for at least one workshop or seminar per year and by paying the appropriate fees.

### **Continual Enrollment and Inactive Status**

Students who have been accepted into the program automatically attain active status. Active status is maintained by registering for at least one workshop or seminar per year and by paying the appropriate fees. All students enrolled in a doctoral program MUST register online each semester regardless of their status. The only exception to this policy is the first semester. Students register through the EdD office in the first semester and online every semester thereafter. A late fee will be assessed for any student who does not register by the published deadlines. Students who are not registering for at least one seminar or workshop or who are not working on their dissertation must register for Continual Enrollment status. Students are allowed to register for Continual Enrollment status for two consecutive semesters. Students who expect to be out of the program two or more semesters should request Inactive status from the EdD program. Published fees will be assessed for Continual Enrollment or Inactive status.

### **Program Delay**

Program Delay status is reserved for students in two stages of the program. First, students who have submitted a prospectus, passed the Oral Proficiency Exam, and await final approval of their prospectus should register for Program Delay. Second, students who have completed one year of writing (EDWC9600) and await the oral defense, final submission, or graduation are required to register for Program Delay.

### **Withdrawal**

Students who are unable to fulfill the financial or time demands of doctoral work should withdraw from the program. Students may reapply after a one year absence.

### **Directed Study**

A directed study provides a unique opportunity for a student to work one-on-one with a professor. A directed study proposal should be approved before or during the registration period for a semester.

## Registration Schedules

Registration for required seminars, program elements, and summer workshops and seminars is completed online during the research doctoral program registration period. Students who choose to take 8000-level courses as electives will register for them online during the open registration periods in the professional doctoral program (Fall: June 1-15, Winter: October 1-15, and Spring: February 1-15).

## Program Dates

The following are general dates for program components. See the calendar of events for the research doctoral programs for specific dates for the upcoming academic year.

Dissertation submission/Application for graduation.....	Oct. 1/Mar. 1
Research proposal submission.....	Nov. 1/Apr. 1
Research proposal approval .....	Last day of semester

## Program Elements

### Seminars and Workshops

During the residency stage students will take the required seminars, colloquia, and workshops which are scheduled on a two-year cycle. Elective seminars can be taken at the discretion of the individual student depending choice of academic major and time considerations.

### Teaching in Higher Education Exemption

Candidates pursuing an EdD degree who have a master's degree in education or Christian education that includes course work in teaching methods and learning theory and who have a minimum of five years teaching experience at the college level, may request exemption from Teaching in Higher Education.

1. The student should submit the [Exemption Request form](#) to the EdD Office accompanied with a transcript of related master's work, if it is not on file in the Registrar's Office. and a [Teaching Evaluation form](#) from an appropriate academic officer (validating and assessing the teaching experience.) After the student completes and submits the Exemption Request form, the EdD Office will send the appropriate academic officer the Teaching Evaluation form.
2. The program director will consult with the faculty teaching the course, and will review the request and supporting documentation. The final decision will be made by EdDOC.
3. The student will be notified, in writing, of the decision. A copy of the request and decision will be sent to the Registrar.

## Letter of Intent

The [Letter of Intent](#) confirms your status in the EdD program and informs the EdD Oversight Committee of a possible dissertation topic and intent to begin research. A faculty member will be assigned upon receipt of your letter and confirmation of your status.

## Preliminary Research Proposal

During the Senior Residency stage students will submit a preliminary research proposal. The proposal should include a topic, rationale, and recommended methodologies for the study. Follow the submission guidelines on page 30.

## Prospectus

After a preliminary research proposal is approved, students will attend a prospectus development workshop. In the workshop, students will refine the research topic and hypothesis, explore research methodologies and initiate construction of a research prospectus. The prospectus is essentially a “contract” between the student and faculty detailing the research to be conducted, written, and presented.

## Oral Proficiency Exam

The oral proficiency examination is a two-hour examination scheduled after all seminars, supervised reading colloquia, and any other required courses have been completed and a satisfactory research proposal has been approved by the division. Verification must be received by the Doctor of Education Office no later than two weeks before the exam.

## Dissertation/Writing Project

Doctoral candidates must write a summative research document that demonstrates a high quality of research skill applied to some problem or area of religious education and competency to report logically the results of the research, expertise in presenting the research in acceptable style, and contribution to the academic discipline. The EdD writing options include a dissertation, writing project or field research but must represent both research methodology and practical application.

The dissertation/writing project is the capstone component of the EdD program. The submission should contribute uniquely to the field of education and specifically Christian education. Students should demonstrate a synthesis of seminar study and theological foundations. Likewise students are expected to utilize research skills learned during the program. Final assessment of the candidacy stage is an evaluation of the written document and oral presentation of the findings.

**Requirements.** Doctoral candidates must write a document that demonstrates the candidate’s ability to do independent and original research, mastery of a research methodology, competency to report logically the results of the research, expertise in presenting the research in acceptable style, and contribution to the academic discipline.

The approval of a research and writing topic goes through several stages:

- Approval of a research proposal by the guidance committee, and the Doctor of Education Oversight Committee
- Completion of RDOC9303 Prospectus Development
- Review of a prospectus by the EdD guidance committee and the EdD Oversight Committee.
- The final product may be presented no less than four months following approval of a prospectus by the guidance committee. Students are required to use NOBTS Style guide and the latest edition of Turabian. If the dissertation/writing project is rejected following an unsatisfactory defense and if the guidance committee looks with favor upon its resubmission, a period of three months must elapse before it may be presented again. The student would register as a writing candidate and pay full tuition.

If the document is rejected for form, style, and/or minor content reasons following a satisfactory defense and if the guidance committee looks with favor upon its re-submission, the written document may be presented again no sooner than two months after the defense and no later than two months prior to the anticipated graduation date.

Five plain-paper copies of the completed dissertation as well as the Dissertation Fee and Order Request form and the Graduation Application must be submitted to the office of the director of the EdD by the March 1 (for May graduation) or October 1 (for December graduation) deadline. Appropriate dissertation and diploma fees must be paid at the time of submission.

**Publication.** Following the dissertation defense, five copies of the final corrected document as approved by the guidance committee must be submitted on white, 20 lb., 100% cotton paper, unbound, through the guidance committee chairperson to the EdD Office no later than two weeks prior to graduation. The final writing project will be submitted to ProQuest before graduation.

### Oral Defense of Dissertation/Writing Project

Once the dissertation/writing project has been submitted to the Doctor of Education Office and the guidance committee has decided to allow a defense, The EdD director will forward a copy of the dissertation to the external reader or assign a faculty reader (third member of the committee) and notify the student and guidance committee chairperson. **At that time the candidate should take the initiative to contact the guidance committee chairperson to arrange the oral defense of the dissertation.**

The guidance committee chairperson should notify the Doctor of Education Office of the date, time, and location of the defense when it is scheduled. The oral defense of the dissertation should occur prior to November 1 or April 1.

The oral defense is two hours in duration and deals with the research content and related subject matter. The defense is conducted by the guidance committee; however, any NOBTS faculty member may attend. The student's presence is required at the oral defense.

## **Graduation**

In order to graduate from the seminary, students must meet all academic requirements set forth in this catalog, settle all financial obligations to the seminary, and maintain high standards of moral and ethical conduct. The faculty or any appropriate committee of the faculty may at any time advise the president that a student evidences spiritual, ethical, emotional, psychological, or attitudinal deficiencies which in the judgment of the faculty disqualify the student for continued study at the seminary. The student may appeal this determination to the president. The decision of the president shall be final. Participation in graduation exercises is required of all students unless permission is granted to graduate in absentia. Requests for permission to graduate in absentia should be made in writing to the registrar. Permission is granted only in emergency cases.

## **Fees for Doctoral Students**

Fees, effective August 1 each year, are listed in the Graduate Student Fees section of the NOBTS Graduate Catalog, available online. Students who are not members of Southern Baptist churches should note the fees for non-Southern Baptists. Transfer of Credit students may request the transfer of doctoral-level courses completed at another accredited institution prior to admission. Applicants who believe they qualify should contact the EdD program director during the application process.

## Curriculum Map

<b>Required Workshops .....</b>	<b>(12 hours)</b>
Introduction to Research and Writing	3 hours
Teaching in Higher Education	3 hours
Prospectus Development	3 hours
Educational Research and Statistics	3 hours
 <b>Required Seminars .....</b>	 <b>(16 hours)</b>
History, Philosophy, & Theology of Christian Education	4 hours
Educational Psychology	4 hours
Higher Education Leadership	4 hours
Discipleship and Spiritual Formation	4 hours
 <b>Mentorships (Choose Major) .....</b>	 <b>(6 hours)</b>
Ministry Leadership (Integrated Mentorship with Mentored Reading Colloquium)	
Educational Leadership (Integrated Mentorship with Mentored Reading Colloquium)	
Teaching Pedagogy (Integrated Mentorship with Mentored Reading Colloquium)	
 <b>Electives (8000 or 9000 Level) .....</b>	 <b>(11-12 hours)</b>
<b>Research Electives (9000 Level).....</b>	<b>(11 hours)</b>
Reading Colloquium	3 hours
2 Concentration Courses (9000 level)	4 hours
 <b>Professional Electives (8000 Level).....</b>	 <b>(12 hours)</b>
4 Concentration Courses and/or Reading Colloquium	3 hours
 <b>Dissertation .....</b>	 <b>(9 hours)</b>
Oral Proficiency Exam	1 hour
Prospectus Approval	1 hour
Research and Writing	6 hours
Dissertation Defense	1 hour
 <hr/> <b>Total Hours</b>	 <hr/> <b>54-55</b>

Refer to the catalog for complete description of all workshops, seminars, and reading colloquia.

## Academic Policies

### Academic Honesty/Misconduct

#### Definition of Plagiarism

Students are given the task of writing papers in order to help them learn how to think critically about the ideas of others and to present the result of their analysis in a readable form. Plagiarism defeats these purposes by cheating the student out of an opportunity to grow. Plagiarism is, therefore, a failure to distinguish between the work of the student and the work of others, either intentionally or unintentionally.

It may take several forms:

Taking one or more sentences verbatim from a source and inserting it into a paper without the proper citation is plagiarism. The student should note that a failure to document credit for a direct quotation is also a violation of copyright law. (See Student Handbook section on Electronic Reserves.)

Representing the words or ideas of another person as your own words or ideas is plagiarism, even if you summarize. However, loosely paraphrasing a sentence without proper citation also is plagiarism.

Borrowing without proper citation such things as an outline, an idea, or an approach to dealing with a problem that is unique to an author is plagiarism. This type of plagiarism often results from poor note-taking on the part of the student.

Plagiarism also can result from improper methods of citation. The student is responsible for learning the appropriate rules for citing sources and for following those rules throughout the paper. Ignorance of rules of citation is not an excuse.

In addition, plagiarism is a violation of the use of the seminary's computing resources. (See Student Handbook section on Computer Use Policy Violations.) For other definitions of plagiarism and ways to avoid it, see Robert A. Harris, *The Plagiarism Handbook: Strategies for Preventing, Detecting, and Dealing with Plagiarism* (Los Angeles, CA: Pyczak Publishing, 2001).

#### Consequences for violation of plagiarism

When a professor discovers a student has committed plagiarism, the professor should report this violation to the dean of students. In making this report, the original copy of the paper in question is supplied to the dean of students for the purpose of documentation. A letter of warning will be issued from the Dean of Students Office to the student notifying him/her of the violation. This letter will serve as the official notice of the violation, and a copy will be placed into the student's permanent file along with the copy of the student's paper(s). Copies of the letter will be forwarded to the appropriate academic dean, the registrar, the professor, and the provost. This letter will state clearly that if the student plagiarizes a second time, the offense will be reported to the president. At the discretion of the president, a second offense of plagiarism may result in the student's dismissal from the seminary.

# Appendix

## The Guidance Committee

### Responsibilities

The Letter of Intent confirms a student's status in the EdD program and informs the EdD Oversight Committee of a possible topic for a summative writing project and his/her intent of research. A faculty member will be assigned upon receipt of the document by the EdD office.

The responsibilities of the guidance committee include the following:

- Outline and supervise the student's final reading colloquia. The committee chair will guide students in the selection, review, and application of resources necessary for the implementation of research and writing in the proposed topic.
- Oversee the formulation and writing of the candidate's proposal. The chair approves the final proposal before students may enroll in the prospectus development workshop (Prospectus Approval Google form is available on the EdD website). After proposal approval, a second committee member will be assigned.
- Schedule and facilitate an oral proficiency examination at the completion of all seminars, reading colloquia, and practicum. The exam should be scheduled after the approval of both the Letter of Intent and research proposal. The exam must precede the final submission of a prospectus.
- Supervise the formulation and writing of the candidate's prospectus. The candidate should consult with the guidance committee chair and second for advice on the dimensions of the study. It is the responsibility of the guidance committee chair, in conjunction with the candidate, to submit to the committee members an approved prospectus.
- Refer the prospectus to the EdD Oversight Committee and represent the student's prospectus throughout the approval process.
- Direct the candidate in carrying out the approved study and closely supervise the writing of the dissertation/writing project.
- Recommend a third committee member for approval by the Doctor of Education Committee, or provide advice and consent of a request by the student. If changes in the committee membership are desired, they must be approved by the committee chair and the committee member must be duly notified.
- Schedule a final oral presentation and defense of the dissertation/writing project. This should not be scheduled until: a) the dissertation/writing project has been approved by the guidance committee chair and members; i.e., it meets minimum standards (fidelity to the prospectus, conformity to Turabian style, readability, and

accuracy of data presentation and analysis); and, b) he/she feels the candidate is prepared to defend the dissertation/writing project.

### **Dissertation/writing project Guidance, Review, and Evaluation**

The guidance committee provides direction, and evaluation through all stages of research, from the topic selection through the final presentation of the document for binding.

The responsibilities of the guidance committee include the following:

- Oversee the formulation and writing of the candidate's proposal. The committee chair approves the final proposal before students may enroll in prospectus development.
- Outline and supervise the student's final reading colloquia. The committee chair will guide students in the selection, review, and application of resources necessary for the implementation of research and writing in the proposed topic.
- Supervise the formulation and writing of the candidate's prospectus. The candidate should consult with both members of the guidance committee for advice on the dimensions of the study. It is the responsibility of the committee chair, in conjunction with the candidate, to submit to the committee members an approved prospectus.
- Schedule and facilitate an oral proficiency examination at the completion of all seminars, reading colloquia, and mentorship. This step should follow the approval of both the Letter of Intent and research proposal. The exam must precede the final submission of a prospectus.
- Refer the prospectus to the EdD Oversight Committee and represent the student's prospectus in the approval process.
- Direct the candidate in carrying out the approved study and closely supervise the writing.
- Recommend a third committee member for approval by the Doctor of Education Committee, with the advice and consent of the student. If changes in the committee membership are desired, they must be approved by the committee chair and the committee member must be duly notified.
- Schedule a final oral presentation and defense of the dissertation/writing project. This should not be scheduled until: a) the document has been approved by the guidance committee chair members; i.e., it meets minimum standards (fidelity to the prospectus, conformity to Turabian style, readability, and accuracy of data presentation and analysis); and, b) he/she feels the candidate is prepared to defend the final product.

## Role of the Chairperson

- The chairperson represents the student to the guidance committee and the guidance committee to the student. All matters to be addressed by the guidance committee should be presented to the chairperson.

Note that typically, the committee chair will approve the chapters of the proposal (and the dissertation/writing project) before it is given to the committee members to read. However, each committee may decide how closely committee members will monitor and provide feedback on the writing of individual chapters and whether the document is read chapter-by-chapter or in its totality. The dissertation chair and committee should agree on this procedure as soon as possible.

## Oral Proficiency Exam

### 1. Schedule and Application

When ready to take the oral proficiency examination, the student should submit the completed Application for Oral Examination (obtained by emailing the Doctor of Education Office or locating the form online at [www.nobts.edu/Ed.D/](http://www.nobts.edu/Ed.D/)) to the guidance committee chairperson for signature. The guidance committee chairperson will then forward the application to the Doctor of Education director at least two weeks before the examination. After the application has been approved by the Doctor of Education director and the Doctor of Education Oversight Committee, the guidance committee chairperson will schedule the examination with the other members of the guidance committee and the student. Although the examination is conducted by the guidance committee, the examination is open to all NOBTS faculty. The location of the examination is arranged by the chairperson, who is then responsible to communicate both the exact time and place to the student, the other member of the guidance committee, the Doctor of Education director, and the Doctor of Education Oversight Committee.

### 2. Development and Content

In consultation with the other members of the guidance committee and other faculty as necessary, the chairperson will develop and lead the oral proficiency examination. In general, the examination addresses the content of all course work in both major and minor fields and related background material as deemed appropriate by the guidance committee. The content of the oral proficiency examination varies somewhat among the various areas of study; thus, the student should consult the guidance committee chairperson concerning preparation for the examination and materials to be brought to the examination.

### 3. Evaluation

The examination is evaluated by the guidance committee immediately following the two hours of testing. The evaluation is based on the student's overall knowledge of the field with respect to both breadth and accuracy; ability to maintain engaging dialogue on themes in the field; proficiency in communicating logically and clearly; and an understanding of major and divergent theories, developments, or methods in the field. The chairperson will communicate the outcome of the examination to the student in the presence of the other member of the guidance

committee immediately following the examination and a brief period of reflection by the guidance committee.

The results of the examination are reported by the chairperson to the Doctor of Education director and the Doctor of Education Office on the Oral Proficiency Examination Report form. The Doctor of Education director will confirm the results of the examination to the student in writing and send a copy of the letter to the division chairperson, guidance committee, and registrar. The examination is graded on a pass/fail basis and carries one semester hour of credit upon successful completion.

A student who does not pass the oral proficiency examination may be given one additional opportunity upon the recommendation of the guidance committee and division of study and the approval of the Doctor of Education Oversight Committee. A second failure will result in the student's termination from the Doctor of Education program. Upon passing the oral proficiency examination, the student is admitted to the candidacy stage of the EdD program. After the student passes the oral proficiency examination, the student must maintain enrollment by registering for dissertation writing for the remainder of the program. Failure to attain candidacy by the last day of the 11th consecutive active semester of the Doctor of Education program is grounds for review and termination of the student's program.

### **Research Proposal Guideline**

The research proposal is the student's first formal proposal to the guidance committee regarding the dissertation topic. As such, the research proposal is a formal document with a title page. The student must have completed successfully the qualifying examination before this document can be submitted. Furthermore, approval of the research proposal must be secured prior to scheduling the oral comprehensive examination. This document is limited to ten pages in length, not including the title page and bibliography.

#### **1. Components of the Research Proposal**

The research proposal should include the following components:

- a) Research question  
What research question will be answered because of this dissertation?
- b) Thesis statement (research problem, purpose statement)  
Set forth the goal of the research. This is the conceptual core of the dissertation. This is not the place to discuss methodology.
- c) Hypothesis or Hypotheses  
Give a statement of your research hypothesis or hypotheses. What do you expect to discover?
- d) Literature search  
The purpose of the search is to demonstrate the uniqueness of the dissertation research.

e) Importance of the study

Include a description of the importance of the proposal. What will this research contribute to the academic discipline?

f) Methodology

Give a brief description of the methodology to be employed. Discuss the data needed and how they will be interpreted. Identify key issues that are relevant to the research methodology.

g) Competence of the researcher

Describe particular skills and competencies necessary for successful completion of the study. If the researcher does not have the needed competencies, he or she should describe how and when the competencies will be gained.

h) Initial bibliography

The initial bibliography should include key works that have been examined and indicate awareness of major works in the field of inquiry.

### Suggested Resources

Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, *The Craft of Research*, 3rd ed.

Paul D. Leedy and Jeanne F. Ormrod, *Practical Research: Planning and Design*, 9th ed.

John D. Cone and Sharon L. Foster, *Dissertations and Theses from Start to Finish*, 2nd ed.

Fred Pyrczak and Randall R. Bruce, *Writing Empirical Research Reports*, 5th ed.

## 2. Approval of Research Proposal

The student should submit four copies of the research proposal to the guidance committee chairperson by November 1 for the January Prospectus Development course and April 1 for the summer course. The guidance committee will review the research proposal for initial approval. The chairperson will enlist two additional readers from the academic division to evaluate the research proposal. Final approval of the research proposal will be given by these four persons. Major changes in the direction of the dissertation after the research proposal has been approved will require resubmission to the guidance committee and division for approval according to the above procedure. A ReDOC Research Proposal Evaluation Guide is available in the Office of Research Doctoral Programs and on the Research Doctoral area of the seminary website. Not all committees will use this form, but all will be evaluating the research proposal according to the criteria indicated. Students are advised to evaluate their work carefully in all of these areas prior to submission of the research proposal to the guidance committee.

### 3. Report of Decision

When a decision is made, the guidance committee chairperson should complete the Research Proposal Report form and submit it to the associate dean. If the research proposal is approved, two copies of the final approved proposal should be submitted to the associate dean with the report form. The Office of Research Doctoral Programs must receive the Research Proposal Report and copies of the approved proposal by the last day of the semester for the student to be included in the subsequent Prospectus Development course. Decisions other than approval also should be forwarded to the Office of Research Doctoral Programs by the last day of the semester.

### Prospectus

Guidance for the preparation of the prospectus is given in the Prospectus Development course. Upon passing the oral proficiency examination, the candidate may officially submit the prospectus to the guidance committee. Two copies should be submitted to the chairperson. The guidance committee will review the document and request and secure appropriate revisions in preparation for Doctor of Education and ReDOC review. The student may present the prospectus to the guidance committee prior to the oral proficiency examination. However, the committee may not review the prospectus until after the examination is passed. The guidance committee may accept the prospectus for review immediately after the examination, provided the student passes the examination. Evaluation of the prospectus is not part of the oral proficiency examination. After the guidance committee's satisfactory preliminary review of the prospectus, the student should submit nine corrected copies of the prospectus to the Doctor of Education Office for review by the Doctor of Education Oversight Committee. The copies are due to the Doctor of Education Office no later than one week before the EdD Oversight Committee meeting.

#### 1. Components of the Prospectus

a) Thesis (problem statement, purpose)

Give a clear statement of what the researcher seeks to accomplish—the goal of the research effort. Address questions such as, What will the researcher discover? What will the research demonstrate? Behind the thesis statement there should be a research question (either stated or implied). The readers should read this section and know the basic thrust of the research proposal. The thesis should have some element of "interpretation" and discovery of something "new." Some students divide the thesis or problem into sub-problems, but this is not required or even appropriate for all dissertations. When done, sub problems should be research units (including interpretation of data).

b) Hypothesis or Hypotheses

A hypothesis is a conjectural supposition of what the researcher expects to discover. There is no set number of hypotheses (or required set correlation to sub-problems when used). With empirical research these should be measurable; with some other forms of research they should be discoverable.

c) Thesis Setting (or Problem Setting)

Students should consider including some or all of the following:

- (1) Assumptions—underlying self-evident assumptions undergirding the research proposal (these look to the present, not the future)
- (2) Delimitations—circumscriptions placed on the study to eliminate ambiguity and to exclude certain inferred items one does not intend to be in the study
- (3) Definitions of terms—key terms related to the proposal are defined. These are generally operable definitions, with some definitions possibly taken from the professional literature

d) The State of Research (or Review of Related Literature)

This section should have an introduction that overviews the approach of the review and the structure of the review. A review of literature should focus on presenting a coherent argument that leads to a description of the study. At the end of the section, the reader should be able to conclude that there is the need for another study—the proposed dissertation.

For most entries the following should be included:

- (1) Description of the research methodology (type of research, description of sample population, etc.)
- (2) Summary of the conclusions asserted
- (3) Analysis and evaluation of the contribution of this research to the field  
(The review normally begins with the more general works and moves toward the more specific.)

e) The Importance of the Study

The focus of this section should be the contribution of the research to the academic discipline. This section should logically be related to and emerge out of the review of literature.

f) Research Methodology

This section should be customized for each dissertation. There is no one outline. Each methodology should dictate its own outline.

The kinds of items that need to be addressed in this section are:

- (1) Identification of the primary data and possibly key secondary data

- (2) Criteria for admissibility of the data
- (3) Where the data are located
- (4) How the data will be secured
- (5) How the data will be interpreted (statistical procedures generate data but do not interpret them)

Students consider all of the above items, but they should write the methodology section (as narrative, not “fill in the blank”) specific to the methodology used, focusing on the above items as appropriate.

A key word is *replication*. A researcher in the field should be able to read this section and replicate the research. Thus this section should be a detailed blueprint. The length of this section will vary considerably, depending on the particular dissertation.

An outline used by many in the social sciences (descriptive survey and experimental research) is the following:

- (1) Subjects—discussion of the identity and selection of the subjects
- (2) Measures—discussion of various instruments to be used. For a dissertation all instruments must have (a) validity and (b) reliability. These must be documented or the researcher must present a plan to demonstrate them. Without validity and reliability, the research is not valid for a dissertation.
- (3) Procedure—detailed outline of all procedures, such as distribution of surveys, assignment of random numbers, division of experimental and control groups, outlines of experimental treatments, etc.
- (4) Data analysis—What will be done with the data generated by the statistics? How will it be presented? What will the researcher be looking for in interpretation?

Students whose research involves human subjects must follow the Institutional Review Board procedure.

g) Qualifications of the Researcher

This section should focus on the student documenting that he or she has the specific qualifications needed for the proposed research. This is not a resume.

h) Proposed Outline of the Dissertation

i) Selected Bibliography.

## **2. EdD Oversight Committee Review of the Prospectus**

The guidance committee chairperson will attend the EdD Oversight Committee review, which will focus on feedback, dialogue, and understanding. The EdD Oversight Committee will submit a report to the guidance committee chairperson.