



**Bellarmino University**  
**Student Handbook 2014-15**  
**Ph.D. in Education and Social Change**

## Mission

Bellarmino University is an independent Catholic university serving the region, nation and world by educating talented, diverse students of many faiths, ages, nations, and cultures while respecting each individual's intrinsic value and dignity. We educate our students through undergraduate and graduate programs in the liberal arts and professional studies, within which students develop the intellectual, moral, ethical and professional competencies for successful living, work, leadership and service to others. We achieve these goals in an educational environment committed to excellence, academic freedom, and authentic conversations that are not dominated by particular political or other narrow perspectives. Here we seek to foster a thoughtful, informed consideration of serious ideas, values and issues – time-honored and contemporary – across a broad range of compelling concerns that are regional, national and international. By these means, Bellarmine seeks to benefit the public interest, to help create the future, and to improve the human condition. Thus we strive to be worthy of our foundational motto: *In Veritatis Amore*, In the Love of Truth.

## Vision

Our vision is to be the premier independent Catholic university in the South, and thereby the leading private university in this state and region – educating with excellence each Bellarmine student in the knowledge, skills and values for successful living, work, leadership and service, to help create a sustainable future for our regional, national and international communities.

## History

Bellarmino University opened on Oct. 3, 1950, under the sponsorship of the Roman Catholic Archdiocese of Louisville and with the special assistance of the Conventual Franciscan Fathers. It followed third in a proud line of institutions of higher learning founded by this diocese, the oldest in inland America. The earlier predecessors were St. Joseph's College in Bardstown (1820-1889), which was closed in the 1860s by the tumult of the Civil War, and St. Mary's College near Lebanon, begun in 1821, which functioned as a liberal arts college until 1929 and exclusively as a seminary until 1975.

The Bellarmine campus of today stands on property that was a part of a royal land grant from King George III to James McCorkle for his service in the French and Indian War. When the American Republic was born the land was retitled by Thomas Jefferson, Governor of Virginia, of which Kentucky was then a part. During the antebellum period this land was a plantation owned by the Griffin family, who, impoverished by the Civil War, sold the estate to Bishop William George McCloskey for a seminary. Preston Park Seminary opened in 1871 and lasted, with interruptions, until 1909. During the Civil War, the Griffin estate house served as a military hospital. Old Preston Park also served as orphanages staffed by the Sisters of Charity of Nazareth: St. Vincent's for girls (1892-1901) and St. Thomas' for boys (1910-1938).

In 1950, the year of Bellarmine's inception, the new all-male school was one of the first in the Commonwealth of Kentucky open to all races. The first 42 graduating seniors, "The Pioneer Class," received their diplomas in 1954. In 1968, Bellarmine merged with Ursuline College, a Catholic college for women established by the Ursuline Sisters of Louisville in 1938. It was at this time that the traditional student body became coeducational (the evening division was coeducational already), and Bellarmine became independent with a self-perpetuating governing board.

In 2000, the Board of Trustees voted to change the name of the institution from Bellarmine College to Bellarmine University to reflect its status as a Master's I university. Today Bellarmine University is made up of six colleges: Bellarmine College; the Donna and Allan Lansing School of Nursing and Health Sciences; the W. Fielding Rubel School of Business; the Annsley Frazier Thornton School of Education; the School of Continuing and Professional Studies; and the School of Communication. In addition, the university has seven centers and institutes: Institute for Media, Culture & Ethics; Center for Economic Education; Center for Interdisciplinary Technology & Entrepreneurship; Ethics and Social Justice Center; The Thomas Merton Center; Center for Teaching Excellence and Leadership; and the Center for Regional Environmental Studies.

In 2005, the Board of Trustees and Bellarmine University's president, Dr. Joseph J. McGowan, led the campus community in launching Vision 2020, a plan to become the premier independent Catholic university in the South and thereby the leading private institution in the commonwealth and region. Bellarmine has grown significantly ever since, becoming a nationally pre-eminent, private university of significant size and stature.

Already in the new millennium, Bellarmine has enrolled record numbers of students from 40 states and 19 countries, recruited dozens of new full-time faculty, and added an array of new majors and degree programs. Many major building projects have been completed on the school's 135-acre campus: Our Lady of the Woods Chapel in the wooded area above Newburg Road; Anniversary Hall, a 200-bed residence hall; the Siena complex of four new residence halls; the Owsley B. Frazier Stadium; the Campus Center on two floors of Horrigan Hall; the transformation of the Campus Tennis Club into the Bellarmine Sport, Recreation and Fitness Center; creation of the Eddie Weber Tennis Complex; major expansions of the University Dining Hall and of the School of Communication; and the 28,500-square-foot Norton Health Science Center.

### **Tradition and Character**

Bellarmino University respects the distinguished educational tradition of its Catholic origin in three ways: through a commitment to academic excellence in its liberal arts and professional programs; by encouraging a vigorous intellectual climate, which affirms the compatibility of faith and reason in discussions of ethical, moral, philosophical, and religious issues; and in the nurturing of a campus culture and community that reflects basic Judeo-Christian values, concern for each individual as a whole person, service to others, and caring for others.

Ultimately, authority and responsibility for Bellarmine University rests with its Board of Trustees, which holds the university in the public trust. The board is independent and self-perpetuating in that officers and members are elected by the board membership. In addition to the voting members of the Board of Trustees, two faculty and one student serve as non-voting advisors to the board.

### **A Condensed History of the Doctor of Philosophy Degree (Ph.D.)\***

The term "doctorate" is interpreted from the Latin, *doceo*, meaning "I teach." It is thought that doctoral degrees in the academy appeared in medieval Europe as a necessary credential or license to teach. In the early Christian church the term "doctor" was used in some early manuscripts thought to be referring to the Apostles and other ecclesiastical authorities who taught and interpreted the scriptures in place of the more common term, teacher (e.g., 2 Timothy 1:11).

Authority to grant a *licentia docendi* (teaching license) was initially held by the church and required candidates to pass a scholastic test, pledge an oath and pay a stipend. In 1231 the Pope of the Roman Catholic Church allowed the University of Paris to offer doctoral degrees apart from Church authority and the degree became a universal license to teach (*licentia ubique docendi*).

Doctoral training in the early days was a type of apprenticeship. Traditional terms of study were seven years before the candidate was admitted to the guild called "Master of Arts." Initially the terms "master" and "doctor" were synonymous, though the doctorate later came to be regarded as the higher qualification. In the 21<sup>st</sup> Century the appellations "master," "doctor," and "professor" signify different levels of academic accomplishment.

The earliest doctoral degrees were offered in theology (the *Divinitatis Doctor* or D.D.), philosophy (Doctor of Philosophy or D.Phil., or Ph.D.), and medicine (the *Medicinæ Doctor* or M.D. or D.M.). Over time, studies outside theology and medicine were typically called "philosophy" mirroring the Renaissance view that real knowledge could only be derived from empirical observation. The degree title of Doctor of Philosophy has become common in the sciences and humanities.

Until the early 20<sup>th</sup> Century, British and American students interested in gaining research experience usually went to German universities; in due course, the students' work was recognized and awarded by the Ph.D. The British scientific community encouraged the German Ph.D. model and degree recipients achieved university faculty

positions after the 1860s. Doubtless a result of the First World War as well as a national interest in protecting American students from German political influences, universities in the United States began to introduce the Ph.D. as an earned degree around 1917. Earned degrees like the Ph.D. differ from honorary doctoral degrees that are sometimes conferred at a graduation ceremony to individuals in recognition of their laudable works in the public interest. The Ph.D. is not awarded as an honorary degree at most, if not all, universities.

When attending graduations and other formal university events, the academic dress or *regalia* (cap, gown or robe, and a separate hood) for those holding the earned Doctor of Philosophy degree vary across the globe. Dark blue or black velvet, however, are the common colors for a Doctor of Philosophy found on the hood's trim and the doctoral "bars" on the sleeves of the gown. Academic dress for most universities in the Commonwealth of Nations and the United States is derived from the universities of Oxford and Cambridge, which was based on academic and clerical dress common throughout the medieval universities of Europe. Robes may be worn open or closed, with conservative or formal attire beneath the robe being the tradition.

Candidates for the Doctor of Philosophy degree in Education and Social Change at Bellarmine University must complete a rigorous three-year course of study followed by completion of an approved dissertation study representing original research contributing to the research and knowledge base. The mission of the Bellarmine PhD in Education and Social Change, consistent with Catholic social justice teachings, is to prepare "change agents" who improve education for children and other citizens living in poverty circumstances. This mission may be pursued with a special focus in fields associated with public and private education specifically in literacy or special education, school leadership, higher education, or in other fields more broadly related to the education enterprise and social justice (e.g., communications, nonprofit leadership, education policy, etc.).

\*adapted in part from:

Brock, W. H. (1986). How the PhD came to Britain. A century of struggle for postgraduate education. *Medical History*, 30(1), 108.

Hargreaves-Mawdsley, W. N. (1963). *The history of academical dress in Europe until the end of the eighteenth century*. Oxford, UK: Oxford University Press.

Harris, A.L. (2005). *Academic ceremonies: A handbook of traditions and protocol*. Washington, D.C.: Council for the Advancement and Support of Education.

## Program Objectives:

The objectives of the Ph.D. in Education and Social Change are as follows:

1. Examine education issues associated with poverty within a perspective of social justice.
2. Evaluate change theories and practices aimed at improving education access and outcomes for all people.
3. Evaluate secondary research and formulate an original argument; then design, implement, analyze and disseminate an empirical research study.
4. Individually, or in collaboration with others, develop and implement interventions informed by theory and empirical evidence for the purpose of promoting positive change.

## Program Requirements

### Requirements for the Ph.D. Degree

The degree of Doctor of Philosophy in Education and Social Change is awarded in recognition of high attainment in a special field of knowledge as evidenced by completion of an approved course of study and, upon admission to candidacy, acceptance of the dissertation by the student's dissertation committee representing the results of independent research. General requirements are listed below.

### Admission Requirements

Applications for admission consideration to the Ph.D. in Education and Social Change program are evaluated on a case-by-case basis using several factors which, taken in sum, suggest the potential for successful completion of doctoral level work. Applicants should submit:

Part I: Evidence of Academic Preparation

- A. Applicants must submit official transcripts of all courses taken and degrees awarded from an accredited (e.g., NCATE, SACS) college or university. Applicants should have a minimum grade point average of 3.5 in all graduate coursework completed at the time of application. Transcripts should contain evidence of an earned baccalaureate and master's degree or the equivalent in education (M.A., M.S.) or fields relevant to education. Students completing advanced degrees at the time of their application may be asked to provide an official transcript showing that the degree has been received and note the date it was granted before beginning Ph.D. coursework.
- B. In addition to the above, applicants must submit information chosen from one of the following two options:
- OPTION 1: Official scores from the Graduate Record Examination (GRE) including the writing test.
  - OPTION 2: On the day of, but prior to, the applicant's in-person interview, two assessments will be administered prior to the interview:
    1. An on-demand writing prompt
    2. A research knowledge inventory

Part II: Other Required Information

- Three letters of recommendation.
- A resume or curriculum vita.
- Students for whom English is a second language must submit an official score report of TOEFL (Test of English as a Foreign Language).
- Submission of two essays, no more than 1,000 words each, addressing assigned questions.

Following submission of the above information, students will be asked to participate in a formal interview with selected members of our doctoral program faculty before a final admission decision is reached.

Applicants actively involved in public, private, and parochial education must have the following:

- Successful Teaching Experience; 5 years or more full time experience as the teacher of record in a P-12 setting must have either been achieved, or will be achieved by Year 2 of the program.
- Must hold an entry-level degree (BA, BS, MAT) in education, and a master's degree and/or substantial advanced coursework in a field such as: Reading/Literacy, Special Education, Mathematics Education or Science Education.

Applicants holding a Master of Arts in Teaching (MAT) degree:

- Students holding an MAT degree, but who have not completed substantial advanced coursework beyond the MAT, may have required preparatory coursework before full admission into the PhD program.

Applicants involved in fields other than public, private, and parochial education must have the following:

- A master's degree in a field related to education, leadership, or social justice
- Professional history demonstrating potential for leadership

**Academic Requirements for Completion of the Ph.D. Degree**

To be awarded the degree Doctor of Philosophy in Education and Social Change, students must have satisfactorily completed all academic coursework including dissertation credit hours, transition points, and have their dissertation accepted by the School and the Bellarmine University Library. Students must also be free of indebtedness to the university at the time of graduation. The academic requirements described on the following pages are applicable to all students pursuing the Ph.D. degree. It is the student's responsibility to be aware of and comply with all extant requirements in force at the time of applying for graduation. Regular consultation with the Ph.D. program chair, dissertation advisor, and/or department chair is always available.

**Minimum Grades and Grade Point Average**

Students are required to attain a grade of B- or better in all coursework in their program of study. If a student fails to achieve the minimum grade of B- in a course, the course must be repeated. No courses in which a grade lower than B- is achieved will be countable toward the degree.

All students enrolled in the Ph.D. program must maintain a minimum grade point average equal to 3.5 on all attempted coursework. Students whose semester or cumulative GPA drops below 3.5 will be placed on academic probation and given the next semester to achieve a 3.5 for the semester in question and/or to raise the cumulative GPA above 3.5.

**Course Work**

The Ph.D. degree in Education and Social Change requires completion of a minimum of 60 hours of graduate study and successful completion and defense of a dissertation. This includes six (6) semester hours of EDUG 900 Dissertation. The course content for the Ph.D. in Education and Social Change is as follows:

Required Courses For All Students**Core Experiences: 9 hours**

EDUG 800 Learners in Poverty Circumstances:  
Assess & Challenges  
EDUG 801 Professional Ethics & Social Justice  
SPED 800 Literacy & Special Education in Poverty  
Contexts

**Research Tools: 15 hours**

EDRE 801 Statistics in Educational Research I  
EDRE 802 Statistics in Educational Research II  
EDRE 803 Research Design Methods & Analysis  
EDRE 804 Qualitative Research Methods  
EDRE 805 Advanced Topics in Research

**Change & Innovation Diffusion: 15 hours**

EDUG 802 Driving Change  
EDUG 803 Communications & Leadership  
EDUG 804 Change Theory and Education  
Innovations  
EDUG 860 Field Research Practicum  
EDUG 858 Cross-Cultural Experience

**EDUG 900 Dissertation – 6 hours**

Up to three hours of the 6-hour dissertation credit requirement will be offered as dissertation seminars. These seminars introduce the student to the skills necessary to engage in scholarly research, as well as other topics pertinent to pursuit of a Ph.D. degree. *EDUG 900 Dissertation credit* is completed after all coursework has been completed and the student has passed Transition Point 3 (see below) and entered “candidate” status.

Area of Concentration\*

In addition to the above, students must complete a minimum of 15 semester hours in an area of concentration (i.e., their specialty area). Students select coursework from one of the five Ph.D. concentrations as fulfillment of the 15-hour concentration requirement. The five concentrations and prescribed courses for each are as follows:

**Option 1: Literacy Education**

LITR 820 Socio-cognitive Literacy Theories  
LITR 835 Applied change Leadership in Education:  
Poverty Urban & Rural  
LITR 850 Family & Community Involvement in  
Literacy Development  
LITR 845 Academic Literacy Research in High  
Poverty Middle & Secondary Schools  
LITR 890 Bilingualism and Second Language  
Learning  
SPED 820 Advanced Literacy Assessment &  
Intervention (may be substituted for any  
of the above classes)

**Option 2: Special Education**

SPED 830 Special Education Policy &  
Collaborative Practice  
SPED 820 Advanced Literacy Assessment &

## Intervention

- SPED 835 Low Incidence Disability
- SPED 840 Transition Education & Services,  
Childhood through Adulthood
- SPED 845 Supervision of Special Education  
Programs

**Option 3: Educational Leadership**

*Focus on the Principalship* (for students interested in obtaining eventual principal certification):

- EDAD 701 Instructional Leadership & the Role of the  
Role of the School Principal
- EDAD 702 Data Management & School Leadership
- EDAD 707 Leading and Administering the  
Secondary School
- EDAD 705 Leading and Administering the  
Elementary School
- EDAD 711 Financial, Legal and Ethical  
Responsibility of the Principal

*Students should note that these five courses represent partial fulfillment of the requirements for principal certification in the state of Kentucky.*

*Superintendent Focus* (for those holding principal certification):

- EDAD 751 The School Superintendent - Principles  
of Leadership
- EDAD 752 The School Superintendent and District  
Planning and Development
- EDAD 753 The Impact of Collaboration and  
Communications on the School  
Superintendent
- EDAD 754 The School Superintendent – Leadership  
and Planning Functions
- EDAD 755 The School Superintendent: Leadership  
and the Reflective Organization

**Option 4: Higher Education Administration**

- HRED 800 Nature and Role of American Higher  
Education
- HRED 805 Leadership, Administration and  
Governance in Higher Education
- HRED 810 Assessment, Accountability and  
Affordability in Higher Education
- HRED 815 Student Development Theory and Adult  
Development Theory
- HRED 820 Multicultural Theory, Competencies and  
Application

**Option 5: Individualized Plan**

This option allows students to pursue a concentration that is outside of Options 1 through 4. Coursework for the Individualized Plan is proposed by the student and must be approved by the Program Chair.

\*Courses listed in the areas of concentration options above are the prescribed courses to be taken. Students may request in writing that a course in their program be substituted by a different course. However, all course substitutions must have prior approval by the student's program advisor, the lead advisor for the selected area of concentration, and the program chair.

**Initial Semester Requirement**

During the initial semester all students are enrolled in EDUG 800 (Learners I Poverty Circumstances: Assets & Challenges) and EDRE 801 (Statistics in Educational Research I). These courses are program prerequisites and a minimum grade of B- must be earned in each. Students not attaining the minimum grade of B- are required to repeat the course(s). During the interim, students may not enroll in any further Ph.D. coursework until the minimum grade of B- is attained in both EDUG 800 and EDRE 801. A student who fails to attain the minimum grade (B-) during the second attempt in either of these courses will be dismissed from the Ph.D. program.

**Transfer Credit**

Upon admission to the Ph.D. program, occasions may occur when a student wishes to apply credit for coursework completed at institutions other than Bellarmine University to applicable courses within the program. General guidelines for approval of such credit are as follows:

1. Coursework must have been completed at a regionally accredited institution within the previous five (5) years.
2. A maximum of twelve (12) semester hours can be approved.
3. Courses to be considered for transfer credit must be at the advanced graduate level (e.g., courses taken as part of a Master of Arts of Teaching degree for initial teacher certification will not be considered).
4. Coursework considered for transfer credit must have been completed with a grade of B- or higher.
5. Coursework under consideration for transfer credit must directly apply to an applicable course within the Ph.D. program.
6. The student applying for credit is solely responsible for providing the supporting original transcript, course description, and syllabus for each course where credit is being requested.
7. Final determination of transfer credit is made by the Program Chair who must approve all applications.
8. Ph.D. students must complete a minimum of 48 hours of coursework in residence at Bellarmine University.

**Visiting Student Status**

Occasions may arise when the Ph.D. student wishes to enroll in coursework offered outside of Bellarmine University for the purposes of applying the credit toward coursework required within the program. The following guidelines apply to the pursuit of Visiting Student coursework at another university:

1. Requests for consideration to enroll in visiting student coursework must be approved by the student's Faculty Advisor and the Program Chair, as well as the Dean of the Annsley Frazier Thornton School of Education. The Dean's decision is final.
2. Credit earned as a visiting student is considered transfer credit.
3. To be eligible to seek approval as a visiting student, the student must have a minimum grade point average of 3.0 or higher at both the time of application and enrollment in any approved course.
4. Coursework must be completed at a regionally accredited institution and must be at the Master's degree level or above.
5. Coursework considered for transfer credit must have been completed with a grade of B- or higher.
6. Transcripts for credit as a visiting student must be sent to the Registrar's Office.
7. Bellarmine University allows for completion of up to six (6) hours of coursework under visiting student status. To engage in coursework beyond six (6) hours, the student must complete a Petition form seeking a waiver of academic policy.

<http://www.bellarmino.edu/registrar/>

## **Continuous Enrollment Policy**

Once admitted to candidacy (Transition Point 3), students must be enrolled in dissertation credit each semester (Fall, Spring, Summer) until the dissertation is completed. If students have enrolled in the minimum number of six hours in EDUG 900 and the dissertation is not yet complete and accepted by the Dissertation Committee and Library, then the student must continue to enroll in at least one additional credit hour of EDUG 900 each semester until satisfactory completion is achieved. Failure to register will result in the student being charged tuition for each semester he/she did not enroll, along with applicable late registration fees.

The only exception to this policy is if the student's Dissertation Committee Chair is on leave or otherwise unavailable. In such cases, approval to not enroll in EDUG 900 for a semester requires prior approval of the Ph.D. Department Chair and the Dean. As noted elsewhere in this document, in case of serious medical circumstances students may request a leave of absence subject to the approval of the Program Director and the Dean. Retroactive approval will not be granted. A leave of absence does not extend the time limitations for a degree program.

### ***About the Field Research Practicum (EDUG 860)***

The Field Research Practicum is a three credit-hour (3) course typically completed during the student's first summer semester. Students are assigned to work with a social sector agency serving populations from poverty circumstances. This practicum provides an opportunity to integrate theory and practice as the students explore the complexities involved in furthering the ideals of social justice within an educational or related setting. Successful completion of the course requires 80 clock hours of field work, submission of a reflection journal, and a supervisor's documentation of completion of required activities. The full internship guide can be accessed on the link below.

### ***Cross Cultural Experience (EDUG 858)***

The goal of this learning experience is to gain an understanding of poverty and the response to poverty from a cross-cultural perspective. All students complete a cross cultural experience involving travel to an international or national destination. Students choose from destination options provided by the program. The purpose of this travel is to examine how poverty is manifested and responded to across five cultural sub-systems: healthcare, financial support systems, resources for housing and homelessness, early childhood development, and K-12 education. When appropriate, sub-systems are examined with regard to various cultural and demographic groups such as socio-economic status/social class, race/ethnicity, gender, ability/disability, religion, linguistic variables, and/or sexual orientation. Complete course outline for EDUG 858: Cross Cultural Experience can be accessed on the link below.

### ***EDUG 823 Independent Study***

An independent study is a contract course set up between a professor and the student for the purpose of engaging in the study of a specialized area that is outside the content of a normal course offering, and that adds significantly to the student's area of concentration and dissertation topic. An independent study course may be approved to fulfill part of the 15-hour area of concentration requirement. An approved independent study can be repeated for up to 9 hours of credit. The student is responsible for completing the Contract Course form and submitting it to the Department Chair for approval.

### ***EDUG 841 Special Topics***

A special topics course is offered when the need and demand arises for a class inquiry into a topic not covered by a regularly scheduled curriculum. Hence, special topics courses are not regularly scheduled courses and occur on an occasional basis. Special topics courses may apply toward the area of concentration with prior written approval of the student's program advisor or the Program Chair.

## **Transition Points**

The Ph.D. program is designed with three (3) transition points that mark specific points of progression through the program. Transition points are designed as progress checks regarding coursework completion and demonstrated development of the skillset required to complete the dissertation. While Transition Points carry no course credit, students are graded on a pass/fail basis as determined by the Ph.D. Executive Committee. If a student does not complete a transition point successfully they may be given another opportunity to complete any needed activities or products. Requirements for each of the three transition points are as follows:

**Transition Point 1 (TP1): Annotated Bibliography.** By the end of program semester 3, students must submit to their program advisor an annotated bibliography following a prescribed format on a topic previously approved by their program advisor. The student's program advisor and a second reader of the advisor's choice are responsible for approving or rejecting completed annotated bibliography projects. Guidelines for TP1 completion can be found in the Ph.D. Student Resource folder on Moodle. Students who are unsuccessful achieving TP1 will be given a one-semester extension (end of semester 4) to revise and re-submit the annotated bibliography. Students who fail TP1 a second time may be subject to program dismissal.

**Transition Point 2 (TP2): Draft of Chapter 1 and 2 of a Proposed Dissertation.** Chapters 1 and 2 of a proposed dissertation must be submitted by the end of semester 8 to the student's Dissertation Advisor. The Dissertation Advisor may be selected by the student as early as their sixth semester of coursework, but must be identified by not later than the seventh semester. The focus of these chapters must receive prior approval by the student's Dissertation Advisor in consultation with two faculty members with expertise in relevant areas. Once the TP2 project is completed, it must receive final approval by the student's Dissertation Advisor, the Area of Concentration Advisor, and the Program Chair.

**Transition Point 3 (TP3): Admission to Candidacy.** Admission to candidacy requires successful completion of: 1) Transition Point 2, and 2) completion of all required coursework with grades of at least B- in each course and a 3.5 overall grade point average. Upon the successful completion of Transition Point 3 the Ph.D. student will request transition to "candidate" status using the appropriate form.

### **Course Registration**

While enrolled in the Ph.D. program, it is expected that students register for coursework each semester (fall, spring, and summer). It is the student's responsibility to complete a course registration form listing the courses they intend to take and return the form to the program chair or co-chair for entry into the registration system. It is ultimately *each student's responsibility* to use myBellarmine (<https://my.bellarmino.edu/ics>) to be certain they are registered for the proper courses each semester. As stated in Bellarmine University Course Catalog (available online at [bellarmine.edu](http://bellarmine.edu)):

"Graduate Students at Bellarmine University have the responsibility to meet all requirements for their chosen degree; seek academic advice when necessary; be knowledgeable of university policies, procedures, and requirements; and become acquainted with their graduate advisor and review regularly their progress toward a degree."

### **Doctoral Advising**

After matriculation into the doctoral program, the student will be assigned a program advisor who will work with the student to create and file their Program of Study. A Doctoral Program of Study form must be completed and submitted to the Program Chair or co-chair for approval by the end of the first semester of doctoral study.

## **Doctoral Committee Procedures**

### **Dissertation Committee Chair Appointment**

Once a student is admitted to candidacy it is their responsibility to invite a full-time Bellarmine faculty member to serve as the Dissertation Committee Chair. The Dissertation Committee Chair must be a full-time tenured (or tenure track) faculty member at Bellarmine University and possess a terminal degree (Ph.D. or Ed.D.). Dissertation Committee Chairs are usually the person previously serving as the student's Dissertation Advisor, but a different faculty member may be chosen by the student.

Once a faculty member has agreed to serve as Dissertation Committee Chair, it is then the responsibility of the student to complete the *Nomination of Dissertation Committee Chair* form and submit it to the Ph.D. Department Chair for the Dean's approval. Both the student and the faculty member will be notified by e-mail of acceptance (or rejection) of the Dissertation Chair appointment.

### **Dissertation Committee Appointment**

After successfully passing Transition Point 3, the doctoral student, in consultation with their Dissertation Committee Chair, should identify potential members for the Doctoral Dissertation Committee. A doctoral committee must consist of a minimum of three (3) individuals (inclusive of the dissertation chair) who meet the following requirements:

1. Possess a Ph.D. or Ed.D. degree from an accredited university.
2. Have expertise relevant to a particular aspect of the student's dissertation.
3. Is approved by the Doctoral Dissertation Chair, Program Chair, and School of Education Dean.
4. Two (2) of the three committee members must be drawn from the faculty or staff of Bellarmine University.
5. The third member may be other than Bellarmine University faculty or staff as long as they hold a doctoral degree in an area related to the student's dissertation.

All doctoral committee members must be approved by the Dissertation Committee Chair, Program Chair and the Dean. Additional qualified committee members (beyond the three-person minimum) from within or outside the Bellarmine community may be invited to sit on the dissertation committee. These members must also hold an earned doctoral degree in an area related to the student's dissertation.

Once consent for committee membership is obtained from each potential committee member, the student must complete the *Nomination of Dissertation Committee* form and submit it to the Dissertation Committee Chair, Department Chair and Dean for approval.

### **Reconstitution of Dissertation Committee Chair and/or Dissertation Committee Members**

The doctoral dissertation committee may be modified with the approval of the Dissertation Committee Chair, Program Chair, and Dean. It is the student's responsibility to submit the appropriate form complete with signatures to the Program Chair for approval.

### **Writing Format**

All writing submissions by students for courses within the Ph.D. program will adhere to the current edition of the Publication Manual of the American Psychological Association. Other requirements for dissertations are listed below.

### **Dissertation**

The dissertation must be completed within three (3) years after a student has been admitted to candidacy (TP 3) for the degree. Upon petition to the University, a one-year extension of candidacy may be granted. If such a period has expired without successful completion of the dissertation, the student may be dismissed from the Ph.D. program. Readmission to the program and to candidacy requires reapplication to the program, and subsequent approval of the

program faculty and Dean. In such cases the student may be required by their Dissertation Committee Chair and committee to demonstrate competence for readmission by taking a qualifying examination or additional course work.

A candidate for the Ph.D. degree must present an acceptable dissertation for approval to their Dissertation Committee Chair and Dissertation Committee. The dissertation demonstrates that the candidate has technical competence in the field and has done research of an independent character. The dissertation must add to or modify what was previously known within the inquiry field of study, or present a significant interpretation of the subject based upon original investigation. The dissertation must be unanimously approved by the voting members of the student's dissertation committee.

### **Dissertation Defense**

Defense of the dissertation (also referred to as the final or oral examination) is the culminating experience of the Ph.D. program. The dissertation must be successfully defended at an oral examination as determined by the candidate's dissertation committee. All full-time Bellarmine University faculty members are invited to attend the candidate's oral examination. Through the defense process, the dissertation committee is approving or disapproving both the dissertation manuscript and the student's ability to orally defend the work. After the oral defense has been completed, candidates may be asked to make final revisions to the manuscript, if needed.

Final approval of the candidate's dissertation by the University, in terms of form and format, is determined by the Library. All dissertations must conform to published guidelines provided by the University. Awarding of the degree is dependent on this final approval process.

### **Scheduling the Oral Defense**

In order that sufficient time is available for graduation preparations, the candidate must work with their Dissertation Committee Chair to successfully defend his or her dissertation and obtain final approval of the manuscript by the Library by the following dates:

April 1<sup>st</sup> for May graduation  
July 1<sup>st</sup> for August graduation  
November 1<sup>st</sup> for December graduation

### **Oral Defense Process**

The Dissertation Committee Chair will decide the point at which the dissertation is ready to be reviewed by committee members in preparation for the final oral examination. The final oral examination is administered by the student's Ph.D. committee on the topic of the submitted dissertation and the larger context in which the dissertation is grounded. Once the Dissertation Committee Chair has determined that the candidate is ready for the final examination, the Ph.D. candidate must complete the Defense of Dissertation form and submit it to the Department Chair no later than four (4) weeks prior to the examination date. At this point the dissertation chair will distribute final copies of the dissertation to all committee members for review. The chair shall also notify the University community at least two (2) weeks prior to the oral examination date of the place and time of the examination and the title of the dissertation. Defense of the dissertation is open to the public and is announced in advance in Bellarmine's electronic calendar. All committee members are present either in person or by tele-conference with the exception of the chair who must be physically present.

At the oral defense the dissertation committee may pose questions or concerns to the candidate on any detail or topic regarding the dissertation. Once all questions have been answered, the candidate is dismissed from the room and the committee votes to pass (approve or approve with revisions) or fail (disapprove) the student on the final dissertation examination. In order for the candidate to pass the final examination, the final vote of approve must be unanimous. The Dissertation Committee Chair will immediately notify the student of the final examination outcome.

Once the candidate has passed the oral examination and made any required revisions to the dissertation, the student must prepare the dissertation manuscript for deposit in ScholarWorks@Bellarmine.

### **Institutional Repository for Dissertations**

Dissertations are intended to be of benefit to the academic community and to society in general, and thus are required to be made publicly available in an open access *before the student will be allowed to graduate*. This is accomplished by posting a properly formatted electronic version of the complete dissertation in the institutional repository, ScholarWorks@Bellarmine. Detailed information and guidelines for the preparation and requirements of Electronic Theses and Dissertations (ETD) at Bellarmine University may be found online at:

[http://www.bellarmino.edu/library/tutorials\\_and\\_instruction/ETDrequirements.aspx](http://www.bellarmino.edu/library/tutorials_and_instruction/ETDrequirements.aspx)

In some instances, students may request a delay (embargo) in the release or posting of their dissertations for a limited time period. This can be done, for example, to protect intellectual property, to allow time to file a patent application, or to coordinate with the timing of publication in another form. In no circumstance will the release of the dissertation be delayed for more than two years. An agreed embargo to the posting of the dissertation to ScholarWorks@Bellarmine does not relieve the Ph.D. candidate of the responsibility to submit a properly formatted manuscript before the Ph.D. degree can be awarded.

To prepare for electronic storage, the dissertation manuscript must be properly formatted by the Ph.D. candidate in accordance with University guidelines. After submission is complete the dissertation must be approved for proper formatting by the University. Students should allow thirty days to receive formal approval stating that formatting adheres to the prescribed procedures. Additionally, the dissertation must be submitted to UMI for inclusion in Dissertation Abstracts for which the student will be solely responsible for payment of all associated fees.

### **Intent to Graduate**

An Intent to Graduate form must be submitted to the Graduate School at the beginning of the semester in which the student expects to receive the degree. This form is available online at available at [www.bellarmino.edu](http://www.bellarmino.edu). Students should check the University Academic Calendar each semester to determine submission deadline dates.

### **Grading System**

The grading system within the Ph.D. program is applied to all 800 level courses on the following scale:

<b>Percentage</b>	<b>Letter Grade</b>
95 – 100%	A
90 – 94%	A-
87 – 89%	B+
84 – 85%	B
80 – 83%	B-
75 – 79%	C
Below 75%	F

A Ph.D. student will not be granted graduate credit towards degree completion for any course in which a grade less than *B-* is received. With the permission of the Program Chair, grades below *B-* may be repeated once for the purpose of attaining a higher grade. In this situation, the more recent grade will be calculated in the final grade point average. Normal tuition fees apply to all coursework attempted to improve a grade.

### **Grade Disputes**

It is University policy that grade disputes must be discussed and resolved by the student with the course instructor. If the student is unable to resolve the dispute with the course instructor, the matter may be appealed by the student with the Program Chair. If the matter remains unresolved, the grade dispute may be appealed to the Dean of the Annsley

Frazier Thornton School of Education. According to University policy the decision of the Dean is final and cannot be appealed further.

### **Incomplete Grades**

University policy states: “An Incomplete (“I”) grade may be granted, at the discretion of the course instructor, if there is verification of illness, death in the family, or some other extenuating circumstance that has prohibited the student from completing the course work and/or taking the final exam.” The student should refer to the university catalog for further policy and procedures regarding the circumstances in which an Incomplete (I) grade may be given by the instructor. The notation “W” is entered onto the transcript when a student withdraws from a course by the published deadline. All “Incomplete” grades are subject to approval by the Program Chair and Dean.

### **Grade Change Policy**

A grade recorded in the University Registrar’s Office may be changed only upon faculty submission of an online form provided by the Registrar’s office. Changing a recorded grade is a serious matter and, in general, petitions for change will be approved only upon certification that the original grade was in error or, in the case of a grade of Incomplete, that the outstanding requirement(s) have been completed. Request for exceptions to this policy should be directed to the Program Chair and will be considered on an individual basis; these may require additional certifications and approvals.

### **Academic Probation**

A minimum grade point average (GPA) of 3.5 is necessary for graduation from the Ph.D. program. Students who fall below a grade point average of 3.5 are placed on academic probation for one semester. If the student’s performance does not improve to the minimum GPA of 3.5 during that semester the Ph.D. Steering Committee will decide whether to dismiss the student or to allow continuation on probation. If at the end of the second semester the grade point average is still below a 3.5 GPA, the student may be advised to withdraw or face dismissal.

### **Program Dismissal**

Students may be dismissed from the program for failing to meet any **one** of the following requirements: maintaining a 3.0 GPA, satisfactorily completion of each of the three transition points, earning satisfactory grades (B- or better) in each of their doctoral courses, and/or meeting the disposition requirements representing expected behaviors of education candidates and Bellarmine University. A student who is dismissed from the program will receive written notification from the Dean upon the recommendation of the Ph.D. Steering Committee. Notification of dismissal then becomes part of the student’s academic record.

### **Dispositions**

The following dispositions represent expected behaviors of leaders in the fields of education and social justice: continuous reflection and lifelong learning, personal integrity and civility when dealing with others, cultural responsiveness, professional and academic honesty, collaboration, and leadership. Students failing to meet acceptable criteria may be placed by the concerned faculty member on a dispositions intervention plan to remediate expected behaviors.

### **Leave of Absence**

Study in the Ph.D. program requires continuous enrollment (spring, summer, and fall semesters). Students who wish to interrupt their graduate study must petition the Program Chair for an authorized leave of absence. Approved leaves of absence are granted for a maximum of one year, but may be extended for an additional year in some rare instances. Those without authorized leave and who fail to register may be dismissed from the Graduate School. If a student wishes to resume graduate study at Bellarmine University, a petition for reinstatement must be requested through the Graduate Admissions Office.

**Withdrawal**

Students who intend to withdraw from the Ph.D. program must inform the Program Chair in writing. Readmission to the Ph.D. program at a later time must be coordinated through the Graduate Admissions Office.

**Credit for Graduate Courses Taken as an Undergraduate**

Course credit earned as part of one's undergraduate degree as defined in the student's official transcript cannot be used as partial fulfillment of any graduate degree program in the Annsley Frazier Thornton School of Education.

**Time Limitation**

The Ph.D. in Education and Social Change must be earned within seven (7) consecutive years. All course work must be completed within 5 years of the student's original admission to the program. The student may take up to three years of dissertation credit following completion of all required coursework and passing Transition Point 3.

Grades earned in courses at Bellarmine University older than program time limits will be shown on the transcript and calculated in the cumulative GPA, but will not be accepted for graduation purposes.

**Graduation**

To be approved for graduation, the student's entire program inclusive of the dissertation must be acceptable to the dissertation committee, Program Chair, Dean, and the Vice President for Academic Affairs. All **required forms for graduation** must be filed and processed in the School of Education and Registrar's Office, as well as approval of the dissertation by the Library by the published **deadline(s)**.