



Student Personnel Assistantship Program
Higher Education and Student Affairs

HESA
Ph.D.
Handbook

2019-2020

This handbook is intended to be a resource for Ph.D. students in the Higher Education and Student Affairs Program. It is NOT intended to replace or override policies of The Graduate School or The Department of Educational Studies Graduate Studies Committee.

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I. REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY DEGREE IN THE HESA PROGRAM

The [Graduate School Handbook](#) is available on the Graduate School website. The section of the handbook pertaining to the Ph.D. is located in Section 7. **Students are held responsible for all degree requirements listed in both the Graduate School Handbook and in the Department of Educational Studies Ph.D. Handbook.**

Program of Study and Approval

Upon admission to your program, you and your advisor should begin to develop a program of study. The **Ph.D. Program Sheet** (available from your advisor) outlines your course of study, including the required and elective courses appropriate to your program. Your course of study must include a reasonable concentration and breadth of study designed to foster research, scholarship, and knowledge of a specialization interrelated with other academic areas. It must be approved by your advisor and your advisory committee at a **Program Review/Approval Meeting** scheduled at a time deemed appropriate by you and your advisor. It is subject to the rules of the Graduate Studies Committee. (ref. Graduate School Handbook, Section 7.1). A copy of your approved program should be submitted your advisor prior to your Candidacy Examination.

Credit Hours Requirement

1. A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a doctoral degree. A minimum of 50 graduate credit hours beyond the Master's degree is required by the Graduate School (ref. Graduate School Handbook, Section 7.2). Of those 50 post-master's hours, a minimum of 24 must be completed at Ohio State. However, the HESA program requires 63 credit hours beyond the Master's degree.
2. If the Master's degree was earned at another university, you may transfer those earned hours to this university with approval from your advisor for a total of 30 credit hours. You should discuss the transfer of graduate hours with your advisor during your first semester of enrollment at Ohio State.

To transfer your Master's degree or other graduate course work, please follow the process outlined under [“Transfer Credit from Another University”](#) on the Department of Educational Studies “Transfer Credit” website.

HESA Doctoral Program Course Requirements

“The Core” of HESA Doctoral Program

During the initial two semesters, new Ph.D. students must take a minimum of 6 hours each semester.

Educational Studies Core (Taken with Ph.D. students across the Department of Educational Studies)		
EDUC STUD 6891	Core 1: Proseminar in Educational Studies I (3 credits)	Fall Semester (year 1)
EDUC STUD 6892	Core 2: Proseminar in Educational Studies II (3 credits)	Spring Semester (year 1)
HESA Core		
ES HESA 7540	Higher Education Institutions and Core Academic Issues (3 credits)	Fall Semester (year 1)
ES HESA 8560	Legal Aspects of Higher Education (3 credits)	Fall Semester (year 1 or 2)
ES HESA 8515	Advanced Seminar in Theories of College Student Development (3 credits)	Spring Semester (year 1)
ES HESA 8552	Impact of College on Students (3 credits)	Spring Semester (year 1)

Multicultural Requirement

There is a 3-hour multicultural class requirement for all HESA Ph.D. students. The following courses meet this requirement:

ES HESA 7570 Internationalizing Colleges and Universities
ES HESA 7520 Diversity in Higher Education
ES HESA 7558 Administering Service-Learning Programs
<i>Other courses, as determined by your advisor, can satisfy this requirement</i>

Inquiry Courses

A minimum of 4 courses (usually 12 credit hours if taken in ES) in research, statistics, evaluation or qualitative inquiry beyond the master’s level are required of all doctoral students. Students must take at least **one quantitative** and **one qualitative** class.

Quantitative Inquiry Courses	Qualitative Inquiry Courses
<i>Students are encouraged to select their quantitative courses from the ES QREM sequences in Statistics, Evaluation, Measurement and Research Design.</i>	ES QUAL 8280 – Qualitative Research in Education: Paradigms, Theories & Exemplars
ES QREM 7627* – Sampling Designs and Survey Research	ES QUAL 8290- Qualitative Research in Education: Methods and Analysis
ES QREM 7648* – Univariate Experimental Design	ES HESA 7256 – Designing Qualitative Research in HESA Contexts
ES QREM 8648* – Multivariate Experimental Design	
ES QREM 7651* – Regression Analysis	
<i>*ES QREM 6625 and 6641 are listed as prereqs for the above doctoral level courses. Doctoral students with prior coursework in quantitative inquiry may request a waiver of the prereq from the QREM faculty.</i>	

Emphasis or Cognate Area

Individual programs must incorporate an emphasis or cognate area. At least 12 credits are needed to meet this requirement. These courses may be **taken within or outside** of Higher Education and Student Affairs and are often taken outside of the College of Education & Human Ecology.

Examples of Cognate Areas include:

- Organizational Behavior
- Leadership & Technology
- Sports in Education
- Human Development
- Women's Studies
- Administration
- Public Policy & Management
- Finance in Education
- Human Resource Development
- African American Perspectives
- Cultural Influences in Education
- Comparative Perspectives on Higher Education

Program and Candidacy Committee

A student forms a program and candidacy examination committee after the first year in the program and before the cognate is completed. This committee consists of the student's advisor and three additional faculty members. These additional faculty members are asked to serve on a student's committee because of areas of expertise related to the HESA Ph.D. curriculum and the student's intended cognate area and/or dissertation subject. The student works with the advisor to determine the appropriate faculty to solicit for participation. The student meets with the individual faculty members to discuss future plans and request that the faculty member serve on the advisory committee. The first official meeting of the committee is typically the ***Program Approval Meeting*** in which a student works with the advisor and then presents to the advisory committee a final program plan outlining all courses to be taken.

A program plan is a document*, written by the student that contains:

- Narrative of goals for program and progress to date,
- Emerging ideas for the focus of dissertation work,
- Report on professional internship
- Proposed format and content of candidacy exams, and
- All coursework presented both by curricular area and chronologically.

****See Appendix A for additional information on the document components.***

The Program Approval Meeting typically occurs when a student is nearing the end of coursework. An initial discussion of the format, content areas, and timeline for the candidacy exam preparation usually occurs at this meeting. The full committee reviews and approves or amends the program plan as put forth. The communication between student and advisor is critical in order to establish the program committee, prepare for the Program Approval Meeting, and plan for candidacy examination format. The Program Approval Meeting serves the best interests of the student by making sure there is consensus among committee members regarding courses to be taken, timeline and format of candidacy exam, and an agreed upon plan to make progress towards degree completion.

A copy of the approved program should be submitted to your advisor.

Research Apprenticeship

Students are required to take nine credit hours of (**EDUC STUD 8191***) under the supervision of faculty prior to candidacy examination. The apprenticeship is intensive study relevant to the preparation for candidacy examination preparation, dissertation proposal, conference presentations and/or publications.

Internship

An internship (a minimum of 6 credit hours of **ES HESA 8191***) of 150+ hours is required. **If you are funded by the College of Education and Human Ecology, you must complete this PRIOR to your candidacy examination.** This experience typically focuses on the student's future career goals. The student's advisor shall decide on the number of clock hours required after review of the student's professional background and career aspirations. *Please see Appendix B for a more detailed description of the internship requirements, proposal, etc.*

- ***NOTE:** While the course **NUMBER** is the same for the apprenticeship and internship, the **PREFIX** is different. The research apprenticeship is required by Educational Studies for candidacy exam preparation. The internship is required by HESA.*
- ***NOTE:** If you are funded through EHE you will need to complete your internship **prior** to candidacy exams.*

Time Limit (ref. Graduate School Handbook and Educational Studies Handbook)

For all students admitted AU 2014 and later: The time limit on pre-candidacy coursework will be a maximum of 8 years. Any coursework older than 8 years will not be applied toward the doctoral degree. This includes transfer credit from other program at Ohio State and other universities (EXCLUDING the Master's Degree). Please check with your advisor because some academic programs may have time limits less than 8 years.

If a student fails to submit the final copy of the dissertation to the Graduate School within five years of being admitted to candidacy, his or her candidacy is cancelled. In such a case, with the approval of the advisor and the ES Graduate Studies Committee, the student may take a supplemental candidacy examination. If the student passes this supplemental candidacy examination, the student is readmitted to candidacy and must then complete a dissertation within two years.

Deactivation and Reactivation (ref. Graduate School Handbook, Section 7.2)

Enrollment eligibility for a pre-candidacy doctoral student who has not registered in the Graduate School within the preceding two full calendar years will be automatically deactivated. Eligibility for doctoral students who have passed the candidacy examination is automatically deactivated at the end of the five-year candidacy period if they have not graduated by then. To reenroll, the student must petition the ES Graduate Studies Committee for reactivation. If the petition is approved, the ES Graduate Studies Committee notifies the Graduate School, which then reactivates the enrollment eligibility. Please contact the Student Services Office about the requirements for your petition.

II. GUIDELINES FOR DOCTORAL CANDIDACY EXAMINATION

Candidacy Exams (ref. Graduate School Handbook, Section 7.3)

The candidacy examination is a single examination consisting of two portions, written and oral, administered under the auspices of the Graduate Studies Committee in conjunction with the student's candidacy examination committee (formerly *program* and candidacy committee) and the Graduate School. The candidacy examination is a test of the student's comprehension of the field, allied areas of study, his or her capacity to undertake independent research, and his or her ability to think and express ideas clearly. Doctoral programs may emphasize these aspects of the candidacy examination in different ways. While the Graduate School does not impose a standard format, each Graduate Studies Committee must ensure that a rigorous examination is given and that the student's performance is evaluated at the time of the exam.

Candidacy Examination Committee

The candidacy examination committee is composed of at least four authorized graduate faculty members and may include the student's advisor consistent with graduate studies committee policy. The advisor of a doctoral student must hold membership at the Category P level in the graduate program of the student. *For HESA students, the student's advisor typically chairs the committee.*

Timing

The candidacy examination may be taken or begun at any time thought appropriate by the student's candidacy examination committee but must be completed at least one semester before a student can defend and graduate. The student must be in good standing in the Graduate School and registered for at least three credit hours each semester or session in which any part of the candidacy examination is taken. Students who plan to take the candidacy examination during the summer session are responsible for making certain that committee members are on duty in the summer.

Written Portion of the Candidacy Examination

Consistent with the Graduate School guidelines, the regular examination formats used in the Department of Educational Studies are:

- a. A series of scholarly papers in the area of concentration, or
- b. A series of take-home questions from Advisory Committee members with a specified period of time to prepare responses, or
- c. 12 hours written examination in a proctored setting covering the areas of concentration, or
- d. 8 hours written examination in a proctored setting and a proposal, case study, major literature review or major paper.

The [**Doctoral Application for Candidacy Examination form**](#) must be submitted to the Graduate School no later than 2 weeks prior to the oral portion of the exam. Be sure to leave adequate time for your advisor and the Student Services Office to sign off on the Application for Candidacy by the two-week deadline.

Oral Portion of the Candidacy Examination

The oral portion of the candidacy examination lasts approximately two hours and is held after completion of the written portion. The oral portion normally must be completed within one month of the written portion. It must be scheduled at least two weeks in advance, and the Graduate School must be notified of its proposed time and place by the Candidacy Examination Committee chairperson. The oral examination must take place during university business hours, Monday through Friday. Questioning of the student should occupy the entire period of the examination. All committee members are expected to participate fully in the questioning during the course of the examination and in the discussion of and decision on the result of the candidacy examination.

Result of Candidacy Examination (ref. Graduate School Handbook, Section 7.6)

The decision about the outcome of the candidacy examination is reached in the absence of the student. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by signing the Candidacy Examination Report form that must be submitted to the Graduate School.

- *Satisfactory.* The student is considered to have completed the candidacy examination successfully only when the decision of the candidacy examination committee is unanimously affirmative.
- *Unsatisfactory.* If the examination is judged unsatisfactory, the candidacy examination committee must decide whether the student will be permitted to take a second candidacy examination and must record that decision on the Candidacy Examination Report form.
- *Second Candidacy Examination.* The nature of the second candidacy examination is determined by the candidacy examination committee. Normally the second exam will include both a written and an oral portion. In cases where the student's performance on the first written exam was of such a high caliber that the exam committee does not request any rewrites, then only the oral portion needs to be repeated. The advisor should indicate on the Candidacy Examination Report form from the first attempt that a new written exam will not be required for the second attempt. If any portion of the first written exam was not satisfactory, the exam committee must administer a second written exam. A second oral exam will always be required. The candidacy examination committee for a second exam must be the same as the committee for the first attempt, unless a substitution is approved by the Dean of the Graduate School. A Graduate Faculty Representative will be assigned to serve on the second oral examination. The second candidacy examination must be completed no later than two semesters or one semester and a summer session before graduation. All other rules pertaining to candidacy exams must be followed.
- *Failure.* A student who fails the candidacy examination twice is not allowed an additional examination. After two unsatisfactory attempts at the candidacy examination (including the supplemental candidacy examination), a student is not permitted to be a doctoral candidate in the same or in any other graduate program at this university. A doctoral student in this situation is automatically dismissed from the Graduate School and is not eligible to use the transfer-of-graduate-program procedure.

- *Review.* On written appeal by the student or a member of her or his candidacy examination committee, the Graduate School Grievance Committee reviews that student's candidacy examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student.

Definition of Candidacy

Candidacy is defined as that period in a doctoral student's studies when she or he is deemed ready to undertake independent and original research resulting in a dissertation. Doctoral students achieve candidacy by passing the written and oral portions of the candidacy examination. Candidacy should be reached after doctoral students have taken enough coursework to become proficient in the field of study.

Admission to Candidacy

Satisfactorily completing the examination admits the student to candidacy for the doctoral degree at the end of that semester/session, provided that the student is in good standing at the end of the semester or summer session in which the candidacy examination is completed.

A student is normally expected to enroll in ES HESA 8999 after satisfactorily completing the candidacy examination. Post-candidacy doctoral students must enroll for at least three credit hours (full time).

Continuous Enrollment

All students who successfully complete the doctoral candidacy examination are required to be enrolled in every semester of their candidacy (summer session excluded) until graduation. Students must be enrolled for at least three credits per semester. While the Graduate School and the individual graduate programs will monitor the enrollment of all post-candidacy students, ultimately it is the responsibility of each student to ensure that they are meeting the enrollment provisions of this policy.

III. GUIDELINES FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION

Dissertation (Re: Graduate School Handbook, Section 7.8)

The dissertation is a scholarly contribution to knowledge in the student's area of specialization. By researching and writing a dissertation, you are expected to demonstrate a high level of knowledge and the capability to function as an independent scholar.

Dissertation Committee

The dissertation committee is comprised of a Graduate Faculty member in the student's graduate program with Category P status (typically the student's advisor) and at least two other authorized Graduate Faculty members who are Category M or P status. Additional Graduate Faculty members also may serve on the dissertation committee. The advisor serves as chair of the dissertation committee. Selection of the committee members is the responsibility of the advisor and, and in consultation with the student, is subject to the rules of the Graduate Studies Committee. Non-Graduate Faculty members may be appointed to the dissertation committee by approval of the Graduate Studies Committee in the student's home program and by petition to the Graduate School. With the approval of the Graduate

School, faculty from other universities or persons with special academic or technical expertise may be appointed to the dissertation committee. Non-Graduate Faculty and other members with special academic or technical expertise are in addition to the required three, current Ohio State Graduate Faculty members.

The dissertation committee is established at a time thought appropriate by the student and the advisor. Students are responsible for making certain that committee members are on duty in the semester or summer session of the defense.

Dissertation Proposal

You should meet with your committee to discuss your dissertation proposal at the time deemed appropriate by your advisor, typically prior to the candidacy examination.

Following a successful completion of candidacy exams, with approval from your advisor, you should schedule a Dissertation Proposal Defense meeting with your committee. An approved proposal, along with the ES Title of Research Proposal must be signed by you, your advisor, and members of your Committee immediately following the dissertation proposal meeting and a copy kept by you and your advisor.

The format and scope of your proposal is determined by your advisor, in consultation with your committee. A dissertation proposal typically contains the following elements:

- *Introduction and Problem Statement*
 - *Problem Statement or Context and Purpose of the Study*
 - *Justification of the study in terms of your field*
- *Literature Review*
- *Design and Methodology*
 - *Research Questions*
 - *Research Design*
 - *Data Collection*
 - *Research Timeline*

Dissertation Draft

The student must submit a complete, word-processed dissertation draft to the dissertation committee for review and approval or disapproval. Approving the dissertation draft means that the dissertation committee members judge it to be of sufficient merit to warrant holding the final oral examination. Each dissertation committee member indicates approval of the dissertation draft by signing the [Draft Approval/Notification of Final Oral Examination form](#) that must be submitted to the Graduate School no later than two weeks before the date of the final oral examination. A final dissertation draft must also be circulated to the entire dissertation committee at least two weeks prior to the oral defense and examination. After the final oral examination committee has been approved by the Dean of the Graduate School, the Final Examination Report form is sent to the student's advisor and committee members through Gradforms. The final oral examination must take place during announced university business hours, Monday through Friday. Please review the [Guidelines for Dissertation](#) formatting for specific requirements from the graduate school related to your dissertation.

Final Oral Examination (ref. Graduate School Handbook, Section 7.10)

The final oral examination tests originality, independence of thought, the ability to synthesize and interpret, and the quality of research presented. The final oral examination concerns principles and historic perspective as well as data. The final oral examination includes but is not limited to discussion of the dissertation. The examiners often pursue lines of thought and argument from the data and concepts that have contributed to the research and to its critical evaluation by the student.

Final Oral Examination Committee

The final oral examination committee is composed of the student's dissertation committee, plus the Graduate Faculty Representative. Other Graduate Faculty members may be added to the committee, subject to the rules of the Graduate Studies Committee. The advisor serves as chair of the final oral examination committee. The advisor of a doctoral student must be a Category P member of the student's graduate program. Responsibility for conducting and evaluating the final oral examination rests with the student's final oral examination committee.

Graduate Faculty Representative

Once the final oral examination is scheduled, the Dean of the Graduate School appoints the Graduate Faculty Representative. The Graduate Faculty Representative is a Category P Graduate Faculty member who is neither a Graduate Faculty member in the student's graduate program nor a member of the dissertation committee. No less than one week before the final oral examination, a complete, word-processed dissertation draft must be presented to the Graduate Faculty Representative. The Graduate Faculty Representative is a full voting member of the final oral examination committee. The Graduate Faculty Representative reports a judgment of the quality of the examination, of the dissertation or document, and of the student's performance to the Graduate School. After the examination is completed, the Graduate Faculty Representative also reports to the Graduate School on the fairness of the conduct of the examination and its conformity to Graduate School rules.

Final Oral Examination Attendance and Format

Except when video conferencing is approved by the Graduate School, all members of the final oral examination committee must be present during the entire examination. All committee members are expected to participate fully in questioning during the course of the examination and in the discussion of and decision on the result. Other faculty members and graduate students may attend the examination, subject to the rules of the Graduate Studies Committee. The final oral examination lasts approximately two hours. A presentation of the dissertation research by the student is allowable. At least one hour of the two-hour examination period, however, must be allotted to discussion of the research and to questions of and answers by the student.

Result of the Final Oral Examination (ref Graduate School Handbook, Section 7.10)

Only the final oral examination committee members are to be present for discussion of the student's performance and the decision about the outcome. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by signing the Final Oral Examination Report form that must be submitted to the Graduate School by the posted deadline for the semester or summer session of graduation.

- *Satisfactory.* The student is considered to have completed the final oral examination successfully only when the decision of the final oral examination committee is unanimously affirmative.
- *Unsatisfactory.* If the examination is judged unsatisfactory, the final oral examination committee must decide whether the doctoral candidate will be permitted to take a second final oral examination and must record that decision on the Report on Final Examination. Should the GFR cast the only negative vote at the conclusion of the examination, the matter will be referred to the Graduate School for review. During the examination, if the GFR finds that the examination is not fair, professional or rigorous, the GFR is encouraged to express their concerns prior to a decision being posted and then to submit their evaluation and vote after discussion. If the GFR judges that additional time or information would be needed to render a vote, the GFR should contact the Graduate School immediately after the examination has concluded and before they report their vote. The Graduate School will review the issues raised by the GFR. The GFR will then record their vote, preferably within 48 hours after the examination. The Graduate School will take appropriate action based on the GFR vote.
- *Second Final Oral Examination.* If a second examination is held, the final oral examination committee must be the same as the original one unless a substitution is approved by the Dean of the Graduate School. All other rules pertaining to final oral examinations must be followed.
- *Failure.* A doctoral candidate who fails the final oral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the final oral examination, a doctoral candidate is not permitted to be a doctoral candidate in the same or in any other graduate program at this university. A notation of dismissal will be posted to the doctoral candidate's academic record and further registration will not be allowed. Such doctoral candidates can seek admission to a master's degree program at this university by utilizing the transfer of graduate program procedure and securing a support letter from the Graduate Studies Committee Chair of the proposed master's program.
- *Review.* Upon written appeal by the student or a member of the final oral examination committee, the Graduate School Grievance Committee reviews that student's final oral examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student.

Dissertation—Final Copy (ref The Graduate School Handbook 7.11)

- Final approval of the student's dissertation cannot occur until the final oral examination has been completed satisfactorily. Each dissertation committee member indicates approval by signing the Final Approval form that must be submitted to the Graduate School by the published deadline for the semester or summer session of graduation.
- Dissertations must not contain material restricted from publication.
- All doctoral dissertations must be submitted electronically through OhioLink (the Ohio Library and Information Network) by the published deadline for the semester or summer session of graduation. All Ohio State dissertations are also archived with ProQuest/UMI.

- The student must write an abstract of 500 words or less for entry onto the OhioLink submission screen. The abstract must contain the principle findings of the student's research.
- Appropriate fees must be paid by the published deadline for the semester or summer session of graduation

IV. ADDITIONAL GRADUATION REQUIREMENTS

Application to Graduate (ref The Graduate School Handbook 7.12)

A student must complete and submit the [Application to Graduate](#) form to the Graduate School no later than the third Friday of the semester (or third Friday of May session for summer session commencement) in which graduation is expected. The application is valid for that semester or

session only. Submitting this application indicates that the student expects to complete all degree requirements by the end of that semester or session. It must be signed by the student, the advisor, and the ES Graduate Studies Committee chair. The names of the dissertation committee members must be listed on the form.

Additional Requirements

In addition to the doctoral degree requirements described in Section 7 of The Graduate School Handbook, the student:

1. must have earned a cumulative point-hour ratio of at least 3.0 for all graduate credit hours completed at this university
2. must have fulfilled all requirements published by the Graduate Studies Committee
3. must have final grades for all courses received in the University Registrar's Office by the published deadline
4. must have fulfilled all other requirements by the deadlines established by the Graduate School

End of Semester or Summer Session

A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following semester or summer session may graduate the following semester or summer session without registering or paying fees.

V. SUMMARY OF PHD DEGREE GRADUATION REQUIREMENTS

(ref The Graduate School Handbook 7.13)

1. satisfactory completion of the candidacy examination and submission of the Candidacy Examination Report form to the Graduate School
2. registration for at least three graduate credit hours during the semester or summer session when the candidacy and final oral examinations are taken and during the semester in which graduation is expected

3. submission of the Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of May session for summer session commencement) in which graduation is expected
4. completion of a minimum of 80 graduate credit hours, at least 50 of which must be completed beyond the master's degree. For a master's degree earned at another institution to count toward the 80 hours, it must be officially transferred. Of those 50 post-master's hours, a minimum of 24 must be completed at Ohio State.
5. graduate cumulative point-hour ratio of at least 3.0
6. approval of dissertation draft by the dissertation committee members and submission of the Draft Approval form and the dissertation draft to the Graduate School at least two weeks before the date of the final oral examination
7. satisfactory completion of the final oral examination and submission of the Final Oral Examination Report form to the Graduate School by the published deadline for the semester or summer session of graduation
8. electronic submission of the approved dissertation and a separate 500-word or less abstract by the published deadline for the semester or summer session of graduation
9. submission of Final Approval form and Survey of Earned Doctorates after electronic submission and acceptance of dissertation by the published deadline for the semester or summer session of graduation
10. completion of Ph.D. degree requirements within five years after being admitted to candidacy
11. receipt of final grades in the University Registrar's Office by the published deadline
12. completion of Ph.D. degree requirements established by the Graduate Studies Committee
13. payment of the doctoral hood and microfilm processing fees by the published deadline for the semester or summer session of graduation.

Appendix A

Outline for HESA Program Approval Proposal

This document is created by the Ph.D. student in consultation with their advisor. The proposal is reviewed and approved at what is typically the first formal meeting of the student's candidacy exam committee (three members + student's advisor). The timing of this meeting coincides with near completion of all coursework, proximity to candidacy exams, and the development of the dissertation proposal. Once the program approval proposal is approved by the student's advisor it is circulated to committee members at least one week prior to the program approval meeting.

Signing off on the program proposal by committee members signals that the student has completed coursework and is ready to move to the stages of candidacy exam and dissertation proposal writing. A copy of the program proposal with the signed title page is filed in the Office of Student Services in the Department of Educational Studies. What follows is a general guideline to follow when preparing a program approval proposal.

- I. **Title Page:** This includes the student's name, date of the program proposal review meeting, and names of all candidacy exam committee members with a signature line for each. The student's advisor is designated as Chair.
- II. **Overview of Ph.D. Program:** This is a brief narrative that explains the student's goals for the Ph.D. program, current experiences in the Ph.D. program, and future plans. It may also include a distilling of student learning as a result of specific coursework and experiences.
- III. **Curriculum Overview:** This section explains curricular elements, in particular, required courses, inquiry courses, the student's cognate and internship. It also contains two tables that detail the exact specifics of the student's curriculum. One table is organized chronologically by semester and the second table is the curriculum organized by HESA program requirements. The columns in the table include the course number and title, semester taken, # of credits, and grade. (See Sample of Curriculum Tables for what this looks like).
- IV. **Research Interests:** This is a brief statement of the student's current research interests, including an overview of the proposed focus of dissertation research. Statements in both II. and IV. may be linked directly to specific experiences the students had in the Ph.D. program (e.g., specific coursework that maps onto research interests or opportunities to participate on a research team).
- V. **Proposed Candidacy Exam Structure:** Here the student proposes a specific format for the candidacy exams (e.g., 2 questions per week; or 4 questions over a month); dates for the exam and the defense (taking into consideration a) time for each committee member to write a question; b) two weeks for committee members to read the completed exam after turning it in; and c) a candidacy exam defense date that cannot occur before this 2 week period is past; and which committee members will write questions on what topics (e.g., one question on methodology, one question on cognate, one question on theoretical foundations, one question on contemporary issues in higher education). A student may not be approved to take candidacy exams until the advisor has signed off on a "75% draft" of the student's dissertation proposal.
- VI. **References**

Sample of Curriculum Tables
Table 1: Coursework by HESA Requirements

Course	Semester	Grade
<i>Educational Studies Core Courses</i>		
EDUCST 6890: ProSeminar in Educational Policy and Leadership	AU 2013	A
EDUCST 6892: Educational Policy and Inequality in Social and Cultural Context: Integrating Research Traditions	SP 2014	A
<i>Higher Education Core</i>		
ESHESA 8515: Advanced Seminar in Theories of College Student Development	SP 2014	A
ESHESA 8560: Legal Aspects of Higher Education	AU 2014	A
ESHESA 7540: Higher Education Institutions and Core Academic Issues	AU 2013	A
ESHESA 8552: Impact of College on Students	SP 2015	A
<i>Cognate Area (at least 12 credits): Critical Perspectives on Identity Development</i>		
SOC 7735: Sociology of Gender	SP 2014	A
ESHESA 8193: Independent Readings	AU 2014	S
ESHESA 8895: Critical Race Theory	AU 2013	A
HDFS 7350: Adolescence and Emerging Adulthood	SP 2015	A
<i>Multicultural Requirement (3 credit hours)</i>		
ESHESA 7558: Administering Service-Learning Programs	SP 2014	A
<i>Inquiry Courses (4 courses minimum) *Must take at least one quantitative and one qualitative and must be doctoral level</i>		
ESQUAL 8280: Qualitative Research in Education: Paradigms, Theories & Exemplars	AU 2014	A
ESHESA 7256: Designing Qualitative Research in HESA Contexts	SP 2015	A
ESQREM 7651: Regression Analysis	AU 2014	A
ESQUAL 8290: Qualitative Research in Education: Methods and Analysis	SP 2015	A
<i>Professional Internship (up to 12 hours of EPL 8191.32/ES HESA 8191) of 200+ hours*</i>		
ESHESA 8191: Professional Internship (3 hours)	AU 2015	S
ESHESA 8191: Professional Internship (4 hours)	SU 2015	S
ESHESA 8191: Professional Internship (3 hours)	SP 2016	
<i>Research Apprenticeship (EDUCST 8191)- 9 credit hours</i>		
EDUCST 8191: Research Apprenticeship (3 hours)	SU 2015	A
EDUCST 8191: Research Apprenticeship (6 hours)	AU 2015	
EDUCST 8191: Research Apprenticeship (3 hours)	SP 2016	
<i>Dissertation Credits (ESHESA 8999)- 6 credit hours minimum</i>		
ESHESA 8999: Dissertation	AU 2016	
ESHESA 8999: Dissertation	SU 2016	
ESHESA 8999: Dissertation	SP 2017	
Totals:	3.703	

Table 2: Coursework by Semester

Course	Units	Grade
<i>Autumn 2013</i>		
ESHESA 8895: Critical Race Theory	3	A
EDUCST 6890.01: ProSeminar in Educational Policy and Leadership	3	A
ESHESA 7540: Higher Education Institutions and Core Academic Issues	3	A
PSYCH 6810: Psych Stat 1	4	B
<i>Spring 2014</i>		
ESHESA 8515: Advanced Seminar in Theories of College Student Development	3	A
SOC 7735: Sociology of Gender	3	A
ESHESA 7558: Administering Service-Learning Programs	3	A
EDUCST 6892: Educational Policy and Inequality in Social and Cultural Context: Integrating Research Traditions	3	A
<i>Autumn 2014</i>		
ESHESA 8560: Legal Aspects of Higher Education	3	A
ESHESA 8193: Independent Readings	3	S
ESQREM 7651: Regression Analysis	4	A
ESQUAL 8280: Qualitative Research in Education: Paradigms, Theories & Exemplars	3	A
<i>Spring 2015</i>		
ESHESA 8552: Impact of College on Students	3	A
HDFS 7350: Adolescence and Emerging Adulthood	3	A
ESHESA 7256: Designing Qualitative Research in HESA Contexts	3	A
ESQUAL 8290: Qualitative Research in Education: Methods and Analysis	3	A
<i>Summer 2015</i>		
ESHESA 8191: Professional Internship	4	S
EDUCST 8191: Research Apprenticeship	3	S
<i>Autumn 2015</i>		
ESHESA 8191: Professional Internship	3	
EDUCST 8191: Research Apprenticeship	6	
<i>Spring 2016</i>		
ESHESA 8191: Professional Internship	3	
EDUCST 8191: Research Apprenticeship	3	
<i>Summer 2016</i>		
ESHESA 8999: Dissertation	3	
<i>Autumn 2016</i>		
ESHESA 8999: Dissertation	3	
<i>Spring 2017</i>		
ESHESA 8999: Dissertation	3	
Totals	78	3.703

[Jones, Fall, 2016]

Appendix B

Higher Education and Student Affairs Doctoral Internship Guide

Purpose of Internship

Every doctoral student is required to complete an internship (ES HESA 8191) as part of the overall program of study, which is approved at the Program Approval Meeting. The purpose of an internship for doctoral students in the HESA program is to provide an additional avenue for practical experiences to complement theoretical knowledge in the HESA program. An internship allows students to engage in theory to practice related to a specific area of interest in higher education and to further develop skills related to future career goals. For example, internships might be arranged to deepen knowledge related to a particular issue in higher education (e.g. university management, student development, university policy and legal issues) or to help the student practice specific skills (e.g., teaching, leadership, supervision).

- **NOTE:** *If you are funded through EHE you will need to complete your internship **prior** to candidacy exams.*

Structure of Internship Projects

The structure of the internship should be coordinated among the student engaging in the internship, an internship supervisor, and a HESA faculty member (typically the student's advisor). The internship must be something different from the student's ongoing responsibilities at their job or assistantship. The attached form provides some structure for organizing the internship. Specifically, the student, internship supervisor, and faculty member should agree on specific learning outcomes for the internship, specific activities in which the student will engage, a method of supervision (i.e. meeting times and feedback structure), and work hours and work space for the student. Internships should result in a minimum of 150 hours of work over the course of a semester (i.e. 10 hours/week) but could involve more hours to be spread out over two semesters if the work is substantive and the site supervisor agrees. The schedule should be agreed upon between the student and the internship supervisor, in consultation with the student's advisor.

Reflection

The internship (ES HESA 8191) is an academic-credit bearing experience. Because the purpose of an internship is to facilitate theory to practice, students should engage in reflection related to their internship responsibilities and intended learning outcomes. The academic "product" is negotiated with the advisor in order for credit to be awarded. The following is an example of an assignment that might accompany an internship.

A student could identify two to four questions that would be the subject of two substantial reflection papers throughout the internship. The reflection papers could address the questions through the application of research or theoretical frames. A student would be expected to find or use literature to inform or stimulate deeper reflection.

One reflection paper would be submitted to both the faculty member and the supervisor at the mid-point of the semester. In addition to exploring the questions identified at the beginning of the

semester, this paper might also include the student's reflection about the following three questions (in 2-3 pages):

- How is this internship aligning with the goals and objectives we set out at the beginning of the semester?
- What is working well for me in this internship? What could be improved about this internship experience?
- What commitments can I make to ensure the remaining internship hours meet my objectives and the objectives of the internship supervisor?

The second reflection paper would be submitted at the end of the semester to both the faculty member and the internship supervisor.

Grade

The final grade for the internship will be assigned by the faculty member who will solicit feedback from the internship supervisor.

EXAMPLE OF INTERNSHIP PROPOSAL AND CONTRACT- FOR REFERENCE PURPOSES

**ES HESA 8191: Internship in Higher Education
Internship Proposal and Supervisory Contract**

Please complete this form with your internship supervisor to be approved by the supervising faculty member. **This form should be completed and approved by the end of the first week of classes in the semester.** Type your information and responses into this document. This final document will serve as your internship proposal and supervisory contract. After everyone has signed it, please make a copy to share with all signing parties.

Internship Student	
Internship Site	
Site Supervisor Name & Title, Email Address & Phone	
Proposed Work Schedule (list days of week and hours) (10 hours/week)	

1. Identify two to four questions you will explore this semester in your internship. These should be “big picture” questions that you will consider in your work throughout the semester and guide your reflection papers during the semester.
2. List three to five learning outcomes for your internship experience this semester. Please be specific about the types of things you hope to learn through the internship.
3. Identify the projects or activities you will complete during the internship this semester and assign an approximate number of hours (totaling at least 150) to each project.

Activity	Number of Hours

4. Describe the methods in which you and your supervisor will engage to share information about your internship duties and your work performance (including changes in work schedule). Discuss how feedback will be provided. Please be specific about the number of times you intend to meet throughout the semester.

Student Signature _____

Doctoral Internship Supervisor Signature _____

Faculty Advisor Signature _____

**Any changes to this contract must be submitted in writing and approved by all three parties.*

Appendix C

De-Mystifying “Paperwork” for Doctoral Exams (from the Educational Studies Student Services Office)

Also available [online](#)

Each year, doctoral students, like you, are faced with many to-dos before and after they take their candidacy exams. Following is a helpful step-by-step to get you through the paperwork of your doctoral exam.

Prior to Candidacy Exams

If you are taking your candidacy exams within the next six months:

1. Meet with your advisor to review your doctoral program sheet. All your coursework must be complete by the time you take your candidacy examination. Remember, if you are funded by a GA position, **your funding will not pay for extra courses taken post-candidacy.**
2. Talk to your advisor about the composition of your committee. A candidacy exam committee consists of four faculty: your advisor and three other graduate faculty members.
3. Remember, a candidacy exam consists of a written portion and an oral portion. The exam is designed by your committee to test your knowledge of your major field and allied fields, your capacity for independent research and your ability to write clearly.
4. Meet with your candidacy exam committee to talk about how your exam will be administered, what types of questions you’ll address and how the committee will conduct the oral exam. Some program areas require a meeting with the full committee prior to the exam to develop questions. Check with your advisor to see if you need to schedule this.
5. **IMPORTANT STEP:** You must complete the [Application for Candidacy](#) no later than two weeks prior to your oral exam. Submitting this online form is required prior to the examination. It includes the names of all your committee members. It must be approved by your advisor and the graduate studies chair. Submit it early so your advisor and the graduate studies chair have time to sign it by the deadline.
6. After your Application for Candidacy is submitted, the Graduate School will review your committee. Once approved, your advisor and the committee will receive emails that direct them to the forms used to assess your exam.

After Successfully Completing Candidacy Exams

1. Form your dissertation committee. This committee has a minimum of three graduate faculty members – your advisor and two others. Often, but not always, your committee members are three of the four members who served on your candidacy committee.
2. Work on your dissertation proposal and present it to your committee for approval. Most of our programs require a committee meeting with you to review the proposal. Complete the [dissertation proposal approval form](#) prior to this meeting. You also should note the approval and have the committee sign your Degree Program Sheet and Annual Review form.
3. Discuss, with your advisor, what is involved in the Institutional Review Board (IRB) process. Be sure you follow through on all the steps required.

Getting Ready to Graduate

1. Determine the semester you will be ready to graduate and sit for your final oral exam with your advisor.
2. [Apply to graduate](#) by the [deadline](#) – usually no later than the third week of the term you plan to graduate. Your advisor and the graduate studies committee chair will approve your application.
 - a. Ph.D. and EdD students should have turned in their program sheet prior to his or her candidacy/professional exam annually. If you have not done so, please have your program sheet reviewed at least two semesters prior to graduation.
 - b. Make sure when you fill out your application to graduate that the advisor whose name you enter matches the advisor whose name shows up on the online form. If there is a discrepancy, please contact Student Services at (614) 688-4007 or EdStudies@osu.edu.
 - c. Do NOT check the box “End of Semester” graduation if your intent is to graduate on time. If something happens and you cannot complete your requirements for graduation, we will ask the Graduate School to change your status at that time. Checking this box when you plan to graduate on time can cause problems with your application.

Your Final Oral Exam

1. Before you can schedule your final oral exam, you must have your written dissertation complete. Your draft must be complete so it can be read and reviewed by your committee and a format review can be completed by the Graduate School. Before your committee can approve your [Application for the Final Oral Exam](#), they must read the dissertation. By signing the form, they are verifying your draft is a defensible document.
2. Determine a date for your final oral exam. Once that date has been chosen, work backward to determine the date you must submit your final dissertation draft for review. There are several important items to keep in mind:
 - a. Schedule a room for your exam. Contact the department chair’s office to reserve a room.
 - b. Determine if you will need to videoconference the exam if a member of your committee is out of town. Rules governing videoconferencing are available in [Appendix B of the Graduate School Handbook](#). Use the Committee and Examination Petition form for this request.
 - c. Make sure the committee gets your dissertation early enough to review so they can approve your dissertation draft and the scheduling of your final exam. The Application for Final Oral Exam must be submitted by the student **and** approved by the exam committee **no later than two weeks prior to the defense date**. Remember, your committee WILL NOT APPROVE the scheduling of your exam if your draft is not a defensible document.
 - d. Prepare for the oral exam – and relax!
 - e. Forms will be available online for your advisor and committee to sign after your oral examination and after your dissertation has been revised for the final time.

After the Exam:

1. The Graduate School provides [step-by-step procedures](#) for your final semester.
2. The [Ph.D. checklist](#) will help you determine if you have completed everything to graduate.

If you have any questions, please contact the Student Services Office at (614) 688-4007 or EdStudies@osu.edu.