



TEXAS SOUTHERN UNIVERSITY

DOCTOR OF EDUCATION DEGREE

PROGRAM HANDBOOK

Texas Southern University
College of Education
Doctoral Center
3100 Cleburne Street
Houston, TX 77004
Education Building
Telephone: 713-313- 7437

J. Kenyatta Cavil, Ed.D., Interim Dean & Executive Director
of COE Doctoral Center

The Doctor of Education Degree (Ed.D.)

In

Counselor Education

Curriculum and Instruction

Educational Administration and Foundations

Offered by the

College of Education (COE)

Texas Southern University

Accredited by

The Commission on Colleges of the Southern Association of Colleges and Schools
(SACSCOC)

National Council for Accreditation of Teacher Education (NCATE)

Educational Leadership Constituent Council (ELCC)
(Educational Administration)

Member

American Association of Colleges of Teacher Education (AACTE)

Table of Contents

CHAPTER 1: GENERAL INFORMATION

- 1.1: What is the mission of the College of Education?
 - 1.1.1: What is the mission of the Department of Counseling?
 - 1.1.2: What is the mission of the Department of Curriculum and Instruction?
 - 1.1.3: What is the mission of the Department of Educational Administration and Foundations?
- 1.2: What are the student learning outcomes in the Ed.D. program?

CHAPTER 2: ADMISSIONS POLICIES

- 2.1: What are the admission policies for acceptance as a doctoral student into the doctoral program?
- 2.2: What are the deadlines for applications each year?
- 2.3: After I have submitted all the application materials, what is the procedure for acceptance into the Ed.D. program?

CHAPTER 3: ACADEMIC ADVISING AND PROGRAM PLANNING

- 3.1: What is involved in the process of planning my doctoral program?
- 3.2: Who will I work with to plan my doctoral program?
- 3.3: When should my doctoral program be planned?
- 3.4: When do I register for dissertation hours?

CHAPTER 4: PROGRAM REQUIREMENTS AND POLICIES

- 4.1: What are the different programs of study in the doctoral program?
- 4.2: What are the course requirements in the doctoral program?
- 4.3: Am I required to enroll every semester after admission into the doctoral program?
- 4.4: What is the policy on graduate transfer credits?
- 4.5: What is the recommended course load for doctoral students each semester?
- 4.6: What are the academic standards for letter grades in the doctoral program?
- 4.7: If I decide to change my major in the Ed.D. program, how do I do so?
- 4.8: Is there a time limitation for the hours of graduate credit I earn at TSU?
- 4.9: How do I establish Residency?
- 4.10: When is the comprehensive examination and when can I take it?
 - 4.10.1: What are the governing policies for the comprehensive exam?
- 4.11: Are Review Sessions provided by the College of Education?
- 4.12: What are Comprehensive Exam Day procedures?
- 4.13: How long will it take to receive the results of my comprehensive examinations?
- 4.14: Is there an opportunity to retake the comprehensive exam?
- 4.15: When am I eligible to be a doctoral candidate?

CHAPTER 5: PROCEDURES FOR DISSERTATION RESEARCH

- 5.1: Choosing a Dissertation Topic
 - 5.1.1: I do not know what to do first. Where do I begin?
 - 5.1.2: How do I narrow my topic?
- 5.2: Choosing a Dissertation Committee Chair and Committee Members
 - 5.2.1: When should I begin thinking about choosing my dissertation chairperson?
 - 5.2.2: What qualities should I look for in the chairperson of my doctoral committee?
 - 5.2.3: How should I approach a faculty member about becoming the chair of my committee?
 - 5.2.4: Could a chair be assigned to me?
 - 5.2.5: Do I have to know the subject of my dissertation before I talk with faculty members about being on my dissertation committee?
 - 5.2.6: Once I have made a decision on a chair, is it Irrevocable?
 - 5.2.7: How do I formalize my choice of dissertation committee members?
 - 5.2.8: How many professors should be on my committee?
 - 5.2.9: What overall characteristics should my committee have?
 - 5.2.10: What if I decide to change my committee later?
- 5.3: Developing the Dissertation Proposal
 - 5.3.1: What is the Dissertation Abstract?
 - 5.3.2: What should I include in my Dissertation Abstract?
 - 5.3.3: What is the Dissertation Proposal and Defense?
 - 5.3.4: What should I include in my proposal?
 - 5.3.5: In what format or style is the research proposal written?
 - 5.3.6: Who approves my proposal?
 - 5.3.7: Is the dissertation proposal presented orally as well as written form?
 - 5.3.8: How much time does it take to get feedback from my dissertation committee on my dissertation?
 - 5.3.9: What is the Institutional Review Board (IRB) Approval?
- 5.4: Writing the Complete Dissertation
 - 5.4.1: What are the parts of the complete dissertation?
 - 5.4.2: In what format should I submit my dissertation for review?
 - 5.4.3: How should I handle submitting revisions of my work to my chair and committee members?
- 5.5: Obtaining Final Approval for the Dissertation
 - 5.5.1: How should I obtain approval for the drafts of my dissertation?
 - 5.5.2: What is a reasonable turn-around time for the chair and committee members to read my dissertation draft before my proposal defense?
 - 5.5.3: When and how do I schedule my final dissertation defense?
 - 5.5.4: When is the deadline for each term to defend my dissertation?
 - 5.5.5: How do I prepare for the final defense?
 - 5.5.6: Who attends the final defense?
 - 5.5.7: May anyone else attend the final defense?
 - 5.5.8: What should I bring to the dissertation final defense?
 - 5.5.9: What is the format of the final defense?
 - 5.5.10: What will happen after the committee is finished asking questions or discussing my dissertation?
 - 5.5.11: What happens next?
 - 5.5.12: After my final dissertation defense, what do I need to do to finalize my dissertation and graduate?
 - 5.5.13: How and when do I submit the electronic transmission of dissertation (ETD) to the TSU Graduate School?



College of Education Doctoral Degrees Granted and Admission

This doctoral handbook describes the COE doctoral programs, application guidelines, criteria for admission and admission procedures. In addition, descriptions of relevant policies for Doctoral students are provided. These policies are subject to changes as needed. The University Graduate School sets policies, procedures and guidelines for directing graduate study at Texas Southern University. The COE policies are based on these policies and are subject to the Graduate School changes in policy. In addition, COE committees may recommend policy changes. All policies MUST follow the Graduate School policies. The Graduate School policy manual can be found online at <http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/>

The College of Education offers Doctor of Education (Ed.D.). The following major program areas are available for doctoral study.

Doctor of Education (Ed.D.) degrees are offered in the following areas:

- Counseling
- Curriculum and Instruction
 - Sport Education
- Educational Administration and Foundations
 - Educational Administration: PK-12
 - Higher Education

This is a working document continually under review and revision to serve the needs of the various programs in the College. Although changes in programs, policies, requirements, and regulations receive constant attention and are incorporated immediately into this document, some changes in policy may be made without advance notice. The reader is advised to seek out the latest version of the manual.

This revision incorporates any recent policy changes approved by the Doctoral Studies Committee, and any procedural or policy changes made at the College or University level that impact our doctoral programs. As such, this revision supersedes all earlier versions that should no longer be used.

Dr. J. Kenyatta Cavil
Interim Dean & Executive Director of
COE Doctoral Center
College of Education, Room 240
Phone: 713-313-7496
Email: jafus.cavil@tsu.edu

Dr. Syreeta Blacklock
Interim Assistant Dean for
Student Affairs
College of Education, Room 0B
Phone: 713-313-1282
Email: syreeta.blacklock@tsu.edu

Dr. Mahesh Vanjani
Dean, The Graduate School
Hannah Hall 240
Phone: 713-313-7786
Email: mahesh.vanjani@tsu.edu

Vacant
Associate Dean for
Academic Affairs
College of Education, Rm. 245
Phone:
Email:

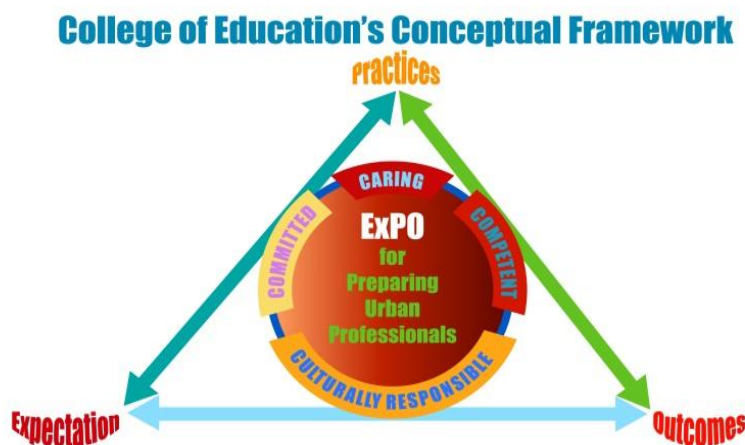
Dr. Jessica Davis
Assistant Dean, The Graduate School
Hannah Hall 211
Phone: 713-313-7731
Email: jessica.davis@tsu.edu

Doctoral Study in the College of Education, Texas Southern University

Doctoral Center

The College of Education - Doctoral Center is designed to ensure the needs of the doctoral students and graduate faculty are better served. As an integral component of the College of Education, the center works collaboratively with the Office of the Associate Dean of Academic Affairs, Graduate School and departments in the College of Education providing doctoral students with information and assistance as they progress through their respective programs. In addition, the Center organizes workshops for doctoral students and candidates to strengthen research and writing skills; train and improve their transferable skills; and, provide platforms for communication and networking.

The conceptual framework guiding the education curricula and program in the College is grounded in three components. One component focuses on the expectation held by faculty that graduates will be caring, committed, competent and culturally responsive urban educators. A second component focuses on practices designed to result in the realization of the faculty's expectations. A third component focuses on outcomes - extents to which COE expectations have come to fruition. The faculty uses the acronym ExPO to refer to this three-component construction:



Sources of Authority

Sources of authority governing academic processes and procedures exist within and outside of the College of Education. These sources of authority may include university-wide bodies and administration, Texas Coordinating Board, the College of Education, and the University Graduate School. The College of Education may be bound to alter and/or add to the present documents to comply with the expectations and directives from such authority sources. Accordingly, policies, procedures, requirements, and standards stated in this document are subject to change and modification. Students should contact the University Graduate School Policies and Procedures (<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/> and/or the Graduate School) to secure the latest information governing graduate policies and procedures. The source of academic authority resides in the knowledge base of the field as represented by the faculty in the various academic units of the university. The faculty is charged with the responsibilities of developing and administering academic programs, supervising research including the development and defense of dissertations and evaluating programs, students and peers. At no time will the academic authority of the faculty supersede the authority of the college or university.

Non-Discrimination Statement

Texas Southern University believes in equal opportunity practices that conform to all laws against discrimination and is committed to non-discrimination with respect to race, color, creed, age, handicap, sex, marital status, or national origin. Additionally, the University is committed to the principle of taking the positive steps necessary to achieve the equalization of educational and employment opportunities.

CHAPTER 1: GENERAL INFORMATION

1.1: What is the vision mission of the College of Education?

The mission of the College of Education at Texas Southern University is “to provide competent career professionals for effective service in urban schools, utilizing research, collaboration, and application in seeking solutions to teaching, learning, social, physical and behavioral issues facing urban populations.” In support of its mission, the College of Education provides courses of study leading to academic degrees in four instructional departments: the Department of Counseling, the Department of Curriculum and Instruction, the Department of Educational Administration & Foundations, the Department of Health, Kinesiology and Sport Studies. The College of Education provides courses of study **leading to doctoral degrees** in three instructional departments: Counseling, Curriculum and Instruction, and Educational Administration.

1.1.1 What is the mission of the Department of Counseling?

The Department of Counseling has a two-fold purpose: First, in keeping with the urban mission of Texas Southern University, the department seeks to prepare master and doctoral level students to make a significant contribution to the resolution of problems for people living in urban environments in particular, as well as those attempting to cope with societal demands in non-urban settings. Second, the department seeks to prepare prospective counselors, classroom teachers, and other professionals with the knowledge and skills essential for an understanding of the individual and his/her educational, vocational, health, and social problems. Thus, the mission of the Department is to prepare counselors who value equity and equality to meet the demands of a culturally and linguistically diverse clientele through a special emphasis on knowledge bases and internships in an urban setting.

1.1.2. What is the mission of the Department of Curriculum and Instruction?

The mission of the Department of Curriculum and Instruction is to use rigorous research, innovative teaching, and engage PreK-12 school partnerships to enhance the development of culturally responsive educators who will resolve 21st century problems using the most advanced theoretical knowledge and pedagogical practices accessible. The Department’s mission is consistent with the overall mission of the College of Education—to prepare caring, committed, competent, culturally responsive urban professionals who are equipped to provide effective service in schools, agencies, and other entities.

1.1.3. What is the mission of the Department of Educational Administration and Foundations?

The mission of the Educational Administration and Foundations program is to prepare individuals who are competent, caring, committed and culturally responsive educators who possess a strong awareness of their responsibility to organize, lead and manage efficient and effective educational institutions.

1.2: What are the student learning outcomes in the Ed.D. Program?

1.2.1: Students who complete the program are professionals who have the knowledge, skills and dispositions to facilitate and enhance learning and development within diverse settings.

1.2.2: Students who complete the program are educational professionals who are caring, competent, committed and culturally responsive.

CHAPTER 2: ADMISSIONS POLICIES

2.1: What are the admission policies for acceptance as a student into the doctoral program (Ed.D.)?

Applicants for admission to a doctoral degree program of the University must meet the minimum standards set forth by the University and Graduate School as well as the specific requirements set by COE and the specific programs.

The policies governing admission to the Doctor of Education (Ed.D.) degree program are as follows:

Students must apply for admission to the doctoral program through the **Graduate School** by completing an application and submitting all required documents (including GRE scores):

The Graduate School
Texas Southern University
TSU Box #1254, 3100 Cleburne St.
Houston, Texas 77004-1254
Phone: (713) 313-4410 Fax: (713) 313-1876
E-mail: graduateadmissions@tsu.edu

Students seeking admission to the Graduate School can apply using the online application system.

https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=tsu

Students seeking admission to the Graduate School of Texas Southern University should request and complete an application for graduate admission. Official transcripts from colleges and universities previously attended by the applicant should support the application. Transcripts are considered official only if they are submitted by the registrar to the Graduate School of Texas Southern University. Applicants should complete our online application and send transcripts, payment if not paying online, and test scores to The Graduate School, Texas Southern University, 3100 Cleburne, Houston, TX 77004.

1. GRE (must be within five (5) years of your application date)
2. 3 letters of recommendation
3. Resume or Curriculum Vitae (current)
4. Personal Essay (300 – 500 words)
5. Application fee (\$50; \$75 for International students): Your application will not be processed until the fee is received.
6. Transcript (s): 2 copies sent directly to TSU from the institutions.

In addition to Items 1 through 7, **International Students** need to also supply the following information:

1. Affidavit of Support
2. Transcript Evaluation
3. TOEFL = 79 or IELTS (iBT) = 6.0 (if not from an English-speaking country)

Admission to the Graduate School is made on the recommendation of the program to which a potential student is applying. The above requirements represent minimum standards for unconditional admission. Individual programs may have additional standards and requirements. Applicants who do not meet all of the above requirements may be eligible for conditional admission. Successful applications that do not score 3.5 on the analytical writing portion of the GRE will be required to demonstrate English proficiency by successfully completing the course English 501 Graduate Professional Writing.

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/admission-requirements.php>

College of Education (COE)

Completed applications (submitted to the Graduate School) and the entire academic and professional record are reviewed and evaluated by the COE Doctoral Admissions Committee in the major area. Consideration is given to: (a) previous graduate GPA, (b) GRE score, (c) acceptable writing sample, (d) acceptable interview (e) other variables listed above.

Approved applications are recommended to the Dean's office for final review and approval. Upon final approval from the College of Education, the Dean of the Graduate School will notify applicants of the Committee's decision.

- The Doctoral Admissions Committee Representative in the major area reviews the applications and notifies the applicant of any deficiencies (e.g., missing transcripts, GRE scores, etc.).
- Upon receipt of all required documentation, the student's Admission file is given to the Doctoral Admissions Committee in the major area to review the application and determine whether to contact the student for an interview.
 - On-Site Interview: Applicants to be further considered for a COE doctoral program will be asked to participate in an interview with faculty from the program's Doctoral Program Admissions Committee. Interview formats will consist of a 30-minute writing sample prior to the actual interview, which will take place either in person, or via SKYPE (in-person interviews are preferable). An interview will be arranged once an applicant has submitted all materials to the University and Department. Interviews are considered only for those students whose documentation suggests that the application deserves further consideration. Subsequently, a student can be denied admittance prior to the schedule of an interview.
- If the committee determines the applicant should be contacted for the interview, the Admissions Committee Representative schedules the interview.

Transcripts, payment if not paying online, and test scores should be mailed to:

The Graduate School
Texas Southern University
TSU Box #1254
3100 Cleburne
Houston, TX 77004

Additional documents can also be emailed to the graduate admissions email address at: graduateadmissions@tsu.edu. Please be sure to mail the application fee of \$50 (\$75 for international applicants), check or money order payable to Texas Southern University, to the address above. **No applications will be processed without payment of the application fee.**

2.2: What are the deadlines for applications each year?

Fall	Summer	Spring
July 1	November 1	March 1

Information about required materials is available from the Graduate Program Directors for each program.

Counseling	Dr. Candy Ratliff	713-313-1922	Ed. 249	Candy.Ratliff@tsu.edu
Curriculum & Instruction	Dr. Kanisha Porter	713-313-6693	Ed. 204	Kanisha.porter@tsu.edu
	Dr. Jacqueline Smith	713-313-7504	Ed. 215	Jacqueline.Smith@tsu.edu
	Ms. Clareatha McDonald	713-313-7267	Ed. 204	Clareatha.Mcdonald@tsu.edu
Educational Administration & Foundations	Dr. Emiel Owens	713-313-4437	Ed. 100	Emiel.Owens@tsu.edu
Health & Kinesiology & Sport Studies	Dr. Dwalah Fisher	713-313-7272	HPE 151	Dwalah.Brown-Fisher@tsu.edu

2.3: After I have submitted all the application materials, what is the procedure for acceptance into the Ed.D. program?

The Doctoral Admissions Committee Chair for the respective departments will evaluate the admission materials of the applicant. Then, the materials for the applicant who has met the requirements will be sent to the Department's Admissions Committee Screening Committee. The committee reviews the materials of every potential student to ensure that each has met the admission requirements.

Then, prospective students will be notified through email and a telephone call informing them about date/time and location for the interview. Students will start by writing on a topic in their major area. Each student will have 30 minutes to complete the writing sample. Next, the students will be interviewed by their department's doctoral program admission committee.

- Once the committee decides that decision is forwarded to the Director of the Doctoral Center and the Doctoral Admissions Committee. The Doctoral Admissions Committee reviews all the recommendations and forwards them to the Office of the Dean. The Office of the Dean submits all decisions to the Graduate School.
- Applicants will be informed of the decision from the Graduate School.

CHAPTER 3: ACADEMIC ADVISING AND PROGRAM PLANNING

3.1: What is involved in the process of planning my doctoral program?

The process leading to the doctorate is divided into several phases: coursework, comprehensive exam, dissertation proposal, and final dissertation oral defense. Each step in the process is important, however, completing the dissertation often proves to be the most challenging.

A doctoral degree is different from a master's degree in many ways. One significant difference is the expectation that as you progress through your doctoral program, you are joining the scholarly community of our academic society.

More than just becoming knowledgeable by reading and taking classes, a doctoral student is one who is independent, inquisitive and curious about his/her field of study. The dissertation is an opportunity for you to actively contribute to the scholarship in your chosen field through original research that demonstrates proficiency, necessary to be a member of this community.

3.2: Who will I work with to plan my doctoral program?

During the first semester of enrollment, the Department Chair assigns a departmental faculty person to serve as the student's **program advisor**. This person advises the student concerning programmatic requirements and planning the program of study. The program advisor does not automatically become the student's dissertation chair. Each student may ask any faculty member in his or her major area, with graduate faculty status, to serve as his or her dissertation chair.

3.3: When should my doctoral program be planned?

After you are formally admitted into the Ed.D. program, contact your program advisor to arrange a meeting to discuss your program of study. During this meeting, a degree plan should be completed and signed by both you and your program advisor; then by the Department Chair and the Dean's Office; finally, you are to take the Degree Plan to the Graduate School.

3.4: When do I register for dissertation hours?

Doctoral candidates may register for dissertation hours (COUN 999 or EDCI 999 or EDAS 999, or EDHI 999) when they have received a passing score on all sections of the Comprehensive Examination.

After the first enrollment in (COUN 999 or EDCI 999 or EDAS 999, or EDHI 999), students shall continue to enroll in dissertation credit every semester until the dissertation is completed and accepted by the TSU Graduate School.

Students who fail to register each semester must **reapply for readmission** since they will be considered to have terminated their program. Registration and verification of registration are the responsibilities of the student.

CHAPTER 4: PROGRAM REQUIREMENTS AND POLICIES

4.1: What are the programs of study in the doctoral program?

Counselor Education

The Doctor of Education degree program in Counselor Education is designed to prepare graduates who are highly competent in professional counseling skills in research as well as produce effective leaders in educational and human services arenas in the urban community. Building upon the prerequisite of a relevant master's degree, the doctoral student is provided a series of academic, laboratory, and internship experiences aimed at the development of a broad base in educational foundations, a specialization in counseling, and additional breadth in preparation through exposure to a supporting area related to the field of the major. The minimum requirement for the doctoral degree is sixty (60) semester credit hours, including six (6) hours of doctoral dissertation.

Curriculum and Instruction

The Doctor of Education program in Curriculum and Instruction is the advanced professional degree for teachers and instructional specialists who will serve in a variety of settings, including public schools, Department of Education, business industries, and institutions of higher education. The objective of doctoral concentration in Curriculum and Instruction is the preparation of professionals who are competent in curriculum design and instructional application. The minimum requirement for the doctoral degree is sixty (60) semester credit hours, including six (6) hours of doctoral dissertation.

Educational Administration and Foundations

The Department of Educational Administration and Foundations offers a program leading to the Doctor of Education degree in Educational Administration with emphasis in Educational Administration or Higher Education Administration. Educational Administration encompasses knowledge and skills from entities that provide, regulate, or affect the formalized educational efforts of society. Thus, innovative, flexible approaches utilizing courses, seminars, field experiences, research projects, and other educational media are used to provide the technical, conceptual, and human skills required of educational leaders. Field experience opportunities are available to help students relate academic and theoretical work to the issues and concerns of administrative practices. The minimum requirement for the doctoral degree is sixty (60) semester credit hours, including six (6) hours of doctoral dissertation.

****See appendices for department degree plans***

Note: If a student is required to take leveling courses, those courses will not count towards the Ed.D. degree.

4.2: What are the course requirements in the doctoral program?

Although the College recognizes the need for individualized programs of study, all students must meet the following requirements:

Programs will require a minimum of 60 semester hours.

- 48 hours of core coursework (*department and program specific)
- 6 hours of internships/practicum
- 6 hours of dissertation

Also required is a Residency of a minimum of eighteen (18) consecutive semester hours over two consecutive semesters (Fall and Spring). All students must pass the written Comprehensive Examination.

Research and Statistics Core Requirements

Research courses are taken to acquaint doctoral students with formal research methods, practices and to prepare students for the conduct of research including dissertation research. Research courses should be taken sufficiently early to influence the choice of methods available for inquiry experiences and dissertation work. Courses below are listed in the order in which they should be enrolled. Doctoral Programs must include an approved sequence of graduate level research courses. Programs in the college require a minimum of 15 credit hours of core course work in research methodology for the Ed.D. program.

EDFD 903	3	The Nature and Methodology of Educational Research I
EDFD 905	3	The Nature and Methodology of Educational Research II
EDFD 931*	3	Educational Research: Correlation Statistical Methods
EDFD 932*	3	Educational Research: Significance Tests and Statistical Methods
EDFD 997*	3	Research Seminar

Submission of Degree Plan

The developed and completed Degree, approved by the Department Chair, Advisor and Dean of COE is to be submitted to the Graduate School. The student is the party responsible for the submission of the degree plan, which must be accomplished no later than the first semester of enrollment in the doctoral program after admission. The Degree Plan is to be approved by the Dean of the Graduate School. It will have been deemed completed and accepted upon receipt with all required signatures including the signature of the Dean of the Graduate School.

4.3: Am I required to enroll every semester after I have been admitted into the doctoral program?

It is strongly recommended that students commit to attending consecutive semesters (fall, spring, summer), other than the semester the student is fulfilling the Residency, to complete the coursework and the dissertation in a timely manner. However, it is not required. (Students have a time limit of seven [7] years from the first semester they enroll in class to complete the program, including the completion of the dissertation). A student may request from his/her Dissertation Chairperson a petition be submitted for an Extension for any additional years. Students must receive support and approval from the Dissertation Chair, Department Chair, Dean of the College of Education, and Dean of the Graduate School. **Petitions may be filed to request an extension, only if a student has already passed the comprehensive examination. The petition may or may not be approved.**

Once students register for COUN 999, EDCI 999, EDAS 999 or EDHI 999: Doctoral Dissertation, they must continue to register for COUN 999, EDCI 999, EDAS 999 or EDHI 999 every semester until the dissertation is completed.

4.4: What is the policy on graduate transfer credits?

All transfer credits must (a) be evaluated by the Graduate School as graduate credits and (b) be approved by your program advisor, the department chairperson, the dean of the College of Education. All these courses must have been completed with grades of "B" or higher. Doctoral programs may accept a maximum of six (6) semester hours of graduate credit earned from another institution. These courses must be listed on your Program of Study and Transfer of Credit forms.

Acceptance of transfer credits for a course is dependent upon the following provisions being met:

- Admitted and enrolled in an accredited doctoral program in which courses were completed;
- The student received a grade of 3.0 or better on a 4.0 scale and the course was taken at a regionally or nationally accredited institution;
- The course was relevant to the program in which the student is accepted, as judged by an appropriate Committee of the department or program, to the graduate program in which the student is accepted;
- The course is listed on an official transcript received by Graduate Admissions;
- The course is listed on an official transcript sent to the Office of Admissions, Graduate School;
- The course was completed within 4 to 6 years preceding admission to the program (in another accredited doctoral program);
- The course will not be older than 5-7 years for doctoral degrees at the time of graduation;
- The advisor must complete and file the appropriate paperwork with the Graduate School and Office of the Registrar, for credits to be transferred from another degree program, at the time the Program of Study is submitted.

The number of courses you will be required to take in the Ed.D. Program is affected by the number of graduate credit hours you are able to transfer into the TSU doctoral program. Additionally, your program may also be influenced by the currency of the graduate hours you have taken. For example, the last time you took graduate courses may have been in 2000; those courses will be considered “too old.” The TSU Graduate School does not permit credit toward a graduate degree at TSU for any course that will be more than seven years old at the time of completing the program of study.

Potential students who have earned graduate credit hours beyond the master’s degree, from an accredited doctoral program, will be allowed to apply a **maximum of fifteen hours credit** to the Doctor of Education degree. Credit for these six hours will be granted at the time the student advances to candidacy provided the hours are from an accredited institution authorized to offer graduate work beyond the master’s degree, the grade of “B” or above has been earned, and hours are applicable to the student’s Doctor of Education program. Credit **WILL NOT** be extended to include workshops, extension courses or short-term courses.

Both the “Petition for Change of Course” and “Application for Acceptance of Transfer Credits” forms must be completed and signed/approved by the Program Advisor, Department Chair, COE Dean, and Graduate School Dean.

4.5: What is the recommended course load for doctoral students each semester?

The recommended course load for students working full-time and taking classes part-time is six credit hours. Prospective students who have planned to pursue studies on a full-time basis may take 12 hours per semester with the approval of the program advisor. Those awarded graduate assistantships or fellowships must take at least nine hours per semester to fulfill the obligation of the assistantship/fellowship.

4.6: What are the academic standards for letter grades in the doctoral program?

To remain in good standing, students must maintain a GPA of 3.0 (on the 4.0 scale) for all courses attempted. No more than two grades of “C” and no “C-s,” “D’s” or “F’s” will be counted toward the Doctor of Education Ed.D. degree. Students who do not maintain a 3.0 GPA will be placed on academic probation.

(C- is not acceptable)

Incomplete Grades

An incomplete grade is a temporary decision made at the discretion of the instructor for work not completed because of a serious interruption not caused by the student's own negligence. An incomplete grade must be made up within two semesters, or it will automatically default to the grade that the student earned in the course or an F. A grade of "R" is assigned to dissertation credits to indicate that the work is in progress.

4.7: If I decide to change my major in the Ed.D. program, how do I do so?

If a student wishes to change from one major to another, both the current department and the prospective department must be aware of the possible change. The student who wishes to change majors must file with the Graduate School "Petition to Change Major within the Graduate School" form that is available on the Graduate School website. The form must be signed by the student, the student's program advisor, the department chairpersons of the current department and the department to which the student wishes to transfer, the Dean of the College of Education, and the Dean of the Graduate School.

After the "Petition to Change Major within the Graduate School" form is submitted and processed by the Graduate School, it is forwarded to the appropriate department. An admission committee in that department reviews the request. If desired, an interview with the prospective student is arranged by the admission committee. After reviewing all materials, the committee makes a recommendation concerning the requested change.

4.8: Is there a time limitation for the hours of graduate credit I earn at TSU?

Yes. Credits earned more than 10 years prior to the student's graduation cannot be applied toward meeting requirements for the doctoral degree. This limitation applies to all post-master's degree credit.

4.9: How do I establish Residency?

Once a student **successfully** completes nine consecutive hours, with a **Grade of "B" or higher**, he/she may apply for Residency. Consecutive is defined as:

- Nine or more semester hours in two consecutive semesters; or
- Nine or more semester hours in a semester preceded or followed by six semester hours in each of two consecutive summer terms; or
- Six semester hours in a semester preceded or followed by six semester hours in each of two consecutive summer terms*

*If this category is selected, it must be supplemented by an approved residency activity. The student must obtain approval of his/her Doctoral Advisory Committee prior to undertaking the proposed supplemental residency activity. Activities proposed shall meet at least the following criteria:

- a. Contribute through writing, research, or scholarly work to the student's field of study, or engage the student in intensive study of a clinical, institute, or seminar nature.
- b. Extend for 20 full days in not fewer than four weeks' time.
- c. Contribute substantially to the student's planned program of preparation.
- d. Provide for written post-assessment(s) by the student.

Student meets with Department Chair to complete the Residency Form (unofficial transcripts must accompany the Residency Form); this is the first line of Approval. Once the department chair signs/approves the Residency form indicating the student is eligible for Residency, the student is to submit the Residency Form (along with unofficial transcripts) to the Office of the Associate Dean for Academic Affairs for second line of Approval. The final line of Approval is the Graduate School.

4.10: What is the Comprehensive Examination and when can I take it?

The College of Education (COE) Doctoral Program incorporates a Comprehensive Exam to mark the semester of the completion of coursework and a readiness to begin the dissertation. The Comprehensive Examination includes essay questions in the following areas: (a) Student's Major Area/Discipline; (2) Foundations; (3) Research; and (4) Statistics. Questions are written and graded by faculty who teach the content and foundation courses (including research and statistics) and/or faculty with the expertise in the content (major area/discipline) and foundations, including research and statistics).

A doctoral student is eligible to take the Comprehensive Examination when the following criteria have been met:

- a. The student has achieved full unconditional admission status
 - If a student had conditions to fulfill as part of their admissions letter, the student **MUST** fulfill those conditions prior to applying to take the comprehensive exam. (Possible conditions include, but are not limited to the following: retaking the GRE, taking ENGLISH 501, taking level courses, etc.)
 - **A student cannot substitute a condition.**
 - For example, if a student's condition is to take ESPY 831 (Statistics), the student cannot take EDFD 902 to fulfill this requirement. The student will not be allowed to take EDFD 902 or any other doctoral level statistics course. The student **MUST** take ESPY 831 and pass with a grade of B or higher.
 - The same applies if a student's condition is to take EDFD 633 (Research), the student cannot substitute EDFD 997 to fulfill this requirement. The student will not be allowed to take EDFD 997 or any other doctoral level research course. The students **MUST** take EDFD 633 and pass with a grade of B or higher.
 - **EXCEPTION:** The only substitution allowed is for the ENGLISH 501, which can only be substituted with the GRE analytical writing score of 3.5 or higher.
- b. The student is in good academic standing (minimum cumulative 3.0 grade point average)
- c. Successful completion of all coursework (No more than 2 **Cs** in entire program of study; **C- is not acceptable**). The student cannot have a grade of "R" or "I" on his/her transcript.
- d. An approved degree plan is on file with the COE respective department office and the Graduate School.

4.10.1: What are the governing policies for the Comprehensive Exam?

Students may be enrolled in the last six hours of the required coursework, if internship or an elective (Cannot be a required course). If a student has completed all coursework and is not currently enrolled, he/she must pay a matriculation fee to the Graduate School to take the comprehensive exam. All courses on the Degree Plan must be completed and have a letter grade on the transcript by the end of the semester when the doctoral student takes his/her exam. In addition, students must have fulfilled any conditions prior to applying to take the Comprehensive Exam. Students with grades of "I," or "R," or more than two (2) Cs **will not** be approved to take the Comprehensive Exam. (**C- is not acceptable**)

Students must apply and be approved to take the comprehensive exam:

- Application to take the Doctoral Comprehensive Examination (This form is available in the Office of the Associate Dean, the respective departments, and the Graduate School website).
- Degree Plan (completed) with the following signatures: *Student, program advisor, department chair, COE Dean, and Graduate School Dean.*
- Letter of Admission
- Residency of a minimum of eighteen (18) consecutive semester hours over two consecutive semesters (fall and spring).
- Unofficial transcript reflecting the completion of 18 hours of Foundation courses, 27 hours of core courses, 3 hours of an approved elective, and 6 hours of internship/practicum (totaling 54 hours). The transcript must also reflect an overall GPA of 3.0 and a maximum of 2 Cs; however, those 2 Cs cannot be in any core course. (**C- is not acceptable**)

It is the responsibility of the student, program advisor and department chair to make certain that courses on the Degree Plan appear on transcripts and correspond with the catalog. If course substitutions occur, appropriate completed and signed paperwork must be submitted, e.g. course and transfer substitution forms. The student is to have his/her program advisor and department chair review his/her application, along with all required documents to determine if the student is eligible to take the Comprehensive Exam. Signature of the Program Advisor and Department Chair on the application indicates that both the Program Advisor and Department Chair have met with the student and reviewed all requirements and determined that the student is eligible to take the Comprehensive Exam. The Doctoral Center and the Office of the Associate Dean grant final approval.

Student must return application to the Office of the Associate Dean for Academic Affairs (with all required supporting documents) by the published deadline.

Students take four sections of a comprehensive examination: (1) Major Area, (2) Research, (3) Statistics, and (4) Foundations.

Professors, who teach and/or have expertise in the above areas, write questions and rubrics for the questions that compose the comprehensive exam. All comprehensive examinations will be evaluated consistently with the operational policies of the University, Graduate School, the COE, and the Department in which the program of study is located.

The *Comprehensive Examination is a written exam administered over a course of three (3) days:

Thursday A.M. (2 hours) – *Statistics

Thursday P.M. (2 hours) – Research

Friday A.M. (4 hours) – Major Area

Friday P.M. (4 hours) -Major Area

Saturday A.M.(2hours) – Foundations

***Comprehensive Examination Options: Handwritten or Computer (Except for Statistics)**

A student **may not enroll** in COUN 999, EDCI 999, EDAS 999, or EDHI 999 Dissertation until they have successfully passed the comprehensive examination and have been admitted to Candidacy. The comprehensive exam is offered every fall and spring semester and may be provided in the summer. The Office of the Associate Dean for Academic Affairs publishes specific dates and times each semester via email and fliers posted in the COE building.

4.11: Are review sessions provided by the College of Education?

Review Sessions are not provided by the College of Education; nor does the College of Education require or make it mandatory for faculty members to provide Review Sessions. However, individual departments or faculty **may choose** to offer review sessions.

4.12: What are Comprehensive Exam Day procedures?

No books, notes, flash drives, electronic devices, phones, or materials are allowed in the examination room. Paper, pens, and pencils are supplied.

The doctoral comprehensive examinations are held at the College of Education Building:

- The examination time blocks are from 10:00 a.m.-12:00 p.m.; 1:00 p.m. – 3:00 p.m. (Thursday); 8:00 a.m. – 12:00 p.m.; 1:00 p.m. – 5:00 p.m. (Friday) and 10:00 a.m.-12:00 p.m. (Saturday).
 - A lunch break is provided from 12:00 p.m. to 1:00 p.m. on Thursday and Friday. It is the student's responsibility to adhere to these times. Students should report to the exam room at least 30 minutes prior to their scheduled testing time. If you arrive late, you may not be admitted and will have to sit for that section or sections of the test at the next test date, the following semester.
- Paper copies of examination question(s) are given to each student at the beginning of each time block.
 - For students taking the exam on the computer, it is the responsibility of the student to electronically save their response and the entire document.

- Additional student responsibilities:
 - Dress so that you can adapt to any room temperature.
 - Food, beverages and tobacco are **not** allowed in the testing room.
 - Weapons and firearms are not allowed in the test center.
 - If you have health-related needs that require you to bring equipment, beverages or snacks into the testing room or to take extra or extended breaks, you must have an official letter from the TSU Office of Disabilities.
 - You are not permitted to go outside the COE building, during the test administration, except for lunch breaks.
 - Personal items other than identification documents are not allowed in the testing room. This includes phones, PDAs, all watches, including digital, analog and smartwatches and other electronic, recording, listening, scanning or photographic devices. If you are seen using or accessing, any of these electronic devices and/or transmitting data, including but not limited to text messaging, email and photographs, your device may be inspected and/or confiscated. You may not access your phone during the test or during breaks to check messages, make a call or to check the time.
 - Before the test, you will receive instructions from exam proctor regarding where to store personal items. You may also be asked to empty your pockets. You will not have access to your personal items during the test administration except for food, beverages and medications, which may be accessed during your break.
 - If you fail to follow the instructions of the exam proctor, you will not be permitted to test. Any violation of this procedure during the exam or during breaks may result in dismissal from the exam.
 - COE assumes no responsibility for personal items, including watches, jewelry or devices that you choose to bring into the COE building.

4.13: How long will it take to receive the results of my Comprehensive Examination?

Students will be informed by the Office of the Associate Dean for Academic Affairs of the results of their performance on the comprehensive examination as soon as possible, usually within 6-8 weeks or prior to the end of the semester in which the examinations are taken.

Performance will be judged as pass or fail. The test must be judged a “pass” by the examination committee in order that the student may be recommended to candidacy for the degree.

If one reader gives a “fail” rating and the other gives a “pass” rating, then a third reader will be appointed. The student must take all sections of the examination when taken for the first time. During each subsequent examination, if needed, a student must take a test in all sections of the examination he/she failed to pass in the preceding attempt. Achievement of a grade of “pass” on the Comprehensive Examination is a prerequisite condition for progression to **Candidacy** status.

If the student passes his/her comprehensive examination, the results form is signed and submitted to the Graduate School. In the event the student fails any section of the comprehensive exam, he or she is allowed to retake the examination up to two more times according to the Graduate School policy.

If a student fails to pass any section of the Comprehensive Exam, he/she will be allowed to review the comments made by the graders/readers (who will remain anonymous), but not the actual exam. Therefore,

students must make the request through the Office of the Associate Dean for Academic Affairs to review the comments made by the graders/readers. Students are **not** to contact any professor directly to make a request to review his/her comments made by the graders/readers.

Passing the Comprehensive Examination is requisite to continuing in the doctoral program. A doctoral student who fails the comprehensive examination the second time may petition for a third examination, and the petition must show a plan of action wherein the petitioner will endeavor to improve his/her chances for satisfactorily completing the failed examination. The chairperson of the student's doctoral committee, the department chair, and the dean of the College of Education must approve the petition. **A student who fails to pass the doctoral comprehensive examination or any part of it after the third attempt will be automatically discontinued as a student in the relevant doctoral program.**

4.14: Is there an opportunity to retake the comprehensive examination?

Yes. A student may take the Comprehensive Examination a maximum of three (3) times. In the event, a doctoral student fails the Comprehensive Examination, or sections of it, on the first attempt, the student may apply to take the Comprehensive Examination a second time. In the event the student fails the Comprehensive Examination a second time, the student must petition to take the exam a third time. In this instance, the student must work with his or her program advisor to develop a plan for remediation. **A third failure by a student shall result in the student's dismissal from the doctoral program.**

4.15: When am I eligible to be a doctoral candidate?

A prospective candidate is admitted to doctoral candidacy after successfully completing all required coursework, establishing **Residency** and **passing the Comprehensive Examination**. Successful completion of Residency and the Comprehensive Examination indicates that the doctoral student is deemed ready to complete the dissertation. As such, a student who successfully completes Residency and passes his/her doctoral comprehensive examination is designated as a doctoral candidate with the opportunity to begin doctoral dissertation research.

The student meets with his/her Academic Advisor to verify Admission Status (must be Unconditional); verify that the COE Dean and the Graduate School Dean have signed the degree plan. The student is to meet with both his/her Program Advisor and Department Chair to review all supporting documents (listed below). The purpose of the meetings is for both the Program Advisor and Department Chair to determine if the student is eligible for candidacy. Signatures from the Program Advisor and Department Chair indicate that the student is eligible for candidacy status and thereby approval is granted.

Student is to submit Candidacy Form, to the Office of the Associate Dean for Academic Affairs for second line of approval. Final line of approval is the Graduate School.

The following documents must accompany the Candidacy Form:

- Unofficial transcript
- Degree Plan (with all required signatures)
- Petition for Change of Course and Application for Acceptance of Transfer Credit forms
(only 15 hours of coursework are allowed to be transferred and/or substituted)
- Letter of Admission

Once a student is approved for Candidacy, the student is **required** to attend a minimum of three (3) doctoral workshops, hosted by the Doctoral Center. Dates and times are published each semester by the Doctoral Center in collaboration with the Office of the Associate Dean for Academic Affairs.

CHAPTER 5: PROCEDURES FOR DISSERTATION RESEARCH

5.1: Choosing a Dissertation Topic

5.1.1: I do not know what to do first. Where do I begin?

Your first consideration is that your topic will need to be related to your major area. There are several ways to decide on a dissertation topic. You may want to choose a subject that relates to work you are presently doing at your place of employment. You may also decide on a topic by reading dissertations on various topics related to your major area. (It is strongly recommended that you review a minimum of 10 dissertations related to your major area and/or topic). Also, discussions with your classmates and/or professors often provide some ideas. You and your dissertation chair will finalize your dissertation topic.

Many of your professors will require research papers in your courses. If possible, use this opportunity to review the literature related to your dissertation interest. You may have to refine and narrow your topic to make it a researchable problem.

5.1.2: How do I narrow my topic?

Answer the following questions:

- Can your problem be effectively solved through the process of research?
- Is the problem significant?
- Is the problem a new one? (your literature review will answer this)
- Is research on the problem feasible?
- Are pertinent data accessible?
- Will I have time to complete this project in the allotted time?

Another important factor when deciding on a dissertation topic is to think about something in which you are passionate and desire to conduct the research. Remember, your research is to add to the body of existing knowledge. You also want to be able to generate articles and papers of interest to the academic community for some time after your doctorate is earned. You may be able to generate grants as well.

5.2: Choosing a Dissertation Chair and Committee Members

5.2.1: When should I begin thinking about choosing my dissertation chairperson?

As you begin taking your doctoral courses, consider which professors you would like to ask to serve as your dissertation chairperson. You will not be able to officially form your dissertation committee until after you have passed your comprehensive examination.

Chairing a dissertation requires considerable time, effort, and commitment on a faculty member's part and often leads to a lifelong relationship with the student. Dissertation chairpersons may publish with their dissertation students and often are instrumental in helping them develop their careers by writing references and supporting them in their job applications.

Deciding to chair a student's dissertation is usually based in part on the degree of compatibility between the student and faculty mentor, given the demands and intensity of the student-mentor relationship. Some students and faculty find it useful to document agreements related to goals, expectations and feedback.

5.2.2: What qualities should I look for in the chairperson of my doctoral committee?

For a faculty member to chair your dissertation, their graduate *faculty status must be current, and he/she must be in the department of your major area. *(You can find out that information in the Office of the Associate Dean for Academic Affairs)

There are two types of desirable characteristics to look for: personal characteristics and professional characteristics. Your chair should have credentials or strong interest in your area of study. Since you and your dissertation chairperson will be working closely together throughout this process, it will be important that you are comfortable with this individual, as well as trust this individual. You must be comfortable enough to take their judgement and trust their advice and guidance. You should always take the lead from your dissertation chair regarding the next steps in the dissertation process.

5.2.3: How should I approach a faculty member about becoming the chair of my committee?

Consider several professors to be your chair. Research the professor's background and read their research. Evaluate whether a professor's research interests reflect your own. Once you have narrowed your selection to one professor, ask that professor, in person, would they be willing to serve as your dissertation chair.

The prospective chair may ask questions about your background, your expectations, and your willingness to work hard. If the professor senses that you will not be persistent, he or she may not want to make an investment of time in becoming your chair. Once again, common research interests are a real plus.

5.2.4: Could a chair be assigned to me?

We would prefer that students select his or her own chair. However, if assistance is needed, the student may request assistance from their Department Chairperson.

5.2.5: Do I have to know the subject of my dissertation before I talk with faculty members about being part of my dissertation committee?

It will be beneficial if you already have an idea for your dissertation topic.

5.2.6: Once I have decided on a chair, is it irrevocable?

No, however, changes are rare and are usually based on a major conflict. It is strongly preferred that the student try to work out issues with current dissertation chair before seeking assistance for a change of chairperson.

5.2.7: How do I formalize my choice of dissertation committee members?

First, formalize who will serve as your chairperson. Ask the professor of your choice if he or she will serve as your chair. You and your chair will talk about prospective committee members. Your dissertation chair will direct you on how to ask faculty members to serve as your committee members. It is your responsibility to ask each member to serve on your dissertation that you and your chair have decided upon and ask them if they would be willing to serve. Once your committee members have accepted and been approved by your dissertation chair, the **Request for Approval of Faculty for Dissertation Committee form** will be prepared.

5.2.8: How many professors should be on my committee?

The usual committee size is four members, including your chair. Three of your committee members (including your chair) must be regular, full-time faculty members with current Graduate Faculty Status in their department. You will have one committee member from outside your department, who also must hold current Graduate Faculty Status. (You must have a methodologist on your committee).

You may consider, in consultation with your dissertation chair, as your outside committee member an individual from another department in the College of Education or another TSU faculty member who has been approved by the TSU Graduate School to serve as dissertation committee members. If you select an individual who is not a TSU faculty member, you will have to have your outside committee member submit the necessary forms to the Department chair who will submit the forms to the TSU Graduate School for approval.

5.2.9: What overall characteristics should my committee have?

The dissertation committee should be diverse in its academic background, university status, and expertise. Qualities that should be represented are strong expertise in statistics and research design, background in your topic or specific methodology, and strong proofreading or editing skills. As far as you can ascertain, try to achieve a balance of personalities and skills on the committee. Your chair may have helpful recommendations.

Agreeing to serve on a dissertation committee involves a variety of responsibilities for the doctoral student, the chair, the department and the field. Primarily, dissertation committee members provide consultation to the chair and to you. Sometimes you might feel the need to turn to committee members for assistance on issues that should be worked out with the chair. Committee members generally will provide feedback as appropriate but also may refer you to your chairperson for further discussion. It is important to avoid expecting committee members to provide significant guidance and instruction or to do the work of the chairperson. If, for whatever reason, you are reluctant to go directly to your dissertation committee chair, and find yourself consistently seeking assistance from committee members, you should explore the situation with your department chair.

5.2.10: What if I decide to change my committee later?

If a committee vacancy should occur, or if you have legitimate reasons for changing the composition of your committee, discuss the changes with your dissertation chair. If the chair agrees, the appropriate forms will be completed and forwarded to your department chair, then to the Office of the Dean, and finally to the Dean of Graduate Studies.

Students are to take responsibility and initiative for their programs. Specifically, students are expected to know dissertation and graduation deadlines and are responsible for complying with all TSU guidelines and regulations.

5.3: Developing the Dissertation Abstract and Proposal

Prior to submitting a Dissertation Abstract, students must complete TOPAZ training.

TOPAZ accounts will be created once all the online assessments (Parts I-V) are successfully completed, or by attending an in-person training session. The online sessions are available on demand and may be completed any time by clicking this link: <http://www.tsu.edu/about/administration/division-of-academic-affairs-and-research/research/topaz.php>. Results of the assessment will be immediately e-mailed to the participant's valid TSU e-mail account and to the Office of Research.

NOTE: TOPAZ is currently supported by Internet Explorer, version 11 or later; for the Apple computers, it is supported on Safari. **DISCLAIMER:** Browsers and their plug-ins are constantly being updated, making this data subject to changes. If you are not sure if your browser will support TOPAZ, please call their support desk at 800-479-2498.

Requests for an in-person session may be requested by clicking this link
https://survey.co1.qualtrics.com/jfe/form/SV_dhQYaTFTi44R1Q1.

Important Dates: Deadlines for COE Dissertation Abstract to be submitted to the Graduate School for approval:

If student plans to Graduate in December► Abstract must be submitted and approved by the Graduate School no later than **April 30th of the previous semester, e.g. Student wants to graduate December 2019, the Graduate School must receive Abstract no later than April 30, 2019.**

If student plans to Graduate in May► Abstract must be submitted and approved by the Graduate school no later than **October 30th of the previous semester, e.g. Student wants to graduate May 2019, the Graduate School must receive Abstract no later than October 30, 2018.**

If student plans to Graduate in August► Abstract must be submitted and approved by the Graduate School no later than **February 28th of the previous semester, e.g. Student wants to graduate August 2019, the Graduate School must receive Abstract no later than February 28th, 2019.**

5.3.1: What is a dissertation abstract?

A dissertation abstract is a brief yet thorough summary of your proposed study.

5.3.2: What should I include in my abstract?

How you write your abstract will be guided by your dissertation chair and the research methodologies chosen. All abstracts, however, must include:

- Introduction, the statement of the problem, and purpose of the study
- Brief Review of the Literature (the review of the literature should be aligned with your research questions/hypotheses).
- Methodology, research design, population, sample, instrumentation, data collection procedures, and data analysis procedures
- References

Once you have Dissertation title and committee approved, complete **Abstract** and **submit Abstract to your Dissertation Chair for review**. Your Dissertation Chairperson will schedule an Abstract presentation with your committee members for you to present your Abstract. During the

Abstract Presentation, committee members will be allowed to ask questions, as well as guide you towards possible necessary changes to your Abstract before uploading your (Abstract) Protocol for Human Subjects/IRB Approval. (Reminder: Final approval for any changes to your Abstract remains with your Dissertation Chairperson).

Once your Dissertation Chair approves any changes to your Abstract, upload all required information and documents into TOPAZ, e.g. Protocol, Name of Database used to collect data, and/or Letter of Permission from Organization to conduct research, etc.

While you are waiting for IRB/Human Subjects Approval, you may begin writing your Chapters 1-3 for your Dissertation Chairperson and committee members to review and provide feedback. Corrections from all feedback received from your committee during this time and after your proposal defense, along with the **“Guide for Writing Thesis/Dissertation Proposal”** form must be submitted to the Office of the Associate Dean for Academic Affairs. (The student is to submit a **bonded** copy, double-spaced and single sided of Chapters 1-3 [corrected version]).

Upon IRB/Human Subjects Approval, you may meet with your Dissertation Chairperson to schedule your Dissertation Proposal Defense.

5.3.3: What is a dissertation proposal and defense?

A dissertation proposal and defense are an argument for your proposed study. It must convince the reader that the study will contribute to knowledge or practice in your major area. Your task is to show that this study is feasible, that it can be executed by you, and that it is worth doing.

5.3.4: What should I include in my proposal?

How you write your proposal will be guided by your dissertation chair and the research methodologies chosen. All proposals, however, must include:

- Chapter I – Introduction, the statement of the problem, purpose of the study; the significance of the study, the definition of terms, limitations of the study, conceptual/theoretical framework, and the research questions.
- Chapter II – The Review of the Literature (the review of the literature should be aligned with your research questions/hypotheses).
- Chapter III – Methodology, research design, population, sample, instrumentation, data collection procedures, and data analysis procedures
- References

Be sure to logically connect the different parts of the proposal. A timeline to help you and your committee plan is strongly recommended. State the research problem clearly and make sure the research design is linked to the research question.

1. Do not simply summarize the literature; rather show how the literature relates to your research questions. Also, look for conflicting information in your literature review.
2. Demonstrate how your study fits in the context of the research literature.
3. The research methodology must be well suited to answer your questions. As this time in the dissertation process, the student and dissertation chair should develop a timeline. (see appendix)

5.3.5: In what format or style is the research proposal written?

Follow the most recent American Psychological Association (APA) style manual.

5.3.6: Who approves my proposal?

Your full dissertation committee must approve the proposal, and you must have approval from the Institutional Review Board (IRB)/Human Subjects **before you begin collecting your data.**

Talk with your dissertation chair about the proposal development process and the level of interaction you should have with your committee.

The purpose of submitting your proposal to your committee is to have thorough review of your proposal. Be prepared to make all the suggested improvements to your proposal.

5.3.7: Is the dissertation proposal presented in oral form and in written form?

Yes, you should be prepared to orally present your dissertation proposal during your formal meeting with your full dissertation committee. Remember, your dissertation proposal defense includes Chapters 1-3.

5.3.8: How much time does it take to receive feedback from my dissertation committee on my dissertation proposal?

It is important that you get feedback from your committee members about your proposal prior to your proposal defense. Send your final draft to each committee member at least a month before the proposal defense. Issues or problems can be discussed prior to the formal proposal defense and the proposal can be revised before the defense and resubmitted to the committee members.

Dissertation committee members provide “quality control” over the dissertation process and research. **In some cases, it may be necessary to postpone the proposal meeting or dissertation defense if there are major problems.** This is an important responsibility of the committee. They may determine that the document is not ready to move forward. It is important to recognize the value of diverse opinions in the dissertation process; intellectual stimulation is dependent upon it. Constructive criticism and feedback are part of the process. Moreover, committee members have both the right and responsibility to raise objections and seek changes to a dissertation proposal or completed dissertation that does not meet expectations of the field.

NOTE: Prior to the student scheduling his/her proposal defense, he/she must receive IRB/Human Subject Approval. Your approval letter will come from the Office of Research and must be submitted with the **Request for Approval of Thesis/Dissertation Committee, Title, and Abstract** Form to the Office of the Associate Dean for Academic Affairs.

5.3.9: What is the Institutional Review Board (IRB) Approval?

The institutional Review Board (IRB)/Human Subjects is a university committee that reviews all faculty and student research projects conducted at TSU involving human subjects. Prior to any data collection, all research studies involving human subjects must be approved in accordance with guidelines and procedures available on the TSU Office of Sponsored Research Website. The first step in this process is to go online and complete the TOPAZ training.

Once the student successfully passes the Proposal Defense, the student may meet with his/her Dissertation Chairperson to schedule the Dissertation Defense.

5.4: Writing the Complete Dissertation

5.4.1: What are the parts of the complete dissertation?

Your dissertation should include the following eight components:

1. Title page
2. Abstract (not included with proposal)
3. Introduction (Chapter I)
4. Review of the Literature (Chapter II)
5. Methodology (Chapter III)

AFTER DATA COLLECTION

6. Results (Chapter IV)
7. Summary, Conclusions, and Recommendations (Chapter V)
8. References

REFER TO THE GRADUATE SCHOOL “**GUIDELINES FOR PREPARING THE DISSERTATION**”
<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/dissertation-guidelines.pdf>

5.4.2: In what format should I submit my dissertation for review?

You should submit high-quality drafts that are thoroughly proofread. Remember, at this early point in the writing process, you want feedback from as many individuals who will provide you with guidance. Giving your chair and committee readable, intelligent copy early in the process is likely to make substantial revisions later in the process unnecessary. Use APA format consistently throughout the document.

You may also choose to hire an editor for the preparation of your drafts. While this may be expensive, experienced editors can assist you in the formatting of your document and provide some editorial assistance. Understand, however, that it is the responsibility of the student, not the editor, to make sure that text is prepared in accordance with the Graduate School standards. For your final draft of the dissertation, a Grammarian is required. Please contact the Office of the Associate Dean for Academic Affairs for the approved list of Grammarians. You will also get the Grammarian form from this office.

5.4.3: How should I handle submitting revisions of my work to my chair and committee members?

Consult with your dissertation chair. When you do send out revisions of your paper, be sure to submit your revised copy along with the earlier copy so that your professors can easily locate the revision that they have requested. You should allow your committee at least two weeks for each submission.

5.5: Obtaining Final Approval for the Dissertation

5.5.1: How should I obtain approval for the drafts of my dissertation?

Generally, the draft of the dissertation is submitted to the student's dissertation chairperson who will make recommendations for revisions. The chairperson will recommend when the draft should be submitted to the other dissertation committee members for review. You may have to make several, perhaps many revisions before your chairperson tells you that it is ready for other committee members to review.

Some chairs permit and even suggest that the students submit the dissertation as a whole or in part to other members of the committee to get their suggestions for improvement as well. However, you should contact your dissertation committee members to find out if they are willing to review each section or if they prefer to review the complete proposal or dissertation. Some chairs would rather wait until the whole document is ready before it is submitted to the rest of the committee. Your chair may also strongly urge you to get a professional editor and/or typing assistance as some point in the process. An updated list of professional editors and statisticians can be obtained from the Office of the Associate Dean for Academic Affairs.

5.5.2: What is a reasonable turn-around time for the chair and committee members to read my dissertation draft before my proposal defense?

Depending on your committee members' individual workloads, for a rough draft, you can normally expect a faculty member to read your work within **two weeks**. However, please note: **No draft shall be disseminated to other committee members** until the chair is satisfied with quality of the proposal and confident that you are ready to move forward. You will be expected to provide each committee member with a **hard copy of your proposal draft**; some members may want an electronic copy as well.

5.5.3: When and how do I schedule my final dissertation defense?

Your chair will advise you when you are ready for your defense. Once your chair has given you permission to schedule your defense, determine the date, time, and location. Contact each of your committee members to discuss if that date and time will work for them. A dissertation chair may schedule a meeting to determine the defense date.

You must book your room for your dissertation final defense at least two (2) weeks prior to your defense date. However, it is highly recommended that as soon as you and your Dissertation Chairperson decide on a date and time for your dissertation final defense, you contact the Administrative Assistant at the Dean at 713-313-7860 to book your room. By doing so, this will reduce possible scheduling conflicts. Since you will be using the technology in the room, you will need to contact the Business Manager at 713-313-1952 for technology assistance. In addition, the student must submit a REQUEST TO SCHEDULE DISSERTATION DEFENSE form to the Graduate School at least 10 days prior to his/her defense date.

Get to your defense meeting room early to make sure the room is set up the way you want it.

5.5.4: When is the deadline for each term to defend my dissertation?

If you plan to graduate Fall Semester (December) –	you should defend your dissertation and submit results and draft to the Graduate School by October 30th of the same semester
If you plan to graduate in Spring Semester (May) -	you should defend your dissertation and submit results and draft to the Graduate School by March 30 th of the same semester
If you plan to graduate in Summer Semester (August)-	you should defend your dissertation and submit results and draft to the Graduate School by June 30th of the most immediate summer semester

5.5.5: How do I prepare for the final defense?

At least six weeks before your defense date, you should have your complete dissertation ready for your committee, so that final draft can be developed. Contact each of your committee members and let them know that you are working on your final draft and that it is ready for review, and you will send them a copy. Incorporate the suggested comments into your final draft. Ask your committee members if they would like to print copy or electronic copy. Three weeks before the scheduled defense, deliver a hard copy of your final draft to each of your dissertation committee members.

Develop your 45-90 minutes oral presentation for your committee members. Your presentation must cover an overview of your study, the results, and recommendations. Spend time rehearsing your presentation.

5.5.6: Who attends the final defense?

Your committee members and other interested individuals attend your final defense.

5.5.7: May anyone else attend the final defense?

Attendance is open. You **must** post a notice of your defense at least two weeks (10 business days) prior to your defense date.

5.5.8: What should I bring to the dissertation final defense?

Bring extra copies of your dissertation, handouts of your presentation, your data, and instruments in case questioning arises. You should also bring your dissertation signature page and the Oral Defense Approval Form. (See Appendices)

Consult your Dissertation Chairperson regarding additional items you should bring to the final defense of the dissertation.

5.5.9: What is the format of the final defense?

Once you have given your oral presentation of your study, the results, conclusions, and recommendations, the defense becomes a roundtable discussion. The committee may have questions about the contents of your dissertation and there may be suggestions for revisions. You may be asked how you plan to disseminate or distribute the results of your study.

5.5.10: What will happen after the committee is finished asking questions or discussing my dissertation?

Traditionally, the candidate is asked to leave the room for a few minutes (it may seem longer) to discuss any revisions that must be made. The committee may decide that another defense is necessary later. At the end of the defense, the candidate may be told that his/her defense has been successful but there are some changes that must be made to the dissertation before it is submitted to the Graduate School.

If you are successful on your defense, the committee members will sign the results form. The results form with a draft copy of your dissertation must be taken to the Graduate School on the same day of your defense. The Graduate School representative is only checking for format and structure and is not taking the role of your Grammarian.

The committee may recommend that once the changes have been made, only the chair will have to approve the dissertation. In that case, the committee will not have to meet again. Committee members may then sign off on your dissertation's signature page.

If the decision is not favorable, your dissertation chairperson will have a meeting with you to discuss next steps.

5.5.11: What happens next?

Once all your revisions have been made, make sure all the appropriate signatures are on the signature page of your dissertation and submit it to the Graduate School.

5.5.12: After my final dissertation defense, what do I need to do to finalize my dissertation and graduate?

Refer to the “**Guidelines for the Preparation of Theses and Dissertations**” for all requirements established by the Graduate School. Adhere to all dissertation defense and submission deadlines posted on the Graduate School Calendar located on the Graduate School website.

5.5.13: How and when do I submit the electronic transmission of dissertation (ETD) to the TSU Graduate School?

Important Dates:

Final Manuscript

- a. Plan to graduate in Fall (December) – must be uploaded to ETD by November 30th of previous semester***
- b. Plan to graduate in Spring (May) - must be uploaded to ETD by April 30th of previous semester (Spring) – Must be uploaded to ETD***
- c. Plan to graduate in Summer (August) – must be uploaded to ETD by June 30th of the most immediate summer semester***

NOTES: Application for Graduation must be submitted prior to your anticipated Graduation. Students must be enrolled when working on and/or defending dissertation. Students must be enrolled during semester of expected graduation.

With guidance and support from the Graduate School, COE Doctoral students will submit their dissertations electronically to TSU/ProQuest Submission Portal. You will receive an email from the Graduate School to attend a mandatory workshop that will provide specific details on how to upload.

Briefly, the student submits the following: a. A Final ETD Approval Form signed by the Student, the Major Professor(s), Committee Members, Graduate Program Director or Department Chair, Dean of the College: This certifies the dissertation is deemed ready for the Graduate School review, approval, and electronic dissemination. This should be filed with Graduate School along with supporting documentation and dissertation by due date deadline. Upon Graduate School approval, the Dean of the Graduate School will sign the form.

The form includes a non-exclusive license giving TSU permission to archive and distribute the digital copy of the dissertation. It also includes a section that allows the Graduate School to post the dissertation to ProQuest's ETD and subject databases (free service) and embargo options. b. A paper copy of a full version of your CV (this is different from the 2-page Vitae in the dissertation) c. A copyright release from publishers if any part of the dissertation has been published d. The completed digital copy of the dissertation. e. A completed signature page (page ii) with original signatures of the Committee Members is optional. This page will be included in the final published dissertation if printed copies are made.

Awarding of Doctoral Degree

The University will confer the doctoral degree when the following minimum conditions have been met:

- Student has applied for graduation. There are strictly enforced deadlines to apply for graduation. These dates are posted in the academic calendar.
 - Students can begin to apply for graduation the semester prior to the planned graduation. Students can submit graduation applications online.
- Certification by the academic dean that all requirements of the degree being sought have been completed and met

If for any reason the degree is not awarded, the student may reapply for graduation in a subsequent semester, which will require enrollment.

COE GRADUATE STUDENT MATRICULATION PROCESS

DOCTORAL STUDENT-DISSERTATION

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/doctoral-matriculation-process-2013.pdf>

Step 1. Admissions/Degree Plan

(Graduate School/Department)

- Applicant is admitted ► Student ► Degree Plan
- Student begins taking courses, according to Degree Plan
 - Once student completes **nine consecutive hours** (i.e. Fall 2016; Spring 2017) can apply for **Residency**

Step 2. Residency ► Complete Residency Form and submit to the Office of the Associate Dean for Academic Affairs for Approval; (***unofficial transcripts must accompany the Residency Form***).

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/residency-form.pdf>

- Once student is approved for Residency; student continues taking courses until **successfully (B or higher)** completing **all** coursework
- Once student successfully completes all coursework; student applies to take Doctoral Comprehensive Exams
- Applications may be picked up from the Student's Respective Department or the Office of the Associate Dean for Academic Affairs
- Must be approved to take Comprehensive Exams (Comps)

Step 3. Comprehensive Exams

- Once student successfully passes the Doctoral Comprehensive Exams, student applies for Candidacy

Step 4. **Admission to Candidacy Approval**

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/recommend-to-candidacy-for-education.pdf>

- **Readmission to Program (if applicable)**
 - ▶ If have not been enrolled in classes for 12 months or more
 - ▶ Reapply through the Graduate School
- ▶ Meet with Academic Advisor and verify Admission Status (must be Unconditional); verify Advisor, Department Chair, COE Dean and Graduate School Dean have signed that degree plan
- ▶ Complete **Candidacy Form** and submit the document to the Office of the Associate Dean for Academic Affairs for Approval
- ▶ Once Approved– Enroll in 999 (Dissertation); can begin writing

Step 5. **Dissertation Title Approval**

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/approval-of-thesis-dissertation-title-13.pdf>

- ▶ Work on Dissertation title and get approval from Dissertation Chair (must be a Graduate Faculty); work with Dissertation Chair to select Committee Members (Must be Graduate Faculty); ask Graduate Faculty members to serve on Committee – **must** receive a positive response from each committee member before putting their names on **ANY** form for signature
- ▶ **Complete Approval of Dissertation Title Form**

Dissertation Chair, Department Chair, COE Dean, and Graduate School Dean must sign form
- ▶ Dissertation Committee –

Minimum of four (4) people (three (3) inside of your department/one (1) outside of your department) – Committee **must** be approved by Dissertation Chair

Step 6. **Dissertation Committee Approval**

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/request-for-dissertation-approval-of-faculty.pdf>

- ▶ Complete Request for Approval of Faculty For Dissertation Committee Form
Department Chair and Graduate School Dean must sign form
- ▶ Submit Form to Graduate School

Step 7.

Dissertation Abstract Approval

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/human-subj-animal-approval-form.pdf>

- ► Once candidate has Dissertation title and Dissertation committee approved, **complete Abstract and submit Abstract, along with Abstract Approval Form** and research documents, i.e. Protocol, Name of Database, Informed Consent Forms, Letter of Permission from Organization to conduct research to the Committee and schedule **Abstract Presentation**
- ► Once Abstract is approved (about six [6] weeks, candidate submits application through the TOPAZ electronic management system. The Department of Research Enhancement and Regulatory Services (DRERS) communicates the decision to the investigator via the TOPAZ electronic management system.
 - For inquiries regarding the use of the TOPAZ system investigators should contact **Cecilia Bruce**, Compliance Officer for Research, at **brucece@tsu.edu** or at **713-313-7079**. To obtain a password for electronic protocol submission, investigators should email Ms. Dixon send the request with their full name including the middle initial, contact phone number, email address and department
 - Human Subjects Contact Person: Dr. Linda Gardiner
 - 713-313-7208
 - Gardiner_lm@tsu.edu
 - Ms. Rhonni Dixon
 - 713-313-4301
 - Rhonni.Dixon@TSU.EDU
- Once candidate receives approval letter from Ms. Dixon, candidate submits approved Abstract and approval letter to the Associate Dean's office and Graduate School
 - Form must be Approved by Dissertation Chair, Committee Members, Department Chair, COE Dean, and Graduate School Dean
- Candidate moves to Proposal Defense Stage

Important Dates: Deadlines for COE Dissertation Abstract to be submitted to the Graduate School for approval:

Plan to Graduate in December ► **May 30th** Plan to Graduate in May ► **October 30th**
Plan to Graduate in August ► **February 28th**

Step 8. Dissertation Proposal Approval (COE)

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/guide-for-writing-thesis-r09.pdf>

- ▶ Schedule Dissertation Proposal Defense with Committee
(Recommend pre-meeting with student)
- ▶ Submit **Dissertation Proposal Form** with Chapters 1-3 (*corrected version*), to the Office of the Associate Dean for Academic Affairs
 - Successfully pass Proposal Defense move to schedule Dissertation Defense

Important Dates:

- Must submit results to Graduate School ▶ (Fall) **October 30th**
- Must submit results to Graduate School ▶ (Spring) **March 30th**
- Must submit results to Graduate School ▶ (Summer) **June 30th**

Step 9. Schedule Dissertation Defense

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/request-to-schedule-dissertation-defense.pdf>

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/dissertation-guidelines.pdf>

- ▶ Must be scheduled two (2) weeks prior to defense
- ▶ Must be approved by all Committee Members
- ▶ Submit to Graduate School

Step 10. Oral Defense and Draft Copy of Dissertation

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/request-to-schedule-dissertation-defense.pdf>

- ▶ After the Candidate successfully defends his/her Dissertation; the Candidate submits his/her Results Form and **(corrected)* Draft Copy of his/her Dissertation to the Graduate School ▶ *Dr. Michelle Taylor*

***Corrections from the Dissertation Committee**

- ▶ Dr. Taylor will contact the Candidate once the (Graduate School's) edited version of the Dissertation is complete
- ▶ Candidate picks up Edited/Draft copy of Dissertation from Dr. Taylor, along with a packet to include the following forms: *Certification Form, Copyright Form, etc.*

Step 12. Dissertation Editing (COE)

Candidate is to select a Grammarian and Statistician from the approved list on the Grammarian and Statistician Forms (*located in the Office of the Associate Dean of Academic Affairs*)

► Get signatures from the Grammarian and Statistician

► Signed Forms, along with Final Manuscript, are to be turned into the Office of the Dean/Associate Dean of Academic Affairs for review by the Dean.

Step 13. Final Manuscript

Once Candidate makes all corrections (from Graduate School, Grammarian, and Statistician), he/she is to upload to ProQuest

- TSU ProQuest ETD (Electronic Theses/Dissertation) submission web
- The URL/Web-Link for the TSU EDT Submission site is as follows:

www.etdadmin.com/tsu

► Candidate is to make sure they are following guidelines from the Graduate School <http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/dissertation-guidelines.pdf>

Important Dates:

Final Copy of Dissertation with Corrections to Graduate School► (Fall) **November 30th**

Final Copy of Dissertation with Corrections to Graduate School► (Spring) **April 30th**

Final Copy of Dissertation with Corrections to Graduate School► (Summer) **July 30th**

Notes: *Application for Graduation must be submitted before the deadline of the semester of expected completion of requirements. Students must be enrolled when working on and/or defending dissertation. Students must be enrolled during semester of expected graduation.*

All examinations and course requirements must be completed before starting dissertation.

**Information taken from the Graduate School and adapted to specifications of the College of Education*

Information about dissertation research and IRB Approval

As a doctoral student, you will work with your dissertation chair and other members of your dissertation committee as you conduct your research.

Each doctoral program in the College of Education requires that you conduct and complete independent dissertation research that will make original contributions to the scholarly and/or professional knowledge of the field. The College of Education collaborates with the Graduate College to ensure that all doctoral research is of high intellectual rigor and quality and meets the highest ethical and professional standards of the field. That process involves several steps that are outlined on the Graduate College's website <http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/pdf/doctoral-matriculation-process-2013.pdf>

Issues pertaining to the ethical conduct of research receive repeated attention throughout all of the College's doctoral programs. One important ethical consideration has to do with the rights of human subjects who participate in our studies. Because this issue is so important, the University requires that all research involving human subjects be reviewed by the Institutional Review Board (IRB) of the University, which is operated by the Office of Research/Department of Research Enhancement and Regulatory Services. In every instance of research involving human subjects, IRB approval is required prior to the commencement of the research and collection of data.

Mission

To ensure research compliance with state and federal governing agency regulations and internal policies, guidelines and procedures, and providing an environment that supports research advancements for the research community of Texas Southern University.

Responsibilities

- Provide oversight and administrative support to the Committee for the Protection of Human Subjects (CPHS)
- Ensure that all federally required reporting is done efficiently and effectively.
- Along with the CPHS screen, review and manage all research protocols
- Serve as the liaison between the CPHS, the Provost, Associate Provost for Research, Deans, faculty members and students
- Conduct and/or coordinate CPHS workshops and research compliance training sessions

Who is Responsible for Human Subjects Use Research Compliance?

- Principal Investigator (Faculty, Staff and Students)
- Department of Research Enhancement and Regulatory Services
- The Committee for the Protection of Human Subjects (CPHS)
- Office of Human Research Protection (OHRP)
- Department of Health and Human Services (HHS)

45 CFR 46 Examined

• Developed by HHS (the principal agency for protecting the health of all Americans) regulations in 1995 • AKA the “Common Rule” • Establishes a uniform set of rules for protecting human subjects • Developed from 3 Guiding Principles 1. Nuremberg Code (1947) 2. Declaration of Helsinki (1964) 3. Belmont Report (1978)	• Establishes the following criteria: ○ IRB (Internal Review Board) development and management ○ Review and approval of research submissions ✦ Levels of review ○ Informed consent ○ Subject protections ○ Suspension/termination of studies ○ Documentation and reporting
--	--

Examples of Violated Research Ethics

- 1945-1946 - Nuremberg Trials
 - Included studies on hypothermia, infectious disease, altitude, pharmacologic, sterilization, surgery and traumatic injuries
- 1950s – Willowbrook Hepatitis Study (New York)
 - Intentionally infected healthy “retarded” children by feeding them feces from children with active hepatitis (with food)
- 1955 – The Wichita Jury Study (Kansas)
 - Audiotaped jurors to analyze decision-making without consent
- 1966 – “Ethics of Clinical Research” published by Dr. Beecher (Harvard Medical School), NE Journal of Medicine
 - Cited ethical violations in 22 published articles
- 1960s – Jewish Chronic Disease Hospital Studies (New York)
 - Injected live cancer cells in demented patients with weakened immune systems
- 1970s – San Antonio Contraception Study
 - Clinic randomized patients to active birth control or placebo
- 1970s – Tearoom Trade Study
 - PhD Dissertation of Laud Humphrey’s from Washington University
 - Observed men participating in sexual activities, served as a “watch queen”, copied license plates, and followed up with men one year later in disguise to gather additional information (i.e. marital status, employment, etc.)
 - His study called into question some of the stereo types associated with the anonymous male-male sexual encounters in public places, demonstrating that many of the participants lived otherwise conventional lives as family men and respected members of the community.

- 1932 – 1972 – Tuskegee Syphilis Study (Alabama)
 - Evaluated the natural history of untreated syphilis
 - Conducted by U.S. Public Health Service on poor rural black men who thought they were receiving free health care from the U.S. government. They received free medical care, meals and burial insurance. They were not told that they had syphilis nor were they treated for it.
 - The victims of the study included numerous men who died of syphilis, wives who contracted the disease and children born with congenital syphilis
 - Led to the creation of NIH Office for the Protection from Research Risks (now OHRP) and IRB's

Role of Committee for the Protection of Human Subjects (CPHS)

- Review of Human Subjects Research Protocols
- Develop internal compliance policies, guidelines and procedures for the use of human subjects in research
- Ensure that the University's research compliance guidelines and procedures are in accordance with federal governing agencies regulations (OHRP and HHS).
- Ensure that all involved in human subject research understand the seriousness of research compliance responsibilities.

Seven Ethical Assessment Criteria

1. Risks are minimized
2. Risks are reasonable vs. benefits
3. Selection is equitable
4. Informed Consent is obtained
5. Data and Safety are protected/monitored
6. Privacy and confidentiality are upheld
7. Vulnerable population protections are enhanced

Types of Risks

Harm
▲
Discomfort
▲
Inconvenience

Physical: Bruising after blood draw, study drug related adverse events.

Physical: In addition, procedures already being performed on the subjects for diagnostic or treatment purposes should be used, instead of performing additional tests for research. For example – Extra blood drawn during a routine blood draw for treatment rather than drawing blood specifically for research.

Psychological: Psychological effects following survey asking sensitive questions.

Psychological: Debriefing after the completion of the research.

Social: Breaches in confidentiality revealing that a subject suffers from a psychiatric illness.

Social: Ensure confidentiality is maintained especially while dealing with sensitive information.

Economical: Additional expenses to be borne by subject due to participation in research.

Economical: Ensure that the subject does not have to pay out of pocket for research related expenses and that institution covers treatment for research related injuries.

Legal: Mandatory reporting of drug abuse discovered during the research may cause legal problems for the subject.

Legal: Inform the subject during consent process if mandatory reporting is required or employ a study design that assures anonymity.

The investigator should constantly strive to minimize both the magnitude as well as the likelihood of the risk.

Magnitude– Risks may range from a mere inconvenience (such as an extra visit to the clinic) to a serious harm or even death.

Likelihood – The probability of occurrence of the risk.

What Steps Should You Take For Protocol Review and Approval?

- In cases where it is not clear whether the study requires CPHS review, DRERS director/staff or chairperson may request that researcher send a hard or soft copy of the protocol for preliminary review to make determination.
- **Effective Immediately (as of February 16, 2016):** All protocols whether exempt or nonexempt must be submitted to the CPHS for review via TOPAZ (electronic protocol submission, review and management system and the NIH electronic training must be completed.
- Human Subjects use applications must be submitted via TOPAZ technologies Electronic System
- Must obtain password to log on to TOPAZ System (request can be made at caspanf@tsu.edu)
- Applications should be submitted at least six (6) weeks in advance of rigid deadlines
- CPHS meeting schedule on website

Criteria for CPHS Review of Proposals

- The protocol is consistent with OHRP guidelines unless a scientific justification for a departure is presented and is acceptable to the CPHS
- The protocol conforms with the institution's Assurance
- The protocol will be conducted in accordance with the HHS Regulations

Review Categories

EXEMPT- No Risk
EXPEDITED- Minimal Risk
FULL BOARD- Greater than Minimal Risk

What are the possible methods of CPHS Protocol approval?

There are two valid methods of CPHS review allowed by the OHRP:

- (1) Full-committee review (FCR) by a convened quorum of the members of the CPHS
- (2) Designated member (Expedited Review) review by one or more members, employed only after all voting members have been provided an opportunity to call for full-committee review

The OHRP Recognizes that the CPHS may:

- Approve protocols
 - (Notified by CPHS Chair by letter)
- Require protocol modifications
- Withhold protocol approval
 - (Entirely new protocol must be submitted)

The Use of Human Subjects in Research Guidelines and Procedures

Manuals Can be Found on the Office of Research (OR)/ Department of Research Enhancement and Regulatory Services (DRERS) Website <http://www.tsu.edu/research>

Research Enhancement and Regulatory Services **Link: [DRI-Who We Are](#)**

Linda Gardiner, PhD	Director	linda.gardiner@tsu.edu	713-313-7208
Darnell Johnson, III, MS	Industrial Hygienist	darnell.johnson@tsu.edu	713-313-1336
Rhonni E. Dixon, BS	Project Coordinator I	rhonni.dixon@tsu.edu	713-313-4301
Kimble A. Lofton	Office Administrator	kimble.lofton@tsu.edu	713-313-4245

Grace Loudd, Ph.D.
Committee for the Protection of Human Subjects (CHPS)
Grace.loudd@tsu.edu - [University Research Compliance Committees](#)

The protocol is initially reviewed for completeness, attachment of documents, and required e-signatures. The protocol will then be assigned to either the Committee for the Protection of Human Subjects or the Institutional Animal Care and Use Committee for review. Comments made by the committee will be addressed to the principal investigator (PI) by returning the protocol via the TOPAZ system. The PI must address the comments, then, via TOPAZ return the protocol. Once the committee is satisfied with the protocol contents, the protocol is placed on the agenda for the next committee meeting, at which time the committee votes on the disposition of the protocol. The PI will be sent notification of this disposition via TOPAZ e-mail, followed by a letter.

The committee requests that students provide a minimum of six (6) weeks for review. It may not take the full six weeks to review the protocol; however, we remind investigators that committee members are the same faculty that teach classes; attend college/school meetings; and perform other necessary administrative functions.

All animal protocols are initially assigned to the Institutional Animal Care and Use Committee (IACUC); human subject protocols are reviewed to determine if they meet the standards for being classified as exempt or expedited according to [45 CFR 46 Public Welfare Department of Health and Human Services Protection of Human Subjects](#). Protocols that are not exempt or considered expedited are assigned to the full committee review.

The committees attempt to meet every four (4) weeks; however, the dates are subject to change depending on administrative commitments of the members (a quorum is required for a meeting).

Because the committee members are faculty of the university whose teaching schedules vary by the semester, the committee schedule is made at the start of the Fall and Spring semesters. Look for the schedule to be posted on our "Protocol Process" page.

Before entering your protocol in TOPAZ, have the following documents, in electronic format, ready for uploading as separate files:

- Consent Form (if applicable)
- Instruments (if applicable)
- Permissions (if applicable)
- Training Certificates (if applicable)

Do not attach documents that are not requested in TOPAZ. Give your documents appropriate filenames (i.e. for the instrument, name it *surveys instrument*) so the committee will be able to quickly recognize them. Only upload Microsoft Word or Acrobat files.

To assist with entering your protocol, you may view/download the flyer ["Tips for Creating an Excellent Protocol"](#).

For **Student Investigators**: use TOPAZ's pre-submission button to forward your protocol to your faculty advisor or committee member or committee chair for review. The reviewer may provide feedback to the student at this time. This person must electronically sign the protocol.

The Robert J. Terry Library (RJTL) empowers scholars by providing access to robust collections, qualified staff and innovative workspaces that advance teaching and learning and stimulate scholarship, community engagement, intellectual inquiry and civic discourse. *Revised Fall, 2016*

Library At-A-Glance:

The library-collection consists of over 261,506 printed books and media titles, along with 1,774 print periodicals and over 250 electronic databases providing TSU students and staff with remote access to thousands of additional subscription journal titles and eBooks. The library provides an information literacy program, bibliographic instruction, virtual reference ([Ask a Librarian](#)), reserves, and interlibrary loans.

Closed study rooms and individual study carrels are provided on most floors. Except for Special Collections, the library maintains open stacks. Wireless access is available throughout the building. A computer lab is available on the 3rd floor. Students can print up to 40 pages without charge. Copy machines are available on the second floor.

The Robert James Terry Library provides seven major public service areas: [Reference](#), [Circulation/Reserve](#), and [Special Collections](#) on the first floor; the [Serials Department](#) on the second floor; the [Learning Resources Center](#) on the third floor; and the [Business and Economics Library](#) on the fifth floor.

The library was named for Dr. Robert James Terry, Interim President of the Texas Southern University from 1986-1987.

Distance Learning Services:

The Robert James Terry Library adheres to the ACRL [Standards for Distance Learning Library Services](#) and provides several resources and services designed to meet the research needs of the distance learning community.

Information Literacy Statement:

The Robert James Terry Library supports the Association of College and Research Libraries (ACRL) [Information Literacy Competency Standards for Higher Education](#). Information Literacy skills are an essential part of our library instruction program that infuses the essential components into all library lectures, guides, tutorials, library websites, and others.

Disability Services:

The RJTL supports guidelines set forth by Texas Southern University's [Office of Disability Services](#). Students with documented disabilities should coordinate services through that office and notify library staff when assistance is needed.

UNIVERSITY COUNSELING CENTER

The University Counseling Center is committed to addressing the Behavioral Health and Wellness needs of all our students. If students are dealing with concerns such as depression, anxiety, time management, anger management, substance use, or troubles adjusting to college life, do not suffer alone. The University Counseling Center, located on campus in the Student Health Center, can assist students with reaching his/her academic and personal goals. Appointments can be made by calling 713-313-7804. Attending the University Counseling Center is confidential and does not become a part of the student's record.

Tips for prospering as a doctoral student in the College of Education

Support One Another

One of the most valuable opportunities you have while in the doctoral program is the chance to get to know and form ties with other students—ties that create a community with shared intellectual interests. Fellow students can offer each other intellectual support, empathy with the difficulties and problems most students encounter, and tips for surmounting those challenges. Intellectual growth flourishes when people share with each other, listen to each other, encourage sincerely, and critique honestly. Before you can reap those benefits, you must form relationships, which let people trust each other with creative ideas and papers.

Stay in Regular Contact with Your Faculty Advisor

Your advisor plays a vital role in your academic success and prosperity. Set up an appointment to talk with your advisor at least once a term, especially to discuss your course selection. Set up times to talk about what you are learning and ideas you may have for your own research.

Develop Your Writing Skills

Because writing is a critical part of doctoral studies and professional and academic life, you may want to improve your writing skills. One way is by attending the writing workshops offered through the Doctoral Center.

Register Early

Make timely appointments with your advisor each term before registering. Register for courses as early as possible to avoid being closed out of courses or to ensure that courses you want to take will not be cancelled because of low enrollment.

Begin studying for the Doctoral Comprehensive Exams within your first semester

Too often doctoral students make the mistake of waiting to study for the Doctoral Comprehensive Examinations the semester before they take the exam; when this should be time students are reviewing what they have already started studying. During each course, students should take copious notes, read the books assigned for the course and all other reading materials assigned. Upon completion of each course, students should begin to review the information for the course on a regular basis- an outline of each course may be helpful.

Understand that you are now a Doctoral Student

This is a doctoral program, and students are **EXPECTED to READ** in a copious manner in a desire to master the subject areas of study!! We understand that many of our students are working full-time. However, once a student accepts the invitation to join the doctoral program, the student has agreed to all the requirements, expectations, policies and procedures of the doctoral program, along with any necessary changes/adjustments along the way.

ACKNOWLEDGEMENT PAGE

I _____ (Print Name) acknowledge receipt of the Texas Southern University-College of Education Doctoral Student Handbook.

Received: _____ (Date)

Signature: _____