

***UNIVERSITY OF HOUSTON-CLEAR LAKE***

***SCHOOL OF EDUCATION***

***DISSERTATION***

***GUIDE***

Fall 2009

Version 2.3 – November 12, 2009

# SCHOOL OF EDUCATION

## DISSERTATION GUIDE

Version 2.2

October 14, 2009

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## **PREFACE**

This dissertation guide provides information on policies and procedures related to the dissertation process as well as material on the formatting and structure of the dissertation itself. While intended to be comprehensive, certainly there are omissions and questions that will arise. As a candidate working through the dissertation process, you should keep in close contact and clarify any questions with your dissertation chair. It is better to ask questions first, rather than having to go back and correct problems that could have been prevented. Students also are referred to the academic calendar for submission dates that may apply.

## **APPOINTMENT OF FACULTY ADVISOR**

During the first year of the program, the chair of the doctoral program will work with each doctoral student to select a faculty advisor. Faculty advisors are full-time faculty in the School of Education holding a terminal degree and are assigned based on the mutual agreement of the student, the student's prospective faculty advisor, the chair of the doctoral program, and the associate dean. The EdD Student/Faculty Advisor Form (Attachment 1) must be signed by the student and the student's prospective faculty advisor, and approved by the chair of the doctoral program and the associate dean. If a need arises to change the faculty advisor, a Change of Faculty Advisor Form (Attachment 2) must be completed.

## **APPOINTMENT OF DISSERTATION COMMITTEE CHAIR**

Following the successful completion of the doctoral examination the student advances to candidacy and the faculty advisor works with the doctoral candidate to select a dissertation chair and a dissertation committee. The chair of the doctoral program provides faculty advisors with a list of graduate faculty who are eligible to serve as dissertation chairs. Eligibility to serve as a dissertation committee chair requires that the faculty member have successfully served on a minimum of two doctoral dissertations, i.e., the faculty member must have served on two

dissertation committees that completed their work, not necessarily requiring dissertation completion and approval. Faculty advisors, who meet chair requirements, are encouraged to serve as dissertation chairs, but the student may select another faculty member as a dissertation chair, by mutual agreement of that faculty member and the student. Faculty advisors who do not meet the requirements to serve as a dissertation chair are encouraged to serve as co-chair on the dissertation committee. In the case of dissertation committee co-chairs, at least one of the co-chairs must be eligible to serve as chair. A full-time UHCL faculty member, outside the School of Education, may serve as chair or co-chair in exceptional cases, with the approval of the Associate Dean of the School of Education. A Dissertation Chair Appointment Form (Attachment 3) must be completed to appoint a dissertation chair/co-chair. Unless someone else is approved by the associate dean, the dissertation chair or co-chair must serve as the student's faculty advisor.

### **APPOINTMENT OF DISSERTATION COMMITTEE**

The dissertation committee requires a minimum of four members, but may have more, who can support the candidate in the completion of the dissertation. All but one member of the committee must be faculty from the School of Education. One of the members must be a faculty member who can support the candidate with the research design, that is, typically having strong background in statistics or qualitative research methodology. One member of the committee may be a professional from the workplace/field setting (e.g., superintendent) or can be a faculty member from another UHCL school or from another accredited university. Each member of the dissertation committee must hold a doctoral degree from an accredited university.

The committee selection process should include members who bring strengths to the process, e.g., knowledge of the dissertation topic. The dissertation committee is responsible for (1) advising the candidate on the research, (2) advising/reviewing the dissertation proposal and dissertation in its entirety, (3) approving the dissertation proposal, (4) approving/disapproving the dissertation defense; (5) approving and signing off on the final dissertation, and (6) certifying

that all degree requirements have been fulfilled, and thus the candidate is entitled to be awarded the doctoral degree. A Dissertation Committee Appointment Form (Attachment 4) contains the names of the student, dissertation committee chair(s), and members of the committee. It is signed by the student and the dissertation chair(s). It is approved by the chair of the doctoral program and the associate dean.

### **DISSERTATION HOURS**

Below are the rules for the dissertation hours which must be a part of the doctoral program:

1. There are three dissertation courses: EDLS 8939, EDLS 8969, and EDLS 8999. This allows a candidate to take dissertation for 3 credits, 6 credits, or 9 credits in a given semester. The decision of how many credits to be taken in a given semester is left to the dissertation chair.
2. The EdD program requires that a candidate take at least 12 hours of dissertation during the program. These hours may be completed in two or more semesters, as recommended by the dissertation chair. Based on a candidate's dissertation study, more than 12 hours of dissertation may be required, but only 12 hours will count toward the program.
3. Students cannot register for dissertation until they have been admitted to Doctoral Candidacy. To be admitted to Doctoral Candidacy, students must have passed the Doctoral Examination.
4. Once registered for dissertation, candidates must maintain continuous registration in dissertation until graduation. Once registered for dissertation (regardless of which course), candidates will be automatically registered for EDLS 8939 in all subsequent semesters until graduation. If the dissertation chair decides that a candidate should register for one of the other dissertation courses (EDLS 8969 or EDLS 8999), then EDLS 8939 should be dropped and the other dissertation course added. See 5 and 6 below for the exceptions.
5. Once registered for dissertation, registration may be waived during the summer semester if the candidate will not be using any university resources (faculty, library, computers, etc.) during the summer semester. This waiver is for the summer semester only. The request for the

waiver must be sent by the dissertation chair to the associate dean before the deadline of March 1.

6. If, for any reason, the graduation semester is delayed until after the semester in which the dissertation is completed, then registration in dissertation during the semester of graduation may be waived. The request for the waiver must be sent by the dissertation chair to the associate dean by the Friday of the week before the start of classes in the semester of graduation. The request must include an explanation of why graduation has been delayed beyond the semester in which the dissertation was approved and a statement that the candidate will not be using any university resources in the semester of graduation.

### **DEVELOPMENT AND APPROVAL OF THE DISSERTATION PROPOSAL**

In the development and approval of the dissertation proposal the following steps are followed:

Step 1: The candidate and dissertation chair work to focus the candidate's area of research toward developing a dissertation proposal. In advancing the process of identifying a dissertation topic, the candidate will submit to the dissertation chair a four to five page outline which describes: (1) the background or context of the proposed research study; (2) a problem statement, along with research questions or hypotheses; (3) a statement noting the significance or importance of the research topic; and (4) an outline of the methodology to be utilized.

Step 2: The dissertation chair reviews the proposal, determining whether to move forward on the research topic or to have the candidate develop a new topic. Once the topic is sufficiently developed, committee members are selected who can support the candidate in the completion of the research topic. These members provide feedback on the development of the dissertation proposal. The proposal typically consists of the first three chapters of the dissertation, with the understanding that the literature review may not be fully developed. Typically, the proposal is approximately 20 to 25 pages in length.

When the committee has agreed that the candidate's proposal is sufficiently well developed, an oral defense of the dissertation proposal is scheduled. While it is preferred that all members of the committee be present at the defense, if extenuating circumstances exist, the defense may be held with one member absent. Approval of the proposal must be unanimous, although final approval may be contingent on required changes to the proposal. Any member not attending the defense must also approve the proposal before the candidate can proceed with the study. Once the committee approves the dissertation proposal, the candidate may move forward on the dissertation's development. Following the defense, a copy of Attachment 5, Approval of the Dissertation Proposal, signed by all members of the committee is to be forwarded to the associate dean. A copy of the approved proposal, signed by all members of the committee, must be forwarded to the Office of the Associate Dean. See Attachment 6 for an example of the Dissertation Proposal Cover Page.

If there is a need to change the dissertation chair or other committee members, this change, along with a rationale for the change and a recommendation for a suitable replacement, should be discussed by the candidate with the current chair(s), chair of the doctoral program or associate dean. Request for approval of the new dissertation chair or committee member is directed to the chair of the doctoral program and associate dean. A new Dissertation Committee Appointment Form (Attachment 4) will need to be completed and approved.

#### **COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS APPROVAL**

Candidates are required to receive approval for their proposed research from the Committee for the Protection of Human Subjects (CPHS). The CPHS application must be completed and submitted online. Information related to the CPHS application and related forms can be obtained on the UHCL Office of Sponsored Programs website at <http://prtl.uhcl.edu/portal/page/portal/OSP>. It is essential that the steps outlined below be followed carefully, as deviation from these steps is a violation of federal regulations and can nullify the use of data collected prior to CPHS approval.

The candidate should complete the form and then submit it to the candidate's dissertation chair for review. Once the dissertation chair has approved the CPHS application, the chair will submit the application via email to the chair of the School of Education Committee for the Protection of Human Subjects. The CPHS will not accept any applications directly from candidates. All instruments, approval letters and other documents mentioned in the CPHS application must be submitted to the chair of the CPHS as well. If electronic copies of supporting documents are not available, the candidate may submit paper copies to his/her dissertation chair to forward to the CPHS chair.

The CPHS application may not be submitted to the CPHS until the dissertation proposal has been formally approved. Candidates may not proceed with their research until approval is received from the CPHS. Any work with human subjects prior to such approval will be nullified.

The candidate should note that a minimum of two weeks should be allowed for the CPHS review. In addition, an application submitted to the CPHS at the end of a semester will not typically be reviewed until the beginning of the next semester so the candidate should plan accordingly.

### **DISSERTATION DEFENSE AND APPROVAL**

To officially schedule the defense, there must be general agreement among dissertation committee members regarding the readiness of the candidate to defend the dissertation. An Application for the Dissertation Defense form (Attachment 7) must be completed and signed by the candidate and committee members, and approved by the chair of the doctoral program and the associate dean. The scheduled date of the defense must be at least 30 days after the committee's decision. The signing of the Application for the Dissertation Defense Form does not constitute approval of the dissertation.

The candidate and the candidate's dissertation chair are responsible for completing the Application for the Dissertation Defense form, setting the date for the defense, scheduling the room for the defense, handling equipment needs, and so forth. The candidate must provide

copies of the completed dissertation to the dissertation committee at least 14 days prior to the scheduled date of the defense. While it is preferred that all members of the committee be present at the defense, if extenuating circumstances exist, the defense may be held with one member absent. Any member not attending the defense must be afforded the opportunity to review and approve or not approve the dissertation.

The dissertation defense includes a presentation of the study (not to exceed 30 minutes) and an oral examination where each committee member has the opportunity to ask questions. At an appropriate time, typically after one to two hours, the dissertation chair invites the candidate to leave while the dissertation committee deliberates on the performance of the candidate. The committee, as a whole, judges the quality of the candidate's work and recommends approval/disapproval of the dissertation. Later, the candidate returns to receive the results.

The committee shall decide one of the following:

1. Pass, with minor or no editorial revisions to the written document. Revisions are to be approved by the dissertation chair.
2. Pass, with substantive revisions of the written document. Revisions are to be approved by the dissertation committee unless the dissertation committee delegates approval to the dissertation chair, or the dissertation chair and specified members of the committee. When substantive revisions are required, the dissertation chair requests each dissertation committee member to present desired revisions, with the dissertation chair informing the candidate of the expected changes. Once the revisions have been completed, unless a different approach is recommended by the dissertation committee, the dissertation chair will either (1) contact each dissertation committee member to determine acceptance of the revisions, or (2) hold a meeting of the dissertation committee with the candidate to discuss the written revisions. If a meeting is scheduled, then the candidate must provide the dissertation committee a copy of the revised document at least 14 days prior to the scheduled meeting.

3. Fail, with major revisions necessary prior to second and final defense option, unless a second defense is not agreed upon by the dissertation committee.

The dissertation committee as a whole shall handle differences of opinion, with the dissertation chair guiding the candidate on agreed upon required changes. The dissertation chair may choose to consult with the chair of the doctoral program or associate dean in resolving dissertation committee conflicts. When consensus among dissertation committee members is not possible, a candidate may pass the examination with one dissenting vote. A dissenting member has the option of not signing the dissertation approval form. It is anticipated that this option will happen rarely, since dissertation committee members will seriously attempt to resolve differences.

If there is a failed oral examination, the dissertation committee may approve the scheduling of a second defense no sooner than six weeks from the time of the first oral examination and the candidate will work with the dissertation chair and other members of the dissertation committee to make required changes to the dissertation. The candidate must provide copies of the complete dissertation to the dissertation committee at least 14 days prior to the scheduled defense.

If the dissertation committee determines that a second defense will not be allowed or the candidate fails the dissertation defense a second time, the candidate may petition the dean for the opportunity to initiate dissertation work on a different topic and with a different committee.

At the conclusion of the dissertation defense, a copy of Attachment 8, Final Defense of the Dissertation, is to be signed by all members of the committee and forwarded to the associate dean.

### **FINAL EDITING AND SUBMISSION**

Candidates must make any changes prescribed by the dissertation committee, typically under the supervision of the dissertation chair and perhaps other members of the dissertation

committee. It is the candidate's responsibility to ensure submission of completed work with sufficient time to meet a graduation deadline.

Sample copies of the Dissertation Title Page, Dissertation Signature Page, Acknowledgment Page (Optional), Dissertation Abstract Page and Dissertation Table of Contents are found in Attachments 9, 10, 11, 12, and 13, respectively.

### **DISSERTATION TIMELINE FOR GRADUATION**

There is a structured sequence of deadlines that must be met in order to graduate in a given semester. These deadlines relate to the defense of the dissertation, making required revisions, library review and final approval by the dean and associate dean. In general, the dissertation must be completed early in the semester in which graduation is anticipated. Students are advised to check the academic calendar for specific deadlines in a given semester and candidates should consult with their dissertation chair if there are any questions.

### **DISSERTATION FORMAT**

All dissertations, abstracts and proposals developed within the School of Education are to follow the format of the American Psychological Association's (APA) (2010) *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). Additional information on the *APA Publication Manual*, including tutorials, can be found on the APA website at <http://www.apastyle.org/learn/>. Students are urged not to go to recent dissertations or journal articles to develop a format, but rather to purchase and follow the *APA Publication Manual*.

### **GUIDE FOR THE PREPARATION OF A DISSERTATION**

**Library.** Candidates are encouraged to take full advantage of support from the Neumann Library. Library support is available throughout the proposal and dissertation process. Candidates may make appointments with reference librarians concerning search strategies and available resources. Appointments may be made in person at the Library Reference Desk or by calling 281-283-3910.

**Writing Center.** Candidates are encouraged to consult with the Writing Center for questions they may have about writing style and for feedback on the readability of their proposals or dissertations. Appointments may be made by calling 281-283-2910.

**Deadlines.** Consult the Academic Calendar distributed by the Office of the Associate Dean for deadline dates related to the completion of a dissertation. Also, the candidates should check with his/her advisor or dissertation chair prior to beginning the dissertation for any additional requirements or regarding any questions not answered by this *Guide* or the UHCL *Graduate Catalog*.

Once the dissertation chair and the committee have agreed that a dissertation defense may be scheduled, copies of the final dissertation to be considered for approval by the dissertation committee must be submitted to the dissertation committee at least 14 calendar days in advance of the defense. Following the successful defense of the dissertation and having made all changes required by the committee, the dissertation must be submitted to the library for a format check. It is suggested that the candidate set an appointment to meet in person to review the format. The candidate may wish to review the planned dissertation format informally with the library well in advance of the dissertation defense to ensure that the proper format is being followed. Candidates having an informal reference check will still need to have a formal reference check at the appropriate time. Appointments may be made in person at the Library Reference Desk or by calling 281-283-3910.

Subsequent to the format check and making any corrections that may result from this, the dissertation must be submitted for approval to the Office of the Associate Dean. Submission must take place by 11:45 a.m. on the day listed in the Academic Calendar.

Upon approval by the associate dean, the dissertation will be forwarded to the dean. When approval is received from the dean and all required changes have been made, the candidate may then submit the dissertation to the library for binding.

**Paper.** Use at least 20-pound, 8½” X 11” white bond of 100% cotton content for the required copies. In general, print and high quality electrostatic copies are acceptable means of duplication for the required copies.

**Accompanying Pages.** All dissertations must be accompanied by:

1. One extra copy of an abstract of no more than 350 words, with APA bibliographic citation should be submitted for microfilming.
2. Other forms may be required as outlined in this document. Candidates should contact their dissertation chair or the associate dean if there are questions.

**Fees.** Pay at the Cashier’s Office in the Student Services Classroom Building, SSCB

1.103. Fees are subject to change.

1. Binding: \$20 per copy
2. Microfilming: \$45
3. Copyright: \$60 (Optional)

Be sure to keep copies of your receipts as they will be required by the library at the time of dissertation submission to the library for binding. There are various options for microfilming and candidates are referred to the University Microfilms International (UMI) website for these options.

**Submission for Binding.** A total of four (4) copies of the complete dissertation manuscripts and three (3) original signed approval pages must be submitted to the library by 4:00 p.m. on or before the deadline date published in the Academic Calendar. Two copies are kept by the University for reference and a third copy is kept by the School of Education. The fourth copy will be forwarded to University Microfilms International for copying. Candidates should check with the dissertation committee chairperson to see if additional copies are needed. Candidates wishing extra copies of the dissertation bound for themselves or for members of their dissertation committee may submit them at the time copies are submitted to the library for binding.

Candidates are advised to make an appointment with the library when submitting copies for binding to ensure that all materials are in the correct order and that university submission

requirements are met. Candidates will need to show appropriate receipts for binding, microfilming and copyright. Candidates will be notified by letter when the copies of the bound dissertations are ready, which will be about the middle of the following semester.

**Clarification of APA Style Guidelines for Dissertations.** The following suggestions are recommended as clarifications to the *APA Publication Manual* (6<sup>th</sup> ed.).

1. Margins. Left, 1½"; Right, 1". (must have 1½" left margin for binding)
2. Pagination. There are two sets of page numbers in the dissertation. The preliminary pages (the title page up to the body of the paper) should be numbered with Roman numerals centered at the bottom of the page, except that while counted, the title page itself is not numbered. The second set of numbers, Arabic numerals, begins with the first page of Chapter I and continues throughout the paper, references and appendices.

Every page of the paper (except the blank cover page and the final blank page) is assigned a number, although that number may not be typed on the face of every page. In the set of Roman numerals, the title and approval pages are given numbers but the numbers do not appear on the pages. Thereafter, any division (e.g., abstract, table of contents) having only one page must show a number on that page. Any division of two or more pages must show numbers beginning with the second page.

If possible, figures should be presented on the page with the text. In the case where a figure cannot appear on the same page with the text, the figure should appear, beginning at the top of the next page. Figures exceeding one page in length should be placed in an appendix. In such cases, the figure is divided at a place deemed appropriate by the dissertation committee; for example, the figure may be presented on one page with the legend on the next page. Figures for which the non-text part exceeds one page should be reconfigured (e.g., change font size, use landscape format, use fold-out page) so that it will fit on one sheet of paper, one dimension of which is either 8½" or 11".

In the set of Arabic numerals, the first page of any major division (the first page of Chapter I, the first page of Chapter II, the first page of the references, etc.) does not have the

number typed on it, but the page is included in the numbering. The pages are numbered consecutively in the upper right-hand corner, using Arabic numerals. NO ARABIC NUMERALS ARE EVER SHOWN AT THE BOTTOM OF A PAGE.

1. Tables and Figures. Tables and figures are to appear in the text. Each table may appear on a separate page or within the paragraphs of the text. The form of the table is to follow the specifications in the *APA Publication Manual*. Each table is to be listed as follows in the "List of Tables." The List of Tables begins a new page following the Table of Contents.

#### LIST OF TABLES

Table		Page
1	Descriptive Statistics for ITBS Scores.....	47
2	Univariate ANOVA Results .....	54

Each Figure is to be listed as follows in the "List of Figures" (or Illustrations). The List of Figures follows the List of Tables on a new page.

#### LIST OF FIGURES

Figure		Page
1	Flowchart of Multivariate Analysis Decisions .....	34
2	Diagram of Hypothesized Factor Structure .....	37

2. References. The list of references follows the form suggested in the *APA Publication Manual* and appears at the end of the text. Use the appropriate title: "References" or "Bibliography." See the *APA Publication Manual* for details. A list of reference notes is generally not part of a dissertation.

3. Appendices. Each appendix should be identified with a capital letter of the alphabet, beginning with "A." A cover sheet should be provided for each appendix with the appendix letter and title as follows, centered one-third from the top of the page.

## APPENDIX A

### RELIABILITY ESTIMATES

Note that the cover page to the appendix does not have a page number typed on it, although it does have a page number assigned to it. This assigned number appears in the Table of Contents. The list of appendices appears at the end of the Table of Contents. (See sample Table of Contents, Attachment 13.)

### **SAMPLE DISSERTATION FORMAT**

Outlined below is a sample format for a dissertation. The format of a dissertation will vary considerably depending on committee preferences, research topic, research method, as well as other factors. The format outlined below is therefore illustrative, not prescriptive. The candidate's dissertation chair should be consulted regarding the actual format to be followed.

Chapter I.	INTRODUCTION
	Research Problem
	Significance
	Theoretical Framework
	Hypotheses & Research Questions
Chapter II.	REVIEW OF THE LITERATURE
Chapter III.	METHODOLOGY
	Population and Sample
	Operational Definitions and Measurement of Variables

	Research Design
	Data Collection Procedures
	Data Analysis Procedures
Chapter IV.	<b>RESULTS</b>
	Results of Data Analysis for each Hypothesis & Research Question
Chapter V.	<b>SUMMARY, IMPLICATIONS, AND CONCLUSIONS</b>
	Summary of Findings
	Implications for Theory, Research and Practice
	Conclusions

### **GUIDE FOR THE PREPARATION OF A DISSERTATION PROPOSAL**

The dissertation proposal will parallel the format of the dissertation for the first three chapters. An example of the approval page for dissertation proposals is included in Attachment 6. In the dissertation format presented above, the proposal would essentially be the first three chapters, although it is understood that the review of the literature may not be complete. Candidates should consult their dissertation chairs regarding the actual format to be followed.

### **DISSERTATION PAGE ORDER**

Cover Page (one blank sheet of paper)

Title Page (show month and year of graduation). If copyrighted, copyright may be shown at the bottom of this page.

Signature Page (original and copies must have the ORIGINAL signatures of the committee, the associate dean and the dean) (show month and year of graduation)

Acknowledgment (Optional)

Abstract

Table of Contents

List of Tables

List of Figures (or Illustrations)

Text

References (or Bibliography)

Appendices (if applicable)

Résumé (not assigned a number) (one page)

Final page (one blank sheet of paper)

**ATTACHMENT 1**

**University of Houston–Clear Lake School of Education  
Doctor of Education Degree (EdD) in Educational Leadership Program**

**Edd STUDENT/FACULTY ADVISOR FORM**

---

EdD Student (Please Print)

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

ID# \_\_\_\_\_ Cohort Class \_\_\_\_\_

EdD Student: \_\_\_\_\_  
Signature Date

Faculty Advisor: \_\_\_\_\_  
Signature Date

---

---

---

APPROVED:

Doctoral Program Chair: \_\_\_\_\_  
Signature Date

Associate Dean: \_\_\_\_\_  
Signature Date

**ATTACHMENT 2**

**University of Houston–Clear Lake School of Education  
Doctor of Education Degree (EdD) in Educational Leadership Program**

**CHANGE OF FACULTY ADVISOR FORM**

---

EdD Student (Please Print)

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

ID# \_\_\_\_\_ Cohort Class \_\_\_\_\_

EdD Student: \_\_\_\_\_  
Signature Date

Name of Present Faculty Advisor: \_\_\_\_\_

Requested Faculty Advisor: \_\_\_\_\_  
Signature Date

---

---

DENIED  APPROVED  \_\_\_\_\_  
Doctoral Program Chair Signature Date

DENIED  APPROVED  \_\_\_\_\_  
Associate Dean Signature Date

### ATTACHMENT 3

#### DISSERTATION CHAIR APPOINTMENT FORM

---

Tentative Dissertation Title

---

Candidate	Student ID
-----------	------------

---

Date

Chair: \_\_\_\_\_

Co-Chair (if any): \_\_\_\_\_

Approved:

---

Committee Chair Signature	Date
---------------------------	------

---

Committee Co-Chair Signature	Date
------------------------------	------

---

DENIED     APPROVED

---

_____	_____
Doctoral Program Chair Signature	Date

DENIED     APPROVED

---

_____	_____
Associate Dean Signature	Date

**ATTACHMENT 4****DISSERTATION COMMITTEE APPOINTMENT FORM**


---

 Tentative Dissertation Title
 

---

Candidate (Print/Type)	Candidate Signature	Student ID
------------------------	---------------------	------------

---

 Date

 Dissertation Committee Chair:
 

---

 Co-Chair (if any):
 

---

 Dissertation Committee Members:
 

---



---



---



---

Attach current vita for any non-School of Education committee member.

Approved:

---

 Committee Chair Signature

Date

---

 Committee Co-Chair Signature

Date

The Dissertation Committee Chair's signature on the form signifies that the chair has confirmed that each member of the committee has agreed to serve on the committee.

---



---

 DENIED  APPROVED 


---

 Doctoral Program Chair Signature

Date

 DENIED  APPROVED 


---

 Associate Dean Signature

Date

**ATTACHMENT 5**  
**APPROVAL OF THE DISSERTATION PROPOSAL**

---

Tentative Dissertation Title

---

Candidate Student ID

Date Proposal was Approved: \_\_\_\_\_

Approved By:

Dissertation Chair: \_\_\_\_\_  
Signature

Committee Member: \_\_\_\_\_  
Signature

Committee Member: \_\_\_\_\_  
Signature

Committee Member: \_\_\_\_\_  
Signature

Committee Member: \_\_\_\_\_  
Signature

## Attachment 6: Dissertation Proposal Cover Page

- 5-7 lines from top 1" margin -

## RESOLVING ETHICAL DILEMMAS CONFRONTING

## SCHOOL ADMINISTRATORS

A Dissertation Research Proposal Presented

by

Dorothea C. Budding

- 11-13 lines from name to approvals -

## APPROVED BY

---

 Paul A. Wagner, PhD, Chair

---

 Denise McDonald, EdD, Committee Member

---

 Lawrence T. Kajs, EdD, Committee Member

---

 Carol A. Carman, PhD, Committee Member

## RECEIVED BY THE SCHOOL OF EDUCATION:

---

 James M. Sherrill, PhD, Associate Dean

---

 Dennis W. Spuck, PhD, Dean

The top line is for the dissertation chair's signature. There should be as many lines as there are members on the committee, as well as lines for the Associate Dean and Dean, and underneath each line, the typewritten name of the signatory, and his or her highest degree. Member titles should appear as above. All signatures must be original. Duplicated signatures are not acceptable.

## ATTACHMENT 7

**University of Houston-Clear Lake School of Education  
Doctor of Education Degree (EdD) in Educational Leadership Program**

**APPLICATION FOR THE DISSERTATION DEFENSE FORM**

Once this form has been completed, it must be submitted to the Office of the Associate Dean at least 30 days prior to the scheduled dissertation defense.

Candidate (Please Print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

ID#: \_\_\_\_\_ Dissertation Defense Date: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Committee Signatures: The Chair signs last, but on the first line.**

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
Date Signed by the Chair

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Date Received in the Associate Dean's Office

DENIED  APPROVED

\_\_\_\_\_  
Chair of Doctoral Program Signature      Date

DENIED  APPROVED

\_\_\_\_\_  
Associate Dean Signature      Date

**ATTACHMENT 8**  
**FINAL DEFENSE OF THE DISSERTATION FORM**

\_\_\_\_\_  
 Dissertation Title

Candidate \_\_\_\_\_

Student ID \_\_\_\_\_

Date of Final Defense: \_\_\_\_\_

Committee Decision

- Pass, with minor or no editorial revisions (revisions are approved by the dissertation chair)
- Pass, with substantive revisions (approved by the committee)
- Fail, with major revisions prior to a second and final defense option
- Fail, with no second defense option.

The Committee Decision is Approved By:

Dissertation Chair: \_\_\_\_\_  
 Signature

Committee Member: \_\_\_\_\_  
 Signature

Committee Member: \_\_\_\_\_  
 Signature

Committee Member: \_\_\_\_\_  
 Signature

Committee Member: \_\_\_\_\_  
 Signature

Dissenting Vote, if any:

Committee Member: \_\_\_\_\_  
 Signature

Attachment 9: Sample Title Page

- 5-7 lines from top 1" margin -

RESOLVING ETHICAL DILEMMAS CONFRONTING

SCHOOL ADMINISTRATORS

- 2 lines -

by

- 3 lines -

Dorothea C. Budding, MS

Use current degree held.

Title is capitalized, double-spaced and in inverted pyramid form if more than one line long.

- 6-8 lines -

DISSERTATION

Presented to the Faculty of

The University of Houston-Clear Lake

In Partial Fulfillment

of the Requirements

for the Degree

- 2 lines -

DOCTOR OF EDUCATION

Name of degree does not include discipline.

- 5-7 lines -

THE UNIVERSITY OF HOUSTON-CLEAR LAKE

DECEMBER, 2010

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\*Include only if application for copyright has been submitted

Attachment 10: Sample Dissertation Signature Page

- 5-7 lines from top 1" margin -

RESOLVING ETHICAL DILEMMAS CONFRONTING

SCHOOL ADMINISTRATORS

by

Dorothea C. Budding

Identical to title page.

- 13-15 lines from name to approvals -

APPROVED BY

---

Paul A. Wagner, PhD, Chair

---

Denise McDonald, EdD, Committee Member

---

Lawrence T. Kajs, EdD, Committee Member

---

Carol A. Carman, PhD, Committee Member

RECEIVED BY THE SCHOOL OF EDUCATION:

---

James M. Sherrill, PhD, Associate Dean

---

Dennis W. Spuck, PhD, Dean

The top line is for the dissertation chair's signature. There should be as many lines as there are members as well as lines for the Associate Dean and Dean, and underneath each line, the typewritten name of the signatory, and his or her highest degree. Member titles should appear as above. All signatures must be original. Duplicated signatures are not acceptable.

## Attachment 11: Sample Acknowledgement Page

- 5-7 lines from top 1" margin -

- 5-7 lines from top 1" margin -

### ACKNOWLEDGMENTS

I am greatly indebted to the support of my family in the pursuit of my doctoral degree. Without their understanding and encouragement....

Attachment 12: Sample Abstract Page

- 5-7 lines from top 1" margin -

ABSTRACT

RESOLVING ETHICAL DILEMMAS CONFRONTING

SCHOOL ADMINISTRATORS

- 3 lines -

Dorothea C. Budding, EdD  
University of Houston-Clear Lake, 2010

Degree to be earned.

- 3 lines -

Dissertation Chair: Paul A. Wagner

- 3 lines -

School superintendents face a variety of ethical dilemmas in the scope of their work.

How they resolve these dilemmas ...

Abstract is double-spaced, continuous text.

The abstract through the list of figures are numbered with lowercase Roman numerals centered at the bottom margin of the page. Although not *numbered*, all pages in front of the abstract are *counted*. The abstract page number is *iii* or higher, as appropriate.

Attachment 13: [Sample Table of Contents Page](#)

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- 3-5 lines -

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(Note that the number of chapters and chapter titles above are for illustrative purposes only since not all dissertations will have five chapters with these identical titles.)