



WRIGHT STATE *UNIVERSITY*

College of Health, Education and Human Services

**Department of Leadership Studies in Education and
Organizations**

**Ed.D. in Organizational Studies
Handbook**

**Wright State University
3640 Colonel Glenn Highway
Dayton, OH 45435**

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(supersedes previous versions)**

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Introduction

The Wright State University's Organizational Studies Doctoral Program Handbook provides students with policies and procedures for completing the Ed.D. In addition to the program handbook, the student should become familiar with the Wright State University *Graduate School Policies and Procedures Manual*, <http://www.wright.edu/graduate-school/policies-and-procedures-manual>. Although every effort has been made to ensure their agreement, it is the student's responsibility to read the requirements regarding degree programs in all documents and to complete various program application and matriculation steps in a timely fashion. Wright State University and the Ed.D. Program Director reserves the right to make changes in the regulations, courses, rules, fees, or other topics in this handbook without advance notice.

Wright State University does not discriminate on the basis of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information in employment, admission, treatment, or access to its programs or activities. Wright State University adheres to all applicable state and federal equal opportunity /affirmative action statutes and regulations. For further information, please contact the Wright State Office of Equity and Inclusion, Affirmative Action Programs, 280 University Hall, WSU, Dayton, OH 45435,-937-775-3207. Or email oei@wright.edu

Inquiries concerning the Ed.D. program should be directed to the Ed.D. Program Director, either at 937-775-3006 or cehs-ldr@wright.edu.

The Organizational Studies Doctoral Program

The Organizational Studies doctoral program is an interdisciplinary approach to the study of topics, theories, and research critical to the success of leaders in a variety of settings. The program includes core courses addressing systems theory, adaptive leadership, decision making, change, structure, personnel roles and functions, external relations, planning, program evaluation, research, and organizational behavior. The program is presented in a cohort model with courses offered in a variety of formats: evenings, face-to-face, and blended. Students will complete an internship requirement that will allow them to apply theory and professional growth in the field.

The mission of the professional doctoral program is to develop scholar-practitioners committed to exploring and expanding research related to the practices and processes of organizations. Graduates will deepen their understanding related to leadership and change within organizations. The program will provide practice in organizations and in establishing networks for education, psychology, urban affairs, and health and human services, to name a few.

The Organizational Studies doctoral program objectives are threefold:

1. To provide meaningful learning opportunities for employed professionals to earn a terminal degree in Organizational Studies that has applicability to their professional settings;
2. To facilitate opportunities for a combination of theory, skill, developmental research, internship problem solving, and a culminating dissertation project that will add value to the knowledge base of professional settings; and
3. To deliver learning experiences in organizations, policy issues, and applied research relevant to career goals.

Student Outcomes

Graduates of the Ed.D. program will possess specific characteristics and demonstrate certain outcomes after program completion.

Graduates of the Doctorate in Organizational Studies (DOS) program will become:

1. Organizational leaders who incorporate their knowledge of organizational and leadership theories into skillful interactions within larger systems (organizational, local, regional, national, and global) while enhancing the development of others in surrounding contexts;

2. Research practitioners who identify organizational processes, demonstrate the research process through systematic inquiries, and share the findings through broad-scale oral and written means to expand the knowledge in the field;
3. Professional mentors and leaders who build a capacity for and promote a culture of change in their workplace; and,
4. Educational facilitators and problem solvers who develop and inspire diverse and critical thinking, group knowledge-building, and open-ended processes to manage problems that cannot be anticipated and require non-linear problem solving.

Admissions

The Ed.D. in Organizational Studies in the Department of Leadership Studies in Education and Organizations (LDR) seeks professionals working in education, community, government, public service, business, and non-profit organizations who desire to be strong practitioners focused on improving organizations and conducting research to inform practice.

The Ed.D. Admissions Committee, the LDR Department Chair, and the Graduate School determine the admission of graduate students into the program.

Admission Standards

The admission standards for the Organizational Studies Ed.D. program are:

1. Master's degree in an education, leadership, human services, or a related field from an accredited university, with a 3.0 GPA or higher.
2. Evidence of two years of successful professional work experience, e.g. Project Leader, Assistant Manager, Principal, Education Administrator, Classroom Teacher with leadership role, Associate Director, and/or Personnel Manager.
3. TOEFL score of IBT 100/CBT 250/PBT 600, a score of 7.5 on the IELTS, or a score of 68 on the PTE for nonnative speakers of English.
4. Proof of basic statistical competence, i.e. graduate course work in a Master's degree (no more than 5 years prior to admission) or work in a profession in which statistical competence is required. If evidence is not provided, a graduate level statistics course may be taken by the student either prior to an admission decision or after admission.

5. Expository essay submitted with application. See Appendix D for the required topic and format. In the application opening page there is a list of **Required Documents**. The essay should be uploaded as the **Written Statement**.
6. Two letters of recommendation from individuals who can provide an overview of your achievements, scholarship, ambition, and abilities. Specific topics to be addressed in the reference letters are included in Appendix C. Letters should be on letterhead of recommender's employer.
7. Interview with the Ed.D. Admissions Committee to review career plans and to assess potential for doctoral level work, e.g. oral skills, ability to conceptualize issues, etc.

Steps for Admission

Admission to the Ed.D. program in Organizational Studies cannot be initiated until applicants have applied to the WSU Graduate School. **IF YOU ARE CURRENTLY A STUDENT IN A GRADUATE PROGRAM AT WSU, YOU STILL MUST APPLY FOR ADMISSION TO THIS PROGRAM.**

1. Application to the Graduate School.
 - a. An application is to be completed through the WSU Graduate School's online application system, *Apply Yourself*, available at: <https://www.wright.edu/graduate-school/apply-for-admission>
 - b. There is a fee for degree-seeking applicants.
 - c. After completing the online application, students who do not hold current graduate student status will receive a letter from the WSU Graduate School informing them of a personal identification number (PIN) (a 'w' number), a University Identification number ID (UID) and password. The letter is a record of receipt of the initial application information.
 - d. If students do not hold graduate student status, they should notify the Program Director for the Ed.D. in Organizational Studies (cehs-ldr@wright.edu) on receipt of the WSU Graduate School letter. If students hold a PIN and UID as a current graduate student, they should notify the Program Director for the Ed.D. to report that an application for the Ed.D. has been started.
 - e. After the WSU PIN and UID are established, OR using your existing WSU PIN and UID, upload all required application documentation to the Admissions system. This includes test scores, resume, transcripts, reference letters (as described below and in Appendix C), and essay (as described below and in Appendix E of this handbook.) It is helpful to also email a copy of uploaded files to the program director (cehs-ldr@wright.edu) in

order to facilitate the application.

2. Required documentation for application: the following items (a. – e.) should be uploaded into the online application.

Graduate School
 344 Student Union
 3640 Colonel Glenn Hwy.
 Dayton, OH 45435
 937-775-2976
 Fax: 937-775-2453 wsugrad@wright.edu

- a. Two letters of recommendation (LOR) from individuals who can provide an overview of your achievements, scholarship, ambition, and abilities. Specific topics that may be addressed in the letter are included in Appendix C. LORs should be on letterhead of the recommender's employer and addressed to the WSU Graduate School.

Within the application, the Recommendation page includes options for waiving your rights to review a submitted LOR and for having the Graduate School send a request for an LOR to the recommender. After typing the recommender's name and address, type in "YES" to waive your

right and click on



to have the graduate school email the recommender a request for an LOR.

The recommender will receive an email with your name and the name of the program for which you are applying. The recommender can submit the LOR by clicking on these words in the email from WSU Graduate School:

[Submit your recommendation](#)

Otherwise, the recommender can upload the LOR to wsugrad@wright.edu.

Applicants should follow up with the recommenders to verify that they received the email and to inquire if there are any questions about how to submit. Direct any problems to the Graduate School (wsugrad@wright.edu)

- b. A current resume.
- c. An expository essay in response to the topic provided in Appendix D. Essays not following Appendix E guidelines will not be accepted. In the

Graduate School application starting page, there is a list of Required Documents. The essay should be uploaded as the **Written Statement**.

Required Documents

- Resume
- GRE or MAT
- Written Statement
- Official Transcript Wright State University
- Official Transcript Wright State University
- Recommendation: John Smith
- Recommendation: Lisa Lewandowski

- d. International applicants must submit a certified copy of all university/college records in English, or credential equivalency evaluation of all course works completed in institutions outside of the U.S. through World Education Services (<https://www.wes.org/>), which should be accompanied by official transcripts in the native language; a financial statement form; an official bank statement; and an official score from the TOEFL, IELTS, or PTE test (for students from countries where English is not the native language).

3. Deadlines for Application

Application to the Graduate School is required before admissions to the Ed.D. program in Organizational Studies can be considered. Completed applications are reviewed on a rolling basis. However, if applicants want to be considered for WSU funding, they should apply by November 10. Moreover, if applicants would like to enroll in classes starting in a Spring Semester, the application should be completed by November 10.

Admission Option	Application Deadline	Decision Notification
<p>Priority Summer, Fall or Spring Start</p> <p>Completed applications in the Admissions system by deadline are reviewed in December. Only Priority applicants accepted into the program for a Fall start are able to be nominated for WSU funding in February.</p>	November 10	December 31
<p>Regular Summer, Fall Start</p> <p>Completed applications reviewed on a rolling basis after November 15. Acceptances made based on the number of Priority applications admitted.</p>	April 30	May 15

4. Applicant Review Process

The Ed.D. Admissions Committee will review all applications of those who have completed the Graduate School Application Process and who have submitted (online) all required documents to the Graduate School admissions system according to the deadlines above.

After the initial review of application materials, selected applicants will be invited to meet with the Ed.D. Admissions Committee. The meeting will include a) an interview with members of the Ed.D. Admissions Committee and b) an extemporaneous writing exercise. Admissions decisions will be made after the meetings and writing exercise.

5. Deferring Admission

It is not permitted for students' admissions to be deferred. Students who are admitted into the program must re-apply if they do not plan to begin the program in Spring, Summer or Fall of the following academic year.

Advising

The Ed.D. Program Director is the Graduate Academic Advisor of all students during their first academic year in the program. At the conclusion of the first academic year, students may be provided a Graduate Academic Advisor based on their chosen concentration (learning or leading). Concentration Advisors will work with students to determine their schedule and concentration courses.

Total Hours Required

The total required hours of study are 66 graduate semester hours beyond the Master's degree.

Transfer Credit

Students may not transfer credits evaluated using a pass/fail system. Transfer credits cannot have been used to complete previous degrees and must have been completed in the last seven years. Students may transfer the equivalent of up to 30 semester hours of approved coursework to their Wright State transcript.

Students who transfer to a Wright State doctoral program and retain the same dissertation chair may transfer up to 60 hours of approved courses. However, students must complete a minimum of 30 semester hours at Wright State University. In all cases, the DOS curriculum committee may require any coursework deemed necessary for preparation for the dissertation research. Finally, transfer students must satisfy the two-semester residency requirement.

Time Limitation

Students who fail to complete at least one course within three semesters will automatically be retired from the active files of the Graduate School and Ed.D. program. Academic year does not include the summer semester. The term 'course' includes formal courses, independent study, thesis research, continuing registration, etc. Reapplication for admission to the Graduate School and the Ed.D. program will be required to reactivate a student's files.

A minimum residence of two consecutive full-time academic semesters at Wright State University, devoted wholly to graduate work, is required.

Students in a doctoral program may achieve candidacy by passing the preliminary or qualifying examination and by having obtained approval of their dissertation topic from their dissertation committees. The programs will determine the requirements for achieving dissertation approval. Candidacy is valid for 5 years. However, the program may terminate candidacy for unsatisfactory progress. Students may petition for an extension to the candidacy term. (WSU policy 5720.7)

Students must complete all the requirements for the Ed.D. within 10 years from the date the student matriculated into the program. Credits completed more than 10 years before the student started the Ed.D. program cannot be used toward degree requirements. (WSU policy 5720.3)

Financial Aid

The EdD program does not have a graduate assistant position. Many graduate programs have a limited number of graduate assistantship positions available each year. Graduate assistants must devote a minimum of 20 hours a week to assistantship responsibilities and maintain full-time graduate status. Graduate assistants receive a stipend as well as tuition remission. Normally, graduate assistants receive an appointment for the academic year beginning with the Fall term. Assistantships are available through individual departments or programs as well as the Career Center.

**Graduate school scholarships and fellowships are listed at:
<https://www.wright.edu/graduate-school/scholarships-and-fellowships>**

Academic Regulations and University Policies

Academic Integrity

It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct. Please note

that policy-ignorance is no defense. If students have any questions regarding academic misconduct, they should contact their instructor. Those who violate campus rules are subject to disciplinary action.

Academic Integrity Policy and Process for Academic Dishonesty

Approved by WSU Faculty Senate on October 5, 2009

The student discipline process for violations of academic integrity is activated whenever an undergraduate or graduate student is accused of violating Section R of the Code of Student Conduct pertaining to academic integrity. Students who are participating in a professional practice program may be held accountable to additional standards and should refer to all relevant policies and procedures pertaining to their particular school or college.

Any member of the community may report an alleged violation. A violation may be reported to the instructor of the course in which the alleged act occurred, the chair or dean (or equivalent academic administrator) of the college/school with which the course is affiliated, or a member of the staff of the Office of Community Standards and Student Conduct. An individual who suspects a student of cheating may at any time contact the Office of Community Standards and Student Conduct at (937) 775-4240 to receive assistance with any aspect of the academic integrity process. All reports must be in written form to be adjudicated.

A student accused of a violation of academic integrity is not permitted to drop or withdraw from the course giving rise to the allegation of academic dishonesty unless the matter is resolved in the student's favor. Once notified by the instructor of the class, the Office of Community Standards and Student Conduct is responsible for notifying the Office of the Registrar that there is an alleged violation being considered. If the alleged violation cannot be resolved prior to the date upon which final grades must be reported to the Office of the Registrar, the instructor of the class, with the advice and counsel of the department chair or equivalent, will assign a grade of "N." In the event that a student is exonerated as a result of an academic integrity investigation, the student may choose to either complete the course, with the opportunity to make up any work missed, or withdraw from the course without any notation of the course on the student's academic transcript.

When a student is suspected of committing an act of academic dishonesty, the faculty member should utilize the procedures found at the link listed below. Both the student and/or faculty member may invite an advisor to be present during any phase of this process; however, advisors are not permitted to speak or to participate directly in the process.

For further information on student conduct and procedures visit:

<http://www.wright.edu/students/judicial/integrity.html#B>

Accommodations for Students with Disabilities

The Office of Disability Services at Wright State University provides a variety of services designed to assist the Wright State community. The Office of Disability Services offers services, programs, and activities that allow students with disabilities to participate in all facets of university life. Students with disabilities are encouraged to develop independence to the fullest extent possible and to assume responsibility for their chosen lifestyles. <https://www.wright.edu/diversity-and-inclusion/disability-services>

Student Grievance and Grade Appeal Procedures

The College of Health, Education and Human Services (CHEH) grievance procedure applies to adjuncts as well as regular faculty members. This procedure applies to alleged violations of a student's rights such as unequal treatment, violations of grading procedures as stated on the course syllabus, or disagreements over an assigned course grade. Concerns about more generalized problems, such as quality of instruction, excessive instructor absence, etc. should be expressed through course evaluations or in writing to the department chair who will deal with the concern on an individual basis. Students who wish to appeal a faculty decision that cannot be resolved between the two involved parties should follow these procedures:

- (1) Confer with appropriate faculty member. He/she will attempt to clarify the problem and clear up misconceptions.
- (2) If the problem remains unresolved, the student should obtain an Application for Mediation form from the CHEH Office of Student Services. The form should be completed by the student and submitted to the department chair to whom the faculty member reports. The student should then make an appointment with the department chair to discuss the problem. The department chair will attempt to mediate the problem through discussions with the student and the faculty member.
- (3) If the problem remains unresolved at this level, the student should contact the dean of the College of Education and Human Services.

The Dean will:

- (1) Review the situation and attempt to resolve the problem, and/or
- (2) Provide for a review board to be selected by the student, the faculty member, and the dean. The review board will consider all of the facts of the case and provide the dean with a recommended course of action. This board will consist of a student and a faculty member representing the student as well as a student and a faculty member representing the faculty member. Faculty

members outside the college and/or student members may be used by mutual consent of the student, the faculty member, and the dean.

- (3) The Dean's decision is final at the college level.

In the grievance and appeal process, both student and faculty members have equal opportunities for appealing through the appropriate channels, as outlined above. Resolutions of grievances or concerns that can be addressed to the satisfaction of the student or faculty member without formal process are encouraged.

Statement of Professional Conduct

Students in Wright State University's doctoral program in Organizational Studies are expected to maintain the highest levels of professional conduct throughout their graduate study and subsequently in their professional careers. All students are expected to support and to contribute to a collegial environment within the program and to extend that collegial work to partners and affiliating organizations.

Doctoral students are expected to be knowledgeable of the ethical standards for professional practice and to display behaviors and attitudes that embody those standards. They are expected to attend to their own personal wellbeing, conduct themselves as reflective practitioners, display integrity, and align their actions in accordance with the ethical standards of their profession.

Doctoral students will:

- Treat all members of our community with respect, dignity, and courtesy;
- Display a positive, cooperative, and cordial attitude;
- Be prepared for and actively participate in class discussion and activities;
- Avoid engaging in negative, disparaging, or potentially harmful communication regarding others;
- Avoid any activity which may tend to bring discredit to oneself, the university, the department, or the doctoral program;
- Avoid academic misconduct and impropriety; and
- Comply with all university, department, and program regulations and policies, including the WSU method of communication with students.

<http://www.wright.edu/student-affairs/student-life/community-standards-and-student-conduct>

Questions regarding the statement of professional conduct should be directed to an advisor or to the Program Director.

Program Requirements

Program of Study

Students will work with their Ed.D. Graduate Academic Advisors/Concentration Advisors to determine a program of study (POS) during their first semester in the program. Students are required to submit a signed POS and a DOS Student planning document to the Ed.D. Program Director by the end of the first semester in the program. A DOS planning document template is included in Appendix D. As student interests evolve, the POS and DOS planning document can be altered with the Ed.D. Graduate Academic Advisor/Concentration Advisor and Program Director counsel. Students will update the POS and the DOS planning document each semester.

Cohort Model

The cohort model is based on students' completion of two courses per semester; it is assumed that students are employed in a full-time position with an organization in which they can conduct research and apply their learning within the program.

Core Courses

- DOS 9010 History and Theory in Organizational Studies
- DOS 9015 Leadership Theory
- DOS 9020 Organizational Leadership Skills: Communication, Ethics, & Relationships
- DOS 9030 Systems and Change in Organizational Settings
- DOS 9035 Emerging Issues in Organizational Studies
- DOS 9040 Organizations in a Global Environment
- DOS 9050 Advanced Research Methods I
- DOS 9060 Advanced Research Methods II
- DOS 9000 (1 Sem. Hr. X 2) Colloquium for Doctoral Students
(taken the first semester of the first 2 years enrolled)
- DOS 9800 Internship in Organizational Studies
- DOS 9980 Qualifying Preparation in Organizational Studies Doctorate
(can be repeated up to 3 times)
- DOS 9990 (12 Hours; 4 Semester Hours/Semester) Dissertation
- One additional research methods course determined by student with advisor.

Sequence of Classes

Core courses are offered each academic year. It is advised that students complete DOS 9050, 9060, 9010, and 9015 as soon as possible. The required additional research core course will be determined in collaboration with an advisor.

Program Concentrations: Leadership Studies or Learning Organizations

Doctoral students will develop their Program of Study (POS) concentration by selecting 21 semester hours of focused coursework in one of the following areas: Leadership Studies or Learning Organizations. An internship is required for either concentration (DOS 9800). After the initial POS and planning documents are prepared, students may finalize or collaboratively modify concentration coursework with their Graduate Academic Advisor. Concentration coursework can include any 7000 to 9000 level courses from units within the College of Health, Education and Human Services or units at an equivalent level external to CHEH.

Doctoral Internship

Students will complete a field internship within their concentration. The internship experience provides an opportunity to expand student expertise and knowledge while exploring career opportunities. In addition, the internship provides students with an array of experiences through which classroom learning can be applied. The DOS 9800 Internship planning guidelines are presented during the first year of the program. Implementation begins according to the activities identified and is completed once all required materials are submitted and a summary presentation is delivered.

Grade Point Average (GPA) Requirements

Student Progress Review

At the end of the Spring and Fall semesters, each doctoral student will be evaluated by the Ed.D. Program Director to consider the student's progress. The Program Director, however, has the right to review or evaluate a student's academic performance at any time. On the basis of an evaluation, and after review by the Graduate School, the student will be:

- Recommended for continuation in the graduate program,
- Placed on probationary status, or
- Dismissed from the Ed.D. Program and the Graduate School.

All Ed.D. students are required to maintain a minimum cumulative grade point average of 3.0. A cumulative average of 3.0 is required for graduation. A grade of "C" is the minimum passing grade for graduate credit; however, no more than six semester hours of courses with a grade of "C" may be applied toward the requirements of a degree program.

According to Graduate School Policy 5370.2, at the end of one year or 9 semester hours a student may be evaluated by the program (the program, however, has the right to review or evaluate a student's academic performance at any time). On the basis of this evaluation, and after review by the Graduate School, the student will be:

- Recommended for continuation in the graduate program,

- Placed on probationary status, or
- Dismissed from the Program and the Graduate School.

According to Graduate School Policy 5370.3, after completing 9 semester hours of course work in a doctoral program, students will automatically be placed in probationary status if their cumulative graduate grade point averages drop below a 3.0. Students must achieve a 3.0 cumulative average the semester they complete nine hours of course work since being placed on probation. Failure to meet this condition could result in their dismissal from the Graduate School. Students achieving a 3.0 average prior to or during the semester that nine hours have been completed will be taken off probationary status.

Qualifying for Doctoral Candidacy

Qualifying Process

The Graduate School Policy 5720.6 states that

All students in a doctoral program are expected to take and pass the qualifying examination before they will be admitted into candidacy status. The purpose of the qualifying examination is to determine if a student has acquired and is able to apply fundamental knowledge and acumen in the program area. The examination may be written, oral, or both. The graduate committee of the doctoral program will determine the type of examination and the procedures for the examination. Students will normally not take the examination until they are familiar with the material in the core courses of the program. Failure to pass the examination may result in dismissal from the program regardless of performance in other aspects of the program. Depending on the committee's recommendation, a student failing the examination may repeat it once. Students will normally be expected to repeat the examination at its next scheduled date. Passing the examination does not guarantee a student's admission into candidacy. The program may establish additional criteria to determine a student's eligibility for candidacy.

Students will be provided written notification of the results of the examination and of any actions to be taken within ten days of having taken the examination. The doctoral program will notify, in writing, the Graduate School of the administration and results of the qualifying examination and the actions to be taken for those students who have failed to pass the examination. If dismissal action is to be taken, the Graduate School will formally notify the student by letter.

To achieve doctoral candidacy, an Ed.D. student must have completed all core courses, completed the qualifying paper with a passing grade, and successfully defended a dissertation proposal. WSU policy 5720.9 states: *Students in a doctoral program may achieve candidacy by passing the preliminary or qualifying examination and by having obtained approval of their dissertation topic from their dissertation committees. The programs will determine the requirements for achieving dissertation*

approval. Candidacy is valid for five years. The program can, however, terminate candidacy for unsatisfactory progress. Students may petition for an extension to the time limit for the candidacy term.

Students should read the Prospectus to Dissertation Defense Handbook to better understand actions that should be taken to become a doctoral candidate after passing the qualifier.

Qualifying Prerequisites

Students in the Ed.D. program must have a minimum 3.0 GPA and must have completed all core courses including a final grade for the internship (DOS9800) prior to initiating the Qualifying Paper. Students should register for DOS 9980 for the semester that the qualifier will be submitted.

Qualifying Paper

The qualifying process for the Ed.D. program is defined as the successful completion of a paper that describes a research project. The topic for the project is selected by the student. The paper must include four sections: an introduction, literature review, methods and references. The Qualifying Paper is an individual effort with no input from anyone. To be clear, the Qualifying Paper cannot include work submitted for previous courses or assignments. Qualifying papers that include work submitted in other courses will receive no credit.

The Pilot site for the Qualifying Preparation Course (DOS 9980) contains resources for developing the qualifying paper. The qualifying paper will be written in the appropriate APA format with a maximum of 30 pages, including title page and references. **NO ABSTRACT, TABLE OF CONTENTS, OR APPENDICES ARE ALLOWED.** Students who are registered in DOS 9980 during the fall, spring and/or summer semester can submit their papers using the dropbox within DOS 9980 Pilot site. The due dates for each semester are as follows: Fall submission date: October 12; Spring submission date: February 16; Summer submission date: October 12.

Qualifying Preparation Resources

The qualifying preparation resources in DOS 9980 Pilot site include explanatory statements, documents and deadlines for students to consult as they complete their qualifying paper. Students who are enrolled in DOS 9980 will submit the qualifying paper through DOS 9980 Pilot drop boxes by the deadline provided in the DOS 9980 course. Submissions before the deadline will not be reviewed until after the deadline.

Qualifying Paper Submission and Evaluation

The Program Director will distribute the qualifying papers to the DOS Curriculum Committee for review. The Program Director will collect DOS Curriculum member qualifier feedback from all DOS Curriculum committee members. The Director will aggregate the feedback for committee discussion and final summative evaluation. The Program Director will provide the results of the final evaluation to the student within 10 business days of submission. The resultant Pass/Unsatisfactory grade will be included in a letter from the Program Director.

There are two instances for which a student can receive an Unsatisfactory grade for DOS 9980. One instance will occur if the qualifying paper is not submitted by the deadline included in the DOS 9980 Pilot site. In that instance, students should register for DOS 9980 for the following semester. A second instance for receiving an Unsatisfactory for DOS 9980 will occur if the DOS Curriculum Committee determines that the qualifying paper submitted does not meet the required criteria as described in DOS 9980 Pilot site. In that instance, students can enroll in DOS 9980 for the following semester in order to revise and resubmit the qualifying paper.

Students who receive two grades of Unsatisfactory for DOS 9980 after enrolling in DOS 9980 three times must meet with the Program Director to apply for a Master's in Organizational Studies.

Appendix A: DOS Student Outcomes

Graduates of the Doctorate in Organizational Studies program are:

1. Organizational leaders who incorporate their knowledge of organizational and leadership theories into skillful interactions within larger systems (organizational, local, regional, national or global) while enhancing the development of others in surrounding contexts;
2. Research practitioners who identify organizational processes, test hypotheses through systematic inquiries, and share the findings through broad-scale oral and written means to expand the knowledge in the field;
3. Professional mentors and leaders who build a capacity for and promote a culture of change in their workplace; and,
4. Educational facilitators and problem solvers who develop and inspire diverse and critical thinking, group knowledge-building, and open-ended processes to manage problems that cannot be anticipated and require non-linear problem solving.

Appendix B: DOS Planning Document

Each student must submit a completed DOS Planning document each semester. The document should be signed annually by an advisor. Below is the content of the planning document. Students' Concentration advisors or the Program Director will provide the Microsoft Word template of the document if requested. These instructions should not be included in the student's planning document.

Doctor of Education in Organizational Studies Academic Program Plan

STUDENT NAME

Organizational Studies

Department of Leadership Studies in Education and Organizations

College of Education and Human Services

Wright State University

DATE

Biographical Sketch (Narrative Format)

Academic Background

Work Experience

Career ambitions for doctoral work

[This section should be no more than **ONE PAGE APA STYLE**]

**Wright State University
College of Education and Human Services
Leadership Studies in Education and Organizations
Organizational Studies Doctoral Program (Ed.D.)**

Doctoral plans: (1) Course Plan, (2) Transition to Candidacy Plan and (3) Annual Review
Create a course plan with your advisor. The plan should be updated and reviewed annually and submitted to the Program Director at the end of each semester.

Name:

Projected Date of Graduation: Semester:	Program Concentration: (Leading or Learning)
Master's Degree Received From:	Semester and Year Admitted to Program:

1. Residency Requirement: Two semesters of full-time enrollment (at least 6 semester graduate hours) within two consecutive pre-candidacy semesters. Specify the semesters. _____ (Policy 5720.4, updated 2020)

2. Total Credit Hours: 66 (Required).

3. Annual Review Signatures _____

Student's Signature Date Advisor's Signature Date

Student's Signature Date Advisor's Signature Date

Student's Signature Date Advisor's Signature Date

Student's Signature Date Advisor's Signature Date

**Wright State University
College of Education and Human Services
Leadership Studies in Education and Organizations**

Name:	<u>Summary Total Semester Credits</u>	<u>Credits</u>
Email:	Dissertation:	12
Telephone:	Core:	33
	Concentration:	21
	Total Credits:	66

Organizational Studies Core Courses

Semester Course(#, Title)	Semester Credits	Semester Planned	Semester Completed
Total Core			

Concentration Courses

Semester Course(#, Title)	Semester Credits	Semester Planned	Semester Completed
Total for Concentration			

Dissertation

Semester Course(#, Title)	Semester Credits	Semester Planned	Semester Completed

Total for Dissertation			
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**WSU Graduate School Policy 5220.1 Procedure for Subsequent Registration
(Updated 2022)**

Students who have not completed at least one course within 3 semesters are considered to be in inactive status and, therefore, must reapply for admission. The term "course" includes formal courses, independent study, thesis research, continuing registration, etc.

***WSU Graduate School Policy for Continuing Registration during
Dissertation/Thesis 5270.1*** (Updated 2022)

Students' registration each term should reflect the level of academic participation in university life and anticipated progress toward the degree. This is particularly true of students involved in thesis, dissertation, and special project research. Academic units may set minimum registration requirements for continuing and readmitted students, which represent the unit's supervision of the students' efforts to complete degree requirements and the expected progress toward the degree.

Students must be registered for at least one hour of graduate credit, as designated by the department, during the term in which the successful defense of a thesis or dissertation is accomplished.

Students must receive approval from their advisor, department chair and the Dean of the Graduate School for an exception to the continuing registration requirement.

WSU Graduate School Policy 5370 Academic Standards (Updated 2022)

All graduate students are expected to maintain a minimum cumulative grade point average of 3.0. A cumulative average of 3.0 is required for graduation

The grade of "C" is the minimum passing grade for graduate credit; however, six semester hours of "C" may be applied toward a master's degree.

WSU Graduate School Policy 5720.2 Residence Requirements (Updated 2022)

Students in a doctoral program are considered to be in residence for any term for which they are registered for at least six semester hours of Wright State graduate courses. A minimum residence of two consecutive full-time academic semesters at Wright State University, devoted wholly to graduate work, is required.

Record of completed courses

Name: STUDENT NAME

Semester	Course Name	Dept., Course No.	Instructor	Cr. Hrs.	Grd.

Planned Candidacy Process

Candidacy Qualifying Paper	Term, year
Dissertation Proposal Defense	Term, year
Admission to Candidacy	Term, year

5720.7 Candidacy (2022 update)

Acceptance into candidacy in a doctoral program indicates that students have the basic potential to undertake work on the dissertation and to successfully complete all other requirements of the program.

Students in a doctoral program may achieve candidacy by passing the preliminary or qualifying examination and by having obtained approval of their dissertation topic from their dissertation committees. The programs will determine the requirements for achieving dissertation approval. Candidacy is valid for five years. The program can, however, terminate candidacy for unsatisfactory progress. Students may petition for an extension to the candidacy term.

Research Interests

An APA style, **maximum two-page** document with references is inserted here **to replace these instructions**. The document describes (in narrative form) the student's research interests with references to the appropriate literature. The research interests reflect the current topics and areas students plan to investigate for the dissertation work.

Appendix C: Letters of Recommendation

Instructions for the Applicant: Please request a recommendation from two individuals who know you well and who can provide an overview of your achievements, scholarship, ambition, and abilities. Specific topics to be addressed in the reference letters are included at the end of Appendix C (next page). Letters should be on letterhead of recommender's employer.

Within the Graduate School application, the Recommendation page includes options for waiving your rights to review a submitted LOR and for having the Graduate School send to the recommender a request for an LOR. After typing the recommender's name and address in your application, type in "YES" to waive your

rights and click on

A green rectangular button with the text "Send Email" in white.

to have the Graduate School email the recommender a request for an LOR.

The recommender will receive an email with your name and the name of the program for which you are applying. The recommender can submit the LOR by clicking on these words in the email from WSU Graduate School: [Submit your recommendation](#).

Otherwise, the recommender can email the LOR to wsugrad@wright.edu.

Applicants should follow up with the recommenders to verify that they received the email and to inquire if there are any questions about how to submit the LOR. Direct any questions to the Graduate School (wsugrad@wright.edu)

To the Writer of Recommendation: Thank you for your willingness to complete this recommendation on behalf of this applicant. Your comments will be an important factor in the admission decision. The following guidelines provide topics of interest to include in your recommendation letter. This is not a form to be used for the recommendation letter but simply some topics to consider. Letters should be on letterhead of recommender's employer and addressed to the Graduate School at WSU.

1. Please describe how long you have known the applicant and in what context and capacity.

2. This doctoral program calls for serious study, critical reflection and an aptitude for inquiry. From your experience with this applicant, why do you think the applicant is prepared to engage in such a course of study?

3. This doctoral program calls for students with a serious commitment to improving knowledge of organizations and incorporating the new knowledge into leading or learning. From your experience with the applicant, describe how he/she is prepared to engage in such a course of study. Provide specific examples if possible.

4. Please describe how you have observed the applicant demonstrate leadership and what core values appear to guide his/her work.

5. Please provide any additional pertinent comments related to the applicant:

Appendix D: Expository Essay Guidelines

The expository essay should specifically address your understanding of the importance of incorporating concepts and principles of organizations into leading and/or learning environments. The essay should explicitly identify the connections between concepts/principles of organizations and leadership. External references are expected.

The essay should be submitted in the following format:

- One title page with name, contact information and date
- Essay text contained within a maximum of four, double-spaced pages with one inch margins and headings (Title page and reference page does not count for the limit of 4 pages). No Abstract or Appendices
- 12 point Times New Roman font
- APA format

Applicants should upload the essay to the Graduate School EdD application as a **Written Statement** approximately one week before the application deadline in order for the essay to appear in their application. Contact information for the Graduate School is as follows:



The image shows a screenshot of a web application interface titled "Required Documents". It features a list of seven items, each with an unchecked checkbox. A blue arrow points from the left towards the "Written Statement" checkbox. The items are: Resume, GRE or MAT, Written Statement, Official Transcript Wright State University, Official Transcript Wright State University, Recommendation: John Smith, and Recommendation: Lisa Lewandowski.

Required Documents	
<input type="checkbox"/>	Resume
<input type="checkbox"/>	GRE or MAT
<input type="checkbox"/>	Written Statement
<input type="checkbox"/>	Official Transcript Wright State University
<input type="checkbox"/>	Official Transcript Wright State University
<input type="checkbox"/>	Recommendation: John Smith
<input type="checkbox"/>	Recommendation: Lisa Lewandowski

Graduate School

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 937-775-2976
 Fax: 937-775-2453 wsugrad@wright.edu