

HIGHER EDUCATION

DOCTORAL STUDENT

HANDBOOK

**Department of Higher Education and Learning
Technologies (HELT)**

Texas A&M University-Commerce

(Revised 2022 Edition)

Doctoral Program Checklist

Date

Completed

Requirement

- _____ Admitted to doctoral program
- _____ Meet with assigned major advisor for a formal introduction and to discuss your learning needs and professional aspirations
- _____ Complete doctoral residency and required coursework reflected in DegreeWorks
- _____ Work with your advisor about develop a doctoral/dissertation committee, which consists of your major advisor, an internal faculty member, and an external faculty member
- _____ Discuss with your advisor your plan to take the doctoral comprehensive exam. There are two parts to the exam. The first is the written portion. Once you pass the written portion, the oral portion can be scheduled. You must pass both to pass the exam. All research tools courses must be completed first before taking the exam
- _____ A report on your doctoral comprehensive exam will be forwarded by your advisor to the Graduate School upon successful completion of oral and written examinations. Your next step is the [dissertation process](#).
- _____ Register for HIED 718. Work on your dissertation proposal. Submit a signed copy of the Schedule for Presentation of the Dissertation Proposal to the Office of Graduate Studies and Research by the 20th of the month preceding the month of the proposal defense
- _____ Upon advisor approval, ensure that committee members have received the complete proposal (Chapters 1-3) at least 2 weeks before the scheduled defense date. Compile with all required forms and documentations.
- _____ Complete all required research training through [CITI](#)
- _____ Complete proposal defense satisfactorily
- _____ Submit IRB protocol and the CITI certificate(s) to the major advisor
- _____ Secure approval of proposal from department head and COEHS dean (needs committee signatures and IRB approval beforehand)

- _____ Submit to the Office of Thesis and Dissertation Services the Graduate School Proposal Form, the Advisor's Approval to Submit Form, iThenticate result, CITI certificate(s), and a revised/final copy of the proposal
- _____ Secure approval of proposal from the Office of Thesis and Dissertation Services
- _____ Complete dissertation
- _____ File for graduation through the Registrar's office
- _____ Submit the Schedule for the Presentation of Final Examination/Defense to the Office of Graduate Studies and Research by the 20th of the month preceding the month of the dissertation defense
- _____ Upon advisor approval, ensure that committee members have received the complete dissertation at least 2 weeks before the scheduled final defense
- _____ Complete final dissertation defense satisfactorily
- _____ Order graduation regalia (NOTE: Check with bookstore for details)
- _____ Submit the final approved dissertation, the Final Defense Form, iThenticate report, and the Advisor's Approval to Submit Form to the Office of Thesis and Dissertation Services by the deadline stated in the schedule of classes
- _____ Obtain a list of needed changes from the Office of Thesis and Dissertation Services
- _____ Make required changes and submit revised dissertation, iThenticate report, and Advisor's Approval to Resubmit Form to Office of Thesis and Dissertation Services

Introduction

This handbook outlines the procedures to be followed by students pursuing the Doctor of Education (Ed.D.) degree in Higher Education (HIED) through the Department of Higher Education and Learning Technologies (HELT) at Texas A&M University-Commerce. It is designed to assist doctoral students in meeting all of the departmental, college, and university requirements and deadlines, from the time of admission until graduation. The student should also review the [Doctoral Student Handbook](#) compiled by the Office of Graduate Studies at TAMUC.

Admission to the Doctoral Program in Higher Education

The first step toward the doctoral degree is formal application and admission to the University through the Graduate School at Texas A&M University-Commerce. Please examine this [Doctoral Student Handbook](#) for additional details.

After filing a complete admission application to the Graduate School, the application materials are sent to the Department for review. Admission is a committee decision based upon previous grade-point-averages, verbal and quantitative Graduate Record Examination scores, 2 letters of reference, and a writing sample. After review, the Departmental Doctoral Program Coordinator will recommend admission or denial. Recommendations will be forwarded to the Dean of the Graduate School.

If denied, the Office of Graduate Studies will notify the applicant. If accepted, applicants should receive two letters: one from the Department Head and one from the Dean of the Graduate School. The letter from the Department Head will provide the name of a faculty member who will serve as the student's major advisor.

New Student Orientation

An online doctoral orientation program has been designed for first-time students to examine online. It covers basic information about the history of the program, the coursework required for the degree, faculty profiles, residence requirements, the role of advisors, tips for becoming a successful doctoral student, the doctoral comprehensive exam, IRB, and the dissertation process.

DegreeWorks

After official admission to the University, students should contact their major advisors to arrange for a first meeting. The purpose of this meeting is to provide an opportunity for students to discuss their educational and professional background as well as short- and long-term learning and professional development goals.

Students can check their course progress and remaining requirements through DegreeWorks, an online portal that can be accessed through MyLeo. Students should communicate their degree progress with their major advisors preferably at the end of every semester but minimally once a year. The Department also conducts an annual review of each student's academic progress and makes one of three determinations: good/adequate progress; marginal progress; and unsatisfactory progress.

Coursework

Students should plan class schedules on the basis of courses listed on their DegreeWorks. These are the current requirements for the Ed.D. degree:

- **Core courses (18 hours):** (1) Introduction to Higher Education (HIED 615); (2) History of Higher Education in the United States (HIED 627); (3) Higher Education and the Law (HIED 656); (4) Internship (HIED 622); (5) Writing the Literature Review (HIED 650); and (6) Dissertation Proposal (HIED 710).

HIED 650, HIED 622, and HIED 710 are designed to assist students' enculturation into higher education and their preparation of the dissertation proposal. The Internship (HIED 622) is required for all students who are not currently employed at a college or university, and students who are currently employed at a college or university may substitute another HIED course if they wish to not take HIED 622. Writing the Literature Review (HIED 650) includes the development of Chapter 2 (Review of Related Research) of the dissertation proposal. In the Dissertation Prospectus course (HIED 710), students will develop Chapters 1 (Introduction) and 3 (Method of Procedure) of the proposal. Prerequisites for HIED 710 include all the research tools, the core classes, and HIED 650. Ideally, HIED 710 should be the last course taken before beginning HIED

718 (dissertation) and may be taken in the same semester as the comprehensive exams.

- **Additional Courses in the Major (21 hours):** The purpose of these additional courses is to allow you flexibility of choosing courses based on your educational and professional needs and interests. The listing of these courses appear in DegreeWorks. Please consult with your advisors about the appropriate courses to take.
- **Research tools (12 hours):** Take HIED 695 Research Methodology first since it is the prerequisite for the remainder of the three research tools courses. The other 3 research tools courses are (1) HIED 696 Qualitative Research Methods; (2) HIED 617 Intro to Quantitative Research, (3) HIED 619 or HIED 698 Advanced Quantitative Research. Remember that you cannot take your doctoral comprehensive until you have completed all your research tools courses. There is no exception
- **Electives and course substitutions:** A variety of topics are offered as electives. Limited numbers of courses can also be taken from HELT's master's program in Organization, Learning, and Technology (OLT) or Educational Technology, or from other programs at the University. If any course substitution is desired, approval from the faculty advisor is required before taking the substituted course.

Students should retain class syllabi and course notes as well as books and other reference materials that will be helpful when studying and preparing for the doctoral comprehensive examinations.

Doctoral Residency Requirements

Each student is required to complete a residency on a college or university campus after admission. The purpose of residency is to promote active student engagement in learning and other developmental activities. Currently, this departmental requirement can be satisfied by taking and completing at least 6 graduate hours per semester in three consecutive semesters, which can include the summer term as an option. This requirement is different from the HIED 622 Internship class, which requires a supervised project within a semester. Students should meet their residency requirements before taking their doctoral comprehensive examination. The required form and information about the department's residency rules is available [here](#)

(Residency Form).

The Doctoral Comprehensive Examination

Taken at or near the end of all coursework, the doctoral comprehensive examination represents a very important step in the doctoral preparation process and demand extensive preparation. Designed to test the students' in-depth knowledge and understanding of core course materials and research methodology covered throughout the doctoral program, comprehensive examinations may not be scheduled until the students have completed all of the research tools and core classes, have met the department's residency requirements, and have no more than 6 hours of general coursework remaining, excluding HIED 718.

Comprehensive exams are offered during the regular semesters and may be offered during the summer term, by discretion from the faculty. The exam consists of two parts: (1) the take-home written part, and (2) the oral part. In the first part, students are allowed a total of one week to write their answers and to send back their responses to the department for evaluation by multiple teams of faculty members. Once students passed the written part of the exam, the second part, the oral portion, can be scheduled. This can be done virtually.

As a first step toward taking the exam, students should inform both their advisors and the doctoral program coordinator of their plan to take the exam. This should be done as early as possible. Deciding NOT to complete the exam after receiving the questions is a violation of academic integrity; therefore, it will count as a failed attempt unless there are mitigating reasons that the faculty should consider on a case-by-case basis.

To plan for the oral part of the exam, students should

1. Schedule a conference with the major advisor to confirm that no more than 6 hours of coursework, excluding 718, are remaining. The major advisor will then notify the doctoral program coordinator.
2. If the committee has not been finalized upon completion of the written exams, schedule another conference with the major advisor to determine the composition of the doctoral committee. The student must have a minimum of three committee members: two from HELT and a third from outside HELT. **If the outside member is from**

another university, it needs to be approved from the Graduate School, and an approval form has to be submitted. The presence of the third non-HELT committee member during the oral exam is optional, but it is still strongly recommended that committee members be decided at this time.

3. Notification of the written exam results is sent during the **fourth** week after the exam. If the student passes, he or she should contact the major advisor and arrange for the oral exam. If the student fails, only failed portions of the exam will be retaken. However, a study plan must be completed by working together with the major advisor, and the plan must be approved from the Graduate School before a retake is arranged. If the repeated exam is unsatisfactory, the student may be withdrawn from the program.
4. For official registering of the comprehensive result, obtain the **Doctoral Comprehensive Examination Form** at [here](#). The major advisor submits this form to the HELT office after the oral exam if it is completed in the same semester as the written exam, or upon failure notice of the written exam (together with the study plan). (NOTE—the following [link](#) will be used for all doctoral forms starting with the comprehensive exams.)
5. A copy must be filed with the departmental secretary for placement in the student's file. A copy of the signed form will be returned to the student at a later date.

Upon verification of the completed **Doctoral Comprehensive Examination Form** by the Office of Graduate Studies, a copy of the signed form will be mailed to the student. This form is official notification to candidacy and will itemize any restrictions such as uncompleted coursework and the timing requirement of completion for the degree. Once admitted to candidacy, the student (now titled the "candidate") must enroll in HIED 718 (dissertation) every fall and spring semester until graduation. In addition, the candidate may apply for reduced tuition for HIED 718 through the Office of Graduate Studies. To receive doctoral advisement or to use University facilities and resources during the summer sessions, the candidate also must be enrolled in HIED 718 for the summer term.

The Doctoral Proposal

**This section is long, but critically important. So please read carefully.*

Once comprehensive exams are passed, the doctoral candidate focuses upon the completion of remaining coursework and the dissertation proposal defense. All non-718 coursework must be completed and the candidate must be enrolled in HIED 718 at the time of the proposal defense.

The dissertation is an extensive, comprehensive research project to be completed by the doctoral candidate and planned and coordinated in conjunction with the candidate's committee working primarily through the major advisor. Throughout the dissertation process, final approval at all levels lies with the committee with ultimate authority resting with the major advisor. Once the committee has approved the proposal, it must then be approved by the Department Head, the Dean of the College of Education and Human Services, and the Dean of the Graduate School.

The dissertation proposal may be quantitative or qualitative and must consist of the following parts:

1. Title Page, Signature Page, and Abstract
2. Table of Contents
3. Chapter 1—Introduction
 - a. Statement of the problem
 - b. Purposes of the Study
 - c. Hypotheses and/or Research Questions
 - d. Significance of the Study
 - e. Definitions of Terms
 - f. (De)limitations
4. Chapter 2—Review of the Literature
5. Chapter 3—Method of Procedure
 - a. Design of the Study
 - b. Sampling
 - c. Instrumentation
 - d. Data Collection
 - e. Data Analysis
6. References

As a rule of thumb, the dissertation proposal must be **comprehensive** with each chapter thoroughly developed (i.e., each chapter must be able to stand on its own). It is essential to note here, it is the candidate's responsibility to be knowledgeable about his or her chosen method (qualitative/quantitative or the mixed methods).

The dissertation proposal should be developed in conjunction with the major advisor and must be based upon a **high quality review of the literature** whose topics and topic sequence must match and be aligned well with the research purpose and questions. Throughout the dissertation process, the major advisor will be the candidate's primary contact, providing guidance, as needed, and reviews of the dissertation chapters. The major advisor must approve the dissertation chapters before submission to other committee members, and candidates should not work directly with non-advisor committee members without the direction of the major advisor.

The candidate should schedule meetings with the major advisor and other members of the committee—as per the major advisor's approval—to discuss ideas for the study and methods for pursuing the study. When appropriate, an individual who has expertise in statistics should be consulted regarding the statistical approach to be employed and preparing for and conducting the data analysis. **Ideally, the initial work for this project will be conducted in HIED 650 Writing the Literature Review and HIED 710 Dissertation Proposal.** However, successful completion of these courses does NOT assure that the committee will accept the proposal. Working in conjunction with the major advisor, though, the candidate may find that by the end of HIED 710, the nucleus for the proposal is identified.

IRB – Research with Humans. After the candidate's proposal meets the requirements of the major advisor and the committee members, he or she must then comply with the federal regulations regarding research with human subjects and the guidelines of the University's Institutional Review Board (IRB), available [here](#).

A candidate cannot gather any data from human subjects without the University's IRB approval. The IRB process takes anywhere from 2-3 weeks to 2 months or longer depending upon the complexity of the research design (e.g., number of sites, types of participants). The Graduate School registers the completion of the proposal defense when it receives IRB

approval. Because IRB approval takes time, a candidate will want to submit the IRB application as soon as the proposal is successfully defended; thus, **make sure the work for the proposal defense includes a completed draft of the IRB Protocol Form** (forms and review schedule and procedure can be found from the preceding link; please check with the major advisor regarding which protocol form to complete). The candidate will also need to complete the CITI online training as part of research compliance and submit the clearance record together. For more see <http://www.tamuc.edu/research/compliance/default.aspx>.

Setting up a proposal defense satisfying all these requirements takes time. Remember, the proposal defense will not require the IRB application to be included, and one cannot submit the IRB without a successful proposal defense. To schedule the proposal defense, the candidate must secure the **Schedule for the Presentation of the Dissertation Proposal Form** available [here](#).

This form must be completed by the candidate, signed by all appropriate persons, and submitted to the Office of Graduate Studies by the **20th of the month preceding** the month in which the candidate plans to defend the proposal. If the 20th falls on a weekend, the form must be submitted to the Office of Graduate Studies by the preceding Friday. The Office of Graduate Studies will then publish the date of the defense and the name of the person who will serve as the representative of the Office of Graduate Studies—a nonvoting member of the committee who attends to assure compliance with the policies of the Office of Graduate Studies.

After completing and submitting the **Schedule for the Presentation of the Dissertation Proposal Form**, the candidate should obtain the **Graduate School Dissertation Proposal Defense Form** and the **Advisor's Approval to Submit Form** (details are provided [here](#)). Excluding the signature lines, both forms should be completed and ready for signatures by the major advisor. The committee members, the Department Head, and the Dean of the College of Education and Human Services are also expected to sign the Dissertation Proposal Defense Form. These forms should be taken to the defense.

The major advisor must allow at least 2 weeks for the committee members to review the candidate's proposal and obtain committee agreements to schedule the final defense. To

do so, the proposal must be approved by the major advisor before being disseminated to the committee members. If the candidate has worked closely with the major advisor, no major surprises should occur at the proposal defense. However, some committee suggestions or required changes to the proposal invariably are necessary.

The proposal defense is of paramount importance for the candidate and should be regarded as such. Both the candidate and the committee members should arrive at the assigned location prior to the scheduled time for the defense to begin. The candidate should arrive early enough to ensure that all equipment is working properly and to make any necessary adjustments. The candidate should also have a contingency plan in case of equipment failure. At the proposal defense, the candidate should take notes concerning suggested and required changes and should confirm with the members of the committee the working title for the dissertation. This title may be adjusted further before the dissertation is submitted to the Office of Thesis and Dissertation Services after the final dissertation defense. The candidate will be responsible for addressing the changes and responding to any clarification requested by the committee. Again, related to the proposal defense, four forms must be submitted: (1) Schedule for the Presentation of the Dissertation Proposal Form (by the 20th of the month preceding the defense); (2) The Graduate School Dissertation Proposal Defense Form (1-2 weeks before actual defense); (3) the Advisor's Approval to Submit Form and a copy of the revised proposal (copies of these forms must be placed in the student's doctoral folder in the HELT office); and (4) the IRB Protocol Form (upon successful completion of proposal defense; the candidate prepares the form, and the major advisor submits it).

*Proposal defenses are scheduled once the student has a clean, reviewed proposal. Proposal hearings will not be scheduled at the student's request alone but rather when the advisor has approved the readiness of the proposal.

The Dissertation

Upon completion of the proposal defense, the candidate should begin to convert the proposal to appropriate dissertation chapters (including changing future tense to past tense and making any revisions suggested by the committee). The candidate **MUST NOT** begin

collecting data until the IRB protocol has been approved and the Office of Thesis and Dissertation Services has approved the proposal. In most instances the use of an editor will be of benefit to the candidate, which is particularly true for recurring structural problems or if time has become a major factor. However, the selected editor must be reputable and knowledgeable of the methods of APA style acceptable to the department and the Office of Graduate Studies. Although editors are not inexpensive, a good one can be an invaluable asset. The Graduate Office updates a list of external editors at a reasonable fee. There is no absolute guarantee for the quality of service, yet if the candidate does not know any competent editor personally, contacting the Office of Graduate Studies for editorial assistance can be helpful.

Chapter 4 (titled Presentation of Findings) reports the findings of the study. Quantitative researchers will include their statistical data in this chapter whereas qualitative researchers will include narrative documentation for their findings. Chapter 5 (titled Summary of the Study and the Findings, Conclusions, Implications, and Recommendations for Future Research) includes discussion, followed by implications, limitations, recommendations/suggestions for future research, and conclusion. This chapter is of major importance because it presents what the candidate has interpreted from the findings/results of the study (in the Discussion section). A typical error made by candidates is confusing a presentation or summary of the findings with a discussion of the findings. A discussion is not a repetition of the findings; a discussion typically begins with a statement of key findings followed by a comparison of these findings with past, relevant studies coupled with insights or new meanings that the findings add. Thus, this section should highlight what the study adds to the body of the literature!

Once all five chapters have been approved by the committee, the candidate, with the guidance of the major advisor, may schedule the final defense. The candidate must be registered in HIED 718 during the semester of the defense and **cannot complete both proposal and final defense in the same semester**. The procedure for scheduling the final defense is similar to that of the proposal defense and cannot be scheduled until all committee members agree that the candidate is ready to defend. (Note: Committee members must have

the entire dissertation NO LESS than **2 weeks** before signing the defense schedule form.) Of course, changes may be recommended or required at the defense. The defense must be scheduled by the **20th of the month preceding the month** in which the defense will be held.

*Final dissertation defenses are scheduled once the candidate has a clean, reviewed dissertation. Final dissertation defenses will not be scheduled at the candidate's request alone but rather when the advisor has approved the readiness of the final dissertation.

The Final Defense

To schedule the final defense, the candidate must secure the **Schedule for the Presentation of the Final Examination/Dissertation Defense** (please check [here](#)). The final defense schedule form must be completed by the candidate and signed by all appropriate persons. The form requires the date, time, and place for the defense. As with the proposal defense, the candidate is responsible for scheduling a time that is convenient to all committee members. The completed form, including the dissertation title and the signatures of all committee members, must be submitted to the Office of Graduate Studies by the **20th of the month preceding** the defense. The candidate must defend the dissertation at the scheduled time. Subject to changes, the last day to defend the dissertation in the Fall Semester is the fourth Friday in October and for the Spring Semester, the date is fourth day in March. Please see the "Deadlines for Theses and Dissertation Submissions" on the Graduate School [website](#). Upon successful completion of the defense, committee members and the Department Head will sign the **Final Examination/Dissertation Defense Report**.

After the final defense, the candidate should make final corrections and/or modifications to the dissertation. Once the candidate has completed this task and an iThenticate report is generated, the dissertation and the report should be submitted to the Graduate School for final checking. In addition, the candidate must submit the following items:

- Final Examination/Dissertation Defense Report, Doctoral Degree, completed with all required signatures.
- Advisor's Approval to Submit Form.

The final copy of the dissertation is required in the Graduate School approximately 1 month before graduation. The candidate is required to confirm the exact date for this submission as it is listed on the Graduate School website. The candidate should also remember that the submission of the dissertation to the Graduate School does NOT mean that the candidate is registered for graduation. The candidate must apply for graduation with the Registrar's office before the deadline early in the semester of graduation. The candidate should note that there are graduation filing deadlines published each semester in the Schedule of Classes, and these deadlines are enforced. Candidates should also be aware that doctoral academic regalia must be secured well in advance as it is not a stock item in the University Bookstore.

This handbook was revised by David Tan, Ph.D., Doctoral Program Coordinator, October 2022.

Higher Education Ed.D. Program: Student Expectations

Instruction: Please read this document carefully and sign at the end of document acknowledging your understanding and agreement. Please submit the completed document to your advisor.

Congratulations, you are a graduate student at the highest distinction. What does that mean exactly?

- First, you have reached a new level of education.
 - Educational opportunities over and above the college experience are called “higher education” which implies a new level of scholarship.
 - Graduate doctoral level educational experiences are “higher” than “master’s” and “undergraduate” learning experiences, which implies rigor, quality, and ethical work.
 - As a doctoral student, you will be expected to read, write, and converse at a scholarly level, which is deeper, more analytical, more critical, more insightful, and conforms to the demands of an academic discipline tradition.
- Second, you have made a choice to be here.
 - The very nature of the program is to meet the needs of working professionals.
 - However, having a commitment at work does not negate or circumvent your commitment to the demands of this program of graduate study.
 - Only you can decide what kind of course load to take for each semester.
 - Whatever your course load, you will be expected to meet the expectations of the faculty and the demands of the program.
- Third, you will be expected to be responsible for your own learning.
 - Typically, in graduate level courses, the instructors are the facilitators of the learning experiences for a course. Their job is to provide intellectual challenges, guidance, and support to you on your journey. HIED courses have been designed to leverage principles of adult learning implying authentic tasks, peer interactions, and research-based reading and discussion.
 - This means that you must be **self-motivated** to engage the learning opportunities and **self-disciplined** as a learner in order get the most out of each learning opportunity.
 - To do this you must be committed, dedicated, disciplined, engaged, prepared, and persistent.
- Fourth, you will be expected to produce work that will be held to high standards.
 - Why should this be so? There are several reasons:
 - First, mediocrity is not acceptable. Anything worth doing, should be worth doing well.
 - Second, your professional growth is dependent upon achieving at high standards of performance.

- Finally, our reputation depends upon it.
- In every course you take, make explicit efforts to apply learning to advance your dissertation. Our curriculum has laid out research methods/tools courses to best prepare and guide you through dissertation writing. Actively share your semester and yearly progress with your advisor.

What do you get in exchange for your time, effort, and money?

- First, you get an educational experience that is a blend of academic rigor and practical application.
 - The very nature of a graduate degree is embedded in the commitment to scholarly activities with an academic focus. That commitment includes exposure to and interaction with the literature and theories that are currently in the field of higher education.
- Second, you get capable and qualified professors.
 - All of our faculty have earned a doctorate from an established and accredited university.
 - All of our faculty have backgrounds and experiences in higher education.
 - All of our faculty are researchers in higher education and cognate fields.
 - All of our faculty are published in the academic literature of the field.
 - All of our faculty are dedicated learners in some aspect(s) of the field of higher education.
- Third, you get an *education* rather than *training*.
 - **Training** implies gaining knowledge and skills necessary to do a particular job. Often the scope of what is learned is applicable to only one setting or situation.
 - **Education** implies gaining knowledge and skills as well. But an education goes beyond a single setting or situation by challenging students to read/watch, analyze, understand, evaluate, and apply. In addition, the knowledge encountered may be factual, conceptual, procedural, or metacognitive in nature.
- Fourth, you get professors who care about your progress and development as a future leader in higher education.
 - The HELT professors are dedicated to your success.
 - With this in mind, we are interested in your development as a student, as a colleague, as a scholar and consumer of research and best practice, and as a future leader in higher education.
- Fifth, you get a degree that means something and the satisfaction that you have accomplished your goal.
 - When you complete your degree, you will be proud to know that Texas A&M-Commerce holds a respected reputation among educators and leaders of the state.
 - A doctoral degree from an established university means the highest distinction, personal achievement, qualification, and peer recognition.

- You will be pleased with yourself as you remember, *if it were easy, everyone would do it.*

Writing in a Scholarly Setting: *Some Issues to Consider*

- First, writing is part and parcel of a graduate education.
 - You should expect to write in each course you take. Length of assignments will vary, but the product—that you understand and can write in a scholarly style—is critical to your success as a graduate student.
 - Writing is important to your development as a thinker and as an effective communicator.
 - It takes practice to gain the comfort level and ease of use that is required to be a successful scholarly writer.
- Second, scholarly writing is very different and a discipline of its own.
 - A writer is simply reporting the facts, opinions, and results without being assessed for originality and accuracy.
 - Scholarly writing strives to get to the point, builds up on others’ relevant work, and emphasizes a higher level of analysis, reflection, synthesis, integration, and application.
- Third, the department subscribes to a specific type of scholarly writing style.
 - The designated style guide for scholarly writing, references, and citations in HELT is the following:
 - *Publication Manual of the American Psychological Association* (6th/7th ed.). Washington, DC: American Psychological Association.Get the manual and learn to do it right. Apply it in your course work and dissertation writing.

I have read, understand, and agree to the Higher Education Ed.D. Student Expectations.

Print Name _____ Signed _____ Date _____