

ROOSEVELT UNIVERSITY

College of Education

Department of Educational Leadership

**Policies and Procedures Manual
for the
Ed.D. in Educational Leadership**



Preface

The *Doctoral Policies and Procedures Manual* provides a systematic set of policies and procedures which govern doctoral study in the College of Education. To comply with the policies and procedures, it will be necessary to obtain or refer to the current Roosevelt University Graduate Bulletin.

Please note that the various sample forms referred to in this manual appear as appendices for information only. The forms may also be accessed via the Dissertation Forms link on the web page.

The *Manual* itself is intended to provide the doctoral student with an understanding of the policies governing doctoral study and the step-by-step procedures that must be followed as the student progresses through the program. It is extremely important to note that this manual also provides a basic summary of the student's responsibilities.

This document is continually under review in order to serve the needs of students, faculty, and all engaged in the doctoral studies enterprise. Changes in program, policies, requirements, and regulations may be made without advance notice. The reader is advised to seek out the latest version of the manual for updates.

Part I
Policies Governing Doctoral Studies

Doctoral Study in the College of Education Roosevelt University

Department of Educational Leadership

The journey of a thousand miles must begin with
a single step. Lao Tzu

This part of the *Manual* describes policies regarding academic orientation, maintaining graduate status, student responsibilities, and support services, the beginning of the journey. Note that there is an **eight year limit** to this journey beginning with your first semester of registration.

Academic Orientation

The Department of Educational Leadership doctoral program is designed to promote the preparation of highly competent professionals in the field of educational leadership. The program seeks to create the kind of environment in which it becomes possible for students with varying interests, perspectives, and expertise to address issues of common concern and importance to the field of educational leadership. The degree is conferred on the basis of high scholarship and skill in the application of knowledge from theory and research findings to practical educational problems.

Inquiry Emphasis in Doctoral Study

Doctoral students are expected to generate questions about educational problems and issues. They must be curious about how things are and how they became as they are. They must learn to identify assumptions made in posing questions and in drawing conclusions, as well as to judge the consistency and logic of arguments. They need to question their own assumptions about what is right and what is wrong in educational practice. They must learn to evaluate educational programs and to inquire into the effects and effectiveness of educational policies and practices. To be effective as leaders in taking initiatives for organizational improvement, students must be able to understand educational realities from multiple perspectives. As such, inquiry training is included in all components of the program.

Sources of Authority

Sources of authority governing academic processes and procedures exist outside of the College of Education. These sources of authority may include university-wide bodies and administration and the Illinois State Board of Education. The College of Education may be bound to alter and/or add to the present document in order 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 Department

of educational leadership on a regular basis for 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 source of academic authority for the design and implementation of academic programs is found in the faculty charged with the responsibilities of developing and administering academic programs, supervising research including the development and defense of dissertations, and evaluating programs and students.

Student=s Rights and Responsibilities

The ultimate responsibility for knowing the degree requirements imposed upon students by state law and the University rests with the student. It is a deep commitment to inquiry, a serious study of Educational Leadership and an implied agreement to act in a responsible and ethical manner. It is a full time occupation.

The University has developed policies and procedures on the rights and responsibilities of students and a code of conduct assuring that these rights can be freely exercised without interference of infringement by others. The code of conduct, academic misconduct policies, student grievance procedures, and policies on student records are reported in detail in these University publications: the Graduate Bulletin and the Student Handbook.

Non-Discrimination Statement

Roosevelt University believes in equal opportunity practices which conform to all laws against discrimination and is committed to non-discrimination with respect to race, color, creed, age, handicap, sex martial 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.

Maintaining Graduate Status

Degree-seeking students are those who have been admitted to a graduate program.

Full-time Status

To meet full-time residency status, enrollment in two courses in the program for three or more consecutive semesters is required. If there is a lapse, the student must apply for readmission subject to the admission procedures, criteria, and policies in effect at the time reapplication is made.

The elapsed time between achieving full admission status and completing the dissertation shall not exceed eight (8) years. There is no readmission to the program after eight years.

Leaves of Absence

A student who finds it necessary to be excused from registration in a graduate degree program for three or more consecutive semesters must formally request a leave of absence. Leave time must be approved by the Department of Educational Leadership. Leaves are granted only under exceptional circumstances.

When returning from a leave of absence, decisions concerning the student's previous or current program of studies will be mutually agreed upon by the student's advisor and the student. All courses missed will have to be made up at the time they are scheduled by the university. This must be done within the eight year limit.

Satisfactory Academic Progress

The Roosevelt University Graduate Council has a system in place to monitor grades and progress.

Grade Point Average (GPA)

To remain in good standing, students must maintain a GPA of 3.25 (on a 4.0 scale) for all courses. A grade of C is unacceptable if earned more than once. A grade lower than AC is unacceptable. If a person receives a grade of AD, the student must retake the course and earn a better grade, in addition to maintaining a 3.25 GPA. However, that student is placed on probation until such time as the student remedies the situation.

Academic Warning, Probation, Dismissal

Conditions for incurring academic warning, probation, or dismissal and procedures for appealing dismissal are specified in the University Graduate Bulletin and the Student Handbook. Refer to these sources for further information. In summary, a warning is given to a student who earns the grade of AC or whose grade point is below the minimum requirement. Probation is given to a student who earns the grade of AD or lower. A student who receives such a grade must retake the course to show mastery of the course content. A student may be dismissed as outlined in the current graduate bulletin. Only one grade of AC is allowed in doctoral studies. Students who have more than one AC are subject to dismissal from the program.

Repeating Courses

Graduate students may repeat no more than two courses; no course may be repeated more than once. The course shall be repeated on a letter grade basis. The grade and credit received on the second attempt shall be used in computing the graduate GPA.

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. It is assigned if only a **small** amount of coursework needs to be completed.

An incomplete grade must be made up either by a deadline set by the instructor or within one semester, whichever is earlier. Otherwise, it automatically reverts to an AF.≅ A grade of AF≅ is not acceptable in doctoral study.

Plagiarism

Plagiarism is unacceptable and the student may be subject to dismissal from the program and the University. See the Student Handbook for further information regarding policy concerning this matter.

Time Limits to the Degree

At the doctoral level all requirements, including the successful defense of a dissertation, must be completed within eight years of the first semester of enrollment in the doctoral program.

Students who are currently working with their Dissertation Chair may apply for an extension of studies beyond the eight year time limit if it appears that they will not finish within the required time. The appeal must be requested in writing by the student stating the reason for the delay, approved by the Chair who will indicate the amount of additional time needed, and brought before the Department of Educational Leadership for its decision. A copy of the student's request for extension of studies and the letter from the chair conveying the department's decision will be placed in the student's file.

Student Support Services

A major advantage of the University is that unique resources and specialized departments and Colleges are available to other departments and Colleges within the University. The student should become aware of and take advantage of available resources and services in support of study for the doctoral degree. Refer to the Student Handbook for various services provided by the University.

Basic information concerning individual programs of study, and accommodation to career goals is available from program faculty. Library and computer services are available through the university. Career Services are available as well.

Part II
Procedures for Doctoral Studies

Doctoral Degree Requirements

The following requirements must be met by all students:

- A minimum of 45 semester hours beyond the Master=s degree.
- Completion of the residency requirement—two Ed.D. courses taken each semester for three consecutive semesters (including summer).
- Registration for dissertation credit.

The Dissertation Process

Definition of a Dissertation

A dissertation or thesis is a formal and systematic discourse or treatise advancing an original point of view as a result of research. It is required of all candidates for the Doctor of Education degree. The submission of a dissertation is the last step in the program leading to the award of the Ed.D. The manuscript is a scholarly statement regarding the results of a period of research and related preparation, undertaken to partially fulfill the requirements for this advanced degree. It is made available for public use in the university library, microfilmed for archival preservation and published by University Microfilms International (UMI).

General Guidelines for Procedure and Format

The student's work is carried out under the direction and supervision of the Dissertation Committee Chair (hereafter designated as Chair) and Committee Members who supervise it for intellectual content. **Joint authorship of dissertations is not accepted.**

Before beginning work on a dissertation, candidates must present a proposal for the approval of their chair and committee. **Candidates are urged to consult with the major professor early in the preparation of the manuscript regarding both the subject and the general plan of investigation.**

Style manuals are available for purchase at the bookstore. **As to format, the regulations included here supersede any style manual instructions.** Format includes manuscript arrangement, organization of specific preliminary pages, spacing, typeface, margins, page number order, page number placement, and the requirement for permission to reproduce copyrighted material.

The official format and style for doctoral dissertations in the College of Education is the *Publication Manual of the American Psychological Association*, latest edition. The dissertation is a document that is presented in **final manuscript** form. Therefore, some of the rules presented in this publication regarding spacing and presentation of tables and figures either will not apply or will result in a graphically unattractive final document. See the chapter: Material Other Than

Journal Articles in the *Publication Manual*. Discuss any changes with your Chair and Committee.

Steps in the Dissertation Process

- Select chair and committee members.
- Prepare a prospectus (a 5-6 page outline) for the dissertation and submit to chair and committee members for approval. (This step is optional; consult with the Chair.)
- When course work has been completed, submit a full proposal, i.e., the first three chapters of the dissertation, and arrange for the defense of the dissertation topic approval hearing
- In the semester that approval of the topic has been obtained, enroll for 3 semester hours of dissertation credit (ELOC 690). Enrollment for 1 semester hour of dissertation credit is required for all subsequent semesters (except summers) until the dissertation is completed and all required signatures of approval have been obtained.
- After approval of the dissertation topic, take the on-line examination relating to general Institutional Review Board (IRB) policies and complete Roosevelt University's IRB approval form.
- Review the IRB approval form with your chair before submitting it to the IRB. Proof of having taken the on-line examination is also submitted at this time.
- Complete the dissertation
- Defend the dissertation in a hearing before your committee, obtain its approval and that of the Associate Dean for Graduate Studies and Research.
- Arrange for copies to be bound and delivered to the library
- Submit dissertation to UMI/ProQuest.

Following is a more detailed description of the above steps.

Selecting the Chair and Members of the Dissertation Committee

The student should select a full-time Roosevelt University faculty member to see if that person would be willing to serve as Chair. They would hold discussions about tentative dissertation topics prior to the selection of the other two dissertation committee members. Ultimately, the choice of a dissertation chair involves a combination of personal and research interest compatibility between the student and chair. The student and the dissertation chair confer regarding the selection of other dissertation research committee members.

The dissertation committee consists of at least three members (including the chair), each of whom must hold a doctoral degree. One must be a full time faculty member in the department of Educational Leadership. One may be from another department in the College of Education. Faculty from other colleges within Roosevelt University or from other accredited universities may also serve on the dissertation committee. Practitioners in the student's field may serve as well. Approval for such individuals must come from the committee chair. Outside members

must hold the doctoral degree, regardless of where they currently are employed.

By this stage in the program, the student may have discussed a possible topic with a faculty member. Choosing this topic stems naturally from research experiences, professional experience, or course work. The dissertation topic should be compatible with the interests of the chair and committee members.

Prepare and Submit a Dissertation Prospectus

Note: This step in the procedure is optional. Consult with the committee chair regarding whether or not he or she requires a prospectus.

The prospectus plays an important role in the selection of the dissertation committee. This document allows prospective committee members to decide whether to serve in this role, based on the area of focus and the quality of the prospectus. Adequate time should be afforded prospective committee members to review the document and decide whether or not to serve. Several meetings with the intended members may be necessary.

Submit a prospectus, prepared according to the description below, to the chair and prospective committee members for review and feedback. Make changes, revisions, and/or corrections (if necessary).

The prospectus should explain the problem under consideration and convince the chair and committee that the problem merits inquiry. It should show that the student has read the relevant and recent literature on the subject and contain a review of materials consulted during the preliminary stages of research.

The document is usually from 3 to 5 double-spaced pages in length. It should include a clear statement of the questions to be addressed in the study, an outline of the design, the research methods to be used, and a discussion of the contribution the study will make to theory and/or practice. When revised to the committee's satisfaction, it is developed into the proposal for the dissertation, usually the first three chapters:

- Chapter One: Statement of the Problem
- Chapter Two: Review of Related Literature
- Chapter Three: Methodology

Complete the Dissertation Proposal

A formal proposal will demonstrate the contribution of the proposed activity to knowledge, theory, or practice. The research design should be comprised of the following components:

- rationale, conceptual framework, significance of the study and hypotheses;
- review of literature focused on and critically relevant to the project;
- plan of research with appropriate methodology;

- statement regarding the potential contribution of the proposed research

SUGGESTIONS FOR THE DISSERTATION PROPOSAL FORMAT

The following are sample items for each chapter that may be used as a guide. Depending on your purpose and questions, however, not all items will be appropriate. Consider them only as a guide to help clarify the structure of the research.

CHAPTER ONE: Statement of the Problem

The problem, purpose, and theory guiding the study are presented in this chapter.

- Brief introduction (about one page)
- State the need for the study and the problem to be addressed
- Indicate the purpose of the study; be precise and to the point
- If a qualitative study is being pursued, include questions which will guide the investigation
- If your study is quantitative, indicate hypotheses
- Describe the theory guiding the study
- Indicate the importance of the study
- Define special terms if needed.
- Outline the remainder of the dissertation

CHAPTER TWO: Review of Related Literature

- Immediately identify the bodies of literature you are reviewing
- Acquaint the reader with the state of the art and explain why you selected this particular set of categories of literature to review
- Identify books, monographs, reports, articles which pinpoint exactly what you want to say relative to your purpose statement, and the theory which guides your study
- Seriously critique your literature looking for gaps, contradictions and criticism of the writing you have selected
- Relate your literature directly to your purpose statement and your study emphasizing how this literature led you to the study
- **Remember: A literature review is not a summary of the literature - it is a review**

CHAPTER THREE: Methodology

- Description of the methodology and the rationale for choosing this method
- Description of the research design
- Description of the study
- Description of how you selected the participants
- Exact description of how you plan to collect data, under what conditions and the length of time involved

- Any supplemental charts or tables which will help the reader to understand your method. Always relate your method back to your purpose, questions, and literature.
- Identify any limitations to your method in this particular study and for your purposes on
- Description of how you will analyze your data
- Description of your role as the researcher (if a qualitative study)
- Any ethical concerns in the study (if a qualitative study)
- Summary

Realize that these chapters are likely to be modified as you refine the dissertation. All members of your committee should have your proposal for at least 14 days prior to the proposal defense hearing. Your goal at this point is to get the proposal approved after you have a clear idea of what you want to investigate, what literature relates to your study, and what method is appropriate to your purpose. Once you have this groundwork done, you are ready to confer with your dissertation chair and committee and have the hearing regarding the defense of the proposal.

After a successful proposal defense, you need only to complete the last two chapters of your dissertation. However, upon obtaining your data and writing up the conclusions and recommendations you will have to change the tense of chapters 1, 2, and 3. These would have been presented in future tense for a proposal, but since your work is now complete, these chapters should be written using the past tense.

CHAPTER FOUR: Presentation of the Data

In this chapter the findings are presented and interpreted for the reader. This is where you analyze the results. This chapter usually is a response to your questions or hypotheses. If doing a qualitative study, be sure to use exact quotations from the participants. These data are from interviews, observations, journals, written documents, etc. Include a rationale for how you present the data, for example, as cases, as one case study, as a narrative, as a dialogue etc.

CHAPTER FIVE: Summary, Conclusions, and Recommendations

This chapter ties the dissertation together and defends your thesis about the research. Briefly summarize the chapters and come to your conclusions. At this point you may make recommendations of a practical nature for your major audience. In a sense, you are describing how the reader may implement your findings. Be sure to interpret your major and minor findings in the study. Data do not speak for themselves.

If you do a qualitative study, you must respond to your exploratory questions in this chapter and develop a model of what occurred. Your model may be visually represented by diagrams, tables, etc. or verbally. You need to show the reader that your model is grounded in your data.

Defense of the Topic

The application for the defense of the dissertation topic begins with the committee chair. The

candidate and chair select a proposal meeting date convenient to all members of the dissertation committee.

Eligibility

The following criteria determine a student's eligibility for the defense of the topic:

- The student is in good academic standing – has maintained at least a 3.25 GPA for all course work.
- The student has satisfactorily completed all course work.
- The student has completed the residency requirement.
- The chair and committee have deemed the dissertation topic worthy of inquiry.

When the date for the defense of the topic has been set, the student provides the chair with five (5) copies of the Dissertation Approval sign-off sheet, completed except for signatures and the date. (See Appendix.)

Evaluation

- The student will be informed of the results of the defense of the dissertation topic immediately after the hearing.
- If the dissertation committee does not approve of the proposal, the student will be asked to rewrite and resubmit it for a second review.
- If the review results in an "approval," the student will then carry out the research and dissertation writing as proposed. (Minor revisions may be suggested that are not officially noted.)

After a successful defense, the student becomes a **candidate** for the Ed.D. degree.

The five signed copies of the Dissertation Approval sign-off sheet are distributed as follows:

- 1 copy each for the Chair and the two Committee Members
- 1 copy to the Ed.D. Director for the candidate's file
- 1 copy to the candidate

Enrollment for Dissertation Credit

A student may enroll for dissertation credit only after approval of the dissertation proposal. Whichever semester the dissertation proposal hearing is held, be it spring, summer or fall, upon receiving the information that the hearing was successful, the candidate must register for 3 semester hours of dissertation credit (ELOC 690). This registration for 3 hours credit needs to take place during the semester in which the hearing was held.

For each subsequent semester after the initial 3 semester hour registration, the candidate must register for 1 semester hour of dissertation credit until the document is completed and all required signatures of approval have been obtained. The 1 semester hour registration applies to the spring and fall semesters only; summer semesters are excluded from this requirement. Continuous registration must be maintained once the initial 3 semester hour registration has been

initiated.

Institutional Review Board Approval

Before beginning any actual data collection, approval must be obtained from the Institutional Review Board (IRB).

The candidate must take a general exam regarding IRB policies and regulations. Proof of having passed this exam is submitted to Roosevelt's IRB.

Also submitted is a form indicating the nature of your research, the subjects, consent from the subjects, and information regarding data collection, its publication, and storage.

Detailed information and a template for the form can be found by linking to the IRB website.

Review the form carefully with your Chair before submission. Make certain that each item has been addressed. If there are errors or omissions in the form it will be returned, and approval will be delayed.

If your data collection is time sensitive, be sure to submit the form well in advance of the time you will need it. Approval may take several weeks.

Complete the Dissertation

This step usually involves completing chapters 4 and 5—the presentation of data and the summary, conclusions, and recommendations regarding your research. As with the first three chapters, suggestions from the Chair and Committee may result in further editing and corrections after each of these chapters has been submitted.

Dissertation Approval Process

Obtain approval for the completed document.

The completed dissertation is presented to the Chair and committee members for approval. At this point the document is examined as a whole. If further recommendations are made by the Chair or Committee, they are addressed at this time. The document is also edited a final time for mechanical presentation (e.g., format, organization, writing style, and grammar).

Prepare for the defense hearing.

When the above steps in the dissertation process have been satisfied, the candidate provides copies of the completed document to the Chair and Committee at least two weeks before the **defense hearing** is scheduled, unless other arrangements have been made.

Prepare the Abstract.

Before scheduling the defense hearing, an abstract of the dissertation needs to be prepared and approved by the Chair. The announcement should not exceed one page. (See Appendix for the format of this document.)

The completed approved abstract with the announcement of date, time, and location of the hearing is sent to all faculty in the College of Education two weeks before the scheduled defense date. It is also posted on the Educational Leadership bulletin boards. All College of Education faculty and administrators may attend and participate in the hearing.

Complete the Oral Defense of the Dissertation.

This is the culminating phase of the dissertation process and occurs after final submission of the document to the candidate's Chair and Dissertation Committee. The purpose of the defense is to determine the candidate's perspectives and knowledge about various aspects of the investigation.

Thus, questions posed by the Committee may encompass any dimension of the dissertation process and the document itself. The hearing also provides an opportunity to discuss further the contribution of the dissertation to educational leadership literature. Members of the committee may also request that further revisions be made to the document.

The candidate is asked to leave the room while the committee members discuss the student's work. Upon returning, he/she learns of the committee's decision. The completed dissertation is then submitted to the Associate Dean for Graduate Studies and Research for final approval.

Administration of the oral defense of the dissertation is conducted by the Chair and members of the Committee.

The signatures of the committee members certify review of the dissertation considering it to be suitable for defense.

Schedule oral defense of the dissertation

- Committee must be notified of defense at least two weeks prior to scheduled date.
- Attendance is open to the College of Education faculty and guests.
- Results are recorded as either successful or unsuccessful with required revisions needed.

If successful:

- The Chair and Committee signs the Approval of Doctoral Dissertation Form
- The Chair signs and submits the form: Transmittal Information for the Doctoral Degree Candidate.

After the Dissertation is Approved

Submission to the Graduate Dean

The student shall submit the final version of the dissertation to the Associate Dean for Graduate Studies and Research for approval and signature. The dissertation must be delivered at least one month prior to graduation to receive the proper approvals. Failure to submit the dissertation in a timely manner may cause a delay in graduation.

The dissertation is reviewed by the Associate Dean for Graduate Studies and Research for style and related requirements.

The student must take the responsibility for picking-up and delivering copies. Staff members are not authorized to deliver dissertations.

Preparation for Dissertation Abstracts

The Department requires that all doctoral dissertations be microfilmed for Dissertation Abstracts, for the purpose of international dissemination. This service is provided by PRO-Quest (formerly University Microfilms International UMI). The student is required to meet the cost of the microfilming service. The dissertation shall be formatted as described in the publication *Preparing Your Manuscript for Microfilming*. Once all the required signatures are obtained for the dissertation, it is presented by the candidate to the Office of the Graduate Dean with all required fees. The dissertation is then processed for transmittal.

Final Submission to the Division of Graduate Studies

Two copies of the approved final dissertation are required for Roosevelt's library.

A bound copy of the final dissertation is normally provided to the Chair and to all members of the Dissertation Committee.

Students may also wish to make additional copies.

For information about University requirements for making copies of the dissertation, access www.roosevelt.edu/gradstudents/theses.htm.

Application for Graduation Procedures

Students may apply for graduation ONLY after the final defense is deemed successful; not before that date. In most cases, graduation will take place the following term, unless the student defends within the first two weeks of a given semester.

Obtain and submit Application for Graduation in the semester of the anticipated graduation

Conditions

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

- Submission of the required application for graduation
- Achievement of the grade requirements as defined previously.
- Conformity to residency requirement and time limits
- Satisfactory completion and defense of a doctoral dissertation
- Receipt by the graduate office of two final, approved copies of the dissertation and payment of microfilming costs.
- Certification by the Chair that all requirements for the degree being sought have been completed. This requirement is fulfilled when the Chair submits the Transmittal Information for the Doctoral Degree Candidate.

The student is responsible for making certain that all requirements have been met and that every deadline is observed. Students should not apply for graduation before the final defense of the dissertation is set. If requirements for graduation are not completed in a given semester, students must enroll for the next semester.

A student must be registered in the term in which the degree is received.

If for any reason the degree is not awarded, the candidate may reapply for graduation in a subsequent semester.

Part III

Appendices

The following forms are those referred to in this manual that relate to the dissertation. They are also on a link in the Ed.D. web page. Those on the link can be used as templates and the appropriate sections filled in as needed.

ROOSEVELT UNIVERSITY

COLLEGE OF EDUCATION DEPARTMENT OF EDUCATIONAL LEADERSHIP

Dissertation Proposal Approval

Student:

ID No:

Title of Dissertation:

The undersigned approve the proposed dissertation to be written by the above named student.

Dissertation Committee:

Name of Chair (printed)

Signature

Date: _____

Name of Committee Member (printed)

Signature

Date: _____

Name of Committee Member (printed)

Signature

Date: _____

ROOSEVELT UNIVERSITY

COLLEGE OF EDUCATION DEPARTMENT OF EDUCATIONAL LEADERSHIP

Final Defense of the Dissertation

The title of the dissertation is indicated here.

by
Candidate's name

This area of the page contains an abstract of the dissertation. Described are the purpose(s) of the study, the hypothesis or hypotheses (if applicable). Also described are the participants, data collection methods, and analysis of the data with a summary of the results. How the findings contribute to the field of educational leadership and implications are briefly discussed, as well as an indication that recommendations for future research are given. Thus, it is a summary of the entire document.

Date:

Time:

Location:

Indicate at which campus and the room number.

Dissertation Chair:

Name, degree

Committee Members:

Name, degree

Name, degree

ROOSEVELT UNIVERSITY

COLLEGE OF EDUCATION DEPARTMENT OF EDUCATIONAL LEADERSHIP

Approval of Doctoral Dissertation

Student:

ID No:

Title of Dissertation:

The undersigned approve of the dissertation and its oral defense by the above named student.

Dissertation Committee:

Name of Chair (printed)

Signature

Date: _____

Name of Committee Member (printed)

Signature

Date: _____

Name of Committee Member (printed)

Signature

Date: _____

ROOSEVELT UNIVERSITY

Transmittal Information for the Doctoral Degree Candidate In Partial Fulfillment of the Requirements for the Doctoral Degree

Dissertation Chair:

Please send this completed form with one copy of the dissertation to the Dean of Graduate Studies (AUD 852) prior to the following deadlines—fall: November 15, spring: April 1, summer: August 1. After required changes are made, submit the appropriate number of copies to the Graduate Dean along with the original, which indicates the needed corrections. Also submit receipts from the cashier, the UMI/ProQuest form, and the NORC doctoral survey.

1. Student _____ ID No. _____

Address _____

City _____ State _____ Zip _____

Phone (Day) _____ (Evening) _____

E-mail _____

2. Dissertation Title:

3. Grade:

ELOC 690	Pass	Fail
PSYC 790	Pass	Fail

Signature of Chair Date: _____

4. Copies of Dissertation Submitted to the Office of the Graduate Dean

Copies submitted for binding

The student will submit _____ copies of the dissertation for binding. Two copies will be retained for the library.

Copies submitted to UMI/ProQuest (Choose one option.)

- The student will submit one additional unbound copy of the dissertation for publication by UMI/ProQuest.
 The student will provide an electronic copy of the dissertation to UMI/ProQuest.

5. Payments to Cashier

Binding fee: \$9.00 x _____ bound copies = \$ _____ (Cashier: Please deposit in account # 1000-2127)

ProQuest fee: \$ _____ (Cashier: Please deposit in account # 8585-6001)

ProQuest copyright fee (optional) \$ _____ (Cashier: Please deposit in account # 8585-6001)

Total \$ _____

Please attach receipts and UMI/ProQuest form to this transmittal.

6. Approval by the Associate Dean for Graduate Studies:

- Approved Not approved

Date: _____

Judith Gouwens, Ed.D., Associate Dean for Graduate Studies and Research