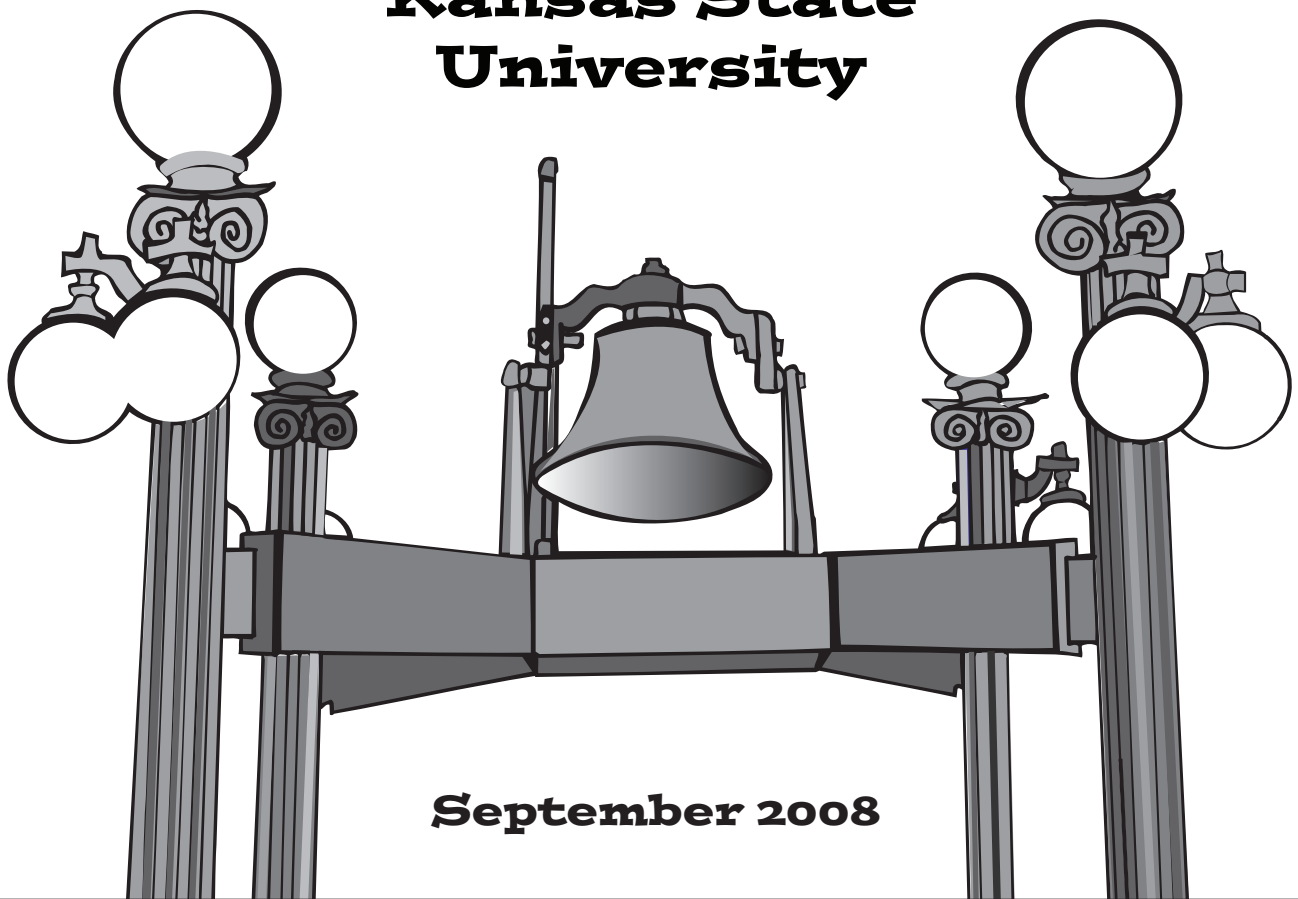


**Doctor of Philosophy in  
Student Affairs  
in Higher  
Education**

**College of Education  
Kansas State  
University**



**September 2008**

# Doctor of Philosophy in Student Affairs in Higher Education

College of Education  
Kansas State University

*(The official title of this degree approved by the Board of Regents is PhD in Counseling and Student Development.)*

## Mission Statement

The College of Education is dedicated to preparing educators to be knowledgeable, ethical, caring decision-makers through excellence in the:

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

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

## ADMISSION REQUIREMENTS

*Admission to graduate study is granted by the Dean of the Graduate School upon the recommendation of the faculty in the graduate program.*

The Counseling and Student Development faculty have set the following minimum requirements for admission into this program:

- a. A completed Graduate School application. The application materials may be obtained online at <http://www.k-state.edu/grad/gsprospective/apply/> or from the Office of Graduate Studies.
- b. A statement of objectives which includes: Your reason for seeking this degree; your intended area of specialization within the program; any research interests; past and present employment; and future professional plans. If you have a request for a certain advisor, indicate that preference in the statement of objectives.
- c. A description of relevant professional experience within education or related fields.
- d. Completion of a bachelor's degree from an accredited institution.
- e. At least a 3.00 GPA during junior and senior years. Those with GPAs between 2.65 and 2.99 may be considered for probational admission if it can be demonstrated there is the potential for success in the graduate program. This is most often demonstrated on the basis of Graduate Record Examination (GRE) test scores.

- f. Two OFFICIAL, transcripts from the institution awarding your bachelor's degree and two OFFICIAL transcripts from all institutions at which any graduate credits were completed. *Copies that are stamped "issued to student" cannot be accepted.* If you have credits from KSU, we can obtain a copy of the KSU transcript at no cost to you.
- g. Average or higher score on each subpart (verbal, quantitative, analytical) on the General Test of the GRE. Those with one or more scores below the 50<sup>th</sup> percentile may be considered for probationary admission if there is credible evidence of potential success such as a strong academic record.
- h. Three letters of recommendation from college or university educators, administrators or supervisors. The people who complete the recommendation letters should mail them directly to the Office of Graduate Studies.
- i. An interview may be required in some circumstances.
- j. Graduate School Application Fee:

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

**International Students** A \$55 application fee is required; ***your application will not be processed without this fee.*** Please pay with an *international cashiers check or money order* (in U.S. funds) payable to the KSU Graduate School, and include it with your application. We cannot accept cash or personal checks from international students. If you are applying online, you may pay by credit card.

**The application materials are to be submitted to the Office of Graduate Studies, NOT the department.**

Office of Graduate Studies  
College of Education  
18 Bluemont Hall  
1100 Mid-Campus Drive  
Kansas State University  
Manhattan, KS 66506-5301  
785-532-5595  
[coegrads@ksu.edu](mailto:coegrads@ksu.edu)

**Application Deadlines.** Although the College of Education accepts applications throughout the year, the following deadlines are established to allow the faculty adequate time to review the completed application. Failure to meet the deadline could delay admission to the program.

Domestic Students

Fall semester	—	March 1
Spring semester	—	October 1
Summer semester	—	February 1

International Students

Fall semester	—	February 1
Spring semester	—	August 1
Summer semester	—	December 1

For more information about requirements for the this degree, contact:

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

**Non-Degree Status (“Special Student”).** In some cases, a student may wish to take a course prior to being admitted in a degree program. In these cases, a person must be admitted for non-degree status (often referred to as a “special student”). Non-degree students do not qualify for financial aid.

*No more than nine credit hours earned as a non-degree student may be applied for an advanced degree if the student is later admitted in a degree program. It is to the student’s advantage to apply for admission into the degree program as soon as possible after deciding to pursue a degree.*

**PhD Procedures Handbook.** Once admitted, students should obtain this handbook from the Office of Graduate Studies in the College of Education. The handbook includes information and guidelines about the supervisory committee, the program of study, the preliminary exam, the dissertation, and the final oral defense of the dissertation.

**Graduate Assistantships.** A limited number of graduate assistantships are available in the College of Education. Access [www.coe.ksu.edu/grad/assistantships.htm](http://www.coe.ksu.edu/grad/assistantships.htm) for detailed information. Contact the Office of Graduate Studies for an application. Assistantships are commonly available for the academic year (fall and spring semester). Completed graduate assistant applications must be sent by April 1 to each department for which the applicant would like to be considered. It is helpful to talk with the appropriate department chair to learn the specifics of the assistantships available in the department.

**Financial Aid.** Questions about financial assistance should be directed to the Student Financial Assistance Office, 104 Fairchild Hall, Manhattan, KS 66506, 785-532-6420, [finaid@k-state.edu](mailto:finaid@k-state.edu)

## **General Characteristics of the PhD Program**

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

## **Major Professor and Supervisory Committee**

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

## **PhD in Student Affairs in Higher Education**

### **Program Requirements**

The PhD in Student Affairs in Higher Education requires a minimum of 93 hours post baccalaureate. A designated core of 15 hours of graduate credit, typically a part of the Master's Degree in College Student Personnel Work, is required. These courses include the following: EDCEP 812, History and Philosophy of Higher Education; EDCEP 816, Research Methods; EDCEP 818, Principles of College Student Personnel Services; EDCEP 838, The College Student and the College Environment; and EDCEP 786, Diversity in Higher Education. These courses may be part of a master's degree or must be completed in addition to the doctoral course work.

#### **1. Professional courses (15 hours)**

EDCEP	886	Seminar/Higher Education Law (3)
EDCEP	886	Seminar/Higher Education Finance (3)
EDCEP	886	Seminar/Enrollment Management (3)
EDCEP	927	Higher Education Administration (3)
EDCEP	948	Advanced Student Development Theory (3)

## 2. Outside Area/Specialization (9 hours)

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

## 3. Research courses (9 hours)

EDCEP	817	Statistical Methods in Education (3)
EDCEP	917	Experimental Design in Education Research (3)
EDADL	838	Qualitative Research in Education (3)

## 4. Dissertation Research (30 hours)

EDCEP	999	Doctoral Research (30 hours)
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## Faculty of Counseling and Student Development

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

<b>Graduate Faculty</b>	<b>Phone/email</b>	<b>Research and Teaching Interest</b>
Fred Bradley, PhD Professor Program Contact	532-5937 <i>fbradley@ksu.edu</i>	Counseling supervision, group process, alcohol/ drug abuse prevention, ethics
Aaron H. Carlstrom, PhD Assistant Professor	532-8536 <i>acarlstr@ksu.edu</i>	Assessment, testing in counseling; multiculturalism in advising, counseling; experimental design; career/ vocational development
Doris Carroll, PhD Associate Professor	532-5941 <i>dcarroll@ksu.edu</i>	Multicultural counseling, student development theory, ethics
Michael C. Holen, PhD Professor and Dean	532-5525 <i>mholen@ksu.edu</i>	Educational measurement
Brandonn Harris, PhD <i>Assistant Professor</i>	532-5784 <i>bsharris@ksu.edu</i>	Sports and Exercise psychology athletic burnout, youth sports, Intercollegiate athletics, research methods and statistics
Judy Hughey, EdD Associate Professor	532-5527 <i>jhughey@ksu.edu</i>	School counseling, career education, students with special needs, academic interventions, teacher consultation

Kenneth Hughey, PhD Professor and Department Chair	532-6445 <i>khughey@ksu.edu</i>	Career development, school counseling, Career advising
Carla Jones, PhD Assistant Professor	532-6432 <i>cjones@ksu.edu</i>	Ethical decision making, student life
Christy Moran, PhD Assistant Professor	532-5940 <i>cmoran@ksu.edu</i>	Spirituality and religion in higher education, campus judicial affairs
Charlie Nutt, EdD Assistant Professor	532-5724 <i>cnutt@ksu.edu</i>	History and philosophy of higher education
Fred Newton, PhD Professor	532-6927 <i>newtonf@ksu.edu</i>	Co-dependency patterns, academic assistance strategies
Chuck Werring, PhD Adjunct Instructor	532-6453 <i>werring@ksu.edu</i>	Student personnel services
Dan Wilcox, PhD Adjunct Instructor	532-6927 <i>dwilcox@ksu.edu</i>	History and philosophy of higher education, wellness