

**Ed.D. DEGREE PROGRAM  
IN  
LEADERSHIP STUDIES**

**School of Educational Foundations,  
Leadership and Policy  
College of Education and Human Development**

**Bowling Green State University  
Bowling Green, Ohio**

Revised 2/18/2008



*Bowling Green State University is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, sex, sexual orientation, color, national origin, religion, creed, age, marital status, mental or physical disability, or veteran status.*

*The Office of Equity and Diversity,  
705 Administration Building, is responsible for  
university compliance with Title IX and Section 504.*

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NOTE: Students enrolled in the Leadership Studies Doctoral Program are encouraged and expected to consult the Graduate Catalog of Bowling Green State University for similar and supplemental policies and regulations. < <http://www.bgsu.edu/colleges/gradcol/page24974.html> >

The policies and regulations presented in this Handbook of the Ed.D. Degree Program in Leadership Studies are subject to change to maintain consistency with the Graduate Catalog of Bowling Green State University.

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**Ed.D. Degree Program in Leadership Studies**  
**Leadership Studies**  
**School of Educational Foundations, Leadership and Policy**  
**College of Education and Human Development**

The Doctor of Education (Ed.D.) program in Leadership Studies is an interdisciplinary terminal degree offered by the School of Educational Foundations, Leadership and Policy in the College of Education and Human Development at Bowling Green State University. It is a post-master's program designed to engage professional individuals in a rigorous process of inquiry, practice, and reflection. Individuals entering this program are typically individuals who hold master's degrees in academic disciplines, have several years of successful professional/leadership experience, and are interested in preparing themselves for leadership roles in educational settings, faculty positions in colleges or universities, or leadership positions in businesses, human resource institutions and other organizations. The primary aim of the Doctoral Program in Leadership Studies is to prepare individuals to exercise leadership that will transform the quality of schools, colleges and universities, and other human resource institutions and thereby enable those organizations to attain specific goals and objectives as well as maintain their legitimacy within society.

Students in the program come from a wide variety of professional fields, including elementary and secondary education, higher education, business, law, law enforcement, government, medicine, nursing, healthcare, psychology, and social work. Although not leading specifically to administrative licensure, coursework included in the Ed.D. program may also be used to qualify individuals for Ohio school administrative licensure. The students in the Leadership Studies program enroll in cohorts, on either a three-year full-time basis, or a four-year part-time basis.

**PROGRAM ADMISSION AND DEGREE REQUIREMENTS  
ED.D. IN LEADERSHIP STUDIES**

**I. Admission to the Program**

A. Admission Policies

1. Admission to the Leadership Studies doctoral program is guided by a commitment to affirmative action as stated in the following University policy:

Bowling Green State University is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, sex, sexual orientation, color, national origin, religion, creed, age, marital status, mental or physical disability, or veteran status.

See also Bowling Green State University Student Handbook Policies and Procedures.

2. Admission to the Leadership Studies doctoral program is governed by the program's graduate faculty and the policies they formally establish within the framework of the regulations of the BGSU Graduate College.
3. Applicants may be fully admitted if the program graduate faculty deem that:
  - a. The applicant has at least a 3.0 GPA in work completed in the master's program;
  - b. The applicant's career goals and professional interests are consistent with the purposes and intended outcomes of the doctoral program; and
  - c. The applicant's aptitude, commitment, and prior academic and professional performance are deemed sufficient to enable the applicant to successfully complete all program requirements.
4. Students enroll in cohort groups and begin their program during the Fall semester. Enrollment in coursework must commence at the identified date for each cohort. Reapplication for readmission is required for all students failing to enroll with the cohort during the identified enrollment period.

## B. Admission Procedures

An admission packet including all pertinent admission forms and related materials can be obtained by contacting the EDLS office at 419-372-7377 or writing to the address indicated at the end of the Table of Contents.

### *PHASE ONE: Submission of Material and Review of Application*

Applicants must submit the following materials by March 15 before admission to the doctoral program will be considered by the Leadership Studies graduate faculty. Only complete applications will be considered.

1. An application for admission to the Graduate College of Bowling Green State University must be completed online and sent directly to the Graduate College. Applicants previously admitted to the Graduate College also need to reapply. For all applicants, the Graduate College requires:
  - a. A completed Graduate College Application Form, online at <http://www.bgsu.edu/colleges/gradcol/page24959.html> ;
  - b. Official transcripts of all undergraduate and graduate study (copies or transcripts issued to students are not acceptable);
  - c. Scores from the General Aptitude Test of the Graduate Record Examination (GRE) taken within the past five years. Post-master's applicants do not need to submit current GRE scores if they have a graduate GPA of 3.0 or greater and an undergraduate GPA of 2.75 or greater;
2. The following additional application materials should be submitted to the Program of Leadership Studies.
  - a. A completed Leadership Studies Doctoral Program Supplemental Application form;
  - b. Four letters of reference. On the whole, these letters should reflect a balance in the applicant's academic ability and professional experience. For example, two letters can be from individuals familiar with the applicant's academic ability and two letters can document the applicant's professional performance citing specific examples of leadership ability;
  - c. A personal statement, approximately two pages in length, describing the applicant's career goals and reasons for seeking admission to the Ed.D. program;
  - d. A completed Application for Administrative or Supervisory School Licensure form if the student desires to seek Ohio administrative or supervisory licensure in conjunction with completing the Leadership Studies Doctoral program;
  - e. A completed Request for Graduate Assistantship form if the student is interested in being considered for an assistantship. It should be noted that assistantship contracts are typically issued in Spring Semester for appointments beginning the following Fall Semester.

Students receiving assistantships are required to be full-time students and provide a designated number of hours of service, depending on the terms of their assistantship, to the University. Full-time EDLS students typically hold assistantships in the EDLS/EDAS programs in the College of Education and Human Development. But interested students may also consider applying for teaching, research, and administrative assistantships in other areas of BGSU. Students holding assistantships may not be employed full-time in other positions.

- f. A complete resume which should include at least the following components: work history, types and dates of degrees, academic disciplines, post-graduate work, professional experience, professional activities, community memberships, special recognitions, awards, special certificates, and any other professionally related information a student may wish for the Leadership Studies faculty to review.
- g. In addition to the above materials, international students are required to submit a score on the Test of English as a Foreign Language (TOEFL). The BGSU Graduate Catalog provides additional information regarding University admission policies that are pertinent to international students.

*PHASE TWO: Personal Interview*

Students who are preliminarily approved for admission in PHASE ONE by the Leadership Studies graduate faculty will be invited to campus for an interview. The purpose of the interview is to provide an opportunity for the student to articulate personal leadership philosophy as well as answer contextual questions from the Leadership Studies faculty. Faculty will address issues regarding program expectations and cohort policies, and review graduate college requirements and policies. Students who successfully complete Phase Two will be selected for full admission to the cohort to begin in the Fall Semester of the academic year.

## **II. Program of Study**

### **A. Cohort Structure and Block Scheduling**

#### **1. Cohorts**

The Leadership Studies program is cohort-based, with each student enrolling in his or her core courses as a member of a cohort. Cohorts are admitted to the Leadership Studies doctoral program each Fall semester.

The four-year part-time and the three-year full-time schedule allow students to complete their core coursework and research methodology coursework in a cohort. The cohort format promotes camaraderie, support, and personal commitment to each other, as well as timely completion of doctoral coursework.

#### **2. Block Scheduling**

The Leadership Studies program is constructed in a block class scheduling system. During most semesters, students enroll in two courses. The courses are scheduled to meet on alternating Tuesday evenings, with each class session meeting for five and one-half hours, including a dinner break.

The format allows part-time students and full-time professionals to earn a doctorate in only four years, with sufficient time to complete courses and assignments, and with minimal disruption to their work schedules. With the majority of the program's courses scheduled in the evenings, full-time students benefit by the format in that they can complete most graduate assistantship assignments during regular business hours, without any disruption to their class schedules.

Furthermore, the format also allows faculty to schedule joint teaching assignments, coordinate field related visits, and commit to extensive library research projects.

## B. Program Requirements

1. The Ed.D. degree is a 60-hour (minimum) post-master's program. A minimum of 44 hours of course work (excluding dissertation research), which includes completion of 26 hours of specified EDLS core courses, nine hours of research methodology courses, and nine hours of cognate/elective courses, is required.
2. A doctoral student must complete all requirements of the program within eight years from the semester in which the first coursework included on the approved Tentative Degree Program (TDP) was completed. Time spent in the armed forces is exempt from this time limitation. Grants of extensions and revalidation of coursework are addressed in Section VIII.
3. During Fall Semester of the first year in the program, the student and his or her program advisor should complete the TDP (Tentative Degree Program), to be approved by the Graduate College.

4. Distribution of the coursework included on the TDP is as follows:

<u>Coursework</u>	<u>Credit Hours</u>
Leadership Studies Core	26
Cognate Focus	9
Research Methodology	9
Dissertation Research	16

5. The Leadership Studies Core (26 hours) requirement may be satisfied by completing the following courses:

<u>Coursework</u>	<u>Credit Hours</u>
EDAS 783      Orientation in Leadership	1
EDLS 701      Organizational Change	3
EDLS 711      Moral and Ethical Leadership	4
EDLS 721      Leadership Theories	4
EDLS 731      Diversity and Cultural Leadership	3
EDLS 741      Institutional Policy	3
EDAS 782      Leadership for Adult Development	3
EDLS 761      Technology Trends in Institutional Leadership	3
EDLS 771      Internship in Leadership Studies	2



9. Background knowledge in leadership orientation or related leadership paradigms is considered essential to doctoral study in this program. If the student does not have a satisfactory background in previous graduate study, the student may be encouraged to complete additional coursework as a prerequisite to the above core courses.
10. The student's specific program of study as reflected in the TDP is determined collaboratively in consultation between the student's program advisor and the student. The TDP should be completed during the first semester of coursework. The completed TDP must be approved by the student's program advisor, the EDLS Graduate Coordinator, and the Dean of the Graduate College.
11. In order to remain in good standing and to graduate, a student must demonstrate satisfactory progress toward completion of the degree. To maintain satisfactory progress, the student must maintain a 3.5 GPA in the Leadership Studies core courses and an overall 3.2 GPA in all coursework completed. Additionally, a student who fails to complete coursework for two consecutive semesters may be dropped from the program.
12. The scope and sequence nature of doctoral cohort study requires that all students in a particular cohort progress in the same manner. If a student is unable to maintain appropriate good standing in the doctoral program or, for some other reason, is unable to continue with coursework with his or her cohort, the student will have to wait for the next sequence of doctoral cohorts to resume his/her studies. Students may, however, continue to take cognate classes with consent of their program advisor. If a student is unable to take courses for longer than one academic year, he or she may have to apply for readmission through the Graduate College.

#### C. Requirements for Graduate Statistics Coursework

All students who have been approved for admission to the Graduate College and admission into the Doctoral Program in Leadership Studies must meet the following requirement regarding graduate statistics coursework:

1. The student must have taken a graduate level statistics course within the last five years from the semester of admission and received a grade of C or better.
2. If the student has not taken a graduate level statistics course within the five years prior to admission (with a grade of C or better), the student will be required to enroll in and successfully complete a introductory graduate level statistics course prior to enrolling in EDFI 750 Quantitative Research and Statistical Methods in Leadership Studies (fall semester of year two). It is recommended that the student enroll in an introductory graduate level statistics course in the summer of year one. This course may be used to satisfy a cognate requirement as long as the student takes the course for a grade and earns a C or better.
3. A student who has not taken a graduate level statistics course with the last five years may wish to test out of the requirement described in the preceding paragraph. A student who wishes to test out of the prerequisite statistics requirement must contact his or her program advisor, as well as one of the faculty members for statistics and research for the Leadership Studies students. Graduate College regulations on credit by examination apply.

4. This modification was approved by the Leadership Studies faculty on January 31, 2000. Students enrolled prior to January 31, 2000 do not have to comply with this requirement.

### III. Residency Requirement

The Leadership Studies doctoral program has no residency requirement.

### IV. The Preliminary Examination

#### A. Purpose and Timing of the Preliminary Examination

1. The preliminary examination is both written and oral. The purpose of the preliminary examination is to assess the student's ability to integrate and apply experiential, empirical, and theoretical knowledge in the field of leadership studies.
2. Full-time students in the Leadership Studies program may not sit for the preliminary examination before each of the following occurs:
  - a. Spring Semester of their second year in the program, and
  - b. Completion of or concurrent enrollment in the following courses: EDLS 701, EDLS 711, EDLS 721, EDLS 731, EDLS 741, EDLS 751, EDLS 761, EDFI 750, and EDFI 754. Substitutions for these courses are very rarely granted.
3. Part-time students in the Leadership Studies program may not sit for the preliminary examination before each of the following occurs:
  - a. Fall Semester of their third year in the program, and
  - b. Completion of or concurrent enrollment in the following courses: EDLS 701, EDLS 711, EDLS 721, EDLS 731, EDLS 741, EDAS 782, EDLS 761, EDFI 750, and EDFI 754. Substitutions for these courses are very rarely granted.
4. While it is strongly encouraged that the student completes all coursework on or before the semester of the examination, the cognate/elective hours need not be fully completed before the student writes the exam.
5. While the procedures and responsibilities contained throughout this document involve several people, it is the responsibility of the student's program advisor to see that all forms are filed timely and properly, and that all stages of the preliminary exam process are scheduled and completed.

#### B. Content and Length of Preliminary Examination

1. The preliminary examination shall consist of four questions on four different subjects.
2. One subject is required of all students: Research Methods

In consultation with his or her **program advisor** and/or **program coordinator**, the **student** will select and request a faculty member to write the research methods exam questions. This faculty member will often be a faculty member who has taught research methods courses in the EDLS Program. However, this is not required, so long as the faculty member who writes the questions is qualified in the research methods content area and is eligible for Regular or Provisional Graduate Faculty status at Bowling Green State University.

3. The remaining three subjects are to be selected from the following. In a meeting with the student's program advisor, two subjects shall be selected by the **student**, and then one shall be selected at random by the student's **program advisor**.
  - a. Diversity and Cultural Leadership
  - b. Institutional Policy
  - c. Leadership for Adult Development
  - d. Leadership Theories
  - e. Moral and Ethical Leadership
  - f. Organizational Change
  - g. Technology Trends in Institutional Leadership
4. The preliminary examination shall last eight hours, and shall be written over two days (four hours per day). With two questions required per day, the **student** decides which questions/subjects to write on which days. This decision must be made at least four weeks in advance of the scheduled examination.

C. Preliminary Examination Procedures and Responsibilities in Advance of the Exam

1. At least four weeks prior to the date of the written portion of the preliminary exam, the **student** and the student's **program advisor** shall meet to discuss examination committee makeup and exam subjects.
2. Committee Makeup. Generally, the student's preliminary examination committee consists of:
  - a. The student's program advisor, regardless of whether the advisor has prepared a question for the exam.
  - b. Faculty members who have prepared examination questions for the student.
  - c. Graduate Faculty Representative, assigned by the Graduate College upon receipt and approval of the student's Preliminary Examination Application form. (See item C.3.)
3. The Graduate College Preliminary Examination Application form must be signed by all members of the student's committee, with the exception of the Graduate Faculty representative (assigned by the Graduate College). Following the initial meeting between the student and program advisor, it shall be the **student's** responsibility to obtain the signatures of the committee members. A student may not write the preliminary examination in advance of the appointment of the Graduate Faculty Representative.
4. The Graduate College Preliminary Examination Application form must be filed with the Graduate College at least four weeks prior to the first day of the written examination. The **student** must ensure that the application form is filed properly and timely. The student should coordinate this through the **program secretary**.
5. The items to be included on the exam may be developed by members of the committee or by other faculty with whom the student has studied. Normally, the Graduate Faculty Representative does not participate in the development of the items for the written examination.

6. It shall be the **student's** responsibility to contact each member of the committee who is to write questions for the examination. The contact with committee members should be as soon as possible following the initial meeting between the student and program advisor.
7. At least two weeks prior to the date of the written portion of the examination, each **faculty member** assigned to write questions must submit the questions to the program advisor or to the program secretary.
8. The **program advisor** is responsible to ensure that the exam is typed and prepared in advance of the student's writing dates. This responsibility may be coordinated with the **program secretary**.

D. Preliminary Examination Procedures and Responsibilities During and After the Exam

1. The student's **program advisor** shall arrange for exam proctor(s) and a place for the exam. A proctor must be available for the whole exam period on both writing days. The **proctor** need not be the same person for the whole time or for both days, provided the student is notified as to who the proctor(s) are. The student's **program advisor** must ensure that the proctor knows the examination procedures and rules. Students are not permitted to serve as proctors.
2. To accommodate large numbers of students in the same cohort, who are writing the exam during the same semester, the Leadership Studies program faculty and students may arrange common dates, times, and locations for the written portion of the exam.
3. For each day of the written portion of the exam, a packet shall be prepared by the student's **program advisor and the program secretary**. Each packet shall include:
  - a. The exam questions for that day only.
  - b. A copy of the Program Rules of Conduct for Students Taking Examinations. See the **program secretary** for copies.
  - c. A copy of the Preliminary Examination Instructions. The **student** must sign this form on each day of the written exam. See the **program secretary** for copies.
  - d. A copy of the Examination Log Sheet to record time of the exam and the student's breaks during the exam. See the **program secretary** for copies.
  - f. A few sheets of blank paper for outlining.
4. The **proctor** shall ensure that student breaks, if any, during the exam are of reasonable length.
5. The examination is to be typed on a computer. The **student** is not permitted to use his or her own computer, including those used in the student's capacity as a Bowling Green State University employee.
6. At the end of each day, the **student** shall print out a copy of the written responses for that day, and save the responses on the diskette. If there is no diskette, then an electronic copy of the responses will be sent to the **program advisor** or **program coordinator** via electronic mail. The **student** must return all exam materials to the examination **proctor**. The **student** may keep a copy of the written responses. In situations involving a common date, time, and place, the student may not keep a copy of his or her written responses until the end of the second day of writing.

7. The **proctor** must initial the log sheet at the end of each day and indicate the total writing time of the student.

E. Preliminary Examination Procedures Regarding the Oral Defense

1. Copies of the student's written responses are to be forwarded to each of the committee members, including the Graduate Faculty representative, within two working days after completion of the examination. While this distribution may be coordinated through the **program secretary**, it is the responsibility of the student's **program advisor**.
2. The oral examination of the preliminary examination is to be held approximately ten days to two weeks after completion of the written examination. It is administered in one two-hour segment and must involve all members of the student's committee, including the student's program advisor and the Graduate Faculty representative.
3. To avoid last-minute schedule changes and conflicts, it is strongly encouraged that the dates for the oral defense be set as soon as possible after the committee is assigned. That is, the student should not wait until after the written portion of the exam to inquire about dates and times for the oral defense.
4. It is the responsibility of the **student** to schedule the date and time of the oral defense.
5. It is the responsibility of the **student's program advisor** to coordinate the location of the oral defense. This may be done through the **program secretary**.
6. If the student, the Graduate Faculty Representative, or any other committee member requires a parking pass for the dates of the exam, the **student** and his or her **program advisor** must coordinate it.

F. Evaluation of the Preliminary Examination

Performance on the preliminary examination (both written and oral) is judged as a Pass, Conditional Pass, or No Pass. For a student to pass the examination, the student's committee, including Graduate Faculty Representative, shall either cast a unanimous vote, or there shall be only one dissenting vote.

1. **Passage.** Upon passage of the preliminary examination, the Graduate College Preliminary Examination Report shall be marked accordingly, signed by all of the committee members, and forwarded to the Graduate College. Completion of this item is the responsibility of the student's **program advisor**.
2. **Conditional Passage.** If the committee should decide to pass the candidate subject to certain conditions, all committee members must agree to these conditions and to their having been met before the examination is recorded as Pass. If the committee decides to pass the candidate with conditions, the conditions must be met before the exam is recorded as satisfactory. These conditions must be conveyed in writing to the Graduate College.

3. No Passage. A student who does not pass the preliminary examination may, after a period of at least six months, take a second preliminary examination upon recommendation of the student's examination committee. Should the student fail to achieve a Pass on the second examination, the student will not have another opportunity to sit for the examination.

## V. Candidacy

- A. Advancement to candidacy for the Ed.D. in Leadership Studies occurs when a student has (1) passed the preliminary examination, and (2) secured approval for the dissertation topic and plan (dissertation proposal) for completing the dissertation research.
- B. The purpose of the dissertation is to assure that, as a practicing professional and scholar in the field of organizational leadership, the student will be capable of conducting disciplined inquiry that is essential to contributing to leadership theory, adding to the knowledge base, and improving leadership practice.
- C. A dissertation committee is recommended for each student by the EDLS Graduate Coordinator and appointed by the Dean of the Graduate College. The composition of this committee may be similar to or different from the student's preliminary examination committee.
- D. As with the original program, a doctoral student may request a particular faculty member to serve as chair of the dissertation committee. This may or may not be the individual (program advisor) who chaired the preliminary examination committee. However, no faculty member is required to serve as a given student's dissertation committee chair nor is any student required to work with a given committee chair.
- E. The dissertation committee must consist of at least four persons. Among those four:
  1. Dissertation Chair/Advisor. Co-Advisors are permitted.
  2. Graduate Faculty Representative
  3. One member, with a terminal degree, but external to BGSU (e.g., a faculty member from another university, a practicing school administrator, a professional from the student's field, etc.)
    - a. The external representative must have expertise in the identified research area. He or she must represent an outside institution of higher education or an appropriate professional field. The terminal degree possessed by the external representative typically will be a Ph.D. or Ed.D. However, if the student's professional field and/or research area warrants, the external representative may possess a terminal degree appropriate to the professional field (e.g., J.D., M.D., M.F.A., etc.).
    - b. To secure the external representative's membership on the committee, the **student** must write a letter on that person's behalf, explaining the academic and/or professional relationship between the student and the proposed representative. The letter must be submitted to the **program coordinator** and to the student's **dissertation chair**. This letter may also be written by the proposed external representative.

- c. The external representative must also be approved, through the Graduate College, for temporary graduate faculty status. Graduate faculty status must be confirmed before the student's dissertation proposal defense.
- 4. Other Leadership Studies faculty members and/or other BGSU faculty members who have knowledge and experience in the student's desired research area or the associated research methodology.
- F. The student may register for EDAS 799 (Dissertation Research) in the semester in which the preliminary examination is to be administered if the student's dissertation committee chair verifies that the student is in the process of developing the dissertation proposal. The **student** must register for EDAS 799 in the semester following approval of the dissertation proposal.

The student must register for EDAS 799 under the name of the student's dissertation chair or one of the student's co-chairs (where applicable). The student is required to maintain continuous registration from one semester to another, except for summer terms, until the dissertation has been accepted by the Graduate College. However, a student who plans to graduate in summer must enroll in that summer term. A student who has completed the required 16 hours of EDAS 799 but has not completed the dissertation is required to register for at least one hour each semester until the dissertation is accepted by the Graduate College.

G. Guest Dissertation Director/Co-Director

In rare circumstances, the student may wish to nominate, as guest dissertation director or co-director, a BGSU faculty member who is not contracted as a faculty member in the program.

This position within the Leadership Studies program is open to an individual from the School of Educational Foundations, Leadership and Policy or from the College of Education and Human Development who wishes to serve as a dissertation chair/director for a student enrolled in the Ed.D. program in Leadership Studies. In very limited circumstances, a Bowling Green State University faculty member from outside the College of Education and Human Development may serve as Guest Dissertation Co-Director.

Once the student has successfully defended his or her dissertation and graduated from Bowling Green State University, the Guest Dissertation Director status will expire. Any faculty member who has previously served as Guest Dissertation Director in the Leadership Studies program may reapply to serve in that capacity for another student.

***Application Requirements and Procedures:***

1. Upon a request from the student or his or her prospective dissertation chair ("applicant"), the program coordinator for Leadership Studies shall ensure that the applicant receives the following items:
  - a. The one-page application, with detailed requirements.
  - b. The program template with the course and dissertation hour requirements.
  - c. A copy of the program's Admission and Degree Requirements.
2. The **student** or the **prospective guest dissertation chair** must submit the following items to the Leadership Studies Program Chair:
  - a. Letter of intent, addressed to the Leadership Studies program coordinator, detailing the applicant's experience in directing dissertations, evidence and

- description of the academic and/or professional involvement with the student, and demonstrated expertise in the student's area of research interest.
  - b. The applicant's Curriculum Vita.
3. The applicant must have regular graduate faculty status with the Graduate College at Bowling Green State University.
  4. Each application will be reviewed by the current Leadership Studies faculty.

## VI. The Dissertation Proposal

- A. The dissertation proposal is developed under the guidance of the chair of the student's dissertation committee.
- B. The **chair of the student's dissertation committee** makes the decision as to when the student's proposal is ready to be presented to the committee. Normally, however, other committee members are involved as the proposal is being developed so that they may be aware of the student's progress and have the opportunity to provide appropriate suggestions and assistance prior to the formal presentation of the proposal.
- C. The **chair** of the student's dissertation committee is responsible for scheduling a meeting of the full committee to review and approve or disapprove the student's proposal. The **chair** is also responsible for seeing that the Thesis/Dissertation Application Form is completed and forwarded to the EDLS Graduate Coordinator for transmission to the Graduate College.
- D. The **student** is responsible for providing each member of the committee a copy of the final draft of the proposal approximately two weeks in advance of the scheduled committee meeting.
- E. Unless the committee chair and full committee agree otherwise, at a minimum, the dissertation proposal should include:
  1. Introduction to the problem including the justification for the proposed research
  2. Purpose, objectives, and/or research questions and hypotheses of the proposed research
  3. A review of literature pertaining to the problem addressed
  4. Methodology, including the sample, instrumentation, data collection procedures, and proposed data analysis, as appropriate
  5. Significance of the study in relation to the field of leadership studies.

There is no required format or outline for a dissertation proposal in the Leadership Studies Doctoral Program.

- F. The student's **dissertation committee** determines if the student's dissertation proposal is acceptable. The committee will either cast a unanimous vote of Pass or there may be one dissenting vote.
- G. Once the committee approves the proposal, the chair of the student's dissertation committee is responsible for obtaining the signatures of all members of the committee and forwarding the approved proposal and signed Thesis/Dissertation Topic Approval Form to the EDLS Graduate Coordinator. The copy of the dissertation proposal is then placed in the student's official program file and the Report transmitted to the Graduate College.

- H. All proposed research projects involving human subjects, including dissertation proposals, must be reviewed by the **Human Subjects Review Board (HSRB)** to provide assurance to the University that research conducted under its auspices does not violate the rights and welfare of any human subjects involved in that research. The **student** is responsible for obtaining this approval by completing the appropriate forms and forwarding them to the Review Board, located in the Office of Compliance at BGSU. Copies of these forms are available on-line or in the in the EDLS program office.
- I. All **students** and **dissertation chairs** must complete a Human Subjects Review Board training workshop (either in person or online) before an application for Human Subjects Review can be submitted. The dissertation chair need not complete the training for every dissertation he or she chairs, but the Office of Compliance must have the training workshop completion on record before an HSRB application will be processed.

## VII. The Dissertation

- A. The final dissertation manuscript organization and style must conform with guidelines indicated in the Graduate College Thesis and Dissertation Handbook (<http://www.bgsu.edu/colleges/gradcol/tdhandbook/index.html>), as well as the style manuals appropriate for the student's professional field (e.g., Publication Manual of the American Psychological Association, Fifth Edition [2001]).
- B. The final oral examination (dissertation defense) is administered by the student's dissertation committee. This examination is conducted as a public forum. The student's **dissertation committee chair** is responsible for scheduling the date of the oral examination and assuring that an advance announcement of the date and time of the examination is placed in the *University Monitor*.
- C. Copies of the final draft of the dissertation (defined as the manuscript with content embodying all corrections requested by the committee) should be submitted to the dissertation committee at least two weeks prior to the date set for the final examination to allow for a rigorous and careful reading of the manuscript by the committee members.
- D. The student's **dissertation committee** determines if the student has passed the oral examination and if the final manuscript is acceptable for transmission to the Graduate College. The committee will either cast a unanimous vote of pass and acceptance or there may be one dissenting vote. There are no conditional passes on dissertation final defenses.
- E. The **student** needs to be aware of specific deadlines for graduation established by the Graduate College and published in the Graduate College calendar on the Graduate College web site:
1. Formal application for graduation with the doctoral degree should be filed at least 10 weeks prior to the commencement at which the **student** expects to receive the degree. The Graduate College sets strict deadlines on application for Graduation each semester. The student must apply for graduation on line through *My BGSU*.
  2. The report of the dissertation committee must be filed in the Graduate College by the **chair of the dissertation committee** not later than six weeks prior to the commencement at which the degree is to be conferred.
  3. An error-free copy of the completed dissertation must be submitted on line with the Ohio Link Electronic Thesis and Dissertation Center and approved by the Graduate

College not later than six weeks prior to the commencement at which the degree is to be conferred.

### VIII. Extension of Time and Revalidation of Coursework

- A. Graduate College policy allows a student eight years to complete a doctoral degree, beginning with the end of the first course the student wishes to use to fulfill the degree requirements. Given special extenuating circumstances, a **student** may petition for an extension of no more than two years provided all requirements of the degree except approval of the dissertation have been met.
- B. Any coursework to be used to meet the requirements of a doctoral program normally must be revalidated if it is completed more than eight years prior to completion of the program. Revalidation of a course may be done by examination or by retaking the course. Approval to revalidate a course must be gained from the program/department/school that offered the course. Only coursework taken at BGSU may be revalidated. Problems and readings courses cannot be revalidated by examination. Further details concerning procedures for revalidating courses can be found in the Registration Section of the BGSU Graduate Catalog. Forms which must be completed to request approval to revalidate a course can be obtained from the EDLS office of the Graduate College. Coursework that falls outside of the time frames for revalidation must be retaken.
- C. To request an extension, a student must prepare a letter (petition) which states the rationale justifying the request. This letter should include a timeline indicating the proposed schedule for completing the degree, including any coursework that requires revalidation. Enclosed with the letter should be completed revalidation forms for all outdated courses indicating the manner in which the courses are to be revalidated and approved by the appropriate program/department/school. The letter should be forwarded to the EDLS Graduate Coordinator. Doctoral students may be granted two extensions, not to exceed a total of two calendar years.
- D. Students granted an extension and permission to revalidate courses who fail to meet all requirements of the degree within the time specified shall be dropped from the program.