DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE PROGRAMS
IN
EDUCATIONAL ADMINISTRATION (CD-12)

Department of Educational Leadership & Policies
College of Education
University of South Carolina

OVERVIEW OF PROGRAMS

In keeping with the mission of the Department of Educational Leadership and Policies (EDLP) to prepare professional educators as leaders, the Ph.D. program seeks to recruit excellent students from diverse backgrounds and provide a program of study that will prepare them for leadership positions at the school site, central office, agency, and university levels.

Child Development (CD) - 12 Administration

The Ph.D. Degree in Educational Administration (CD-12)

The Doctor of Philosophy (Ph.D.) Degree in Educational Administration with Emphasis in Child Development (CD) - 12 Administration is designed for students interested in the scholastic study of national issues regarding the administration of public and private educational institutions for children. Even though this is a research-oriented degree, students who complete this program not only pursue careers as university professors but also as superintendents and senior level administrators in all types of educational organizations.

Please Note: The Department of Educational Leadership and Policies does not use the Ph.D. degree program for either principal of superintendent certification. Students wishing to obtain principal certification must complete the M.Ed. degree program requirements in CD-12 administration while those wishing to obtain superintendent certification must complete the Ed.S. degree program requirements. Information about both programs can be obtained by calling (803) 777-5240 or consulting our web site at www.ed.sc.edu.
SUCCESSFUL COMPLETION OF THE FOLLOWING REQUIREMENTS IS NECESSARY FOR ADMISSION TO PURSUE GRADUATE STUDY LEADING TO THE PH.D. DEGREE IN EDUCATIONAL ADMINISTRATION:

1. A master’s degree from a regionally-accredited institution.

2. At least three (3) years of professional experience. Added consideration will be given to candidates who have had increasingly responsible leadership positions in the field as well as civic/service/professional organization leadership roles. Candidates with graduate degrees in the field of leadership (i.e. masters or Ed. S. in Educational Administration) also will be given added consideration.

3. Application to the USC Graduate School which includes:
   a. completion of the Graduate School application form on-line
   b. submission of official transcripts of all previous credits
   c. submission of two letters of recommendation: one from a professor and one from a supervisor

4. Application to the Department of Educational Leadership and Policies which includes:
   a. completion of the EDLP application form on-line, with Statement of Intent.
   b. submission of scores on the Graduate Record Examination (GRE). GRE scores should not be more than 5 years old and should include verbal, quantitative and writing scores. Preference will be given to students scoring at least:
      - Verbal: 57% ranking – currently scores are 153 (500)
      - Quantitative: 27% ranking – currently scores are 147 (550)
      - Writing: 48% ranking – currently scores are 4.0*
   Applicants for whom English is a second language may submit test scores on the TOEFL for admission consideration.

5. Satisfactory completion of a writing examination.

6. Successful completion of an interview with a committee of EDLP faculty members.

*Please note: The criteria specified above are minimal entrance requirements and meeting them does not guarantee admission to the Ph.D. degree program. The faculty, however, reserves the right to exercise discretion in weighing the different criteria included in each applicant’s admissions profile.

Admissions Deadlines
The Department of Educational Leadership and Policies admits applicants to the Ph.D. degree program once a year. The application deadline is December 1, 2013. To be considered for admission the applicant must ensure that his or her file is complete and submitted by the deadline. No action will be taken on incomplete files. Students wishing to check on the status of their files should contact the Office of Student Affairs located in Room 113 of the College of Education. The telephone number is 803-777-6732.
DEGREE REQUIREMENTS

To receive the Ph.D. Degree in Educational Administration (CD-12), the student must meet the following requirements:

**A. PROGRAM OF STUDY**

Students engaged in study leading to the Ph.D. Degree in Educational Administration are expected to acquire knowledge in each of the following areas:

1. specialized preparation in educational administration
2. an identified subject or cognate area
3. foundations of education and the supporting disciplines for education
4. research methods

A written program of study is to be submitted within the first year after a student has been recommended as a Ph.D. degree candidate. It must be approved and signed by the appropriate faculty member(s), the Director of Graduate Studies, and the Dean of the Graduate School. The program must include all courses to be completed as part of the doctoral study.

**B. QUALIFYING EXAMINATION**

A writing sample, as one part of a three-part interview process, serves as the Qualifying Exam.

**C. GRADE REQUIREMENTS**

In order to receive the Ph.D. degree, the candidate must earn a grade point average of 3.0 or better on all courses in the student's approved program of study. Twelve credits of "C+", "C", "D", "F", "NC", or any combination thereof on graduate coursework attempted at the University of South Carolina will disqualify the candidate for the Ph.D. degree.

**D. TRANSFER OF CREDIT**

Coursework from other institutions with grade "C" or below cannot be transferred into the Ph.D. program of study.

**E. FOREIGN LANGUAGE REQUIREMENT**

To qualify for the Ph.D. degree, a candidate must demonstrate one of the following:
- a reading knowledge of one foreign language
- a knowledge of the use of computers through (1) coursework, or (2) portfolio evidence or competency in statistics
The language selected for the degree program must be approved by the College of Education and the Graduate School. Satisfactory completion of the foreign language option will be verified by a Foreign Language 315 (Intensive Readings) course or through examination administered by the Department of Foreign Languages and Literature.

The student’s major advisor will determine the manner in which the statistics and computer knowledge options will be demonstrated but may include completion of appropriate cognate coursework, portfolio, or examination. The language requirement must be completed at least one academic year prior to graduation.

F. TIME LIMITATIONS

In the Ph.D. program, all the courses listed on the program of study must be completed within eight years from the date the student receives the degree. Students who do not take coursework over two consecutive years will be dropped from the program.

G. RESIDENCY REQUIREMENT

The residency requirement for the Ph.D. Degree in Educational Administration must be met by the completion, after admission to the program, of 18 graduate credit hours in the student's program within a period of three (3) consecutive regular semesters (fall and spring). Summer enrollment may expedite the completion of the residency requirement but is not essential to continuous enrollment. If continuous enrollment is interrupted, no accumulated credits will count toward residency and the continuous enrollment residency requirement must be completed in its entirety beginning with the next student enrollment. Courses counted with a "R" or "J" prefix (regional campus courses and distance education courses) will count toward residency only when those courses are taught by full-time graduate or clinical faculty.

H. DOCTORAL COMMITTEES

The regulations governing doctoral programs define two committees which serve specific roles in the supervision and examination of a doctoral candidate. These are the:

- **Comprehensive Examination Committee** - a committee of not fewer than four members, including the major professor and one qualified member from outside the candidate's major department
- **Dissertation Examination Committee** – a committee of not fewer than four members, at least one of whom must be from outside the candidate's major department . . ." 

I. COMPREHENSIVE EXAMINATION

The purpose of the comprehensive examination is to assess the student's knowledge of the coursework in his/her program of study. The comprehensive examination for the Ph.D. degree includes a written examination of nine (9) hours, usually over two (2) days, and an oral examination. The comprehensive examination is usually administered prior to the student's final semester of coursework and after completion of the majority of the student's coursework but not less than 60 days prior to the date the candidate receives the degree. The
oral examination is administered only after the student has successfully completed the written examination. Additional coursework may be prescribed after the written examination if a majority of the examination committee favors it, but no additional coursework can be prescribed after the successful completion of the oral examination. Grades assigned are "Pass with Honors," "Pass," or "Fail." In the event a student fails the comprehensive examination, the student may request one additional opportunity to retake the examination.

Eligibility for taking the written comprehensive examination is based on the following requirements:

1. Attainment of a minimum grade point average of 3.0 ("B") on all coursework at the 700 and 800 level at the University of South Carolina.

2. Completion of the majority of coursework in the student's approved program of study.

J. DISSERTATION WRITING

Every candidate for a doctoral degree is required to successfully complete and defend a dissertation. Prior to preparing a dissertation, a proposal is required. The dissertation proposal must be approved by the student's Dissertation Committee. Once the proposal has been approved, all committee members will sign the Dissertation Proposal Cover Sheet indicating their approval. Once signed, the proposal will be placed in the student's file.

The degree candidate must successfully defend the dissertation before his/her Dissertation Committee. The defense of the dissertation will be open and announced in writing at least a week in advance. Invitations to attend the examination may be extended. The committee chair may invite guests to ask questions if he/she so chooses at the end of the examination. However, invited guests shall not vote or comment on the candidate's performance.

Dissertations must meet all Graduate School requirements including time lines. Furthermore, the dissertation must be completed and defended within five years after the student has passed the comprehensive examination. Failure to complete all requirements for graduation, including the dissertation, within this period of time will necessitate retaking or revalidating the comprehensive examination.

To qualify for the dissertation defense, the candidate must:

- Successfully complete the doctoral comprehensive examination
- Successfully complete the defense of the dissertation proposal
- Submit a written draft of the dissertation to the Dissertation Committee, and receive permission from the Committee to defend the draft

The candidate's Dissertation Committee is approved by the Dean of the Graduate School.
Scoring of the dissertation defense shall be by secret ballot after discussion. A majority of the committee must vote a grade of PASS for a successful completion of the examination. A second examination may be held for candidates who do not receive a majority grade of PASS. Students not passing the second examination are disqualified from further study toward the doctoral degree in the College of Education.

Please Note: The University reserves the right to make changes in curricula, degree requirements, course offerings, and all academic regulations at any time when, in the judgment of the faculty, the President or the Board of Trustees, such changes are in the best interest of the students and the University.

K. Ph.D. students must be enrolled in at least one semester hour of credit in any semester in which she/he uses University resources and in the semester in which she/he graduates.

ADDITIONAL INFORMATION

Details about each of the Ph.D. degree emphases are contained on the pages which follow. Students who desire additional information about the Ph.D. degree programs are encouraged to visit our website at http://www.ed.sc.edu/edlp/edad.asp

Or, you are welcome to call us at (803) 777-5240 or visit our office on the USC campus in Columbia. We are located on the 3rd (301) floor of the College of Education, which is situated on Sumter Street between College and Greene Streets.

Information is available about course contents, course schedules, comprehensive exam criteria, and dissertation requirements.

Degree candidates also are asked to carefully read all information on the Graduate School site and the program area site. Both can be found at http://www.sc.edu.
ATTACHMENT   A

Program of Study for the Ph.D. Degree in Educational Administration
with Emphasis in CD-12 Administration

1. **Total hours required:** 69 hours beyond the master's degree, the last 30 of which must be completed no more than eight years prior to graduation.

2. **Qualifying examination:** A writing sample, as one part of a three-part interview process, serves as the Qualifying Exam.

3. **Courses:** Course work is designed to ensure that at the completion of the program the student can demonstrate the knowledge, skills, and dispositions developed in the following course work:

   **AREA 1:** 33 hours of courses leading to superintendency certification or its equivalent
   
   A. Educational Administration courses (21 hours)
      
      EDLP 753  Advanced Methods of Instructional Supervision (3)
      EDLP 754  Educational Finance (3)
      EDLP 755  Educational Policy Analysis (3)
      EDLP 756  The Superintendency (3)
      EDLP 757A  The Superintendent in Practice I (3)
      EDLP 757B  The Superintendent in Practice II (3)
      EDLP 758  School Building Planning (3)

   B. Cognate courses (9 hours) outside the Department of Educational Leadership and Policies. These courses are to be determined by the student's program advisory committee.

   C. Research courses (3 hours) beyond masters level/introduction course

   **Note 1:** Students who have successfully completed a program leading to superintendency certification from another regionally accredited institution may be given credit for up to 33 hours in Area 1, subject to approval of the Program Advisory Committee.

   **Note 2:** Candidates pursuing a Ph. D. in CD-12 Educational Administration to attain professional goals not requiring educational administrator certification (i.e. professorate, private school leader) are required to complete 69 hours beyond the masters. In these cases, courses that support the candidate’s professional goals may be substituted in Area 1, subject to the approval of the Program Advisory Committee.
AREA 2: 9 hours of seminar courses

A. EDLP 807 Seminar in Educational Administration (3)

B. Six (6) hours chosen from the following:
   EDLP 803 Administrative Evaluation and Decision-making (3)
   EDLP 804 Advanced Educational Finance (3)
   EDLP 805 Advanced Educational Policy Analysis (3)
   EDLP 806 Theories of Education Administration (3)

Note 3: Student's Program Advisory Committee may approve one alternative 800 level seminar as an elective.

AREA 3: Doctoral Cognate – Non-EDAD, Non-Ed. S. (9 hrs.) of post-master's 700- and 800-level courses (not to include the cognate) within the field of education, but outside the CD-12 Educational Administration Program. Must include a research course.

AREA 4: Dissertation-Related courses (18 hrs.), to include:
   EDLP 899 Dissertation Preparation (12) *(Note: EDRM 897 may be used to satisfy 3 of these hours if approved by the student's major professor)*
   EDLP 808 Field Problems in School Administration (3)
   Research-based course as determined by the Program Advisory Committee (3)

4. Foreign Language: To qualify for the Ph.D. degree, a candidate must demonstrate one of the following: a reading knowledge of one foreign language, a knowledge of the use of computers, or competency in statistics. Satisfactory completion of the foreign language option will be verified by a foreign language 315 (intensive readings) course or through an examination administered by the Department of Foreign Languages and Literature. The student's Advisor will determine the manner in which the statistics and computer knowledge options will be demonstrated but may include completion of appropriate cognate course work, portfolio development, or examination. The foreign language requirement must be completed at least one academic year prior to graduation.

5. Comprehensive examination: The comprehensive examination for the Ph.D. degree includes a written examination of nine hours, usually over two days, and a subsequent oral examination.

6. Dissertation: Every candidate for a doctoral degree is required to successfully complete and defend a dissertation. Prior to preparing a dissertation, a proposal is required. The dissertation proposal must be approved by the student's Dissertation Committee. The degree candidate must successfully defend the dissertation before his or her Dissertation Committee.
Ph. D. Course of Study Planning Sheet (Revised 12/05/08)

Name: ___________________________ Date: ____________

Principal certification: yes; no (if “no,” include course work for principal certification if the candidate plans to work in a public school setting requiring administrator certification.)

Doctoral Requirements (post-masters/principal certification)
(69 hours above the masters, includes Ed. S./superintendent certification requirements)

Ed. S. Component (33 hours)

Ed. S. Core (21 hrs):
- EDLP 753:
- EDLP 754:
- EDLP 755:
- EDLP 756:
- EDLP 757a:
- EDLP 757b:
- EDLP 758:

Ed. S. Cognate --Non-EDAD (9 hrs)
- Course 1:
- Course 2:
- Course 3:

Second-level graduate research/statistics course (3 hrs):
- Research/Statistics course:

Ph. D. Core Component (36 hours)

EDLP 800 Level Seminar Courses (9 hrs)
- EDLP 807 (REQUIRED):
- 800 level course No. 2:
- 800 level course No. 3:

Doctoral Cognate – Non-EDAD, Non-Ed. S. (9 hrs.)
- One (Must be research course):
- Two:
- Three:

Dissertation-Related (18hrs)
- EDLP 899 (12 hrs):
- EDLP 808:
- Research-based course:

Foreign Language Requirement (how this is to be fulfilled): ________________________________
(options are foreign language, computer proficiency, statistics)

NOTE: Document is for advisement only. A program of study is not official until approved by the Graduate School.