

Department of Educational Administration and Policy Studies
University at Albany, State University of New York

Student Guide to the Ph.D. Program

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Introduction

This document is a guide for students in the Ph.D. degree program in the Department of Educational Administration and Policy Studies (EAPS) at U-Albany. Certain requirements must be met as the student proceeds through the program. They are as follows:

- Pre-Core Courses
- Core Courses
- Concentration Courses
- Support Discipline Courses
- Statistics Requirement
- Research Sequence Courses
- Electives Courses
- Full-time Study
- Advanced Standing and Transfer Credit
- Comprehensive Examination
- Admission to Candidacy
- Dissertation
- Continuous Registration
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Pre-Core Requirements

The pre-core requirements consist of three courses which may be satisfied by advanced standing/transfer credit when appropriate. Students must receive a grade of “B” or better in these courses. The three courses are:

- EAPS600 Introduction to Organizational Analysis
- EAPS601 Introduction to Social Analysis
- EAPS614 Quantitative Methods

Core Requirements

The core requirements consist of two courses which must be taken at U-Albany by all doctoral students. Students must receive a grade of “B” or better in these courses. The two courses are:

- EAPS700 Advanced Organizational Studies
- EAPS701 Advanced Social Analysis

Concentration

The student’s concentration is selected in consultation with the academic advisor and should reflect the student’s career goals and interests. At least 18 credits of coursework in the doctoral program must be applicable to the concentration area.

The Department offers three concentrations of study:

School Leadership

This concentration is designed to prepare students for (1) administrative positions in preschool, elementary, and secondary schools, and (2) faculty positions in school administration at the university level.

Higher Education Leadership

This concentration is designed to prepare students for administrative, policy and faculty positions in post-secondary and related institutions. In addition, it may be used to prepare for administrative and staff positions in adult and continuing education programs in other educational, business, industrial, and labor organizations.

Educational Policy

This concentration is designed to provide students with a working knowledge of social science and philosophical approaches to policy adoption and implementation. It is suitable for students preparing for education policy and administrative roles in government, policy positions with research and advocacy organizations, and university faculty positions.

Support Disciplines

The study of educational administration and policy requires the use of many concepts drawn from the social and behavioral sciences. To ensure that students are exposed to these disciplines, the Department requires a minimum of 12 credits in appropriate course work. The following EAPS courses satisfy this requirement:

- EAPS602 Economics of Education
- EAPS603 Political Economy of Educational Planning
- EAPS604 Macro-Sociology of Education and Administration
- EAPS605 Micro-Sociology of Education and Administration
- EAPS606 Ethics and Education
- EAPS608 Politics of Education
- EAPS610 Organizational Development
- EAPS631 Public School Finance
- EAPS656 Sociology of Higher Education
- EAPS657 History of Education
- EAPS658 Politics of Higher Education
- EAPS674 Educational Administration in Federal and State Governments
- EAPS718 Interprofessional Leadership for School, Family, Community Partnerships
- EAPS750 Higher Education Finance
- EAPS751 Higher Education and the Law
- EAPS771 Educational Policy and Law
- EAPS727 Politics of Private and Independent School and College Administration
- EAPS745 Advanced Seminar in the Politics of Education
- EPHL601 Philosophy of Education

Appropriate courses from other departments or institutions may also fulfill the support disciplines requirement. These courses should support the student's concentration and are not unrestricted choices. They are subject to the approval of the student's advisor and the EAPS Curriculum Committee.

Statistics Requirement

Before enrolling in the Research Sequence courses, all doctoral students must satisfy the department's statistics requirement by passing EAPS614 with a grade of "B" or better, by completing an approved equivalent quantitative research methods course with a grade of "B" or better, or by passing a research methods qualifying examination based upon the cumulative final examination of EAPS 614.

Research Sequence

Satisfactory completion of the required research sequence consists of meeting the statistics requirement and completion of the following three courses with a grade of "B" or better:

EAPS714 Introduction to Research Methods in EAPS

EAPS715 Research Practicum in EAPS

EAPS891 Seminar in Administrative Research

Students must pass the Comprehensive Examination (see below) and complete EAPS715 in order to be eligible to participate in the EAPS891 seminar. In consultation with the student's advisor, a student may petition the department to be permitted to complete EAPS715 and EAPS891 in the same semester. Following consultation with the student's advisor and the EAPS 891 instructor, a student may be permitted to enroll in EAPS 891 for the semester during which the student will sit for the comprehensive examination. However, if the student does not pass all parts of the comprehensive examination, the student will be required to withdraw from EAPS891 that semester. During EAPS891, the course instructor and the student's dissertation committee chair work with the student on the dissertation proposal. EAPS891 is completed when the dissertation proposal is defended successfully. The proposal preparation process often extends beyond the EAPS891 semester. In such cases, the student receives an "I" (Incomplete) grade for EAPS891 until the proposal is defended successfully.

Electives

Elective courses should support the student's concentration and are not unrestricted choices; electives should be selected in consultation with the academic advisor. The student must complete a minimum of 21 credits in this category.

Full-time Study

Full-time study beyond the master's degree at U-Albany for at least one academic year after admission to the doctoral program is designed to ensure a sustained period of intensive intellectual growth.

Doctoral students must satisfy the departmental full-time study requirement by fulfilling one of the following two options:

1. Demonstrating that the student is engaging in work or other experience of at least one year in duration which is relevant to the doctoral studies and contributes to intensive intellectual growth. The advisor and Curriculum Committee must approve this option. The U-Albany requirement of continuous course registration must be met during this period.
2. Earning a minimum of 24 course credits in two regular sessions, not necessarily consecutive, except as indicated here:
 - a. Students authorized to register for work on a dissertation may fulfill the residency requirement with satisfactory completion of 16 registered credits minimum plus formal registration for work on the dissertation.
 - b. Graduate assistants holding a full assistantship may fulfill the residency requirement with one academic year in such a position, including the satisfactory completion of a minimum of 15 registered credits during the year plus satisfactory completion of assigned duties.
 - c. Students may fulfill the residency requirement by registering for 9 credit hours during a summer session and 15 credit hours during an adjacent fall or spring session.

The full-time study requirement should be completed within four calendar years from the date of initial registration in the program in the fall, or three and one-half years from the date of initial registration in the spring.

Internship

While not required, an internship may be included in the Ph.D. program. Upon approval of the advisor and Curriculum Committee, the internship may qualify as a course in the electives category of the Ph.D. program plan. The student, the advisor, and the Coordinator of Field Experiences determine the specific internship experience that would be most beneficial for the student's program of study. The student then produces an internship plan which is submitted for approval by the advisor, Coordinator of Field Experiences, and Curriculum Committee. The plan must specify the roles and responsibilities of the intern, dates and hours to be devoted to the internship, and projects to be completed by the intern. The plan must show a minimum of 300 hours.

The student should apply to the Coordinator of Field Experiences at least two months before the opening of the semester during which the internship experience is anticipated. The required internship forms (an application and an internship

agreement) are available on the EAPS website or from the department. The Department Coordinator of Field Experiences works with the student and personnel at the internship site to finalize an appropriate internship experience.

The internship normally is arranged after the student has completed at least 27 credits of his or her program, of which a minimum of 15 credits must have been taken in the EAPS department. Students must have a grade point average of “B” or better in the Ph.D. program in order to complete the internship.

Advanced Standing and Transfer Credit

Applicants who have completed graduate coursework elsewhere, may apply for admission with advanced standing or transfer credit. A maximum of 39 credits may be awarded in the form of advanced standing or transfer credit.

Upon recommendation of the student's advisor and concurrence of the Curriculum Committee, courses taken outside the Department in which the student receives a grade of “B” or above – and which are directly comparable to Department graduate courses in level, content, requirements and credit – may be accepted for credit toward the EAPS Ph.D. Courses completed more than 10 years prior to the semester in which the student is admitted to the doctoral program undergo special scrutiny by the advisor and Curriculum Committee.

Advanced standing or transfer credit cannot be used in place of doctoral core courses.

Students who wish to apply for credit for courses completed prior to the EAPS doctoral program must submit the Advanced Standing or Transfer Credit form to the advisor and Curriculum Committee for approval. “Advanced Standing” refers to courses completed as part of a prior degree that has been received by the student. “Transfer Credit” is awarded for courses completed elsewhere that did not culminate in a degree. Additional information on the advanced standing and transfer credit policies, and the requisite forms, are available on the EAPS website or from the Department.

Comprehensive Examination

The comprehensive examination is designed to assess student mastery of the basic knowledge of educational administration and policy studies; pertinent theoretical concepts; and, appropriate analytical methods of social, behavioral, organizational and managerial sciences. The examination is divided into three sections:

- I Organizational Leadership
- II Social Analysis
- III Concentration Area

All three sections are completed together unless a student is re-taking one or more sections of the examination. The student must pass each of the three sections to be considered a candidate for the doctoral degree.

The comprehensive examination is administered once at the beginning of each semester.

The comprehensive examination should be taken when the student has sufficient background to perform well on the examination. The decision on when to sit for the examination is made by the student in consultation with the advisor. Students planning to sit for the comprehensive exam must file a Comprehensive Examination Request form with the Department secretary at least 1 month prior to the semester of the examination.

In order to take the comprehensive examination, the student must have a record of continuous registration in the doctoral program. Otherwise, the student must reapply for admission to the program and cannot take the examination unless readmitted to the program. In addition, the student must be registered for a course in the semester in which the examination is taken.

Each section of the examination is scheduled for three hours. Examinees are expected to honor conventions of honesty at all times during the examination. Each section of the examination is evaluated by three regular faculty members of the Department. To be considered a candidate for the doctoral degree, the student must pass all three sections of the examination. For each section of the examination, the student receives a grade of 0, 1, or 2 from each of the three faculty evaluators. A total score of 4 is required in order to pass the section. A student who receives a total of 18 points in his or her first sitting of the examination, and at least one vote for distinction on each part of the examination, has passed the examination with distinction.

A student who fails one or more parts of the examination must re-take that part or parts at the next regularly scheduled examination session. A student who twice fails any part will have failed the comprehensive examination. After two failures, a student may re-take a part of the examination for a third time only upon an affirmative vote of the regular department faculty.

Results of the comprehensive examination are announced after the Department as a whole has reviewed and approved the recommendations of the Curriculum Committee.

Admission to Candidacy

A Ph.D. student is considered for admission to candidacy upon completion of the following requirements:

1. Residency.
2. Satisfactory academic record.

3. Comprehensive examination.
4. Research sequence coursework.
5. Department approval of the dissertation proposal.
6. Any other University rules pertaining to doctoral studies.

Admission to candidacy is not automatic; the student becomes a candidate only with the approval of the Dean of Graduate Studies acting on the recommendation of the Graduate Academic Council and the Dean of the School of Education.

The student must be admitted to candidacy at least one fall or spring semester before the acceptance of the dissertation and completion of all requirements for the doctorate.

Dissertation

The dissertation is the culmination of the Ph.D. program. As such, it must attest to a high degree of scholarly competence. The dissertation must report, in an accepted scholarly style, an original investigation of a problem of significance in the student's area of research focus. The student, through broad reading, coursework, and consultation with faculty, identifies a dissertation topic and prepares a formal statement on a proposed dissertation problem.

The student should approach a faculty member to discuss possible service as the dissertation committee chair. The chair must be a full-time faculty member in the Department. In consultation with the chair, the student selects two additional members of the dissertation committee. At least one of the additional committee members must be a regular or adjunct faculty member of the Department. Exceptions to these requirements must be approved by the Department faculty and conform to any other School of Education and University requirements. Inclusion of other university faculty or of experts from institutions other than universities may be appropriate in some cases. A completed form, Appointment of Dissertation Committee, must be filed with the School of Education Academic Council.

Under the guidance of the dissertation committee, the student works to develop a dissertation proposal. The proposal must define the problem and present a study design that includes careful attention to theoretical constructs, analytical frameworks, and appropriate research methods.

When the dissertation committee and the student determine that the proposal is ready for review, the student provides one copy of the proposal to the Curriculum Committee chair who assigns a faculty member to serve as a reader. The reader may not be member of the student's dissertation committee.

The dissertation committee and reader review the dissertation proposal in an open hearing at which the student responds to questions and comments of the reader and committee members. Following the hearing, the committee reviews suggestions and comments discussed during the hearing. If there is approval of the proposal by the dissertation committee, one copy of the proposal, a one-page abstract, and a

completed form, Approval of the Dissertation Proposal, must be filed with the EAPS Department secretary and the SOE Academic Council.

Prior to collecting data involving human participants, the research plan must be approved by the U-Albany Institutional Review Board (IRB). Federal, state, and university regulations require prior approval of all plans for research involving human participants. All research involving human participants (including class projects and dissertations) must be reviewed and approved by IRB prior to conducting the research. Further information and requirements are available from the U-Albany Office for Research.

After the dissertation committee determines that the dissertation is ready to be presented at a public hearing, the dissertation defense hearing is scheduled. Notice of the dissertation defense hearing is posted by the Department at least one week prior to the examination. Acceptance of the dissertation occurs by a unanimous (100%) vote of the dissertation committee in favor of approval.

Final copies of the dissertation must be submitted to the Office of Graduate Studies in accordance with the requirements of that office.

Continuous Registration

Students in the doctoral program must maintain continuous registration for each fall and spring semester (except for periods of official leaves of absence) until completion of all program requirements. Minimum registration consists of 3 credits of approved coursework up until approval of the dissertation proposal. Following approval of the dissertation proposal, continuous registration may be fulfilled by registering for 1 credit of EAPS 899 in the fall and spring semesters. Summer session registrations cannot be accepted in lieu of registrations for fall and spring semesters.

A student who neither registers for each fall and spring semester nor has received an official leave of absence may be dismissed from the program unless good cause not to do so is shown by the student after notification of such pending action.

Statute of Limitations

All requirements for the Ph.D. program must be completed within eight calendar years from the date of initial registration in the program.

These statutes apply equally to students who enter with or without advanced standing and to students who formally change their areas of specialization after admission and study in one advanced program.