University of Northern Iowa Pre-Admission Student Handbook for the Doctor of Education Degree

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And special thanks to the University of Northern Iowa Graduate College for allowing us to pull information directly from the Graduate Handbook.
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Introduction

This handbook has been prepared to serve as a reference for students hoping to pursue doctoral study. It is an informational document containing policies and procedures specific to the University of Northern Iowa’s (UNI) Doctor of Education (EdD) program, information on resources and facilities available to students, and helpful information to aid your progress through the application program.

Please read this information carefully. Refer to it often and utilize it throughout your application process. Keep yourself knowledgeable and up-to-date. Play an active role in pursuing your degree. Make your doctoral experiences meaningful and significant.

Please keep in mind that other units within the university also provide useful documents that are worthy of your attention. For example, the Graduate College provides the “Thesis and Dissertation Manual” (http://www.grad.uni.edu/thesis-dissertation/thesis-dissertation-manual). This manual contains information about the requirements specific to the final form of the dissertation. Along with the Publication Manual (6th edition) of the American Psychological Association, the “Thesis and Dissertation Manual” provides complete information on the details of form and style to be used in papers written for doctoral courses, the dissertation, and papers submitted for publication.

You should also have a copy of The University of Northern Iowa Catalog (http://www.uni.edu/catalog/) for the year of admission to the EdD program. This catalog contains the official statement of regulations, standards, and requirements common to all graduate programs. It also contains the official statement of many of the requirements for the doctoral degree. Catalog information will always take precedence over other doctoral information since it is the most current with official updates.

Each fall the University publishes a student handbook at the following website: (http://www.uni.edu/deanofstudents/). Information about expectations for student conduct and other policy matters affecting students are described here. The policies are subject to review and change and their publication does not forfeit that right. You and your advisor should acquire and retain a copy of the current policy statement each year. Official policies specific to the EdD program are adopted by the College of Education Doctoral Studies Committee, the faculty committee responsible for the doctoral program. The Doctoral Studies Committee includes doctoral faculty from each of the Intensive Study Areas (ISA), the Director of Doctoral Programs, and the Associate Dean for Graduate Studies and Sponsored Research.

The mission statement of UNI’s College of Education (COE) is to prepare caring and effective professional educators for diverse settings by linking theory, scholarship, and democratic practices. Good luck with your doctoral pursuits at UNI. May they help you educate, serve and lead.
Doctor of Education Degree Program

This program is intended to provide the opportunity to continue graduate study and earn a terminal professional degree. Each EdD degree in the COE requires a minimum of 60 semester hours of credit beyond the master’s degree, including a minimum of 45 hours of coursework at the 6000-level or 7000-level. Recency regulations give EdD students up to ten years to complete their degrees. This starts with the date the first EdD course begins after the student is admitted to the EdD program.

The UNI EdD program consists of three components:

1. Professional Common Core (27 semester hours) in educational foundations, fundamentals, and research for every intensive study area. Note this is a shift from the 15 to 27 semester hours and contains substantive and research components.

2. Advanced Professional Study (27 semester hours) in one of three areas of intensive study that provide for a specialized focus on practice (Allied Health, Recreation and Community Services; Curriculum and Instruction; or Educational Leadership/Special Education Director).

3. Dissertation of 6 semester hours.

By design then, students are required to study in basic areas that undergird and define educational practice and develop skills of problem definition, data collection and analysis, and interpretation. It is possible to combine doctoral degree study with work toward an endorsement to perform a particular role in K-12 education. While there are discrete elements in the program, ideally all of the work should be seen as interrelated and focused on a professional career interest. Especially the dissertation should be seen as an integrating, culminating experience focused on a problem of practice rather than as an “add on” following course work.

EdD Comparison to PhD

The United States PhD degree was modeled after the degree in the German university. The first EdD degree was granted in 1920 at Harvard University as a response to an expressed need for more educators to have the doctorate.

The distinction between the two degrees is that the PhD is research-oriented, whereas the EdD is directed toward educational practice and the application of theory and research. The National Science Foundation recognizes the EdD as a research degree, and the United States Department of Education recognizes the EdD as being equivalent to a PhD. Through work on The Carnegie Project on the Education Doctorate, Shulman et al. (2006) in an article titled "Reclaiming Education's Doctorates: A Critique and a Proposal" in Educational Researcher found that, “In reality, the distinctions between the [Ed.D. and Ph.D.] programs are minimal, and the required experiences (curriculum) and performance (dissertation) strikingly similar” (p. 26). However, the authors did distinguish that the PhD is focused on preparing scholars of education while an educational doctorate focuses on preparing practitioners at the highest levels.
Admission to Graduate College

This section of the handbook presents the basic policies and regulations that govern progress from the point of admission to graduation. Additional information about the Graduate College admission process can be found at [http://www.grad.uni.edu/admission/application-process](http://www.grad.uni.edu/admission/application-process).

Admission to the program will be granted to those applicants who provide evidence of prior academic success; successful and appropriate professional experience; effective oral, written, and interpersonal communication skills; and professional and academic goals that may be effectively served by the degree program offered. An Intensive Study Area may establish additional criteria since some previous specialization work is presumed. The following requirements need to be met:

1. The applicant must hold a master's degree from a regionally accredited institution of higher education.
2. The applicant must electronically submit an official application for graduate admission ([www.grad.uni.edu/admission](http://www.grad.uni.edu/admission)).
3. Non-UNI graduate applicants must submit $50 application fee.
4. The applicant must submit official transcripts of all previous academic work. If you are currently enrolled in university study and it is necessary to initially send incomplete transcripts of record, make arrangements to have a final transcript sent as soon as possible. Applicants with a grade point average of less than 3.50 for all prior graduate work will not usually be considered for unconditional admission.
5. The Graduate Record Examination is required for admission. Make arrangements to have GRE scores sent directly by the issuing testing agencies to the Office of Admissions.
6. Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required from applicants whose first language is not English. The minimum required scores for unconditional admission are 550 (paper) / 79-80 (Internet) on the TOEFL or 6.5 on the IELTS. The requirement to submit these scores may be waived only by the Graduate College through a direct request from a graduate program (not from a prospective student). A typical circumstance in which a waiver may be granted is that the student has completed a bachelor's or graduate degree at an accredited English-speaking institution.
7. If you are seeking financial assistance through the Graduate College, a major department, or through the Office of Financial Aid, it is imperative that you forward all necessary documents and requests as quickly as possible. No action on your request for financial assistance will be processed until all necessary admission and financial aid documents are received. Decisions regarding financial aid and graduate assistantships/tuition scholarships will be delayed until after admission is determined and all financial aid documents are on file. Questions regarding graduate assistantships/scholarships should be directed to the Graduate Coordinator of the program to which you are applying.
8. For on-campus housing, contact the Department of Residence at [www.uni.edu/dor](http://www.uni.edu/dor) or call 319-273-2333 or 866-207-9411.
Admission to EdD Program and Intensive Study Area

1. The applicant must have a minimum of three years of appropriate professional experience, preferably post-masters.

2. Candidates must have master's level education research methods and statistics coursework prior to beginning professional core classes for this program: MEASRES 6205 (250:205) or HPELS 6290 (440:290) or equivalent and a substantial intro to statistics courses, MEASRES4180/5180 or HPELS 6210 (440:210) or equivalent.

3. Applicants must have a 3.0 grade point average on all coursework attempted at the graduate level.

4. The applicant must electronically submit an EdD ISA Application through the College of Education and the specific ISA.

5. Students applying for admission to the EdD degree program must have their verbal, analytical writing, and quantitative scores on the Graduate Record Examination forwarded directly to the Office of Admissions in order to be considered for degree status admission. Students with scores at or above the 50% level will have priority consideration. More specifically, applicants must take the Analytical Writing Ability component of the Graduate Record Exam and demonstrate evidence of professional writing ability.

6. Three letters of reference must be electronically submitted, along with the EdD Reference Form, from individuals familiar with the applicant's potential for advanced professional study, at least one from a professor familiar with the applicant as a student and at least one from a professional supervisor.

7. Provisional degree status may be recommended for an applicant who does not meet all of the requirements or for whom it is felt that further graduate coursework or professional experience would be useful in making the admission decision. Provisional degree status will not be considered for applicants whose admission files are incomplete. An individual admitted to provisional degree status must be formally reconsidered for unconditional admission, and course work completed during that time must be subsequently approved by an appropriate faculty committee before it may be applied to a degree.
Graduate Policies

These policies and procedures are specific to graduate students at the University of Northern Iowa:

1. **Maximum Academic Load**
   
   See Graduate College [Registration Regulations](#).

2. **Credit from other Institutions**
   
   *All transfer credit, including work taken prior to formal admission*, is subject to review by the Office of Admissions, Dean of the Graduate College or designee. Your doctoral advisor and program coordinator will make recommendations regarding the applicability of transfer credit. Hours that have been applied to meet regulations of a first master’s degree cannot be transferred.

   A maximum of 6 credits can be applied to both a doctoral degree and a second or third master’s degree or a specialist degree. **You must complete 45 hours of credit, including the Professional Common Core, at UNI.**

   See also [Graduate Transfer Credit](#).

- Course Grades of Incomplete
- Formal Academic Grievance Form for Students (PDF file)
- Graduate Credit for Undergraduate Students
- Student Academic Grievance Policies
- Graduate Transfer Credit
- Non-academic Discipline
- Other Requirements and Criteria
- Program of Study
- Registration Regulations
- Suspension and Probation
Student Resources Directory

Listed below are some of the major resources doctoral students may need:

EdD Program

Graduate College (phone: 319-273-2748)

UNI Graduate Admissions (phone: 319-273-2885)

Graduate College Policies

College of Education

College of Education: Allied Health, Recreation, and Community Services

College of Education: Curriculum and Instruction

College of Education: Educational Leadership/Special Education Director

Thesis and Dissertation Forms

Office of Career Services

Rod Library (phone: 319-273-2838)

UNI General Information (phone: 319-273-2311)
## Checklist for Admission

**UNI College of Education EdD Program**

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<thead>
<tr>
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<th>Application submitted to Graduate College</th>
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<tbody>
<tr>
<td></td>
<td>Application Fee Paid for non-UNI grads: $50</td>
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<tr>
<td></td>
<td>Official transcripts sent from all previous institutions</td>
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<tr>
<td></td>
<td>GRE scores sent directly from testing institution to UNI Office of Admissions</td>
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<tr>
<td></td>
<td>If International Student, TOEFL or IELTS scores submitted</td>
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<tr>
<td></td>
<td>College of Education <a href="#">EdD ISA Application</a> submitted to chosen ISA</td>
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<tr>
<td></td>
<td>Typed formal written statement submitted electronically. This statement should articulate your professional background, your reasons for seeking a doctoral degree, and your career goals as directly related to the specific Intensive Study Area you are requesting as well as the UNI doctoral program in general. Please limit this statement to 1000 words.</td>
</tr>
<tr>
<td></td>
<td>Professional resume or curriculum vitae submitted electronically. This should include educational information including certifications/endorsements held, professional experience, any publications, and professional development and/or leadership experience.</td>
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<td></td>
<td>Three letters of recommendation must be electronically submitted from individuals familiar with the applicant's potential for advanced professional study, at least one from a professor familiar with the applicant as a student and at least one from a professional supervisor. Please provide the <a href="#">EdD Reference Form</a> to your chosen references.</td>
</tr>
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<td></td>
<td>Confirmation of master's level education research methods and statistics coursework: MEASRES 6205 (250:205) or HPELS 6290 (440:290) or equivalent AND a substantial intro to statistics courses, MEASRES 4180/5180 or HPELS 6210 (440:210) or equivalent</td>
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<td>Confirmation of 3.0 gpa on all coursework attempted at the graduate level</td>
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