General Guidelines:

Ph.D. Degree in Educational Administration – Higher Education

Department of Education Leadership and Policies, University of South Carolina

The Ph.D. program in Educational Administration-Higher Education is designed to prepare professional academic leaders in colleges and universities whose practical knowledge is enhanced by inquiry and scholarship.

REQUIREMENTS FOR ADMISSION

Successful completion of the following requirements is necessary for admission to pursue graduate study leading to the Ph.D. Degree in Educational Administration-Higher Education:

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

2. Substantial related professional experience.

3. Application to the USC Graduate School which includes:
   a. completion of the Graduate School application form
   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
   b. submission of scores on either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). Preference will be given to students scoring at least 1000 (verbal + quantitative) on the GRE or at least 50 on the MAT. Applicants for whom English is a second language must also submit test scores on the TOEFL for admission consideration.

5. Successful completion of an interview with a committee of faculty members.

6. Satisfactory completion of a writing examination.
Please note: The criteria specified on page one 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.

Admission Deadlines

The Department of Educational Leadership and Policies admits applicants to the Ph.D. degree program only once per year. **The application deadline is December 1st.** 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 which is located in Room 113 of the College of Education, Wardlaw Building. The telephone number is 803 777-6732.

**DEGREE REQUIREMENTS**

To receive the Ph.D. Degree in Educational Administration, the student must meet the following requirements:

**Program of Study**

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

1. specialized preparation in higher education
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 must be submitted within two years of acceptance to the program. It must be approved and signed by all Program Advisory Committee members, 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.

**Qualifying Examination**

Permission to begin study leading to the Ph.D. degree does not imply admission as a candidate for the degree. Admission to candidacy for the Ph.D. degree is not granted until the student has passed a qualifying examination, which is the “comprehensive examination” described later in this document.
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.

Transfer of Credit

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

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 or a knowledge of the use of computer technology. 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 Language and Literature. The student's Program Advisory Committee will determine the manner in which the computer knowledge option will be demonstrated, generally by examination, coursework, or portfolio.

Time Limitations

In the Ph.D. program, the last 30 hours listed on the program of study must be completed no more than eight years prior to the date the student receives the degree. Students who do not register for coursework over two consecutive years are dropped from the program. Revalidation of an average EDHE course can be accomplished only by retaking the course in full.

Residency Requirement

The residency requirement 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 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.

Doctoral Committees

The regulations governing doctoral programs define two committees which serve specific roles in the supervision and examination of a doctoral candidate. Descriptions from the Doctoral Committee Appointment Request form are:

a. Written and Oral Comprehensive Examination Committee—“…consists of not fewer than four members, at least one of whom must be from outside the candidate’s major department…”

b. Dissertation Written and Oral Examination Committee—“…consists of no fewer than four members, at least one of whom must be from outside the candidate’s major department…”

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 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. It must be successfully completed prior to defending the dissertation proposal. The oral examination is administered only after the student has successfully completed the written examination. Additional course work 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” 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 requirement:

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.
Course Requirements

**Ph.D. Degree in Educational Administration – Higher Education**

Course requirements consist of a minimum of eighty-one (81) semester hours of credit beyond the bachelor’s degree, divided into five (5) areas:

1. **Twenty-four (24) hours of the following required courses:**

   - EDHE 730, Higher Education of America (3 hrs.)
   - EDHE 733, Ideas of American Higher Education (3 hrs.)
   - EDHE 736, Financial Aspects of Higher Education (3 hrs.)
   - EDHE 737, Legal Aspects of Higher Education (3 hrs.)
   - EDHE 738, Principles of College Teaching (3 hrs.)
   - EDHE 830, Organization, Administration, Governance of Higher Education (3 hrs.)
   - EDLP 805, Advanced Education Policy Analysis (3 hrs. must be taken in the fall of the second year in the program.)
   - EDLP 809, Field Problems in Education (3 hrs. must be taken as a capstone, approximately 2 to 3 years after admission.)

2. **Nine (9) hours of elective courses related to higher education, such as:**

   - EDCS 728, Curriculum of Higher Education (3 hrs.)
   - EDHE 731, Student Personnel Services (3 hrs.)
   - EDHE 732, The American College Student (3 hrs.)
   - EDHE 734, Community, Junior, Technical College (3 hrs.)
   - EDHE 748, Staff Development and Training (3 hrs.)
   - EDHE 832, Seminar: Contemporary Post Secondary Professional Education (3 hrs.)
   - EDHE 833, Contemporary Trends and Issues in Higher Education (3 hrs.)
   - EDHE 835, Leadership in Higher Education (3 hrs.)
   - EDHE 839, Assessment in Higher Education (3 hrs.)
   - EDHE 834, Internship in College Teaching (3 hrs.)
   - Others as approved by the student’s doctoral committee

3. **Eighteen (18) hours in a cognate area comprising:**

   A single content area that can prepare the student for teaching at the baccalaureate degree level in an academic discipline or applied field drawn from: arts and humanities, social and behavioral sciences, natural sciences, mathematics, or professional fields.
4. Nine (9) hours of foundational coursework in education comprising:

Courses at the 700 and 800 level within a College of Education, but outside the Department of Educational Leadership and Policies, excluding cognate courses. Courses must be approved by the student’s faculty advisor and program advisory committee.

Twenty-one (21) hours of coursework in educational research:

A. Six (6) hours of research methods courses which must focus on either quantitative or qualitative methodology. Courses may be selected from the list below or others approved by the student’s advisor and program advisory committee.

EDRM 710, Educational Statistics 1 (3 hrs.)
EDRM 711, Educational Statistics 2 (3 hrs.)
SOCY 720 Critical Survey of Research Methods (3 hrs.)
EDRM 724 Design and Analysis of Educational Surveys (3 hrs.)
EDRM 740 Qualitative Research in Education (3 hrs.)
HIST 788, Historical Research in Education (3 hrs.)
EDRM 842 Educational Biography (3 hrs.)
EDRM 840 Ethnographic Description (3 hrs.)

B. Three (3) additional hours of research coursework as approved by the advisor.

C. Note: At least one of the research courses must require basic computer proficiency of the student.

D. EDHE 899PI, Paradigms of Inquiry (3 hrs. must be taken in the first spring semester after admission.)

E. Nine (9) hours of EDHE 899, Dissertation Preparation (variable credit). Schedule code and registration permission is available from the administrative assistant each semester.

OTHER: See University and Program degree requirements related to: comprehensive examinations, dissertation, foreign language proficiency, residency and course revalidation: Note: An EDHE course can be revalidated only by re-taking the course.