



Ed.D. in Educational Leadership Instructions for Scheduling the Preliminary Exam and Ballot Meeting

Last updated fall 2021

SUPPORTING DOCUMENTS: Contact your Chair or j.gallagher@wsu.edu for current copies:

- Preliminary Exam Guidelines*
- Preliminary Exam Scoring Rubric*

ELIGIBILITY:

- No more than 6 credits of graded coursework left to complete *at the time the ballot meeting occurs* (including enrollment in that semester)
- No “Incomplete” grades in any coursework.
- Registered for a minimum of 2 credits of ED_AD 800 *in the semester in which the ballot meeting will occur.*

THINGS TO CONSIDER:

- The exam period is three weeks and can occur at any time in the calendar year. Although not required, many students prefer to write their exams in late summer (late July/early August) or over the winter break (late December/early January).
- The ballot meeting must be conducted within 30 days of the DUE date of the exam, *when university classes are in session*. Students do NOT attend the ballot meeting.
- Most faculty are not on contract in the summer months. For this reason, students are advised to avoid planning an exam period that would occur late in spring semester (late April/early May), such that a summer ballot meeting would be required, *unless their Chair and all committee members commit to being available (see NOTE below)*.
- Upon passing the exam, students have three years to successfully defend their dissertation (**unless the 10-year limit to complete the degree is sooner**). For example, prelims passed in fall 2021 requires degree completion by fall 2024.
 - *Gaining an extra few months* – In the example above, regardless of whether the ballot meeting occurs on the first day of fall semester or the last day, the three-year deadline to complete is November 2024. So, a ballot meeting occurring early in the semester gains an additional 2 ½ - 3 months of time.
 - **NOTE:** If the preliminary exam ballot meeting occurs in the summer, the three-year deadline to defend the dissertation will also occur in summer. Again, because faculty are not required to be on contract in the summer, it is possible one or more committee members will not be available for a summer final defense, thus requiring a spring defense, and shortening the time to completion.

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FINALIZING the specifics:

Students should consult with their Chair on their preference for how to proceed in finalizing the dates of the exam period and ballot meeting. *In general*, though, the process for finalizing the details of the exam and ballot meeting looks something like this:

- The student consults with their Chair and proposes a three-week period that works best for the student to write the exam.
- The Chair looks at their schedule availability for 30 days after the exam due date to determine if the committee is likely able to find a time to meet during that time.
- If that time period seems generally good, the Chair (typically) contacts the committee and coordinates the meeting date/time.

Alternatively, the Chair may provide their own availability to the student, and then ask **the student to contact the other committee members to coordinate the date/time of the ballot meeting**. In this instance, the student should contact the committee, via email indicating something along the lines of, *"I plan to write my preliminary exam from 00/00 to 00/00. My Chair has the following dates/times available for a ballot meeting. Please let me know if any of these dates/times work for you."*

SCHEDULING the Preliminary Exam and Ballot Meeting:

- The student or their Chair should **send the information below to Jennifer a minimum of one week before the exam begins**.

NOTE: It is the **student's responsibility** to ensure Jennifer receives this information – do *not* assume the Chair will take care of it.

- Exam begin and end dates.
 - Date and time of the ballot meeting (student does *not* attend).
 - Confirmation from that ALL committee members have agreed to the date/time of the ballot meeting.
 - Confirmation that the Chair will be responsible for setting up the Zoom meeting and sending the link to the other committee members.
- Jennifer will complete the Scheduling form and email it to the student for their signature. This form needs to be signed and returned within one week of receipt.

QUESTIONS?

- Contact Jennifer Gallagher at j.gallagher@wsu.edu or your Chair.