

March 2016

Doctor of Philosophy

**Student Affairs
in Higher
Education**

KANSAS STATE
UNIVERSITY.

College of Education

Doctor of Philosophy in Student Affairs in Higher Education

Kansas State University
College of Education

The official title of this degree that was approved by the Kansas Board of Regents is Doctor of Philosophy in Counseling and Student Development.

MISSION STATEMENT

The College of Education is dedicated to preparing educators to be knowledgeable, ethical, caring decision makers for a diverse and changing world through excellence in the:

- delivery of exemplary instruction to students at the undergraduate and graduate levels;
- production, interpretation, and dissemination of sound and useful research and scholarship;
- leadership, collaboration, and service within the profession; and
- promotion, understanding, and celebration of diversity.

ADMISSION REQUIREMENTS

Admission to graduate study is granted by the Dean of the Graduate School upon the recommendation of the faculty in the graduate program. Applicants seeking admission to this degree program must submit the information noted below. Before starting the online application, gather all information and documents for all of the admission requirements so that they can be uploaded into the application system.

A. **A Completed Online Graduate School Application.**

Go to the Kansas State University Graduate School home page <http://www.k-state.edu/grad/> and click on “Apply Now.” Follow the prompts for completing the application process.

Application Deadlines.

U.S. Citizens and Permanent Residents: Applications are accepted throughout the year.

International Students: The online application, application fee, test scores, transcripts, financial documents, and all required application materials need to be submitted by the following dates:

- January 1 for fall (August) enrollment
- August 1 for spring (January) enrollment
- December 1 for summer (June) enrollment

B. **Graduate School Application Fee.**

Domestic Students—A \$50 application fee is required for all domestic students; the application will not be processed without this fee. The fee can be paid by credit card when completing the online application.

International Students—A \$75 application fee is required; the application will not be processed without this fee. The fee can be paid by credit card when completing the online application.

C. Official Transcripts.

You must upload into the online application system a scanned copy (PDF preferred) of the official transcript(s) from each college or university where you received your bachelor's degree(s) and completed any post baccalaureate course work or degrees. Transcripts become part of your records at Kansas State University and cannot be returned. Please be aware that printouts from university student portals are not considered a copy of your official transcript.

If you are admitted, you will be required to submit an official transcript for GPA and degree conferral verification from the institution(s) where you received your degree(s) and completed any post-baccalaureate credits.

Students whose transcripts are not in English must furnish a translation by an appropriate authority. Failure to list any colleges or universities attended may result in dismissal from the university.

D. Statement of Goals and Professional Experience.

You must upload into the online application system a 3-5 page, double-spaced paper that addresses the following topics:

- Career and professional goals and aspirations, and how being accepted to the program will benefit the goals and aspirations;
- Evidence of commitment to the student affairs profession;
- Competencies and experiences related to the program (e.g., student affairs experience, interpersonal skills, teaching skills, program development experience);
- Evidence of motivation, leadership, and strong work ethic;
- Knowledge, competencies, and experience related to research;
- Research interests;
- Evidence of experience with diversity and, if applicable, fluency in languages other than English; and
- Professional experiences that support application.

The paper is to be well written and thoughtfully presented. For resources to help with writing the paper, see the Purdue Online Writing Lab (OWL) at <http://owl.english.purdue.edu/>. An additional writing sample(s) that is independently authored may be submitted as part of the application process (e.g., graduate course paper, thesis, published article).

E. GRE Test Scores.

Each applicant must submit Graduate Record Exam (GRE) scores from the past five years. Priority for admission is given to applicants who have scores at the 50th percentile or higher on each part of the GRE. Applicants not meeting those scores may be considered for probationary admission if there is credible evidence of potential for success, such as a strong academic record.

The GRE has three parts: verbal reasoning, quantitative reasoning, and analytical writing. Applicants are strongly encouraged to go to the GRE website to become familiar with the

exam, identify ways to prepare for the exam, and to register to take the exam. The GRE website is: www.ets.org/gre.

When registering for the GRE, you will be asked to record codes for where you want your scores sent and for the field of study of your intended graduate program. Use the following codes on the GRE registration form when applying to this degree program:

Institutional code for Kansas State University	6334
Field of Study: Higher Education	3502

F. Letters of Recommendation.

Three letters of recommendation are needed from college or university educators and/or colleagues or supervisors who are qualified to address your professional skills and your potential for success in the graduate program. Enter the names and email addresses of the recommenders into the appropriate area in the online application.

G. A Professional Resume or Vitae.

You must upload into the online application system a professional resume/vitae that includes previous academic degrees, past and present employment, professional activities and roles, and other pertinent information.

H. An Interview.

An interview with faculty members in this program *may* be requested before an admission decision is made (e.g., phone, video conference, on campus).

I. English Language Proficiency.

To demonstrate competence in the English language, an official report of scores on the Test of English as a Foreign Language (TOEFL), International English Language Testing System - academic exam (IELTS) or Pearson Test of English (PTE) must be sent to Kansas State University for all applicants whose primary language is not English. Enter your scores in the online application and upload the report of your scores.

Learn more about English proficiency requirements at:

<http://www.k-state.edu/grad/admissions/application-process/international/>

INTERNATIONAL APPLICANTS

International applicants must meet the same academic standards for admission as those required of domestic students. When applying for admission, international applicants must provide an Affidavit of Financial Support and documentation of English language proficiency. Detailed information about these issues is provided at the following website:

<http://www.k-state.edu/grad/admissions/application-process/international/>

THE REVIEW PROCESS

These are the steps in the application and review process:

- First, the applicant completes the online graduate application. This includes paying the application fee and uploading all required documentation.
- Second, once the online application has been completed and all needed additional documentation has been provided, the graduate program to which the student is applying will review the application and make an admission recommendation to the Graduate School. Review of doctoral applications occurs in October and March each academic year.
- Third, the Graduate School reviews the application and the recommendation from the department. The Graduate School then sends an official decision letter to the applicant.

ADDITIONAL INFORMATION

Nondegree Status. In some cases, a student may wish to take a course(s) prior to being admitted in a degree program. In these cases, a person must be admitted as a nondegree student. No more than nine credit hours earned as a nondegree student may be applied toward an advanced degree. However, successful completion of any hours taken as a nondegree student does not guarantee admission into the program. Nondegree students are not eligible for financial assistance. A faculty advisor is not assigned to nondegree students.

Financial Aid. Questions about financial assistance should be directed to the Office of Student Financial Assistance, 104 Fairchild Hall, Manhattan, KS 66506, 785-532-6420, finaid@k-state.edu. For information regarding financial aid, you may go to www.k-state.edu/sfa.

Graduate Assistantships. A limited number of graduate assistantships are available in the College of Education. Go to www.coe.ksu.edu/grad/assistantships.html for detailed information and application procedures. It is helpful to talk with the appropriate department chair as early as possible to learn of assistantships available in the department.

Graduate Handbook. Once admitted, students should become familiar with the Graduate Handbook at <http://www.k-state.edu/grad/graduate-handbook/>. This handbook includes policies and procedures about advising, the program of study, enrollment, transfer credits, the final oral/written exam, required approval forms, and other aspects of the graduate program.

ADDITIONAL PROGRAM INFORMATION

General Characteristics of the PhD Program. Doctoral programs are for experienced educators, administrators, direct service providers, and leaders who seek to enhance their knowledge and professional skills to assume positions in institutions of higher education, or in education-related agencies. The PhD program is designed for the advanced student who desires to contribute to the knowledge base of higher education and leadership through a thorough grounding in conducting research. This PhD program places emphasis on the usefulness of theory, understanding of educational research, and the production of research.

Major Professor and Supervisory Committee. Once admitted to the program, an advisor (often called the major professor) is assigned. In consultation with the major professor, the student selects

three additional graduate faculty members, whose interests support the student's work, to serve on the supervisory committee. The student's supervisory committee must have at least one member from another discipline. The supervisory committee guides the student in the development of a program of study and in the formulation of research and clinical experiences. Once the student successfully completes the preliminary examination and is admitted to candidacy, an additional faculty member is appointed by the Graduate School to chair the oral defense of the student's doctoral dissertation.

Program Requirements for the Doctor of Philosophy in Student Affairs in Higher Education

The Doctor of Philosophy in Student Affairs in Higher Education requires a minimum of 90 post-baccalaureate, graduate credit hours. With the approval of the supervisory committee, up to 30 graduate hours earned as part of the master's degree may be used to satisfy the degree requirements.

A designated core of 15 hours of graduate credit, typically a part of the master's degree in college student personnel work, is required. These courses may be part of a master's degree or must be completed in addition to the doctoral course work. These courses include the following:

- EDCEP 812 History and Philosophy of Higher Education
- EDCEP 816 Research Methods in Education
- EDCEP 818 Principles of College Student Personnel Services
- EDCEP 830 Diversity in Higher Education
- EDCEP 838 Student Development Theory

Doctoral Degree Requirements

All courses are three credit hours unless otherwise noted.

1. Professional Courses (18 credit hours)

- EDCEP 923 Higher Education Law
- EDCEP 925 Higher Education Finance
- EDCEP 926 Enrollment Management in Higher Education
- EDCEP 927 Higher Education Administration
- EDCEP 948 Advanced Student Development Theory in College Student Affairs
- EDLEA 828 Scholarly Orientation to Graduate Studies

2. Outside Area/Specialization (9 credit hours)

This specialization is developed in consultation with the major professor and must be approved by the student's supervisory committee.

3. Research Courses (15 credit hours)

- EDLEA 838 Qualitative Research in Education
- EDLEA 938 Advanced Data Analysis in Qualitative Methods
- EDCEP 817 Statistical Methods in Education
- EDCEP 917 Experimental Design in Educational Research
- Elective - a quantitative or qualitative course approved by program committee

4. Dissertation Research (18 credit hours)

- EDCEP 999 Research in Counseling and Educational Psychology

Faculty of Counseling and Student Development

Graduate Faculty	Phone	Research and Teaching Interest
Doris Carroll, PhD Associate Professor dcarroll@ksu.edu	785-532-5941	Multicultural counseling, student development theory, ethics
Christy Craft, PhD Associate Professor ccraft@ksu.edu	785-532-5940	Spirituality and religion in higher education, graduate education
Judy Hughey, EdD Associate Professor		School counseling, motivational interviewing, academic interventions, and military-connected counseling
Kenneth Hughey, PhD Professor & Chair khughey@ksu.edu	785-532-6445	Career development, career advising, school counseling
Carla Jones, PhD Assistant Professor		Ethical decision making, student life
Jessica Lane, PhD Assistant Professor		School counseling, elementary school counseling advocacy, kindergarten transition, early childhood education
Charlie Nutt, EdD Assistant Professor		History and philosophy of higher education, academic advising
Lisa Rubin, PhD Assistant Professor		Student athletes and academics, college student athlete development, women in intercollegiate athletic administration
Dan Wilcox, PhD Assistant Professor		Career development, student development, counseling, academic advising
Yang Yang, PhD Assistant Professor		Quantitative research methods, quantitative methodology, gender issues in STEM education, social and psychological motivations in learning

Department Contact Information

Department of Special Education, Counseling, and Student Affairs
College of Education
369 Bluemont Hall
1100 Mid-Campus Drive
Kansas State University
Manhattan, KS 66506-5312
785-532-5541
cjwalker@ksu.edu