

Higher Education Student Handbook

2018-2019



UNIVERSITY *of*
DENVER

MORGRIDGE COLLEGE OF EDUCATION

The Higher Education Department (HED) *Student Handbook* provides admitted students with policies and procedures to assist them as they progress through the requirements of Morgridge College of Education (MCE) degrees and certificates. In addition to our Department handbook, the student should become familiar with the [Academic Policies and Procedures](#) in the Graduate Bulletin and the [MCE Policies and Procedures](#). Although every effort has been made to ensure agreement among these documents, it is the student's responsibility to read the norms and requirements regarding degree programs in all documents and to complete various program steps in a timely fashion.

The University of Denver and its programs are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC - NCA) and by other major accrediting agencies.

The University of Denver is an Equal Opportunity Institution. It is the policy of the University not to discriminate in the admission of students, in the provision of services, or in employment on the basis of race, ethnicity, color, religion, sex, national origin, age, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, or disability. The University prohibits all discrimination, harassment and retaliation, and complies with all applicable federal, state and local laws, regulations and Executive Orders.

Inquiries concerning allegations of discrimination based on any of the above factors may be referred to the University of Denver Office of Equal Opportunity/The Office of Title IX, Mary Reed Building, Room 422, 2199 S. University Blvd., Denver, CO 80208. Phone: 303-871-7481. Fax: 303-871-3656. For more information, please call the above number or see the website at <http://www.du.edu/deo/>. You may also contact the Office of Diversity and Equal Opportunity/The Office of Title IX with concerns regarding determinations of religious accommodations. For disability accommodations and /or issues about access, see this [website](#) .

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WELCOME TO HIGHER EDUCATION, FROM THE DEPARTMENT CHAIR

Welcome to the Higher Education Department (HED) in the Morgridge College of Education (MCE) at the University of Denver! Many things distinguish the HED MA, EdD, and PhD degree programs: outstanding faculty, a focus on access and success, a critical examination of higher education organizations and systems, a foundation in Inclusive Excellence (www.aacu.org), and the supportive nature of our community. Fundamental to the Department's success are its outstanding students – a phenomenal group of engaged emerging scholars and experienced leaders in postsecondary education. Professional relationships developed through HED will be rewarding and long-term.

This handbook provides detailed information about HED degree programs. Please review all the information contained herein. The Office of Graduate Studies (OGS) at DU will use the course requirements outlined in this Handbook when it reviews transcripts prior to graduation. Students will want to work closely with their assigned HED advisor to ensure that all program requirements are met. It is important to be aware, though, that students are ultimately responsible for knowing and understanding the contents of this Handbook, as well as the policies outlined in the [Graduate Policies and Procedures](#) and the [MCE Policies and Procedures](#).

Please know that all of us in HED are here to make your academic experiences at DU worthwhile, intellectually challenging, and professionally gratifying. Speaking on behalf of the entire HED Faculty, we look forward to working with you!

Respectfully,
Dr. Judy Marquez Kiyama, PhD
Department Chair, Higher Education

Higher Education Department Mission Statement

The Higher Education Department's mission is three-fold, to:

1. conduct equity-based research about persistent and/or timely problems facing postsecondary education;
2. prepare social justice professionals for careers in postsecondary education related to administration, policy, teaching, and research, as well as careers in public and private agencies of higher education, for-profit and not-for-profit settings, and in a multicultural and changing world; and
3. provide meaningful service to the University of Denver and broader Colorado community in matters pertaining to postsecondary education, especially related to equity, diversity, and social justice.

The Higher Education Department is an “Inclusive Excellence Unit” (www.aacu.org) and supports the concept that inclusiveness and excellence are one and the same. That is, students and instructors from diverse social and cultural backgrounds who become part of the Department bring unique gifts, talents, and experiences that make tremendous contributions to the teaching, learning, and climate of the Higher Education Department.

Department Overview

Colleges and universities all over the world face multiple challenges. These institutions need enlightened leaders and faculty who can guide various external audiences and internal constituencies toward new educational solutions to societal challenges. Our degrees provide students opportunities to study various subjects in the field of higher education, providing deep research-based understandings across a breadth of postsecondary education concerns.

Higher Education Course Descriptions

Degree requirements and course descriptions can be found on the Higher Education page of the [Graduate Bulletin](#).

Higher Education Seminars (HED 4294)

HED Seminars offer students an opportunity to participate in a course where faculty members bring in their current research, expertise, and/or a topic within the field to be explored in greater depth. Seminar courses offer a space to explore new theoretical, methodological, and pedagogical innovations. Seminar courses have a limited enrollment of 12 students. Most seminars are restricted to doctoral student enrollment only, however, at least one seminar per year will be designated as open to all HED students. With special permission from the instructor and advisor, MA students might also be permitted to enroll in doctoral-restricted seminars.

Higher Education Department Grade Requirements

Credits carrying below a grade of "B-" will not be accepted by the Department as meeting degree requirements. In addition, any student whose overall grade point average falls below a 3.0 will be warned, put on probation, suspended or dismissed.

Student Review

Student progress is monitored both during and at the end of each quarter by Department faculty. Students who are not making satisfactory progress in their respective program will be required to meet with their advisor and/or the Department Chair. The goal of the meeting will be to assist and support students and identify a plan of action toward continuous improvement and success.

MORGRIDGE COLLEGE OF EDUCATION POLICIES AND PROCEDURES

Academic Policies

All college and program policies which are considered the minimum requirements for all members of the university community are administered under the [Graduate Bulletin](#). The University of Denver reserves the right to make changes in the regulations, rules, fees or other aspects of the policy manual without advance notice. The [policies](#) listed on the MCE website and the content of this handbook provide additional policy and procedure information specifically affecting Morgridge College of Education students and may be more stringent than the policies outlined in the Graduate Bulletin.

HIGHER EDUCATION DEPARTMENT FACULTY AND STAFF

The Higher Education Department faculty is committed to working closely with students to facilitate their academic progress. As part of this process, the faculty regularly reviews all students' work to assess their progress. Assessment is based on a review of course work, independent work, and other relevant criteria. In addition, in order for students' knowledge to be current, and to pursue research on timely problems that will advance the field, it is expected that all students will make steady progress toward completion of degree requirements. Faculty bios can be found on the MCE website.

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DEGREE REQUIREMENTS

Master of Arts

The Higher Education page of the [Graduate Bulletin](#) contains all program course requirements and course descriptions under the Program of Study tab.

The HED Master's degree is designed to prepare professionals for administrative, leadership, student-centered, and/or policy-focused careers in postsecondary institutions, private and public agencies of higher education, and other educational settings. This "generalist" degree enables students to explore the academic and practitioner-oriented issues related to postsecondary settings and to expand their experiential awareness through practical activities in administration, teaching, policy, and research.

Coursework Requirement

I. Research Courses	4
II. Higher Education Core Courses	20
III. Elective/Optional Emphasis Courses	24
IV. Internship.....	2
Minimum Total Hours.....	50

A minimum of 50 required credit hours is necessary to qualify as an M.A. candidate in Higher Education. Other degree requirements include an internship experience and the successful completion of a capstone project. Specific course requirements can be found in the coursework plan document that follows. A specific list of required courses can be found in the MA coursework plan document. Please discuss with your advisor the course plan most appropriate for your schedule. Substitutions are allowed only with advisor approval on the [course substitution form](#). Students must receive a B- or better in coursework for it to be counted toward the degree. A grade-point average of 3.0 or better must be maintained throughout the degree.

Optional Degree Emphasis

Elective coursework may be fulfilled by any of the HED courses, but MA students may also complete an *optional* emphasis by taking 12 of the 24 required elective credits in one of the areas listed below. The menu of courses suggested for these emphases can be found in the coursework plan document that follows.

The **College Student Affairs** emphasis enables students to gain knowledge about higher education and student development. Students will develop skills for supporting diverse student populations and experience internships in student-related areas. The College Student Affairs emphasis is intended for individuals interested in positions in college/university student services and other organizations focused on college student success.

The **Diversity and Higher Learning** emphasis is intended for future scholars and practitioners interested in enhancing diversity, access, and equity in organizations; faculty and staff development in P-20 educational institutions; trainers in for-profit companies and not-for-profit agencies; and administrators and faculty in two-year and four-year higher education institutions. This emphasis places a great deal of importance on developing critical understanding of the impact that social identities (e.g., race, class, and gender) have on collective and individual learning in organizations. Students who currently work in or intend to pursue careers in multicultural affairs, curriculum development, university instruction, university administration, consulting, or training will find this emphasis a good fit.

The **Public Policy and Organizational Change** emphasis prepares experienced professionals to assume greater responsibility, pursue longer-term career goals, or change their emphasis in higher education administration. This emphasis area has been especially designed for individuals working in or seeking to understand postsecondary education in a changing multicultural and global society. Experienced professionals who are interested in enhancing their careers will discover that this program challenges them to discover and strengthen an array of skills essential for success: analytical, communication, multicultural competence, and leadership. The Public Policy and Organizational Change emphasis area enables participants to link professional knowledge and research with the world of practice in postsecondary education, for-profit companies and not-for-profit agencies, foundations, think tanks, research institutes and the private sector.

Internship Requirement

The internship experience provides students with an experiential learning opportunity in the field of higher education. MA students usually do their internship during the summer between their first and second years, or during the second year of coursework. However, students may pursue an internship at any time. As a two-credit learning experience, it is designed to expand the parameters of a student's current and/or previous (para) professional experience. The internship experience is intended to broaden students' practical experience in postsecondary institutions and organizations and serves to further their professional skills. The *minimum* time commitment expected is equivalent to 50 hours of work per credit hour. Students may satisfy the two-credit internship requirement through one 100-hour (minimum) internship or two 50-hour (minimum) internship experiences. Academic credit is earned for the internship courses listed below:

HED 4270: Student Affairs Internship

HED 4295: Internship in College and University Administration

HED 4296: Internship in Public Policy

HED 4297: Internship in College Teaching

Students must register for the internship course using the [Experiential Learning Registration Form](#) during the quarter within which the internship takes place. While there is some assistance in finding and designing internship experiences, it is the student's responsibility for securing

meaningful internship experience(s). All internships must be approved by the student's advisor, who should generally also serve as the instructor of record for the internship course.

As part of the internship course, students are expected to reflect and make meaning of their experiences by connecting the theoretical foundations of coursework with the practicalities of working in an organization as well as developing professional knowledge, skills, and competencies. As such, students are required to produce the following:

- 1) A confirmation letter (email will suffice) from the student's supervisor with the following information:
 - a. Verification of hours completed
 - b. Verification that the student has completed all work expectations in a satisfactory manner.
- 2) A three-page reflection paper that addresses:
 - a. How the internship relates to the student's coursework.
 - b. How the internship is relevant for future professional practice.
 - c. The knowledge, skills, and abilities were gained through the experience.

Both the letter from the supervisor and reflective paper are to be submitted via email to the MA advisor by the last day of classes for the quarter in which internship credit is sought.

"Postsecondary institution/organization" is understood to be any accredited institution of higher education (e.g., Arapahoe Community College, Metropolitan State University), as well as community organizations (e.g., Denver Scholarship Foundation, Education Commission of the States) and/or government agencies (e.g., Colorado Department of Higher Education).

Degree Completion Requirement

The M.A. ePortfolio

Students complete the ePortfolio under the direction of a faculty member in HED. The project demonstrates the student's professional competencies, skill sets, and experiences developed throughout the M.A. degree program. The portfolio is the culminating project for M.A. degree to demonstrate significant learning about the field of higher education and oneself in the program.

Students will have the ability to choose their own artifacts (assignments, projects, work samples from internships, reflection papers, etc.) that best represent their learning in the MA in Higher Education (HED M.A.) program. Students will also have the ability to choose how they visually display their learning using the DU Portfolio platform.

Based upon their experiences in the HED M.A. program, students will create a portfolio that demonstrates their academic learning and personal growth through critical reflection. Within the portfolio, students are expected to demonstrate an understanding of theory and its application to practice as well as highlight the praxis-centered curriculum. Students will use *Inclusive Excellence* as a framework to understand higher education policy and practice and

integrate learning from across the curriculum, co-curriculum and praxis experiences. Lastly, students will include demonstrations of collective learning through group projects, showing the ability to collaborate with diverse groups of people.

The result of this portfolio is a demonstration of personal and professional growth through artifacts and narratives, which showcase significant learning in the program and future goals and aspirations.

The ePortfolio will serve as the capstone for the M.A. in Higher Education program and will be completed in the final year of the program. Students will be expected to submit an ePortfolio in the Spring quarter of their last year, with approval from both their faculty advisor and professional advisor, in order to meet the requirements of the degree. The ePortfolio will be reviewed by the faculty and will be awarded three designations: pass, pass with distinction, and remediation required. Students will have the opportunity to rework section(s) should they not pass the ePortfolio. If a student fails to pass the ePortfolio, the student shall meet with the Department Chair to review the rubric and feedback and will have until the end of the next academic quarter to complete the revision process.

Additional details about the Capstone Portfolio are available from students' advisor and in the ePortfolio handbook.

**Higher Education Department
Master of Arts Coursework Plan 2018-19**

NAME _____ STUDENT # _____

Please discuss the course plan most appropriate for your schedule with your advisor. Substitutions are allowed only with advisor approval on the course substitution form. Students must receive a B- or better in coursework for it to be counted toward the degree. A grade-point average of 3.0 or better must be maintained throughout the degree.

	COURSE NUMBER	QUARTER OF COMPLETION	CREDIT HOURS
I. Research Requirement (4 credits)			
Educational Research and Measurement	RMS 4900		4
Subtotal			4
II. HED Required Courses (22 credits)			
History of American Higher Education	HED 4214		4
Org. and Governance of Higher Education	HED 4220		4
Introduction to Higher Education	HED 4219		4
Issues of Access & Opportunity	HED 4246		4
Retention, Persistence, and Student Success in Postsecondary Settings	HED 4247		4
Internship (HED 4270, 4295, 4296, or 4297)	HED 42__		2
Subtotal			
III. HED Elective Requirement (24 credits)		<i>Mix and match courses or complete an emphasis by taking 12 credits in one group.</i>	
College Student Affairs Emphasis <i>Choose at least 12 of the 24 elective credit hours from:</i>		COURSE NUMBER	QUARTER OF COMPLETION
		CREDIT HOURS	
Student Affairs Administration	HED 4217		4
Students and College Environments	HED 4260		4
College Student Development Theory	HED 4261		4
Student Support in College	HED 4229		4
Assessment in Higher Education	HED 4201		4
Seminar in Higher Education (as appropriate)	HED 4294		4
Leadership and Supervision	HED 4213		4
Subtotal			

Diversity & Higher Learning Emphasis <i>Choose at least 12 of the 24 elective credit hours from:</i>	COURSE NUMBER	QUARTER OF COMPLETION	CREDIT HOURS
Inclusive Excellence in Organizations	HED 4284		4
Critical Race Theory and Education	HED 4287		3
Race and Racism in Higher Education	HED 4289		4
Inclusive Excellence Programming and Dev.	HED 4281		4
Gender & Sexual Orientation in Education	HED 4288		4
Seminar in Higher Education (as appropriate)	HED 4294		4
Subtotal			
Public Policy & Organizational Change Emphasis <i>Choose at least 12 of the 24 elective credit hours from:</i>	COURSE NUMBER	QUARTER OF COMPLETION	CREDIT HOURS
Introduction to Public Policy and Higher Education	HED 4212		4
Leadership and Supervision	HED 4213		4
Financing Higher Education	HED 4221		4
Legal Issues in Higher Education	HED 4222		4
Educational Policy Analysis	HED 4242		4
Seminar in Higher Education (as appropriate)	HED 4294		4
Subtotal			
ADMINISTRATIVE USE ONLY			
Summary			
I. Research Requirement (4 credits)			
II. HED Required Courses (22 credits)			
III. HED Electives (24 credits)			
Total Credit Hours for MA			50

Student's Signature: _____

Date: _____

Advisor's Signature: _____

Date: _____

DEGREE REQUIREMENTS
Doctoral (EdD & PhD)

The Higher Education page of the [Graduate Bulletin](#) contains all program course requirements and course descriptions under the Program of Study tab. Students are responsible for adhering to policies in both the <http://morgridge.du.edu/handbooks-forms/mce-policies-procedures/> and the DU [Graduate Studies Policies & Procedures](#).

At the doctoral level, students gain knowledge and demonstrate competence through coursework, the doctoral comprehensive exam (also known as the *preliminary* oral examination), and the completion of a Doctoral Research Project or DRP (EdD) or dissertation (PhD), defended in a *final* oral examination.

Coursework Requirement

PhD Requirements

I. Research Courses.....	38
*Included in this category are 6 credits of HED Research Experience, which can be satisfied through any combination of the following, with the approval of the advisor:	
a. Independent study that focuses on research methodology or research practice.	
b. HED 4216: Research Processes	
c. Additional Research Methods & Statistics (or related) coursework	
d. Internship experiences wherein research practice is a primary component of the internship (e.g., institutional research or policy analysis or program evaluation)	
II. Higher Education Required Courses	24
III. Electives	16
IV. Cognate Courses	12
Minimum Total Hours.....	90

EdD Requirements

I. Research Courses.....	29
II. Higher Education Required Courses	24
III. Electives	12
Minimum Total Hours.....	65

A specific list of required courses can be found in the EdD and PhD coursework plan documents. Please discuss with your advisor the course plan most appropriate for your schedule. Substitutions are allowed only with advisor approval on the [course substitution form](#). Students must receive a B- or better in coursework for it to be counted toward the degree. A grade-point average of 3.0 or better must be maintained throughout the degree.

Doctoral Internships

When possible, doctoral students are encouraged to pursue internships with local, regional, and (inter)national postsecondary institutions and organizations. While not required for degree

completion, students can receive elective or cognate credit hours for internships by registering for one of the following:

HED 4295: Internship in College and University Administration

HED 4296: Internship in Public Policy

HED 4297: Internship in College Teaching

A note about HED 4297 Internship in College Teaching:

Experience in college teaching is a fundamental competency for doctoral students in the Higher Education department. PhD students are *required* to fulfill 4 credits of teaching competency.

EdD students are *encouraged* to fulfill 4 credits of teaching competency. Teaching competency can be fulfilled by either:

1. Enrolling in HED 4215 Curriculum Development & Teaching Strategies (4 cr) or
2. Completing 4 credits of teaching internship - HED 4297: Internship in College Teaching. Four credits of teaching internship equates to serving as a teaching intern in two HED courses.

Advisors will need to sign off on teaching intern requirements. Teaching internships are available with the full-time and part-time faculty in the HED department. If students are interested in interning with a faculty member outside of the HED department or an adjunct instructor, they will need to apply for an exception with their advisor. Teaching interns may be assisting with course design, curriculum facilitation, lesson planning, and offering feedback on assignments. Teaching interns will also have the opportunity to attend professional development workshops through the Office of Teaching and Learning.

Internship credit requires a *minimum* of 100 hours of work per credit hour, and students must register for credit during the quarter within which the internship takes place, using the [Experiential Learning Registration Form](#).

Doctoral Comprehensive Examination

Comprehensive exams for PhD and EdD students are scheduled once each year in the fall, with a potential make-up exam in the spring. Exact dates are available from the Academic Services Associate. It is the student's responsibility to register for the exam by the published registration deadline. Details and requirements for both are listed separately below.

PhD Comprehensive Exam

Upon completion of 80% of coursework with a B- or better grade in each course, PhD students will be eligible to register for the comprehensive exam. Registration is required by the end of the second week of the quarter within which the student intends to sit for the examination. Any and all incomplete coursework must be satisfied prior to the exam registration deadline. Exceptions to this policy may be made only by petition to the Higher Education Department Chair.

The actual exam will consist of the following three parts:

- PART I: A 10-20 page dissertation fellowship prospectus following the guidelines of a dissertation fellowship application decided upon by the student and their advisor (e.g., AERA Dissertation Fellowship). Sections will include:
 - Articulation of Research Problem
 - Focused review of literature and/or frameworks to support research project.
 - Focused review of methodology and methods to support doctoral research project.
 - Strategy paper on how students see their research contributing to higher education policy, practice, research and theory.

Part I can be drafted through completion of the HED 4216: Research Processes course. Students must work *independently* to finalize their prospectus after the course. The final version of the paper will be submitted as part of the comprehensive exam.

- PART II: Seated exam. Students will sit for a one-day exam proctored by an MCE authority. The exam will consist of two questions, each requiring a 6-10 page written response. One question will be compulsory and required of all students taking the exam. The second question will be designed to reflect the student's emerging research interest and expertise; it will be designed by the student's advisor.
 - Students must submit the final draft of their dissertation fellowship prospectus (Part I) at the time of their exam. The prospectus then constitutes a "third question" for the exam.
 - The exam will be evaluated by two readers. If the two readers cannot reach agreement on the outcome of the exam, a third reader's assessment will be solicited. Students will have an opportunity to rewrite one question, should they not pass one of the three questions. If students are required to rewrite a question, they will not have to participate in an additional oral exam meeting. The student will work directly with their advisor to satisfactorily pass that portion of the exam. If a student fails to pass at least two out of three questions, they must sit the exam again the next time it is offered.
- PART III: Oral exam meeting. Following the written exam, the student will confer with the committee to determine a date and time for the oral exam.

Edd Comprehensive Exam

Upon completing 80%, or 44 credits of coursework with a B- or better grade in each course, EdD students will be eligible to enroll in HED 4216: Research Processes (4 credits). This course will be offered each summer over a 10-week period. The purpose of the course is to structure the comprehensive exam writing process, provide feedback on the drafts of the comprehensive exam, and offer a community of peers to support one another during the process. Students must enroll in the class as part of the comprehensive exam process.

The actual exam will consist of the following:

- PART I: A 27-30 page paper.
 - Preface (2-5 pgs.) - Articulation of Research Problem
 - Section 1 (10 pgs.) – Focused review of literature and/or frameworks to support doctoral research project.
 - Section 2 (10 pgs.) – Focused review of methodology and methods to support doctoral research project.
 - Section 3 (5 pgs.) – Strategy paper on how students see their research, service/community engagement, and professional work contributing to policy, practice and/or finding solutions to the problems facing higher education.

Part I will be developed during the Research Processes course. Students will work *independently* on finalizing the comprehensive exam paper after the course. Advisors will not offer feedback during this time. The final version of the paper will be submitted to the student's advisor the following fall quarter. During the fall quarter students will participate in Part II of the process.

- PART II: Present final paper; Oral exam meeting.
 - The final paper and oral exam will also constitute the student's DRP proposal meeting.
 - The exam will be evaluated by two readers in three separate sections. If the two readers cannot reach agreement on the outcome of the exam, a third reader will be solicited. Students will have an opportunity to rewrite up to one section, should they not pass a specific section. If students are required to rewrite a section they will not have to participate in an additional oral exam meeting. The student will work directly with their advisor to satisfactorily pass that section. If a student fails to pass at least two out of three graded sections, they must then resubmit the paper and sit for the oral exam again the next time the comprehensive exam is offered.

Doctoral Comprehensive Examination Results

The outcome of the examination is determined by the department faculty and communicated by the advisor to the student immediately. The committee will assign one of the following evaluations to the exam:

1. Outstanding—Pass with Distinction; at least two readers must make this judgment.
2. Acceptable—approved; student may make final copies. All readers must make this judgment.
3. Revisions Requested—two weeks to revise; circulate among readers who requested revisions.
4. Unacceptable—two or more sections must be rewritten.

The Dissertation (PhD) Proposal Timeline

PhD students who do not successfully defend a dissertation proposal within 24 months of the date of the comprehensive examination may be dismissed from the HED Department.

Office of Research Integrity and Education

The DU Office of Research Integrity and Education (ORIE) provides support and oversight for research conducted by members of the University of Denver community so as “*...to ensure active adherence to the ethical principles and professional standards for the responsible conduct of research.*”

MCE students, staff and faculty who conduct research are required to review the [checklist](#) and [flow chart](#) as the first steps to determine if your research project qualifies as human participant research that requires you to submit a proposal to be reviewed by the Institutional Review Board (IRB). Please review the [examples](#) of research activities that may or may not require an IRB proposal. MCE graduate students should consult with their faculty advisor about their research activities. If you have additional questions about the ethical conduct of research at DU, please contact ORIE staff at 303-871-2121. More information on their office is listed on the [ORIE website](#).

Doctoral Degree Completion Requirement

The Dissertation - PhD

The final degree requirement for the PhD is a successfully defended dissertation. The dissertation is ultimately intended to be an opportunity to learn and demonstrate expertise on a particular issue or problem, and through subsequent publications communicate that information to professional colleagues and practitioners. The basic requirement is that the dissertation be original research that examines some issue or problem of significance related to postsecondary education and be of significance to advance the knowledge, theory, and professional practice of higher education. The dissertation topic should be directly related to some aspect of postsecondary education.

Specific guidelines regarding the dissertation are available [here](#).

Doctoral Research Project (DRP) - EdD

The DRP represents the culminating research experience for Doctorate of Education students through which degree candidates are expected to complete a quality project that investigates a key issue or problem important to the field of higher education. Upon completing the research-based project, students will be able to reach conclusions and offer practical and policy recommendations. Through this process, students have an opportunity to translate what they have learned into real-world applications.

The structure of the doctoral project is meant to provide both a standard of excellence for a scholarly contribution on the part of the student, as well as a significant degree of flexibility by

which the student may make such a contribution. All empirical research needs to comply with the ethical guidelines for human participant research, including receiving approval by the DU Office of Research Integrity and Education, as appropriate.

Doctoral Research Projects can follow one of two options that require critical analysis to link scholarship and practical application: program evaluation or policy analysis. Each requires a significant commitment of time and effort to produce an extended piece of writing. Preparation of the final written product will require extended review of bodies of literature relevant to the project. These options extend opportunities for students to demonstrate research skills, theoretical understandings and practical applications.

Program Evaluation option

Students engaged in program evaluation designs explore the effectiveness of educational interventions and developing implications for practice. The program evaluation identifies, clarifies, and applies defensible criteria to determine the effectiveness of an educational program, project, process, policy, or product. In every case, the program evaluation is intended to improve student learning and achievement and/or organizational effectiveness. Students' program evaluation projects should include effective aspects of evaluation capacity building.

Policy Analysis option

Students engaged in policy analysis designs seek to impact education issues through the review, research, and development of educational policy. This option begins with the review of an educational issue ranging from federal, state and/or local levels. Through this review new or revised policy recommendations and implications are developed by considering internal requirements, external requirements, existing policy, and stakeholder recommendations. Policy analysis designs include implementation plans.

Selection of Doctoral Research Topics

Doctoral research topics should be selected on the basis of the following factors:

- a. The author's individual interests.
- b. The significance or value of the topic and/or issue to the field of higher education.
- c. The real world application of the outcomes of the study.
- d. The project is feasible and can be completed in a nine to fifteen-month timeframe.

Doctoral Research Final Oral Defense

An oral defense of the DRP is required and is conducted by the candidate's committee. The defense must be held at least three weeks before the end of the quarter in which the degree is to be granted. All members of the defense committee shall receive a copy of the candidate's DRP at least two weeks prior to the scheduled defense.

The defense is expected to be held with the student present in person at DU unless emergency circumstances make it impossible for the student to be physically present. The student must submit a completed Schedule of Oral Defense form to the Educational Research Policy and Practice Department Office no later than three weeks prior to the date of the defense.

Committee Composition

Students will select a DRP faculty chair (who must be an appointed faculty member with an earned Doctorate) with a full time faculty appointment within his/her respective program, and form a committee composed of a minimum of three and a maximum of five members. At least two members will be voting members who are full time DU faculty. The third member may be a community member, adjunct faculty member, post-doctoral appointee, or a professor from another college or institution. In cases in which the third member is not a DU full time faculty member, the third member will be a non-voting member. In these cases the non-voting community member will review the DRP and provide written feedback to inform the voting process. In rare cases in which there is a three person committee with two voting members and the review results in a split decision, an additional full time faculty member, whose appointment is within the department, will be asked to review the documentation and vote on the project.

Conducting the Oral Defense

The student's faculty chair will preside over and manage the defense process. The chair is responsible for making certain that the defense is conducted in a professional manner and that the student has a fair opportunity to defend his/her doctoral research project. The chair is expected to provide opportunities for each voting member of the oral defense committee to participate in the defense and to ensure that the defense is of high quality while remaining within proper limits of inquiry. The oral defense is an open forum and MCE Faculty members, graduate students, and others may attend. After the oral defense committee has conducted the essential examination of the candidate, questions may be asked by others present if, appropriate, as determined by the defense committee.

When the defense is completed, the chair will request that the candidate and all other persons who are not on the defense committee leave the room, and will call for a motion to pass or fail the candidate. A recommendation to pass can have no more than one negative vote from members of the committee. If the motion is a recommendation to pass, the committee must then agree on the conditions of the recommendation as follows:

- Pass with no revisions means that only grammatical, labeling or numbering changes are required. Only a limited number of sentence additions or deletions should be necessary.
- Pass with minor revisions indicates that the candidate will be required to reorganize portions of the manuscript and change some of the content.
- Pass with major revisions means that a complete section or sections must be rewritten, additional tables are required and interpreted, or the general format must be changed. Responsibility for seeing that needed revisions are made rests with the sponsor, but committee members also may require their approval before final submission.
- Fail indicates that the content is not of acceptable quality or that the candidate cannot defend the research. In most cases, failing the defense results in the rejection of the student's DRP and a new or related study usually will need to be undertaken.

A candidate who fails the oral defense may petition to the oral defense committee for a maximum of one re-defense.

The Result of Oral Defense form (provided by the dissertation advisor) must be signed by all committee members and returned to the Higher Education Department Office. All signatures must be original. On occasions when a committee member participates remotely, a faxed or scanned signature will be accepted.

Doctoral Research and Continuous Enrollment Requirement (EdD and PhD)

MCE Research Credit Policy

MCE doctoral students who have finished all required course work are required to register for a minimum of 1 dissertation (PhD) credit of HED 5995 or 1 doctoral research (EdD) credit of HED 5993 for consecutive terms, fall through spring, until the student graduates. With advisor approval, doctoral students may register for up to 5 of the 10 dissertation or doctoral research credits required prior to the completion of all coursework and comprehensive exams.

The EdD and PhD degrees require students to register for a minimum of ten doctoral research/dissertation credits, but *student progress toward the degree may require students to register for additional credits to maintain degree candidacy*. Research/dissertation credit, as with any credits, will not be refunded if the student does not successfully complete the dissertation or doctoral research project, required courses, or the comprehensive exam.

University Continuous Enrollment (CE) Policy

All graduate degree-seeking students must be in active status and continuously enrolled in consecutive quarters, except for the summer term. Students who are planning to miss more than one quarter of enrollment are required to submit a leave of absence request to avoid being assessed a readmission fee. The one (1) credit of required minimum enrollment may consist of registration for courses, thesis or dissertation credits, or CE credits.

The CE Policy is ideal for students who need to defer loan repayment while preparing for comprehensive exams (if all course work is completed) or completing the doctoral research project/dissertation. Please refer to the [Enrollment Status](#) page of the Graduate Studies Bulletin for complete information regarding all enrollment requirements, as well as the full explanation of CE. Students are advised to consult with the appropriate DU Financial Aid Office to clarify any financial aid requirements that may be related to CE.

The Continuous Enrollment request form can be found [here](#). CE permission is granted for one academic year beginning in the fall quarter, and must be requested each fall. Upon approval of the request to enroll for CE, the student will receive notification from the Office of Graduate Learning that will include the appropriate registration crn. It is the student's responsibility to register for CE each quarter.

Time Limit for Completion of Degree

The candidate for the doctorate (EdD or PhD) is expected to complete all requirements for the degree no later than seven (7) years after beginning the program, as measured by matriculation into the degree program. As stated in the [Graduate Studies Policy](#) for the time limit for completion of the degree, failure to complete the degree within the established time limits will result in termination unless the student successfully petitions for an extension to the Associate Provost for Graduate Studies. The college, school, or department chair and advisor must recommend this extension in writing. If it is not approved, the student will be terminated from the program. Students may petition for an extension of time for a minimum of one quarter up to a maximum of one year per request.

Final Student Responsibilities for Earning the Doctorate

The student must assume full responsibility for meeting all requirements for the degree. Please refer to the Graduate Bulletin page [Completing the Degree](#) for additional information.

Before becoming a candidate for graduation, the student must complete the following:

- The candidate must apply for graduation by the deadline. Failure to do so will automatically delay graduation to a subsequent quarter.
- Satisfactorily complete the final oral defense at least three weeks before the end of the quarter in which the degree is to be awarded. All Incomplete grades must be removed at least three weeks before the end of the quarter in which the degree is to be awarded.
- If revisions of the DRP or dissertation in its final form are not filed at least two weeks before the end of the quarter, the awarding of degree will be postponed.

**Higher Education Department
Doctor of Education (EdD) Coursework Plan 2018-19**

NAME _____ STUDENT # _____

Please discuss with your advisor the course plan most appropriate for your schedule. Substitutions are allowed only with advisor approval on the course substitution form. Students must receive a B- or better in coursework for it to be counted toward the degree. A grade-point average of 3.0 or better must be maintained throughout the degree.

	COURSE NUMBER	QUARTER OF COMPLETION	CREDIT HOURS
I. Research Requirement (29 credits)			
<i>A. Foundations Courses (12 credits)</i>			
Structural Foundations of Research	RMS 4940		3
Introductory Statistics	RMS 4910		5
Introduction to Qualitative Research	RMS 4941		4
Subtotal			12
<i>B. Higher Education Research Courses (4 credits)</i>			
<i>Choose one of the following:</i>			
Program Evaluation in Higher Education	HED 4202		4
Educational Policy Analysis	HED 4242		4
Subtotal			4
<i>C. DRP Design (3 credits)</i>			
Research Processes	HED 4216		3
Subtotal			3
<i>D. Doctoral Research Credits (min 10 credits)</i>			
<i>Students are required to register for at least 1 credit of HED 5993 each quarter following the completion of all other coursework, until graduation.</i>			
Doctoral Research registration form	HED 5993		10
Subtotal			10

NAME _____

STUDENT # _____

	COURSE	QUARTER OF COMPLETION	CREDIT
II. HED Required Courses (24 credits; 6 courses)			
Critical Higher Education	HED 4210		4
Current Issues in Higher Education	HED 4211		4
Organization and Governance of Higher Education	HED 4220		4
The Community College	HED 4226		4
Seminar in Higher Education	HED 4294		4
Seminar in Higher Education	HED 4294		4
Subtotal			24
III. Higher Education Electives (12 credits; 3 courses)			
Subtotal			12
SUMMARY – ADMINISTRATIVE USE ONLY			
I. Research Requirement (29 credits)			
II. HED Required Courses (24 credits)			
III. Higher Education Electives (12 credits)			
Total Credit Hours for EdD			65

Student's Signature: _____

Date: _____

Advisor's Signature: _____

Date: _____

**Higher Education Department
Doctor of Philosophy (PhD) Coursework Plan 2018-19**

NAME _____ STUDENT # _____

Please discuss with your advisor the course plan most appropriate for your schedule. Substitutions are allowed only with advisor approval on the course substitution form. Students must receive a B- or better in coursework for it to be counted toward the degree. A grade-point average of 3.0 or better must be maintained throughout the degree.

	COURSE NUMBER	QUARTER OF COMPLETION	CREDIT HOURS
I. Research Requirement (38 hours.)			
<i>A. Foundations Courses (12 hours; 3 courses)</i>			
Structural Foundations of Research in Soc. Sci.	RMS 4940		3
Introductory Statistics	RMS 4910		5
Introduction to Qualitative Research	RMS 4941		4
Subtotal			12
<i>B. Intermediate/Advanced Methods Courses (10 hours; 2-3 courses)</i>			
Subtotal			10
<i>C. HED Research Experience (6 hours) * see page 14 for options.</i>			
Subtotal			6
<i>D. Dissertation Research Credits (min 10 hours)</i>			
<i>Students are required to register for at least 1 credit of HED 5995 each quarter following the completion of all other course work, until graduation.</i>			
Dissertation Research registration form	HED 5995		variable
Subtotal			10

ETHICAL CODES AND PROFESSIONAL STANDARDS (ASHE)

As members of the Higher Education research community, we adhere to the professional standards and code of ethics as outlined by the [Association for the Study of Higher Education \(ASHE\)](#).

The members of the ASHE are subject to many sets of laws, regulations, standards, and codes of conduct related to their professional responsibilities. The principles presented in this document supplement these other sets to represent the high standards of conduct according to which ASHE members expect each other to conduct their professional lives. This list of principles should not be viewed as exhaustive, nor is it supported by a formal regulatory process; rather, the principles should be interpreted as hortatory reminders of the expectations and standards that support the professional work of the association and its members in their roles as scholars, educators, students and other professionals.

Integrity

ASHE members should conduct research and other inquiry in such a way as to maintain the integrity of the work, the people involved in the work, and the field of higher education.

Credit

ASHE members should fully and appropriately acknowledge the contributions of others in their work, whether the contributions are made through collaboration, publication of previous work, or other means.

Responsibility

ASHE members should take full responsibility for all aspects of their work and other professional activities.

Honesty and accuracy

ASHE members should value and demonstrate the highest levels of honesty and accuracy in their work.

Originality

ASHE members should accurately represent the extent of originality in their work, as well as its dependence on their own or others' previous work.

Respect

ASHE members should maintain professional respect and civility in their relationships and interactions with others.

Fairness

ASHE members should fairly and carefully judge the merit of others' work and qualifications on

their own merits, without discrimination or prejudice related to personal characteristics or professional bias.

Advancement

ASHE members should aim to advance the study of higher education and its contributions to its constituents, including through participation in and service to ASHE.

Responsibility to clients and to the public interest

ASHE members, as professionals, have a principal responsibility to serve as best they can the best interests of their clients and of the public interest.

Conflict of interest:

ASHE members, as professionals, should declare any possible conflict of interest that emerges from any financial interest they may have with regard to any particular professional decision or judgment.