

KANSAS STATE
UNIVERSITY

College of Education

Doctor of Philosophy in
Student Affairs
in Higher
Education

August 2011

Graduate Studies

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.

This graduate program meets program curricular requirements established by College Student Educators International (ACPA) and the Council for the Advancement of Standards (CAS) guidelines for professional preparation programs.

MISSION STATEMENT

The College of Education is dedicated to preparing educators to be knowledgeable, ethical, caring decision makers 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;
- provision of 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. *All materials must be received before review will begin.*

- A. A Completed Graduate School Application.** The application may be completed online at www.k-state.edu/grad/gsprospective/apply/index.htm. It is highly recommended that the application for admission be submitted online.

Application Deadlines. The College of Education accepts applications throughout the year. However, the deadlines noted below have been established for admission to start in a particular semester. Failure to meet the deadline for a particular semester could delay admission into the program. *The Graduate School application and all additional documentation must be received by the following deadline dates for admission in a particular semester.*

Domestic Students	Fall Semester	— March 1
	Spring Semester	— October 1
	Summer Semester	— February 1

International Students	Fall Semester	— February 1
	Spring Semester	— August 1
	Summer Semester	— December 1

B. Graduate School Application Fee.

Domestic Students—A \$40 application fee is required for all domestic students; *your application will not be processed without this fee.* When applying online, you may pay by credit card. If mailing a paper copy of the completed application, please make a check payable to the KSU Graduate School and include it with your application.

International Students—A \$55 application fee is required; *your application will not be processed without this fee.* When applying online, you may pay by credit card. If mailing a paper copy of the completed application, please pay with an international cashier's check or money order (in U.S. funds) payable to the KSU Graduate School and include it with your application. Cash or personal checks cannot be accepted from international students.

C. OFFICIAL transcripts.

Paper Transcripts—Send TWO official transcripts from the institution awarding the bachelor's degree and TWO official transcripts from all the institutions attended since completion of the bachelor's degree. If you have credits from K-State, we will obtain a copy of your K-State transcript at no cost to you. *Copies of transcripts that are stamped "issued to student" will not be accepted.*

Digital Transcripts—Send any digital transcripts to the following email address: ddeam@ksu.edu. Some institutions are now sending transcripts in a digital format (e.g., a PDF). The digital transcript must be sent directly from the college or university you attended to the email address indicated above.

Grade point average requirements are at least a 3.0 cumulative average during the last 60 hours of the bachelor's degree and at least a 3.0 average for the master's degree.

D. Statement of Goals and Professional Experience. Submit a 3-5 page 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, thoughtfully presented, and organized. 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).

Send your Statement of Goals as an electronic file to ddeam@ksu.edu or as a hard copy to the address for the Office of Graduate Studies provided below.

- E. GRE Test Scores.** Each applicant must submit scores taken within the past five years on the Graduate Record Exam (GRE). 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. Three Recommendations.** Three recommendations from college educators, administrators, or supervisors are to be submitted. The department reference forms are to be used and provided to the individual submitting a reference. A Word file of the “Doctoral Recommendation Form” is available at www.coe.ksu.edu/departments/secsa/studentaff.htm (the right side of the page under “More Information”). The applicant needs to complete the top part of the recommendation form before giving it to the person providing the recommendation.

Send the completed recommendation forms as an electronic file to ddeam@ksu.edu or as a hard copy to the address for the Office of Graduate Studies provided below.

- G. A Professional Resume or Vita.** Send your resume or vitae as an electronic file to ddeam@ksu.edu or as a hard copy to the address for the Office of Graduate Studies provided below.

- 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. TOEFL.** Applicants whose native language is not English must submit a current TOEFL score (Test of English as a Foreign Language). The TOEFL is offered several times a year throughout the world by the Educational Testing Service (www.ets.org/toefl). The TOEFL school code for Kansas State University is **6334**. International applicants are

advised to take the TOEFL as early as possible to avoid delays in the processing of their applications for admission. An applicant who has received a degree in the last two years from a United States college or university is exempt from this requirement.

There are three types of TOEFL scores: paper-based TOEFL, computer-based TOEFL, and TOEFL IBT (internet-based TOEFL taken in real time). TOEFL scores are valid for two years from the initial test date. A score of at least **550** (paper-based test), **213** (computer-based test), or **79** (IBT-internet-based test) on the TOEFL is required to be considered for admission to the Graduate School.

- *For Regular Admission*—Applicants with scores of 600 (paper-based), 250 (computer-based), or 100 (IBT-internet based) or above may be considered for regular admission.
- *For Possible Provisional Admission*—Applicants with scores between 550/213/79 and 599/249/99 may be admitted provisionally and must at the time of their enrollment demonstrate proficiency in reading and writing English and in understanding spoken American English to the satisfaction of the Graduate School. Those who do not meet the minimum proficiency standard will be required to complete specified courses offered by the English Language Program (ELP) at Kansas State University. For additional information about the English Language Program, go to www.ksu.edu/elp.

For additional information about admission requirements for international students, go to Chapter 1 of the Graduate Handbook at www.k-state.edu/grad/gscurrent/handbook/chap1.htm and to the International Students section of the Graduate Viewbook at www.k-state.edu/grad/gsprospective/viewbook/intrnl.htm.

Complete the Graduate School Application online and pay the application fee. All other materials must be sent either as an electronic file or as a hard copy to:

Office of Graduate Studies
College of Education
18 Bluemont Hall
1100 Mid-Campus Drive
Kansas State University
Manhattan, KS 66506-5301
785-532-5595
ddeam@ksu.edu

ADDITIONAL INFORMATION

Non-Degree 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 non-degree student. Students may take *up to nine graduate credit hours* as a non-degree student in the Graduate School prior to being admitted into a graduate degree program. However, *successful completion of any hours taken as a non-degree seeking student does not guarantee admission into the program.* Non-degree students are not eligible for financial assistance.

Graduate Handbook. Once admitted, students should become familiar with the Graduate Handbook at www.ksu.edu/grad/gscurrent/handbook/index.htm. 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.

Virtual Orientation for New Graduate Students. The Graduate School recommends that all new graduate students complete the virtual orientation prior to coming to campus. The website for this orientation is www.ksu.edu/grad/gsprospective/orientation/about.htm. There is valuable information concerning housing options, orientation dates, registration and enrollment procedures, and many other aspects of the campus. By completing the virtual orientation, you should become familiar with what to expect when you arrive on campus.

Graduate Assistantships. A limited number of graduate assistantships are available in the College of Education. Go to www.coe.ksu.edu/grad/assistantships.htm for detailed information and application procedures. Assistantships are commonly available for the academic year (fall and spring semesters). To apply for the graduate assistantship, a letter of application and resume should be submitted by April 1 to each department for which the applicant would like to be considered. It is helpful to talk with the appropriate department chair as early as possible to learn of assistantships available in the department.

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

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 the conduct of 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 93 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 The College Student and the College Environment

Doctoral Degree Requirements

All courses are three credit hours unless otherwise noted.

1. Professional Courses (15 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

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 (9 credit hours)

- EDCEP 817 Statistical Methods in Education
- EDCEP 917 Experimental Design in Education Research
- EDLEA 838 Qualitative Research in Education

4. Dissertation Research (30 credit hours)

- EDCEP 999 Doctoral Research (variable credit)

Faculty of Counseling and Student Development

For more information on this program, contact any of the following faculty members with the phone numbers listed. The area code for each telephone number is 785.

Graduate Faculty	Phone	Research and Teaching Interest
Fred Bradley, PhD Professor Program Contact <i>fbradley@ksu.edu</i>		Counseling supervision, group process, alcohol/drug abuse prevention, ethics
Aaron Carlstrom, PhD Assistant Professor <i>acarlstr@ksu.edu</i>		Assessment, testing in counseling, multiculturalism in advising and counseling, experimental design, career/vocational development
Doris Carroll, PhD Associate Professor <i>dcarroll@ksu.edu</i>	532-5941	Multicultural counseling, student development theory, ethics
Christy Craft, PhD Associate Professor <i>cmoran@ksu.edu</i>	532-5940	Spirituality and religion in higher education, campus judicial affairs
Michael Holen, PhD Professor and Dean <i>mholen@ksu.edu</i>		Educational measurement
Judy Hughey, EdD Associate Professor <i>jhughey@ksu.edu</i>		School counseling, career education, students with special needs, academic interventions, teacher consultation
Kenneth Hughey, PhD Professor and Department Chair <i>khughey@ksu.edu</i>	532-6445	Career development, school counseling, career advising
Carla Jones, PhD Assistant Professor <i>cjones@ksu.edu</i>		Ethical decision making, student life
Fred Newton, PhD Professor <i>newtonf@ksu.edu</i>		Co-dependency patterns, academic assistance strategies

Charlie Nutt, EdD
Assistant Professor
cnutt@ksu.edu

History and philosophy of higher
education, academic advising

Chuck Werring, PhD
Adjunct Instructor
werring@ksu.edu

Student development

Dan Wilcox, PhD
Assistant Professor
dwilcox@ksu.edu

Career development, student
development, counseling, academic
advising

Department Contact Information.

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cjwalker@ksu.edu