



VANDERBILT  
UNIVERSITY

# Peabody College

Department of  
Leadership, Policy and Organizations

Leadership and Policy Studies

## *PhD HANDBOOK*

This handbook provides detailed information for PhD students who are enrolled in the Department of Leadership, Policy and Organizations. It is a supplement to the current university catalog, *The Bulletin of Graduate School, Vanderbilt University*.

*The Bulletin* is published as a series of catalogs, one for each school or college in the university, and it provides information regarding general academic policies, library resources, research facilities, resource centers, course descriptions, and student services.

*2010-1011 Cohort*

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## INTRODUCTION

This handbook has been designed to familiarize you with the policies and procedures that shape the PhD program in Leadership and Policy Studies. It is not viewed as comprehensive and is not intended to replace the Peabody College or Graduate School catalogues. It is intended to provide information you will need in order to make decisions about your graduate study and to acquaint you with the administrative requirements, policies, and procedures you will be expected to meet.

If you have questions that cannot be answered by this handbook, please seek information from your advisor, your fellow students, the graduate secretary or the program director.

## LPO MISSION STATEMENT

To understand  
and enhance  
the social, institutional, and organizational contexts  
in which people learn—  
schools, universities, and workplace settings among them.

## FIRST THINGS CHECKLIST

- \_\_\_\_\_ Obtain a VUNetID and e-password at  
<https://jprod.its.vanderbilt.edu/apps1/its-epassword/main.html>
  
- \_\_\_\_\_ Set-up a Vanderbilt email address at: <http://its.vanderbilt.edu/vumail/>
  
- \_\_\_\_\_ Register for classes on YES Log in at:  
[https://login.mis.vanderbilt.edu/login?service=https%3A%2F%2Fwebapp.mis.vanderbilt.edu%2Fstudent-search%2Fj\\_acegi\\_cas\\_security\\_check](https://login.mis.vanderbilt.edu/login?service=https%3A%2F%2Fwebapp.mis.vanderbilt.edu%2Fstudent-search%2Fj_acegi_cas_security_check)
  
- \_\_\_\_\_ Get help at:  
[http://www.vanderbilt.edu/helpcontent/Student\\_Applications\\_Help.pdf](http://www.vanderbilt.edu/helpcontent/Student_Applications_Help.pdf)
  
- \_\_\_\_\_ Complete a Registration Data Form (RDF) with the Graduate School  
This is required EVERY SEMESTER as part of your registration. If you don't do this, your registration will be canceled.  
<https://virg.vanderbilt.edu/webtools/gsreg/default.aspx>
  
- \_\_\_\_\_ Communicate your local address to the Department: [rosie.moody@vanderbilt.edu](mailto:rosie.moody@vanderbilt.edu)
  
- \_\_\_\_\_ Complete New Hire Paperwork with Renee Morgan or Susie Smith in 202E Payne Hall. This must be accomplished before **August 6** in order for you to be paid on time.
  
- \_\_\_\_\_ Submit Student Accounts Agreement  
<http://www.vanderbilt.edu/stuaccts/2010.Guarantor.Grad.pdf>
  
- \_\_\_\_\_ Buy books The University Bookstore has new and used books, and has an online listing service of the required books for each class. You can find this here:  
<http://www.bkstr.com/CategoryDisplay/10001-9604-10244-1?demoKey=d>
  
- \_\_\_\_\_ Get a Map  
<http://cpc-fis.vanderbilt.edu/pdf/ColorCampusMap.pdf>
  
- \_\_\_\_\_ Parking  
[http://www.vanderbilt.edu/traffic\\_parking/](http://www.vanderbilt.edu/traffic_parking/)

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Get Student ID and learn about the Mealplan options

<http://www.vanderbilt.edu/commodorecard/>

<http://www.vanderbilt.edu/commodorecard/Add%20Meals.html>

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Meet Advisor and find desk

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Join Facebook Page

<http://www.facebook.com/pages/Nashville-TN/Leadership-Policy-Organizations/75232269266?ref=ts>

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Financial Aid office (if applicable)

<http://www.vanderbilt.edu/financialaid/index.html>

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Submit immunization forms

[http://www.vanderbilt.edu/student\\_health/wp-content/uploads/2008/11/Graduate-School.pdf](http://www.vanderbilt.edu/student_health/wp-content/uploads/2008/11/Graduate-School.pdf)

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Learn about Health Care Plan

[http://www.vanderbilt.edu/stuaccts/g\\_health.html](http://www.vanderbilt.edu/stuaccts/g_health.html)

[http://www.vanderbilt.edu/student\\_health/wp-content/uploads/2008/11/Graduate-Brochure1.pdf](http://www.vanderbilt.edu/student_health/wp-content/uploads/2008/11/Graduate-Brochure1.pdf)

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Come to Orientation --

August 20 – Peabody (11:30, Wyatt Center)

August 23—Graduate School (10:00 Student Life Center Ballroom)

August 24—Peabody Associate Dean CraigAnne Heflinger (12:30 Payne 107)

## 2010-2011 Calendar of Important Dates

### August

20 Orientation  
25 First day of Class

### September

3 Last day to submit Intent to Graduate form (for December)

### October

14-15 Fall Break  
18-23 Homecoming Week  
Master Comprehensive Exam for those graduating in December

### November

1 Spring Registration Begins  
12 Last Day to submit Intent to Graduate form for students graduating in May  
17-20 ASHE Conference, Indianapolis, IA  
20-28 Thanksgiving Break  
28-31 UCEA Conference, New Orleans

### December

9 Last Day of Fall Semester Classes  
10-18 Exams  
18 Holiday Break Begins

### January

12 First Day of Spring Semester Classes

### February

7 Intent to Graduate forms due to Graduate School

### March

5-13 Spring Break  
24-26 AEFA Conference – Seattle, WA

### April

4 Fall Course Request Period opens  
8-12 AERA Conference – New Orleans, LA  
26 Last Day of Spring Semester Classes  
27- May 5 Exams

### May

Last Day Grades may be submitted  
11 Chancellor Zeppos' "The Party"  
12 LPO Student Reception  
13 Commencement

## **DEGREE REQUIREMENTS**

The PhD degree cannot be earned simply by attending class, writing the required papers, and passing the exams. The PhD program in LPO is a mentoring process which includes academics, participating in the research of faculty members, designing personal research, learning to submit proposal, attending and presenting at conferences, submitting articles for publication, and networking among colleagues nationally and internationally.

This section outlines the expectations and requirements of students in the PhD program. This section begins with a sequential presentation of the benchmarks, followed by information for those benchmarks in a corresponding order.

## BENCHMARKS FOR PHD STUDENTS

	FOR STUDENTS WHO ENTER:	
	With a Master's Degree	Without a Master's Degree
<b>YEAR 1</b>		
<b>Program of Studies</b>	Design a Program of Studies (POS) with your advisor; agree on graduate courses to request for transfer	Design a Program of Studies (POS) with your advisor
	Submit initial POS for approval by mid-March	Submit initial POS for approval by mid-March
<b>Coursework</b>	Take required coursework; maintain a B average; incompletes turn to F's after one semester	Take required coursework; maintain a B average; incompletes turn to F's after one semester
<b>Research</b>	Work on a faculty member's research project (may or may not be your advisor) reviewing literature, designing instruments, collecting data, analyzing data, etc.)	Work on a faculty member's research project (may or may not be your advisor) reviewing literature, designing instruments, collecting data, analyzing data, etc.)
<b>Practicum</b>	Successfully complete research practicum; present to department at the end of April	Successfully complete research practicum; present to department at the end of April
<b>Conference</b>	Attend a national research conference	Attend a national research conference

<b>YEAR 2</b>		
<b>Coursework</b>	Take required coursework; maintain a B average; incompletes turn to F's after one semester	Take required coursework; maintain a B average; incompletes turn to F's after one semester
<b>Comprehensive Examination</b>	Take and pass comprehensive examination (1st try May; 2nd try August)	Take and pass comprehensive examination (1st try May; 2nd try August)
<b>Research</b>	Work on a faculty member's research project (may or may not be your advisor) reviewing literature, designing instruments, collecting data, analyzing data, etc.)	Work on a faculty member's research project (may or may not be your advisor) reviewing literature, designing instruments, collecting data, analyzing data, etc.)
	Participate in the writing of a proposal to present at a national research conference	Participate in the writing of a proposal to present at a national research conference
	Participate in the writing of a paper for a national research conference	Participate in the writing of a paper for a national research conference
	Participate in the writing of articles and book chapters	Participate in the writing of articles and book chapters
<b>Conference</b>	Present at national research conference	Present at national research conference

<b>YEAR 3</b>		
<b>Coursework</b>	Complete required coursework; maintain a B average; incompletes turn to F's after one semester	Complete required coursework; maintain a B average; incompletes turn to F's after one semester
<b>Research</b>	Work on a faculty member's research project (may or may not be your advisor) reviewing literature, designing instruments, collecting data, analyzing data, etc.) Participate in the writing of manuscripts for publication.	Work on a faculty member's research project (may or may not be your advisor) reviewing literature, designing instruments, collecting data, analyzing data, etc.) Participate in the writing of manuscripts for publication.
	Lead the writing of a proposal to present at a national research conference	Lead the writing of a proposal to present at a national research conference
	Lead the writing of a paper for a national research conference	Lead the writing of a paper for a national research conference
<b>Conference</b>	Present at national research conference (first author)	Present at national research conference (first author)
<b>Dissertation Proposal</b>	Form a committee, develop and defend dissertation proposal by the end of your 6th semester	

<b>YEAR 4</b>		
<b>Presentations and Publications</b>	Continue to present the findings of your research and submit manuscripts for publication	Continue to present the findings of your research and submit manuscripts for publication
<b>Dissertation Proposal</b>		Form a committee, develop and defend dissertation proposal by the end of your 7th semester
<b>Dissertation</b>	Complete and defend your dissertation by mid-March to meet the deadline for May graduation.	
<b>YEAR 5</b>		
<b>Presentations and Publications</b>		Continue to present the findings of your research and submit manuscripts for publication.
<b>Dissertation</b>		Complete and defend your dissertation by mid-March to meet the deadline for May graduation.

## **COURSEWORK**

### ***Program of Studies***

Students must file a program of studies form no later than March in their first year. The program of studies is determined in consultation with the student's advisor and must be approved by the Director of Graduate Studies and the Associate Dean for Graduate Studies of Peabody College. A copy is included in the Appendix of this document.

### ***Requirements for All Specializations***

#### **I. Social Science Core Requirements (12 hours)**

LPO 3460 Politics of Education

LPO 3560 Sociology of Education

LPO 3530 Economics of Education

LPO 3460 Comparative International Education Policy

#### **II. Specialty PhD Seminars (ELP – 9 hours; HELP – 15 hours; International – 15 hours)**

TBD each semester

#### **III. Research Methods (18 hours)**

Research Design and Methods

Intro to Statistics (Inference)

Quantitative Research Methods ( Regression Analysis I)

Qualitative Research Methods

Methods Elective 1(e.g., Regression Analysis II; HLM; IRT; Field Research Methods; Survey Research Methods; Structural Equation Modeling)

Methods Elective 2

#### **IV. Research Practicum (6 hours – 1 credit in the Fall, 2 credits in the Spring, 3 credits in Maymester of 1<sup>st</sup> year)**

#### **V. Electives or Transfer Hours (21 – 27 hours)**

The PhD curriculum for the PhD consists of Social Science core classes, Specialty Seminars, Research Methods courses, and transfer or elective courses.

The core classes are Politics of Education, Sociology of Education, Economics of Education, and Comparative International Education. One of these courses is offered each Fall and Spring semester over a two year period. The content of these courses is included on the comprehensive exam taken at the end of the 2<sup>nd</sup> year of the program.

The Specialty Seminars are offered on a rotating basis. Students choose the seminars in K-12 Education, Higher Education topics, or International Education topics depending on their program. Those specializing in Higher Education take 5 seminars, K-12 take 3, and International Education Policy take 5. These seminar classes focus on the research topics which the faculty have expert knowledge and are currently conducting research on.

Six Research Methods classes are required in the curriculum. All students take Research Design and Methods and a Statistics course during the first semester. The second semester, all students take Regression Analysis I. In year 2, students take a more advanced Regression course or other higher order quantitative methods course, and a Qualitative Methods course. In year 2 or 3, students add two more elective research methods classes. Students who have substantial coursework or experience in statistics should discuss this with their advisor to find the right placement for a statistics class in the first semester. Although a student's advisor can suggest, with DGS approval, a methods course substitution, all PhD students are required to take 18 hours of research methods courses.

All students take the year long, 6 credit hour PhD Research Practicum. Students receive 1 credit in the Fall, 2 in the Spring and 3 in the Maymester. This course teaches the programming and data management skills required for quantitative research. All first year students present their practicum projects to the LPO faculty at the end of April of their first year.

The balance of the program of studies consists of elective courses selected in discussion with advisors.

### ***Transfer Credits***

Transfer credits of previously completed post-baccalaureate work will be considered as replacements for elective credits in the Program of Study. Students may request up to 30 hours of transfer credit towards the Ph.D. degree with approval of their advisor, the DGS, and the Peabody Associate Dean. When making a request to transfer a course, please include a copy of your transcript from the institution where you took the course and the course syllabus.

Courses with grades lower than "B" are not eligible for transfer. Any grade reported as "P," "Cr," "S" and so on, must be accompanied by a statement from the registrar of the respective school where the class was taken, stating that this designation is equal to at least a "B" grade on a 4-point scale.

Until passing the qualifying examination and achieving candidacy for the PhD (which in LPO occurs when a student successfully defends their dissertation proposal), students must register for

nine credit-hours of study during the Fall and Spring semesters to qualify as full-time students. After candidacy, students register for zero hours of dissertation credit to qualify as full-time students. Students must maintain an overall “B” average and achieve a “B” average in the set of courses designated as meeting the “research tools” requirement.

### ***Grading System***

The grading system in the Graduate School includes the letter grades A, B, C, D, and F. A student will not be granted graduate credit for any course in which a grade less than C is received. Grades below C may be repeated once at the discretion of the DGS.

An Incomplete may be assigned at the discretion of the instructor in those cases in which the student is not able to complete work in the normal time. A student has one semester to complete work before the Incomplete changes to a grade of F.

A grade point average of 3.0 is required for graduation.

Satisfactory/Unsatisfactory grades are given every semester for all independent research or dissertation hours courses (3990, 3995, etc.) regardless of the number of hours registered. The accumulation of three (3) U grades over the course of study will lead to dismissal from the program and the Graduate School.

With the instructor’s permission, students are permitted to audit certain courses. Students who audit are expected to attend the course regularly. Students must be registered for regular courses to audit. Audits are listed on the student’s transcript. Audits are limited to two per semester.

For more information on Grading, consult the Graduate School Catalog.

### **RESEARCH**

Students are expected to work 20 hours/week as a research assistant and/or teaching assistant as part of their financial aid agreement. Students are assigned to work on their advisors or another faculty member's research projects--undertaking activities such as reviewing literature, designing instruments, collecting data, and analyzing data. Students are required to receive a satisfactory rating from their advisor for work performed as part of their assistantship or they may be placed on probation. If a conflict arises that inhibits your work with your advisor or another faculty member with whom you are working, make an appointment with the Director of Graduate Studies to discuss the problem. If, for any reason, a student wishes to change advisors they should contact the Director of Graduate Studies who will work as a broker between students and faculty.

After the first year, students’ research involvement is expected to expand to participating in writing proposals and papers for presentation at national conferences, or articles for submission to academic journals. By year three, students are expected to take the lead in writing and

presenting proposals, papers and journal submissions. Students will be more competitive for academic and research positions if they have authored or co-authored peer-reviewed manuscripts when they go on the job market.

## **CONFERENCE ATTENDANCE**

Ph.D. students are expected to attend one, high quality national research conference in their first year of studies (e.g., AERA, APAM, ASHE, SREE). As they progress through years two, three, and four, they should be taking increased leadership in the writing of conference proposals, of conference papers, and of peer-reviewed articles and book chapters based on these papers.

### ***Travel Funds for Conferences***

Funding is available to assist PhD students traveling to conferences.

- Peabody College provides funding for one trip per academic year. To be eligible you must be a Year 1-3 Ph.D. student, be presenting a paper at an approved major professional meeting (in North America) per year. A “professional meeting” is understood to be a conference of a professional organization at which multiple papers are presented. There is a 1-trip maximum per year. Peabody does not provide funds to support travel for invited presentations or workshops at other universities, schools, etc
- Peabody College will provide up to \$750 in funding for up to two major professional meetings per academic year. First year students are eligible for funds to attend, while more advanced students must be presenting a paper. A “professional meeting” is understood to be a conference of a professional organization at which multiple papers are presented and is a significant national conference in the student’s field. Peabody does not provide funds to support travel for invited presentations or workshops at other universities, schools, etc. The Peabody Travel Grant Request and Travel Form is available in the Appendix of this document. If multiple students are presenting the same paper at the same conference, a special request will need to be made to the Associate Dean for Graduate studies in advance. Note that your request for travel will now be approved by the Peabody Dean’s Office unless your online Profile on BRAVEHEART is current. Travel requests must be submitted to Ms. Susie Smith at least 30 days prior to the travel date.
- The Vanderbilt Graduate School will provide \$500 for one trip per Academic Year for PhD students. There is no limitation on which year you are in your Ph.D. program. The Graduate School funding does not include reimbursement for meals.
- Peabody College will generally not approve funding from more than one source for a single trip, although Peabody Funds may be combined with Graduate School Funds. For instance, if you receive a Peabody Travel Award you cannot use Funded Project money to offset additional expenses. Exceptions to this policy are considered on a case by case basis.
- Peabody’s Travel Policy is included in the **Policies** section of this document. This will give a comprehensive list of the types of expenses that will be reimbursed and those that will not.

- If you are part of the ExPERT program, special funding may apply. Contact the ExPert office for more details.

## **COMPREHENSIVE EXAM**

All PhD students are required to sit for the comprehensive exam in May of their 2<sup>nd</sup> year of coursework. Students must have all Incompletes removed from their transcript prior to taking the exam.

All students are required to pass both the Methods (Research Methods; Statistics and Regression Analysis, and Econometrics) and Content (Sociology, Political Science, and International and Comparative) sections of the exam. At least two departmental faculty members anonymously grade the methods section and at least two grade the content section.

Grades of Fail, Pass, and Pass with Distinction are awarded for each section as a whole. If a student receives a grade of pass from one reader and a grade of fail from another, a third reader must independently award a failing grade for a student to fail that section.

If a student fails either of the two sections, they are allowed one retake of the section (including all subsections) in August of their second year. Students who fail the retake will not be allowed to continue in the PhD program and can work with their Advisor to complete a Masters of Science in Leadership and Policy Studies.

## **DISSERTATION PROCESS**

After passing the comprehensive exam, students may begin their dissertation process. This requires establishing a committee, defending the proposal to achieve candidacy, receiving approval from the Institutional Review Board (IRB) before any research activity begins, and passing the final defense and submitting the dissertation to the Graduate School.

### ***Committee***

The dissertation committee consists of at least 4 members of the Graduate Faculty. Typically, three of these members, including the Chair, will be faculty in the Dept. of Leadership, Policy & Organizations and one member will be a Graduate Faculty member from outside the department. Any variation of committee makeup must be approved by the Graduate School. For example, if a student would like a committee member from outside of the university, this must be approved by the Graduate School Dean after submission of an explanation for this person's inclusion on the committee and a CV establishing expertise in an area relevant to the dissertation. The committee must be appointed by the Graduate School no less than two weeks before the time the student expects to defend their dissertation proposal.

It is the student's responsibility to ask a faculty member to chair his or her committee. The student and dissertation chair then consult to identify the other members of the committee who would provide expertise to the topic or methodology of the proposed dissertation. Once all committee members have agreed, a Request to Appoint PhD Committee Form is signed by all involved and the Director of Graduate Studies and is submitted to the Graduate School. (This form is included in the Appendix and in

the department administrative office). The Graduate School Dean must approve and officially establish the committee.

### ***Qualifying Examination***

The Graduate School requires all PhD students to pass a Qualifying Examination no later than the 8<sup>th</sup> semester of enrollment. This exam is different than the written comprehensive exam. **In the Department of Leadership, Policy & Organizations, defending a dissertation proposal constitutes the Qualifying Examination requirement.** Students must have earned at least 36 hours of PhD credit with at least 24 of them in Vanderbilt's Graduate School in order to take for the Qualifying Examination. Students must also have passed the written comprehensive exam.

A Request to Schedule a Qualifying Examination form must be submitted to the Graduate School at least 2 weeks prior to the defense date. This form must be signed by the DGS. This form is included in the Appendix and is available in the Department Administrative Offices.

An example of the major components of a proposal are as follows, with variation allowed as approved by the Dissertation Chair:

1. A detailed statement of the problem that is to be studied and the context within which it is to be seen. This should include a justification of the importance of the problem on both theoretical and educational grounds.
2. A thorough review of the literature pertinent to the research problem. This review should provide proof that the relevant literature in the field has been thoroughly researched. Good research is cumulative; it builds on the thoughts, findings, and mistakes of others.
3. A statement on the overall design of the proposed study, which includes:
  - a. its general explanatory interest
  - b. the overall theoretical framework within which this interest is to be pursued
  - c. the model or hypotheses to be tested or the research questions to be answered
  - d. a discussion of the conceptual and operational properties of the variables
  - e. an overview of strategies for collecting appropriate evidence (sampling, instrumentation, data collection, data reduction, data analysis)
  - f. a discussion of how the evidence is to be interpreted

The proposal defense typically is 2 hours long and is typically closed to everyone except the committee and the student.

The committee may pass the proposal as it stands, may request changes to the proposal before passing it, or may fail the proposal. Students will have a second opportunity to pass a proposal defense.

After passing the proposal and thus the qualifying examination, a PhD student is awarded candidacy. After achieving candidacy, students must continue to register each semester until their dissertation defense and completion of the program. Failure to register will result in a student being disenrolled by the Graduate School.

## ***Institutional Review Board Approval***

All students must have their proposed dissertation research reviewed by the Institutional Review Board for the Protection of Human Subjects. This review occurs after the student's dissertation committee has approved the dissertation proposal.

Students whose dissertation is based on publically available data sets must receive a waiver from the IRB prior to beginning their dissertation work.

Students and committee chairs must have IRB certification when the proposal is submitted for IRB review. To receive this certification, students complete the online CITI (Collaborative IRB Training Initiative) course. This must be done prior to submitting their proposal for review.

The forms and all other information related to IRB can be found at:

<http://www.mc.vanderbilt.edu/irb/index.php>

## ***Dissertation***

While working on the dissertation, students register each semester for zero hours of LPO 3990 01.

A student has 4 years after being admitted to candidacy to complete, successfully defend, and submit the final dissertation. A department may petition the Graduate School for a one-year extension of candidacy. If this is approved, the student must complete the dissertation within that year or face dismissal from the Graduate School.

After receiving IRB approval, students work independently on the dissertation. This includes data collection and analysis, writing the dissertation and, as appropriate, expanding/updating the literature review that appeared in the dissertation proposal.

The accepted style manual for the dissertation approximates, but is not identical to, APA (4<sup>th</sup> edition) guidelines. Dissertation style manuals are available from the Office of the Dean of the Graduate School, or are available electronically at: [http://www.vanderbilt.edu/gradschool/current\\_students/pdf/ThesisGuide.pdf](http://www.vanderbilt.edu/gradschool/current_students/pdf/ThesisGuide.pdf) Prior to defending the dissertation, students should schedule an appointment with the Graduate School administrator who reviews dissertations for adherence to style.

Students are expected to regularly meet with their dissertation chair and submit drafts of their progress. They should also schedule meetings as necessary with the other committee members for advice and to make them aware of any problems or alterations that arise. Each semester, the Dissertation Chair determines whether the student is making adequate progress towards completing their dissertation and awards, through the Director of Graduate Studies, a grade of Satisfactory or Unsatisfactory for the dissertation hours in which the student is enrolled. Receipt of three Unsatisfactory grades will result in dismissal from the program and the Graduate School.

When the Dissertation Chair agrees that the dissertation is ready to be defended, final copies of the dissertation should be sent to the other committee members and a date set for the defense.

Dissertations must be defended at least 14 days prior to the end of a term, or by April 1 for May graduation. A Request to Schedule Final Oral Exam form must be sent to the Graduate School at least two weeks prior to the exam date. The date, time, location, and title of the dissertation will be published in the university electronic calendar. Final defenses are open to the public.

Students should consult the Dissertation Guide published by the Graduate School for information about submitting the dissertation.

## **ANNUAL REVIEW**

The LPO Faculty review all PhD students each year during the Spring semester. These reviews consider the progress students are making in their coursework, research (with their faculty advisor as well as their own personal research agenda), professional development (writing, submitting for publication, attendance and presenting at conferences), comprehensive exams, and dissertation progress.

All PhD students are required to keep an updated profile detailing their coursework, conference activities, publication submissions, and teaching activities. This is kept online in Braveheart (<http://pbdapps.vanderbilt.edu/BRAVEHEART/output/login.asp>)

Students begin the profile during the first year of the PhD program and update it regularly. The information in this profile is used in the Annual Review. It is also consulted by the Peabody Associate Dean when she receives requests to use professional development funds, travel funds, or fellowship recommendations, and submits reports on the status of our PhD students to the Dean.

After the Annual Review, the DGS write a letter to each PhD student. These letters highlight the successes students are having and alert students to areas where they need to concentrate in the coming year. In some instances, these letters may contain warnings when students are not meeting standards or are in danger of being dismissed.

## **ADDITIONAL ACADEMIC REGULATIONS**

### ***Grade Change Policy***

For a student enrolled in the Graduate School, a grade recorded in the University Registrar's Office may be changed only upon the written request of the instructor, endorsed by the appropriate official (usually an associate dean) within the school/college that offered the course, and then the approval of the associate dean of the Graduate School. An instructor's petition to change a grade must include a brief rationale for the change. Changing a recorded grade is a serious matter and, in general, petitions will be approved only upon certification that the original grade was in error or, in the case of an Incomplete, that the outstanding requirement(s) have been completed. Request for exceptions to this policy should be directed to the associate dean of the Graduate School and will be considered on an individual basis; these may require additional certifications and approvals.

### ***Academic Probation***

A grade point average of 3.0 is necessary for graduation. Students who fall below an average of 3.0 are placed on probation for one semester. If the student's performance does not improve during that semester, the Graduate School and the appropriate department chair will decide whether to dismiss the student or to allow the continuation of probation. If at the end of the second semester the grade point average is still below 3.0, the student may be advised to withdraw or face dismissal. Students who earn a grade point average of 2.0 or less during their first semester of residence are subject to dismissal at the end of that semester. Accumulation of three *U* grades in research courses can lead to dismissal.

### ***Student Grievances and Appeals***

Students who believe their academic performance has not been judged reasonably or fairly, or who believe their intellectual contributions have not been fairly acknowledged, should discuss their concerns with the director of graduate studies in their program or, as necessary, the chair of the department.

If the student's concerns cannot be resolved at the program or departmental level, the student may then request a further review of the issues in question by the associate dean for graduate studies or similar official in their school dean's office. The student may appeal the outcome of the school-level review to the Graduate School.

### ***Credit***

Courses not listed in the catalog that are numbered in the 200s and 300s may be taken for credit by graduate students on the recommendation and consent of the faculty adviser and the director of graduate studies, unless some limit is noted in the description. Not all courses offered by various divisions of the university have been approved by the Graduate Faculty for graduate credit. In these cases, students should complete a "Request for Graduate Credit" form. In arranging schedules, students should consult their advisers and carefully check the Graduate School catalog for approved courses.

Students may register for graduate courses or other courses in the university on a non-credit basis—either to fulfill their own interests or to meet certain prerequisites and requirements. The designation “no-credit” presupposes the student’s participation in the course, including written assignments and examinations. Grades are received and recorded in no-credit courses and tuition is billed at the regular hourly rate.

### ***Leave of Absence***

The Graduate School requires continuous registration except for summer sessions. Students who want to interrupt their graduate study must petition the department, who on their behalf apply to the Graduate School for an authorized leave of absence. Leave of absence is granted for a maximum of one year. Those without authorized leave who do not register are dismissed from the Graduate School and are not considered students. If they want to resume graduate study at Vanderbilt, they must petition for reinstatement.

For information on student insurance while on leave see:

**[http://www.vanderbilt.edu/student\\_health/student-health-insurance/medical-leave-of-absence](http://www.vanderbilt.edu/student_health/student-health-insurance/medical-leave-of-absence)**

### ***Withdrawal***

Students who intend to withdraw from the university should inform the department, who then informs the Graduate School in writing. Improper notification may result in academic and financial penalties.

## **OTHER POLICIES**

### ***Use of Professional Development Funds***

PhD students who are designated as Peabody Dean's Fellows were awarded Professional Development funds. These funds may be used to help defray the direct expenses of the recipient's research or other experiences, that, if capitalized upon, could help build a strong CV. These funds may be accessed beginning in the third year (upon the completion of 36 credit hours) in the doctoral program when most students' research programs are getting under way. Students have up to three years to expend these funds.

Eligible expenses are for those items that will help improve the Fellow's CV and include the following:

- Research apparatus and materials (e.g., data collection equipment, standardized tests, reproduction of investigator-developed questionnaires)
- The direct costs of data collection (e.g., travel to collect data, payments to research participants)
- Expenses for data analysis (e.g., specialized software, cost of attending a workshop dealing with new analytic methods)
- Travel to present research results at a professional meeting
- Attending a special training session or field school
- Symposium attendance

Because this fund is not intended for general support of the recipient's academic work, it may not be used for living expenses, journals, books, professional memberships or computers.

Students contemplating expenditures from their research fund are asked to develop a brief (1-2 page) proposal in consultation with their faculty advisor, obtain their advisor's endorsement, and send the proposal to their department's Director of Graduate Study for approval and routing to the Dean's Office.

These funds will be used to reimburse expenses that fall into the above categories and that were approved in the proposal. Graduate students will work with departmental administrative officers for submitting reimbursement requests.

## ***Parental Leave for PhD Students***

**Eligibility:** All students enrolled full-time in the Graduate School and supported by funding from either internal or external sources are covered by this policy. This includes students with funding through stipends, such as training grants or service-free fellowships, and students compensated for services, such as teaching assistants or research assistants. Students supported by external funding sources may be subject to additional rules of the granting agency regarding parental leave. Students are not employees and thus are not subject to the provisions of the Family and Medical Leave Act (FMLA).

**Period of Leave:** Prior to and/or following childbirth or adoption of an infant, the primary caregiver (whether mother or father) will be allowed to take six weeks of parental leave. During this period, the student's current stipend, and, if applicable, funding for health insurance and tuition, will be continued without interruption. The student's enrollment status will be continued during this period, as well.

**Limitations:** If both parents are Vanderbilt graduate students, only one may take parental leave. The parental leave provided by this policy may be taken during the semester in which the child is born or adopted, or during any subsequent semester that begins no later than six months after the birth or adoption.

**Advance notice and approval:** The student must request a parental leave from her or his departmental chair, through the director of graduate studies, at least three months prior to the beginning of the anticipated leave or, in the case of adoption, as soon as the adoption is confirmed. The request must be made in writing and, once approved by the department chair and Director of Graduate Studies, forwarded to the Peabody Dean's Office for approval and notification of the Graduate School. Students should also make appropriate arrangements as needed with their course instructors to make up any missed coursework during the leave period.

**Documentation upon return:** As soon as possible, the student must provide her or his departmental chair with (a) a copy of birth certificate or, (b) in the case of adoption, written certification of child adoption from the adoption agency.

**Extended Leave:** Students who wish or need to take a longer period of leave, without continuation of funding, may request a leave of absence for up to one year through the established policy of the Graduate School. Graduate students who are not receiving funding through Vanderbilt should request a leave of absence for childbirth or adoption if they anticipate an interruption in progress toward their degree.

This policy is applicable to all students enrolled in the Graduate School and establishes minimum standards for parental leave for graduate students. Departments may offer greater accommodations as are warranted by the individual circumstances of the student.

## ***Travel Expense Reimbursement Regulations***

Peabody College provides funding for each on-campus PhD student to present papers at up to two major professional meetings per year during the years for which support was promised when they were admitted. A “professional meeting” is understood to be a conference of a professional organization at which multiple papers are presented that is a significant national conference in your field, as agreed upon by your advisor and approved by the Dean. Peabody does not provide funds to support travel for invited presentations or workshops at other universities, school, etc. If you are unsure whether a particular event would constitute a professional meeting under this policy, please consult with Craig Anne Heflinger, Associate Dean for Graduate Education.

Peabody will provide up to \$750 per trip. Expenses that may be reimbursed include:

- Advance-purchase economy air fare (request that you make reservations 6 weeks in advance if you know that you will be leaving that far in advance)
- Automobile fuel if personal car is used for trip (up to cost of air fare)
- Lodging (not to exceed convention rate for a single room)
- Ground transportation
- Tips (20% maximum)
- Fees for checking luggage
- Meals (up to \$50 per day; \$25 max per meal, must have itemized receipt)
- Conference advance registration fee (but not membership dues)
- Parking (maximum \$10/day)

Before booking your trip, please

- Make sure that your Departmental Assessment/Review and online Profile are current and have been uploaded into AOP+. *Requests for travel will not be approved if this information is not up to date. To update your profile, go to:*  
<http://pbdapps.vanderbilt.edu/BRAVEHEART/output/login.asp> Your Username is your VUnetID and your initial password (if you have not changed it) is PHD.
- Submit your request to your advisor using the attached form. Your advisor’s signature certifies that the professional conference is of importance to your professional development.
- Submit your request to your department’s Director of Graduate Studies (DGS). Your DGS’s signature certifies that your Departmental Assessment/Review is current and you are in good standing in your department.

**Transportation NOTE:** GPS navigation systems and rental insurance are NOT allowable charges, and if travel is by rental car, only the car rental and gasoline is reimbursable (not mileage). If travel is by personal car, then only *mileage* is reimbursable (not gasoline). The current standard mileage rate is \$0.50 per mile. **Please include maps with point to point “directions” (via MapQuest or Googlemaps) to show the mileage to and from all destinations.**

**Shared Expenses NOTE:** If you have a special circumstance and you arrange for expense payment with someone to share a room, meal, transportation, etc., you **MUST** get approval through Susie Smith or Renee Morgan before your trip. Special arrangements are difficult to reconcile. Administration must be kept apprised of all arrangements that have been made prior to, during, or on return of a travel. If you have made a special arrangement using grant funding, the Principal Investigator for the project must provide the administrators with approval documentation for these arrangements prior to traveling. This can be in the form of an email. Any arrangements not cleared through us may cause a delay in payment.

PLEASE PROVIDE YOUR STREET, CITY, STATE AND ZIP CODE ON YOUR TRAVEL FORM.  
*We cannot mail a check without a complete address. If this information is not included, we will have to contact you for this information and your reimbursement will be delayed.*

Upon return from your trip, your original travel form will be sent to you by one of your LPO Administrators. Once you have received your travel form, please attach all receipts and please place in Susie Smith's mailbox, located in Payne 202. **Do not attempt to reconcile, we will do that.** Once we have reconciled, we will email you to stop by and sign the form, agreeing to our reconciliation. You can question any accounting at that time.

**The University allows 10 DAYS upon return from your travel to submit your receipts. If there is more than a 10 DAY delay in returning your form and your receipts, we will require a written explanation from you for the delay.**

## **GOOD PRACTICES IN THE GRADUATE FACULTY/STUDENT RELATIONSHIP**

(Adapted from Doctoral Handbook, Stanford University School of Education)

High-quality graduate education depends upon the professional and ethical conduct of the participants. Although the University is composed of many distinct disciplinary "cultures," its faculty and students together form a community of scholars. As such, they have complementary responsibilities for upholding academic standards and sustaining a creative and collegial environment.

Focused on the professional academic relationship between faculty and graduate students, the following guidelines are based on the collective experience and wisdom of a number of major research universities. Their purpose is to encourage a heightened awareness of - and conscious commitment to - practices that the great majority of faculty and students here and elsewhere routinely follow as a matter of common sense, courtesy, and basic honesty. Although a few of these guidelines have more direct relevance to some fields than to others, most are applicable across the entire disciplinary spectrum.

### **Faculty advisors should:**

- Serve as intellectual and professional mentors to their graduate students, by:
  - helping students develop interpretive, writing, oral, quantitative, qualitative or other relevant professional skills required by the discipline;
  - helping more advanced students design research programs that take advantage of their individual interests and strengths and that can be completed in a timely manner;
  - encouraging, by example and precept, a dedication to high-quality teaching;
  - encouraging faculty-graduate student collaborations which entail the sharing of authorship or rights to intellectual property developed in research or other creative or artistic activity.
  - encouraging students to be open about any problems in their working relationships (including the relationship with the advisor), and being open to making accommodations to deal with such problems.
  - providing students with evaluation of their progress and performance in regular and informative ways. Although the frequency may vary according to circumstances and academic cultures, a suggested minimum is two meetings each term. It is especially important for faculty to provide students with timely and candid advice when their performance is deficient or their lack of progress might prevent them from attaining the desired degree.

- Be knowledgeable concerning the academic and non-academic policies that pertain to graduate students, including:
  - helping students understand the requirements and timetable that each must meet, including coursework, languages, research tools, specific research responsibilities, examinations, and thesis or dissertation;
  - discussing research project or departmental authorship policy with graduate students in advance of entering into collaborative projects;
  - drawing student's attention to University policies on Intellectual Property, Scientific Misconduct, the Honor Code, and requiring that they be followed.
  
- Prepare students to be competitive for employment, by:
  - promoting free inquiry and the free exchange of information, subject to the University's policies regarding secrecy and confidentiality of research;
  - acknowledging student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents;
  - encouraging graduate students to participate in professional meetings, perform or display their work in public settings, and publish the results of their research;
  - providing a realistic view of the field and the current job market and making use of professional contacts for the benefit of their students.
  
- Maintain a high level of professionalism, including:
  - excusing themselves from participating in committee decisions regarding any student with whom they have a relationship that could result in a conflict of interest;
  - never impeding a graduate student's progress toward the degree or toward employment in order to benefit from the student's proficiency as a teaching or research assistant;
  - interacting with students, staff, and faculty colleagues in a professional and civil manner, and in accordance with University policies.

### **For their part, graduate students should:**

- Understand faculty advisors' central role, as well as their constraints. This includes:
  - recognizing that the faculty advisor provides the intellectual and instructional environment in which the student conducts research, and, through access to teaching and research funds, may also provide the student with financial support;
  - recognizing that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research, and for ensuring that the contributions of all participants in the research are properly acknowledged in any publications. For these reasons and because the quality of that research reflects on the student, the faculty advisor, and the University, students should always consult with their advisors before attempting to publish the results of work carried out under the advisor's direction and/or in the advisor's research project;

- being aware of time constraints and other demands imposed on faculty members and program staff;
- taking the initiative to arrange meetings with the faculty advisor as often as necessary and to keep the advisor informed of any factors that might affect the progress of their research or time to degree. Although the frequency of meetings may vary according to individual circumstances and the norms of diverse academic cultures, a suggested minimum is twice each term.
- recognizing the importance of seeking an early and informal resolution of any problems in their working relationships with their advisor or others by first consulting with the advisor.
- take primary responsibility for informing themselves of the regulations, policies, and practices governing their financial aid, degree and course requirements, research activities, and conflict resolution. This may involve:
  - consulting departmental notes or guidelines for graduate students, the Graduate Student Handbook, and Vanderbilt's Graduate School Bulletin;
  - seeking clarification from the faculty advisor when they are uncertain about the precise meaning or application of a regulation or policy statement.
- Exercise high professional standards in all aspects of their work. This includes:
  - observing the University's policy on scientific misconduct [http://peabody.vanderbilt.edu/Faculty\\_and\\_Research/Peabody\\_Research\\_Office/Research\\_Compliance.xml](http://peabody.vanderbilt.edu/Faculty_and_Research/Peabody_Research_Office/Research_Compliance.xml). This policy applies to researchers in all disciplines and to students as well as faculty and staff;
  - maintaining absolute integrity in taking examinations and in collecting, analyzing, and presenting research data;
  - taking special care to preserve the data collected during experiments, surveys, or field work (with precise identification of sources) in order to avoid future confusion or disputes about access or ownership.
  - acknowledging the contributions of the faculty advisor and other members of the research team to the student's work in all publications and conference presentations. It is also appropriate to acknowledge the sources of financial support.
  - maintaining the confidentiality of the faculty advisor's professional activities and research prior to presentation or publication, in accordance with existing practices and policies of the discipline.
  - informing faculty of conflicts and working towards a clear resolution.
  - interacting with faculty, staff and other students in a mature, professional, and civil manner in accordance with University policies.

### **The department should:**

- Introduce new graduate students to the policies, practices, and resources of the department by means of an orientation session;
- Provide students with written documentation of departmental policies;

- Designate one or more members of the faculty as resources for graduate students and faculty to call on to help resolve conflicts. This role may be filled by the department chair, the Director of Graduate Studies, or a specially designated departmental ombudsperson. Problems are usually resolved most quickly and effectively at the department level, but in exceptional circumstances a student may wish to consult Peabody's Associate Dean of Graduate Studies.

## **STUDENT SERVICES**

The Graduate Student Council publishes a Survival Guide. You can access it online at: <http://studentorgs.vanderbilt.edu/gsc/guide/SurvivalGuide.pdf> This guide is a comprehensive document providing information about arranging for electricity/gas/water, local and university newspapers and publications, sports events and ticket information, police, dissertation writing and resources, entertainment, child care, etc. Written by students, it provides a unique first-hand look at everything Graduate students need to know.

## **LIBRARIES**

The Jean and Alexander Heard Library of Vanderbilt University has nine locations on campus and two off-site service locations. Vanderbilt utilizes an on-line, electronic catalog called Acorn that can be accessed at any library location. Resources of the Vanderbilt library system are extensive and accessing information of any kind is generally very easy. The library offers various information and library orientation sessions throughout the year and encourages all students to attend.

The Education Library is located on the Peabody campus. Specific information about hours, resources, etc., can be found at: <http://www.library.vanderbilt.edu/peabody/about/index.html>

## **PARKING AND TRAFFIC**

Parking at Vanderbilt is limited; however, the Peabody campus generally has ample parking facilities, particularly on the weekends when DLO graduate students are here for classes. A valid Vanderbilt University parking permit is necessary for parking in campus lots at all times, and this can be purchased at the Office of Traffic and Parking, located on the ground floor of the Wesley Place Garage, 2043 Scarritt Place (between 21st and 19th) (park in the Retail Parking Only area). Up to date information about Parking regulations and campus parking maps are available at: [http://www.vanderbilt.edu/traffic\\_parking/](http://www.vanderbilt.edu/traffic_parking/)

## **VANDERBILT POLICE AND SECURITY**

The Vanderbilt University Police Department is a professional law enforcement agency dedicated to the protection and security of Vanderbilt University and its diverse community. We strongly recommend that you enter their direct phone number in your cell phone to use in case of emergency. There also are Emergency Phones located on the Peabody Campus; the closest to LPO is on Magnolia Circle just outside Payne Hall (look for the blue lights). These phones will connect you directly to the VU Policy Department.

Students are encouraged to explore the Police Department website to familiarize themselves with the services available. Also, be sure to sign up for AlertVU (<http://police.vanderbilt.edu/alertvu>). This service rapidly sends messages to cell phone (voice or text), land line, or email account in the event of an emergency that poses an imminent threat or danger to the Vanderbilt community.

#### FORMS

All forms are available on the LPO department website and in the 202 Payne Hall office. You also can obtain any forms you need by email from the Education Coordinator. Graduate School forms also are available at: [http://www.vanderbilt.edu/gradschool/form\\_locator/](http://www.vanderbilt.edu/gradschool/form_locator/)

## CONTACT INFORMATION

Name	Phone	Email	Office Location	Title
Armstead, Ally	2-0891	ally.armstead*	202 Payne	Office Assistant
Bachmann, John	2-7972	john.bachmann*	202C Payne	Senior Lecturer in Public Policy and Education
Ballou, Dale	2-8039	dale.ballou*	141 WC	Associate Professor of Public Policy and Education
Bradley, Leonard	2-5251	leonard.bradley*	210D Payne	Lecturer in Public Policy
Braxton, John	2-8021	john.m.braxton*	205C Payne	Professor of Higher Education
Caboni, Timothy	3-2493	tim.caboni*	103 Home Ec	Associate Professor of the Practice, Associate Dean External Relations
Cannata, Marisa	2-1746	marisa.a.cannata*	006A Payne	Senior Research Associate
Cannon, Mark	3-2775	mark.d.cannon*	202B Payne	Associate Professor of Educational Leadership
Cravens, Xiu	2-5521	xiu.cravens*	210E Payne	Assistant Professor of the Practice; Assistant Dean of International Relations
Crowson, Robert	2-8030	robert.l.crowson*	210F Payne	Professor of Education
Dickson (Dinunzio), Nancy	2-7834	nancy.dinunzio*	201 Home Ec	Program Manager Humphrey Fellowship Program
Doyle, Corbette	3-4362	corbette.doyle*	011B Payne	Lecturer in Organizational Studies
Doyle, Will	2-2904	w.doyle*	207E Payne	Assistant Professor of Public Policy and Higher Education
Durso, Lorraine	2-8244	lorraine.durso*	202 Payne	Administrative Assistant

Engel, Mimi	3-3717	mimi.engel*	205A Payne	Assistant Professor of Public Policy and Education
Eyler, Janet	2-8522	janet.s.eyler*	206 Payne	Professor of the Practice of Education; DUS
Flores, Stella	3-2131	stella.m.flores*	205E Payne	Assistant Professor of Public Policy and Higher Education
Garrett, Allison	6-7608	alison.r.garrett*	201 Home Ec	Program Coordinator, Humphrey Fellowship Program
Gee, Constance	2-8465	cbg*	207G Payne	Associate Professor of Public Policy and Education
Goldring, Ellen	2-8037	ellen.goldring*	202D Payne	Professor of Education Policy and Leadership; Chair, LPD Endowed Chair Hart
Henrick, Erin	2-7855	erin.henrick*	250-2 Wyatt	Research Associate
Heuser, Brian	2-8435	brian.l.heuser*	009C Payne	Assistant Professor of the Practice
Heyneman, Stephen	2-1169	s.heyneman*	205B Payne	Professor of International Educational Policy
Hilgendorf, Eric	3-7714	eric.hilgendorf	011C Payne	Research Associate
Lewis, Jessica	2-5622	jessica.l.lewis*	143 Wyatt	Research Associate
Lockhart, Christina	2-8000	christina.lockhart*	202 Payne	Office Assistant
Loss, Catherine Gavin	2-6619	catherine.g.loss*	113 Payne	Assistant Professor of the Practice; Director M.P.P. Program; Coordinator EdL Program
Loss, Christopher	3-4038	c.loss*	205D Payne	Assistant Professor of Public Policy and Higher Education
McGraner, Kristin	2-8046	kristin.l.mcgraner*	101 Payne	Research Associate
McLendon, Michael	2-6491	michael.k.mclendon	203 PAB	Associate Professor of Public

		*		<b>Policy and Education, Chief of Staff</b>
Moody, Rosie	<b>2-8019</b>	<b>rosie.moody*</b>	<b>202A Payne</b>	<b>Educational Coordinator</b>
Morgan, Renee	<b>2-8016</b>	<b>renee.morgan*</b>	<b>202EA Payne</b>	<b>Administrative Officer</b>
Murphy, Joseph	<b>2-8038</b>	<b>joseph.f.murphy*</b>	<b>210B Payne</b>	<b>Professor of Education; Endowed Chair Mayborn</b>
Robbins, Jane	<b>3-7123</b>	<b>jane.e.robbsins*</b>	<b>009B Payne</b>	<b>Senior Lecturer in Organizational Studies</b>
Savage, Dayle	<b>2-2355</b>	<b>dayle.savage*</b>	<b>205F Payne</b>	<b>Assistant Professor of the Practice, Director of Peabody Career Development</b>
Schuermann, Patrick	<b>2-8295</b>	<b>patrick.j.schuermann*</b>	<b>009D Payne</b>	<b>Research Assistant Professor</b>
Sims, Pearl	<b>3-6974</b>	<b>pearl.g.sims*</b>	<b>207B Payne</b>	<b>Senior Lecturer</b>
Smith, Susie	<b>3-9258</b>	<b>susanne.e.smith*</b>	<b>202E Payne</b>	<b>Administrative Assistant</b>
Smith, Tom	<b>2-5519</b>	<b>thomas.smith*</b>	<b>207D Payne</b>	<b>Associate Professor of Public Policy and Education; DGS</b>
Smrekar, Claire	<b>2-8001</b>	<b>claire.smrekar*</b>	<b>210C Payne</b>	<b>Associate Professor of Public Policy and Education</b>
Springer, Matthew	<b>2-5524</b>	<b>matthew.g.springer*</b>	<b>106B Payne</b>	<b>Assistant Professor of Public Policy and Education</b>
Taylor-Haynes, Katherine Tobey, Deborah Tobey, Deborah	<b>3-4327</b>	<b>katherine.taylor.haynes*</b>	<b>006C Payne</b>	<b>Research Associate</b>
Ward, Thomas	<b>3-4361</b>	<b>deborah.d.tobey*</b>	<b>011A Payne</b>	<b>Lecturer in Leadership and Organizations</b>
Zimmer, Ron	<b>2-4875</b>	<b>thomas.t.ward*</b>	<b>320 PAB</b>	<b>Lecturer in Education</b>

## **GRADUATE SCHOOL ADMINISTRATION**

### **Dennis G. Hall**

Vice Provost for Research and Dean of the Graduate School

322-2809

Graduate School Policy, Graduate Faculty, Graduate Faculty Council, Enhancing Graduate Education (EGE) Program

### **Steven Smartt**

Associate Dean for Academic Services and Assistant Provost for Research

322-3825

Chief Administrative and Fiscal Officer, Admissions Procedures, liaison to Graduate Student Council, fundraising and development, coordinator for external fellowships.

### **Richard Hoover**

Associate Dean for Academic Affairs

322-3944

Academic Affairs, Graduate School Catalog, Student Travel Grants, Dissertation Enhancement Grants, Honor Fellowships, liaison to Graduate Student Honor Council

### **Don Brunson**

Assistant Dean

322-3939

Enhancing Diversity in Graduate Education (EDGE) Program; Underrepresented Student Outreach, Admission, and Retention Officer

### **Barry Kendall**

Registrar

322-3941

[barry.kendall@vanderbilt.edu](mailto:barry.kendall@vanderbilt.edu)

Registration, Course Schedule, Curriculum Changes, Commencement

### **Liz Leis**

Assistant Registrar

322-3934

Thesis/Dissertation Format Editor, Registration, OASIS, Ph.D. Candidacy status

## PEABODY ADMINISTRATION

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Phone</u>
Camilla Benbow	Dean of Peabody College	203 PAB	322-8407
James Hogge	Associate Dean for Faculty and Programs	203 PAB	322-8407
Tim Caboni	Assoc. Dean, External Relations And Professional Education	103 Home Ec	343-2493
Michael McLendon	Associate Dean, Chief of Staff	203 PAB	322-8407
CraigAnne Heflinger	Associate Dean/Graduate Education	203 PAB	322-8407
April Knox	Director of Undergraduate Student Services	218 PAB	343-6947
Chris LaFevor	Director, Teacher Licensure	210 PAB	322-8270
Betty Lee	Registrar	216 PAB	322-8400
Suzan McIntire	Assistant to the Dean	203 PAB	322-8264



**APPENDIX**

**FORMS FOR THE PHD PROGRAM**



<u>Course</u> <u>Number</u> <u>Title</u>	<u>College</u>	<u>Sem/Year</u>	<u>Credit</u> <u>Hours</u>
<b>I. Social Science Core</b>			
3460 Politics of Education			3
3560 Sociology of Education			3
3530 Economics of Education			3
3460 Comparative Intern. Ed. Policy			3
Total			12
<b>II. Specialty PhD Seminars (Will change each semester)</b>			
Seminar I			3
Seminar II			3
Seminar III			3
Seminar IV			3
Seminar V			3
Total			9 -15
<b>III. Research Tools</b>			
Research Design and Methods			3
Intro to Statistics			3
Quantitative Research Methods (Regression)			3
Qualitative Research Methods			3
Tool Elective 1			3
Tool Elective 2			3
Total			18
<b>IV. Research Practicum</b>			
1 <sup>st</sup> Year Fall			1
1 <sup>st</sup> Year Spring			2
1 <sup>st</sup> Year Summer			3
Total			6

**V. Electives and Transfer (List Elective and Transfer Hours Here)**

Course number and Title	Institution	Sem/year	Hours
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PEABODY COLLEGE OF VANDERBILT UNIVERSITY  
DEPARTMENT OF LEADERSHIP, POLICY AND ORGANIZATIONS

***CHANGE IN PROGRAM OF STUDIES***

Name \_\_\_\_\_ Degree \_\_\_\_\_  
E-Mail \_\_\_\_\_ Phone \_\_\_\_\_  
Local Address \_\_\_\_\_  
Major: \_\_\_\_\_

I request that the modifications listed below be made in my Program of Studies for the above major.

**DELETE:**

Course Number & Title \_\_\_\_\_ Hours \_\_\_\_\_

Total \_\_\_\_\_

**ADD:**

Course Number & Title \_\_\_\_\_ Hours \_\_\_\_\_

Total \_\_\_\_\_

**APPROVED:**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean of Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_



<u>Course</u>	<u>College</u>	<u>Sem/Year</u>	<u>Credit</u>
<u>Number</u> <u>Title</u>			<u>Hours</u>
<b>I. Social Science Core</b>			
3460	Politics of Education		3
3560	Sociology of Education		3
3530	Economics of Education		3
3460	Comparative Intern. Ed. Policy		3
<b>Total</b>			<b>12</b>
<b>II. Specialty PhD Seminars (Will change each semester)</b>			
	Seminar I		3
	Seminar II		3
	Seminar III		3
	Seminar IV		3
	Seminar V		3
<b>Total</b>			<b>9 -15</b>
<b>III. Research Tools</b>			
	Research Design and Methods		3
	Intro to Statistics		3
	Quantitative Research Methods (Regression)		3
	Qualitative Research Methods		3
	Tool Elective 1		3
	Tool Elective 2		3
<b>Total</b>			<b>18</b>
<b>IV. Research Practicum</b>			
	1 <sup>st</sup> Year Fall		1
	1 <sup>st</sup> Year Spring		2
	1 <sup>st</sup> Year Summer		3
<b>Total</b>			<b>6</b>

**V. Electives and Transfer (List Elective and Transfer Hours Here)**

Course number and Title	Institution	Sem/year	Hours
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PEABODY COLLEGE OF VANDERBILT UNIVERSITY  
DEPARTMENT OF LEADERSHIP, POLICY AND ORGANIZATIONS

**CHANGE IN PROGRAM OF STUDIES**

Name \_\_\_\_\_ Degree \_\_\_\_\_  
E-Mail \_\_\_\_\_ Phone \_\_\_\_\_  
Local Address \_\_\_\_\_  
Major: \_\_\_\_\_

I request that the modifications listed below be made in my Program of Studies for the above major.

**DELETE:**

Course Number & Title \_\_\_\_\_ Hours \_\_\_\_\_

Total \_\_\_\_\_

**ADD:**

Course Number & Title \_\_\_\_\_ Hours \_\_\_\_\_

Total \_\_\_\_\_

**APPROVED:**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean of Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_



VANDERBILT  
GRADUATE SCHOOL

# REQUEST TO APPOINT PH.D. COMMITTEE

**IMPORTANT:** Prior to committee appointment, this form should be delivered to the department or program office. The form is to be signed by the Director of Graduate Studies, copied for the department or program file, and forwarded to the Graduate School, 411 Kirkland Hall.

**TO:** Associate Dean of the Graduate School

This is to request the appointment of the following Ph.D. committee for:

\_\_\_\_\_ (Student's Name)

\_\_\_\_\_ (Student's Social Security/I.D. Number)

in \_\_\_\_\_ (Department/Program)

with \_\_\_\_\_ (Dissertation Advisor)

is being appointed to the following Ph. D. committee.

Members of the Committee

Please Type Name:

Department:

_____	,Chair	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

Director of Graduate Studies: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



VANDERBILT  
GRADUATE SCHOOL

# REQUEST TO CHANGE PH.D. COMMITTEE

**IMPORTANT:** Prior to committee appointment, this form should be delivered to the department or program office. The form is to be signed by the Director of Graduate Studies, copied for the department or program file, and forwarded to the Graduate School, 411 Kirkland Hall.

**TO:** Associate Dean of the Graduate School

This is to request the change of the following Ph.D. committee for:

\_\_\_\_\_ (Student's Name)

\_\_\_\_\_ (Student's Social Security/I.D. Number)

in \_\_\_\_\_ (Department/Program)

with \_\_\_\_\_ (Dissertation Advisor)

**Members to be deleted from the Committee:**

**Please Type Name:**

**Department:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Members to be added to the Committee:**

**Please Type Name:**

**Department:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director of Graduate Studies:**

Signature

Date



IMPORTANT: Prior to examination, this form should be delivered to the department or program office. The form is to be signed by the Director of Graduate Studies, copied for the department or program file, and forwarded to the Graduate School, 411 Kirkland Hall.

TO: Associate Dean of the Graduate School

This is to inform you that

\_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
(Student's Social Security/I.D. Number)

in \_\_\_\_\_  
(Department/Program)

with \_\_\_\_\_  
(Dissertation Advisor)

is scheduled to take his/her qualifying examination

on \_\_\_\_\_  
(Date)

at \_\_\_\_\_  
(Time)

in/at \_\_\_\_\_  
(Location)

Members of the Committee

Please Type Name:

Department:

_____	,Chair	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

Director of Graduate Studies:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# REQUEST TO SCHEDULE FINAL DEFENSE

**IMPORTANT:** Prior to presentation of defense, this form should be delivered to the department or program office. The form is to be signed by the Director of Graduate Studies, copied for the department or program file, and forwarded to the Graduate School, 411 Kirkland Hall.

**TO:** Associate Dean of the Graduate School

This is to inform you that

\_\_\_\_\_ (Student's Name)

\_\_\_\_\_ (Student's Social Security/I.D. Number)

in \_\_\_\_\_ (Department/Program)

with \_\_\_\_\_ (Dissertation Advisor)

is scheduled to defend his/her dissertation

on \_\_\_\_\_ (Date)

at \_\_\_\_\_ (Time)

in/at \_\_\_\_\_ (Location)

**Title of Dissertation:**

**Members of the Committee**

**Please Type Name:**

**Department:**

\_\_\_\_\_, Chair

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Director of Graduate Studies:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**GRADUATE SCHOOL**  
Vanderbilt University

REQUEST FOR INDEPENDENT STUDY/DIRECTED STUDIES/READINGS & RESEARCH

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last, First & Middle)

Student's SSN \_\_\_\_\_ Semester \_\_\_\_\_

Print Name of Instructor \_\_\_\_\_

Course Title:			Credit Hours
Course (Dept.)Prefix	Course Number	Section Number	

Describe the nature of this course and list your specific responsibilities as outlined by the instructor:

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\_\_\_\_\_  
Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Director of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_

Return completed form to the Graduate School, 411 Kirkland Hall, *no later than the tenth day of classes (the end of the change-of-course period).*