Statewide Doctor of Education (Ed.D.)
in Educational Leadership
PROGRAM HANDBOOK FOR ADMITTED STUDENTS

College of Education
Department of Educational Leadership, Sport Studies, and
Educational/Counseling Psychology
For admitted students beginning in fall 2018
# Table of Contents

## General Information
- Student Resources and Responsibilities | Page 2
- Accessibility | Page 2
- Program Contacts | Page 2
- State Tuition Waiver | Page 2
- WSU Email Policy | Page 2
- Important Web Pages and Forms | Page 3

## Program Information
- College of Education Conceptual Framework | Page 3
- Program Objectives | Page 3
- Program Model and Approach | Page 4
- Statewide Program Delivery | Page 4
- Summer Leadership Institutes | Page 4
- Mandatory Research Training | Page 5
- Policy on Continuous Enrollment | Page 5
- Completion Timeline | Page 5
- Graduate Student Review | Page 5

## Degree Requirements: Credits
- Graded and Non-Graded Credits | Page 6
- Doctoral Research Credits ("800 credits") | Page 6-7

## Degree Requirements: Program Milestones
- **Forming a Doctoral Committee and Submitting a Program of Study**
  - Committee Formation | Page 7
  - Program of Study | Page 7-8
  - Transfer Credit | Page 8

- **Preliminary Exam**
  - Exam Format | Page 8
  - Eligibility and Scheduling | Page 9
  - Evaluation | Page 9

- **Dissertation Proposal Defense (D-1)**
  - Preparation and Scheduling | Page 9 - 10
  - Institutional Review Board Approval | Page 10

- **Dissertation Defense (D-2)**
  - Formatting | Page 10
  - Scheduling | Page 11
  - The Defense | Page 12

## Appendices
- A: Course Rotation | Page 13
- B: Suggested Sequencing of Courses | Page 13
- C: Sample Program Planning Sheets | Page 14 - 16
General Information

Purpose of this Handbook
This handbook serves as a guide for faculty and students and is intended to aid in the student’s orientation to, and progress in, the Ed.D. program; it is a supplement to the WSU Graduate Catalog and the WSU Graduate School’s policies and procedures. Information in this handbook is subject to immediate change in order to correct errors or clarify requirements. WSU Graduate School Policies supersede this document: https://gradschool.wsu.edu/policies-procedures/

Student Resources and Responsibilities

Accessibility
Services and accommodations are available for eligible students with disabilities, psychological or medical conditions, or temporary injuries that limit their access to the educational environment. Students with a documented disability who need to arrange services and academic accommodations should contact their Academic Coordinator (below) to be connected to the Access Services Office.

Program Contacts

Sharon Kruse, Ph.D. | Professor and Interim Department Co-Chair | Vancouver Campus
Department of Educational Leadership, Sports Studies, and Educational/Counseling Psychology
sharon.kruse@wsu.edu
360-546-9670

Kristin Huggins, Ph.D. | Associate Professor and Ed.D. Program Coordinator | Vancouver Campus
Department of Educational Leadership, Sports Studies, and Educational/Counseling Psychology
k.huggins@wsu.edu
360-546-9410

ACADEMIC COORDINATORS

Pullman
Office of Graduate Studies
gradstudies@wsu.edu
509-335-7016 or 509-335-9195

Spokane
Kelly LaGrutta
lagutta@wsu.edu
509-358-7942

Tri-Cities
Helen Berry
hberry@wsu.edu
509-372-7394

Vancouver
Jennifer Gallagher
j.gallagher@wsu.edu
360-546-9075

Faculty Contacts

Classes in the Ed.D. program are taught by both academic and field-based faculty across all of WSU’s campuses. Up-to-date contact information for faculty in the College of Education, along with their curriculum vitae, can be found at: https://education.wsu.edu/ourpeople/ourfaculty/.

State Tuition Waiver

Some state of Washington employees may be eligible for a tuition waiver. Please review eligibility guidelines on page two of this form: http://public.wsu.edu/~forms/PUBPDF/60-70-7-8.pdf.
Also, please note that the tuition waiver only applies to graded courses taken in the fall and spring semesters. Summer classes, and non-graded courses (such as ED_AD 590, 600, 800) do not qualify.

WSU Email Policy

Per WSU policy, correspondence regarding academic and business-related activities will be sent to the student’s official (@wsu.edu) email account. While there may be times when faculty or staff reply to a student’s email sent from a non-WSU email address, students are still responsible for regularly checking their WSU email accounts. For assistance accessing WSU email, contact CougTech at 509-335-4357.
General Information (continued)

Important Web Pages
Students are responsible for following the procedures outlined in this handbook, and for staying informed about program changes, degree requirements, and the policies and procedures of the Graduate School. These web pages contain important and useful information for graduate students:

- **The Graduate School’s Policies and Procedures Manual** can be found here: [https://gradschool.wsu.edu/policies-procedures/](https://gradschool.wsu.edu/policies-procedures/)
- **All Graduate School forms** can be found here: [https://gradschool.wsu.edu/facultystaff-resources/18-2/](https://gradschool.wsu.edu/facultystaff-resources/18-2/). Students should always access Graduate School forms from the Graduate School’s website. These forms are fillable and customized to particular programs. Students should contact their Academic Coordinator with questions about how, or when, to submit forms.
- **Financial aid information** is available at the office associated with the student’s home campus:
  - Pullman: [https://financialaid.wsu.edu/](https://financialaid.wsu.edu/)
  - Spokane: [https://spokane.wsu.edu/studentaffairs/financial-services/](https://spokane.wsu.edu/studentaffairs/financial-services/)
  - Tri-Cities: [https://tricities.wsu.edu/admissions/tuition-and-affordability/](https://tricities.wsu.edu/admissions/tuition-and-affordability/)
  - Vancouver: [https://studentaffairs.vancouver.wsu.edu/financial-aid](https://studentaffairs.vancouver.wsu.edu/financial-aid)

Program Information

College of Education Conceptual Framework
The College of Education contributes to the theory and practice of the broad field of education, and dedicates itself to understanding and respecting learners in diverse cultural contexts. We facilitate engaged learning and ethical leadership in schools and clinical settings. We seek collaboration with diverse constituencies, recognizing our local and global responsibilities to communities, environments, and future generations.

Program Objectives
The primary objective of this program is to prepare practitioner-scholars for leadership in education at the local, state, national, and international levels. This objective occurs through a combination of coursework, field experiences, and inquiry opportunities. The ultimate goal is to prepare educational leaders who work together toward the goals of educational and institutional improvement and social justice. Specific learning outcomes of the program include preparation for students to:

- Identify and analyze the theories, research, and policies related to the study of K-12 educational leadership: ethics and social justice, inquiry, policy, and leadership development.
- Prepare and present written work to both academic and practitioner audiences.
- Understand, evaluate, and apply educational theory and inquiry knowledge and skills to problems of policy and practice of educational leadership.
- Design, conduct, report, and present clear and coherent research studies that contribute to understanding and solving problems of practice on multiple levels of educational leadership.
- Articulate core values and model the guiding principles of the profession, including: commitment to social justice; understanding of ethical responsibilities of leadership; effective and respectful interaction with others of similar and diverse cultures, values, and perspectives; commitment to increasing achievement for all students through effective school improvement.
Inquiry Model

- *Inquiry* is one of the major content strands of the Ed.D. program. A goal of the program is for students to develop an *action inquiry stance* to examine and collaboratively address authentic problems of practice in their professional work.

A Practitioner-Scholar Approach

- Program content combines the best of both worlds—issues important to practicing educational leaders in P-12 schools and in other institutions as well as the scholarship that can help to analyze and address these issues. Program faculty are a blend of highly experienced school professionals and nationally recognized academic scholars. Both contribute to the central purpose of the program, to prepare practitioner-scholars for effective and meaningful leadership.

Statewide Program Delivery

- Courses will originate on one of the WSU campuses and be available to Ed.D. students at all other WSU regional campuses via WSU’s videoconferencing system, known as Academic Media Services (AMS). Some courses may be taught using a hybrid model or augmented through on-line and/or alternative forms of videoconferencing.

- NOTE: Attending classes at a remote (non-WSU) site (i.e., school district office that uses the K-20 or Polycom system) *might* be possible for students who live **50+ miles from a WSU campus**. Before permission to take classes at a remote site can be granted, the site will need to be “certified” by WSU IT staff as having the appropriate equipment and capabilities for instructional delivery. If permission is granted, *each semester* the student will be responsible for securing the appropriate permissions to use the building/room and for using building/district technology services for their WSU classes. Contact Jennifer Gallagher on the Vancouver campus to make a remote site request at j.gallagher@wsu.edu or 360-546-9075.

- IN ADDITION: Students may not access classes via personal computers unless authorized by the instructor for a specific class session(s). WSU’s IT staff are generally not able to provide support for students at remote sites beyond the initial set up of the class connection.

Summer Leadership Institutes

- Ed.D. students traditionally travel from around the state to the WSU Pullman campus for a two-week Summer Institute in mid-July of the first two summers after beginning coursework. Each Institute is comprised of two classes (6 credits) and helps build a learning community and support network among the statewide cohort. Students share their leadership experiences and challenges, plan inquiry around problems of practice, and benefit from working together and with program faculty. Institutes also help students conceptualize and move toward completion of their dissertation research.

- During the Institute, students will have the option to stay in on-campus housing or at a nearby hotel. **Students are financially responsible for the cost of travel to Pullman as well as food and lodging.**

- NOTE: Course staffing and student enrollment may affect whether the courses are offered at the Summer Institute in Pullman or via alternative program delivery methods.
Mandatory Research Training

- All graduate students are required to complete the Responsible Conduct of Research online training module. This is a web-based training located at [https://myresearch.wsu.edu/MandatoryTraining.aspx](https://myresearch.wsu.edu/MandatoryTraining.aspx). Students are encouraged to take this training as soon as they are admitted to the doctoral program. Students will not be able to conduct research until the training is complete. Upon completion, students will receive email confirmation of their completion. Students should forward this email to the College of Education Office of Graduate Studies (gradstudies@wsu.edu) and to their Academic Coordinator. Delay in the completion of this training could delay a student’s progression through their graduate program. The training must be repeated after a five-year period. Any questions about the training should be directed to the IRB Office at 509-335-3668 or irb@wsu.edu.

Continuous Enrollment

- The Graduate School has a policy of “continuous enrollment” whereby students must be enrolled in a minimum of 2 credits each fall and spring until the degree is complete. Enrollment in the summer is not required. If the student has fulfilled the credits listed on their Program of Study but has not yet successfully defended their dissertation, they must continue to enroll in credits (typically ED_AD 800) until the dissertation is successfully defended. If continuous enrollment is not possible due to a family or professional situation, students may submit an Application for Graduate Leave, which can be found on the Graduate School’s “Forms” page here: [https://gradschool.wsu.edu/facultystaff-resources/18-2/](https://gradschool.wsu.edu/facultystaff-resources/18-2/).

Completion Timeline

- The maximum time allowed for completion of a doctoral degree is 10 years from the beginning date of the earliest course (including transfer coursework) applied toward the degree on the Program of Study.

  IMPORTANT: One limitation to the 10-year time limit is that the doctoral degree must be completed within three years of satisfactory completion of the preliminary examination, *even if there is more than three years left on the 10-year time limit*.

- Students enrolled in two classes each semester will finish the coursework portion of their program in two and a half years. Students making continual progress could complete the degree in four years. It is common for students who need to simultaneously balance educational, professional, and personal demands to finish in four to six years.

- The Graduate School recognizes part-time students may require a longer completion period. As appropriate, and in accordance with Graduate School policies and procedures, departments may request an extension of this time limit.

Graduate Student Review

- A review of student progress is a valuable component of quality graduate programs, and all graduate programs at WSU conduct an annual review of their students. While the format of this review may vary by department, standard elements of the review can be found here: [https://gradschool.wsu.edu/chapter-six-b/](https://gradschool.wsu.edu/chapter-six-b/). In particular, the review will include a statement as to the student’s rate of progress toward degree completion (i.e., satisfactory or unsatisfactory). Students do not need to initiate this review. Rather, when a review of the student is conducted, students will receive written notification of their progress via their WSU email account.
Degree Requirements: Graded and Non-Graded Credits

The Ed.D. degree requires a minimum of 72 semester credits, as described below. Please contact your campus Academic Coordinator or the Ed.D. Program Coordinator for a current rotation/schedule of classes. The following courses, or their approved equivalents or substitutions are required:

**Graded Coursework: 42 credits minimum**

- **Leadership Core** (3 credits each | 15 credits minimum)
  - ED_AD 512 *Leadership Studies for Social Justice*
  - ED_AD 561 *Introduction to College Student Development*
  - ED_AD 580* *School Organization*
  - ED_AD 582 *Policy Formation & Analysis in Education*
  - ED_AD 587** *Seminar in School Administration*
  - TCH_LRN 577 *Curriculum Theory*

  * Students in the WSU Superintendent Credential Program will take ED_AD 587 instead of ED_AD 580
  ** This course is only available to students in the WSU Superintendent Credential Program

- **Foundations** (3 credits each | 9 credits minimum)
  - CSSTE 533 *Race, Identity, and Representation in Education*
  - ED_AD 501 *Philosophy of Education*
  - ED_AD 503 *Values and Ethics in Education*

- **Research** (3 credits each | 15 credits minimum)
  - ED_AD 591 *Action Research*
  - ED_PSY 508 *Educational Statistics*
  - ED_RES 563 *Principles of Research*
  - ED_RES 564 *Qualitative Research*
  - ED_RES 571 *Doctoral Dissertation Preparation*

- **Graded Elective** (3 credits)

Additional Graded or Non-Graded: 10 credits minimum

*NOTE:* Up to 12 semester credits of approved transfer coursework, including credits earned via concurrent or prior enrollment in WSU’s Superintendent or Administrator Credential programs, will be applied toward the “Graded Elective” and “Additional Graded or Non-Graded” requirements.

**Doctoral Research Credits: ED_AD 800 (non-graded) 20 credits minimum**

- Typically, students enroll in 800 credits after all, or nearly all, of the graded course requirements are met. It is understood that the scope of work for 800 credits taken after completion of coursework relates to the student’s preparation for program milestones (preliminary exams, dissertation proposal, and dissertation defense).

- The student’s committee Chair is the instructor of record for ED_AD 800 credits. With the Chair’s approval, students may enroll in 800 credits prior to the completion of coursework. The student and their committee Chair should agree on a scope of work and/or tasks to be completed that is commensurate with the number of 800 credits taken in a given semester. Satisfactory completion of the work / tasks will result in an “S” (Satisfactory) grade.
Students are encouraged to be strategic in pacing enrollment in 800 credits to balance any cost savings that might be gained from full-time enrollment with the Graduate School's policy of “continuous enrollment” (https://gradschool.wsu.edu/chapter-five-a2/), such that enrollment does not exceed the number of credits listed on the approved Program of Study.

NOTES:
~ Students must enroll in a minimum of 2 credits of ED_AD 800 during the semesters in which each of these milestones occur (6 credits total): 1) Preliminary Exams; 2) Dissertation Proposal Defense (D-1); 3) Dissertation Defense (D-2).
~ Enrollment in the summer is not required to meet the “continuous enrollment” requirement.
~ 800 credits are not eligible for the State Tuition Waiver.

Degree Requirements: Program Milestones

IMPORTANT: Students are responsible for all deadlines and procedures for the doctoral degree. Use this link to access the Graduate School’s deadlines and procedures for the following program milestones: https://gradschool.wsu.edu/documents/2015/07/ddlns_proc_doctoral.pdf/.

■ Milestone: Forming a Doctoral Committee and Submitting a Program of Study for Approval

Committee Formation

• The composition of the doctoral committee must meet program bylaws https://education.wsu.edu/documents/2015/09/ed-d-program-bylaws.pdf/ and include a Chair and at least two permanent tenure-track faculty members. The committee is subject to approval by the Department Chair and the Dean of the Graduate School and is responsible for directing the student’s progress, participating in the preliminary exam, and supervising the dissertation.

• It is the student’s responsibility to initiate the formation of the doctoral committee. Faculty members are not required to serve on a particular student’s doctoral committee. Thus, students are encouraged to reach out to the faculty member they may be interested in working with to request an appointment to discuss the possibility of serving as Chair of the student’s committee.

• The remaining members of the committee are identified in consultation with the Chair, and the student invites each faculty member to serve on the committee. Committee members signify their consent to serve on the doctoral committee by signing the Program of Study form, available on the Graduate School’s “Forms” page here: https://gradschool.wsu.edu/facultystaff-resources/18-2/.

Program of Study

• The Program of Study is the official form documenting the student’s plan for fulfilling the requirements of the degree (including coursework and research credits). Ideally, it should be submitted to the Graduate School by the end of the third semester of enrollment (not including summer sessions). Submission is required before 30 credits are complete. Students initiate this process by filling out the Program of Study Request form, available on the Graduate School’s “Forms” page here: https://gradschool.wsu.edu/facultystaff-resources/18-2/. NOTE: This is a fillable document with key elements customized throughout the form as students identify their degree option. Thus, students should download the form and fill it out electronically – do not print the form and fill it out by hand.
Courses should be listed chronologically. To assist in planning, students should contact their committee Chair or Academic Coordinator for a current rotation of classes. Students can access their unofficial WSU transcript via their myWSU portal. Completed forms should be submitted to the student’s Academic Coordinator.

Transfer Credits

- Up to 12 semester credits of graduate level courses may be transferred from other institutions, or from the student’s master’s or credential programs at WSU, and included on the Ed.D. Program of Study. Courses approved for transfer must be from a comparable program at an accredited college or university. All transfer courses must have been completed within the 10-year time limit allowed for completion of the degree. **NOTE:** Students transferring courses from WSU’s superintendent or principal credential program should refer to the Appendices at the end of this handbook to see how the transfer credits will be applied to the Ed.D. program.

- Transfer credits must be approved at three levels and approval is granted with the required signatures on the student’s Program of Study: 1) the student’s doctoral committee, 2) the Department Chair, 3) Dean of the WSU Graduate School. The Graduate School’s policy on transfer credits can be found here: [https://gradschool.wsu.edu/documents/2015/09/transfer-policy.pdf/](https://gradschool.wsu.edu/documents/2015/09/transfer-policy.pdf/).

**Milestone: Preliminary Exam (“Prelims”)**

**NOTE:** Students are responsible for information about Preliminary Exams and all doctoral degree requirements, which can be found in Chapter Eight of the Graduate School’s Policies and Procedures Manual found here: [https://gradschool.wsu.edu/159-2/](https://gradschool.wsu.edu/159-2/).

**Purpose and Format**

- The purpose of the Preliminary Exam is twofold. First, it is designed to assess knowledge the student has gained while completing coursework and their ability to synthesize learning from multiple courses. Second, the exam is a measure for determining whether the student is adequately prepared to complete the dissertation.

- In preparation for the exam (at least one semester before the exam is scheduled), students should contact their Chair and establish a plan for discussing and developing the dissertation proposal with the committee. Communication from the committee is intended to provide support to the student and to sufficiently clarify key components of the student’s research study.

- Preliminary exam questions are co-created by the student and the doctoral committee. Typically, two to four questions relate to themes connected to coursework and two questions relate to the dissertation study to provide the committee with information about the proposed research problem, methodology, and associated literature review. The official exam period is three weeks and students write the exam at home. The student’s doctoral committee must conduct a ballot meeting within 30 days after the exam is submitted and rate the student as either passing or failing the exam.
Eligibility and Scheduling

- Ed.D. students are eligible to take the Preliminary Exam when:
  - six credits or fewer remain to be taken (including course enrollment in the semester the ballot meeting occurs)
  - there are no “Incomplete” grades for any courses on the Program of Study
  - enrollment includes at least 2 credits of ED_AD 800 in the semester in which the ballot meeting occurs.

- Preliminary Exam Scheduling Forms can be found on the Graduate School’s website here: https://gradschool.wsu.edu/facultystaff-resources/18-2/ indexed under Scheduling Exam: Doctoral/Thesis Final, Non-thesis Final, and Preliminary Exams.

- While the student does not attend the ballot meeting, they are responsible for working out the date, time, and locations (campus and preferred meeting room for each committee member) for the ballot meeting and for obtaining committee member signatures.

- Students should return this form, complete with faculty signatures, to their Academic Coordinator at least 15 business days (20 is preferred) prior to the ballot meeting date. The Academic Coordinator will schedule rooms on the student’s behalf and submit the form for final processing.

Evaluation and Advancement to Candidacy

- The doctoral committee will use the program’s Preliminary Exam Rubric to rate each exam questions. The decision to pass or fail the student will occur at a scheduled ballot meeting. Passing the preliminary exam advances the student to candidacy for the degree, and signifies approval to begin writing the dissertation proposal.

In the event of a failed exam, the student is allowed to schedule a second, and final, preliminary exam. This second exam must be scheduled at least three months after the failed examination, and the student must again meet the eligibility and scheduling requirements stated above. In instances of a second attempt, the Graduate School appoints a member of the Graduate Mentor Academy to be present at the ballot meeting. A student who has twice failed the preliminary exam may not become a candidate for the Ed.D. degree at Washington State University, and the student’s status within the program will be terminated.

Milestone: Dissertation Proposal Defense (“D-1”)

Preparation and Scheduling

- Once the preliminary exam is passed, students will work under the direction of their committee Chair to write and prepare the D-1. Once the Chair agrees the proposal is ready, the D-1 meeting can be scheduled. The student must attend the D-1 and be prepared to present and defend their dissertation proposal.

- Scheduling forms may be obtained from the student’s Academic Coordinator or at https://education.wsu.edu/graduate/dissertationforms/. In addition, they are responsible for working out the D-1 meeting date, time, and locations (campus and preferred meeting room) with all committee members and for obtaining committee member signatures. The completed form should be returned to the Academic Coordinator 15 business days prior to the meeting date. The Academic Coordinator will schedule rooms on the student’s behalf.
Copies of the dissertation proposal should be distributed to committee members at least two weeks before the D-1 meeting, and a copy should be emailed to the College of Education Office of Graduate Studies at least five business days before the meeting: gradstudies@wsu.edu.

At the end of the D-1 meeting, committee members will fill out the Dissertation Proposal Approval Form and rate the proposal in one of these ways:
- Approved as presented
- Approved subject to additions, corrections, and / or modifications (see attached)
- Approved with additions, corrections, and/or modifications and subject to review and approval of the committee
- Approval denied

### Institutional Review Board (IRB)

- Immediately upon approval of the dissertation proposal, students must sign and submit the Information for Doctoral Students Who Collect Original Data for Dissertation Study form to the Office of Graduate Studies at gradstudies@wsu.edu.

- **IMPORTANT**: Students must submit the appropriate forms from WSU’s Office of Research Assurances Institutional Review Board (IRB) and receive appropriate certification BEFORE proceeding with their research study. Failure to gain approval prior to data collection will result in rejection of the final dissertation, and a defense of that dissertation will not be allowed.

- Students, in consultation with their committee Chair, should complete the Human Subjects Review Form. The completed form must be signed by the committee Chair and the Department Chair before being submitted. This form is available at: http://www.irb.wsu.edu/forms.asp.

- Upon receiving Human Subjects Approval from the IRB, students should email/forward a copy of the certification of approval to the Office of Graduate Studies at gradstudies@wsu.edu. Students are encouraged to keep a copy of this certification as it will need to be submitted again when scheduling the final oral defense of the dissertation.

### Milestone: Dissertation Defense (“D-2”)

**NOTE**: Students are responsible for information about the dissertation defense and all doctoral degree requirements, which can be found in Chapter Eight of the Graduate School’s Policies and Procedures Manual found here: https://gradschool.wsu.edu/159-2/.

### Dissertation Formatting

- Though students should consult with their Chair as to the style and format of the dissertation, the Graduate School also enforces a series of formatting requirements on all dissertations to ensure a level of professional consistency across the university. Wherever these two sets of requirements conflict, students are to follow the Graduate School’s requirements, which can be found on pages 6-23 of this document: https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf/.

- In addition, a downloadable Word template for the dissertation can be found on the Graduate School’s Forms page here: https://gradschool.wsu.edu/facultystaff-resources/18-2/ indexed under Thesis/Dissertation Word Template.

- This checklist may also be useful: https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-final-checklist.pdf/.
Completing the Dissertation

- Students are responsible for initiating contact with their Chair on a mutually agreed upon schedule to discuss progress on research and writing the dissertation. As required by the Chair, students will submit an initial draft, followed by several revisions and corrected drafts. This process can take several months, and students are encouraged to work closely with their Chair to develop a realistic timeline for completion. In addition, it is expected that students will provide all committee members periodic updates on progress toward completion.

- When the Chair agrees, students should plan to present the dissertation in final form for approval to each committee member. Since committee members may require further revisions and/or corrections, students should plan to submit the final draft to their committee at least four to six weeks prior to the planned dissertation defense.

BEFORE Scheduling the Dissertation Defense (D-2)

- Students must meet Graduate School deadlines and apply to graduate (via their myWSU portal) before the D-2 can be scheduled. Deadlines can be found here: https://gradschool.wsu.edu/documents/2015/07/ddlns_proc_doctoral.pdf/ and information on how to apply to graduate can be found here: https://gradschool.wsu.edu/graduation-application/.

- Enrollment in a minimum of 2 credits of ED_AD 800 is required.

- A draft of the dissertation needs to be submitted to the College of Education Office of Graduate Studies for a “format check” before scheduling the D-2. This is a review of formatting and will not contain any comments or edits related to content. Submit drafts to: gradstudies@wsu.edu no less than 15 – 20 business days prior to submitting the form to schedule the D-2.

- Students must upload a final draft of their dissertation to the UMI/ProQuest website via www.dissertations.wsu.edu prior to scheduling the D-2 and preferably after the formatting check as described above is complete.

Scheduling the Dissertation Defense (D-2)

- Scheduling forms can be found on the Graduate School’s website indexed as Scheduling Exam: Doctoral Final here: https://gradschool.wsu.edu/documents/2018/01/exam-scheduling.pdf/

- Committee members are responsible for approving all aspects of the final draft of the dissertation before the D-2 can be scheduled. When committee members sign the scheduling form, they are indicating that the dissertation is suitable in both format and content.

- Students are responsible for working out the date, time, and locations (campus and preferred meeting room for each committee member) with all committee members and for obtaining committee member signatures.

- Students should return this form, complete with faculty signatures, to their Academic Coordinator at least 15 business days (20 is preferred) prior to the date of the defense. The Academic Coordinator will schedule rooms on the student’s behalf and submit the form for final processing. NOTE: Along with the scheduling form, students should send or attach verification they have received approval for use of human subjects in their research.
BEFORE the Dissertation Defense (D-2)

- Students should contact their Academic Coordinator at least 10 business days in advance of the D-2 to discuss final steps and the documents to bring on the day of the defense (as described in the third bullet in the segment below).

- At least five business before the D-2, the student must ensure each member of the committee has a complete copy of the dissertation in either electronic or hard copy.

- When submitting this complete copy to the committee, students must also submit an electronic copy of the abstract to the Office of Graduate Studies: gradstudies@wsu.edu.

- Students should complete the Survey of Earned Doctorates online survey, available on the Graduate School’s “Forms” page found here: https://gradschool.wsu.edu/facultystaff-resources/18-2/ and print the certificate of completion to bring on the day of the dissertation defense.

The Dissertation Defense (D-2)

- The purpose of the final oral defense (D-2) is to test the student’s ability to integrate, interpret, and apply research and theory in the field of educational leadership through a defense of the dissertation research.

- The final defense is generally limited to two hours (and may not exceed two and one-half hours). If the D-2 is held over AMS (the videoconferencing system), at least one committee member must be present in the room with the student. The format of the meeting is determined by the student’s committee. Typically, the student presents their dissertation research study and then responds to the questions and comments from the committee and other graduate faculty in attendance. The student passes the final oral defense if the number of committee members voting in the affirmative meets the standard established by the WSU Graduate School.

- On the day of the defense, students should bring:
  ~ The Title Page, Abstract, and Signature Page from their dissertation, printed on 100% cotton paper (identified by a watermark on the paper that indicates “100%” or “Pure Cotton.”). **NOTE:** ALL signatures on the Signature Page should be in blue or black ball-point ink. (Students may want to bring two copies of the Signature Page “just in case.”)
  ~ Hold Harmless / Copyright Acknowledgement Form, available here: https://gradschool.wsu.edu/documents/2014/12/hold-harmlesscopyright-agreement.pdf/. This form can be printed on regular copy paper and should be filled out in advance, but **not signed until after the successful defense.** (The Chair signs as the witness.)
  ~ Printed certificate of completion from the Survey of Earned Doctorates.

- Unless other arrangements have been made, the five documents listed above should be given to the student’s Academic Coordinator for final processing.

AFTER the Dissertation Defense (D-2)

- Within 5 business days of a successful defense students must make any required final revisions to the dissertation, and then submit it digitally and in PDF format, to UMI/ProQuest via http://www.dissertations.wsu.edu. Requirements for digital submission can be found here: https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf/.
Appendix A: Course Rotation *(subject to change)*

The course rotation is currently under review. Students should contact their Academic Coordinator for a current rotation and/or upcoming schedule information.

Appendix B: Suggested Sequencing of Courses *(subject to change and the recommendations of the committee Chair)*

<table>
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<tr>
<th>YEAR</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tr>
<td>3</td>
<td>6 CREDITS: ED_RES 571: Dissertation Prep ELECTIVE</td>
<td>PRELIMINARY EXAMS</td>
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Appendix C-1: SAMPLE Program Planning Sheet:

**Ed.D without any transfer credits**

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<tr>
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<tr>
<td>3</td>
<td>ED_AD 503</td>
<td>Values and Ethics in Education</td>
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</tr>
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<td>3</td>
<td>ED_AD 580</td>
<td>Organizational Theory</td>
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<td>3</td>
<td>TCH_LRN 577</td>
<td>Curriculum Theory</td>
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<td>3</td>
<td>ED_RES 564</td>
<td>Qualitative Research</td>
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</tr>
<tr>
<td>3</td>
<td>ED_AD 561</td>
<td>1st: Intro to College Student Development</td>
<td>Summer</td>
</tr>
<tr>
<td>3</td>
<td>ED_AD 582</td>
<td>2nd: Policy in Education</td>
<td>Summer</td>
</tr>
<tr>
<td>3</td>
<td>CSSTE 533</td>
<td>2nd: Race, Identity &amp; Representation in Ed.</td>
<td>Summer</td>
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## Appendix C-2: SAMPLE Program Planning Sheet

**Ed.D + Transfer coursework from WSU’s Principal / Program Administrator Program**

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<td>Values and Ethics in Education</td>
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<th>Substitution</th>
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<tr>
<td>3</td>
<td>ED_AD 512</td>
<td>Leadership Studies for Social Justice</td>
<td>✓</td>
</tr>
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<td>3</td>
<td>ED_AD 580</td>
<td>Organizational Theory</td>
<td>✓</td>
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<tr>
<td>3</td>
<td>TCH_LRN 577</td>
<td>Curriculum Theory</td>
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<td>ED_RES 564</td>
<td>Qualitative Research</td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>ED_AD 591</td>
<td>Action Research</td>
<td>✓</td>
</tr>
<tr>
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<td>ED_RES 571</td>
<td>Dissertation Prep</td>
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<td>3</td>
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<td>Summer</td>
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<tr>
<td>3</td>
<td>ED_AD 561</td>
<td>1st: Intro to College Student Development</td>
<td>Summer</td>
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<td>3</td>
<td>ED_AD 582</td>
<td>2nd: Policy in Education</td>
<td>Summer</td>
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<tr>
<td>3</td>
<td>CSSTE 533</td>
<td>2nd: Race, Identity &amp; Representation in Ed.</td>
<td>Summer</td>
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<th>ELECTIVES (12 CREDITS)</th>
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<th>Additional Graduate Classes</th>
<th>Transfer Courses</th>
<th>WSU Superintendent Credential</th>
<th>WSU Principal / P.A. Credential</th>
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**Additional credits needed for the Administrator Credential, but that are beyond minimum required for EdD**

- ED_AD 516: Instructional & Curricular Leadership = FALL
- ED_AD 583: Community & Communications = SPRING
- ED_AD 590: Internship = 3 credits FALL + 3 credits SPRING [ no coursework concurrent w/internship ]

<table>
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<td>Dissertation Proposal Defense (D1)</td>
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<td>Dissertation Defense (D2)</td>
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**Appendix C-3: SAMPLE Program Planning Sheet**

**Ed.D + Transfer coursework from WSU’s Superintendent Program**

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<td>ED_AD 503</td>
<td>Values and Ethics in Education</td>
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<table>
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<th>Substitution</th>
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<td>ED_AD 580</td>
<td>Organizational Theory</td>
<td>□</td>
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<td>3</td>
<td>TCH_LRN 577</td>
<td>Curriculum Theory</td>
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<td>Principles of Research</td>
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<td>ED_RES 564</td>
<td>Qualitative Research</td>
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<tr>
<td>3</td>
<td>ED_AD 591</td>
<td>Action Research</td>
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<td>ED_RES 571</td>
<td>Dissertation Prep</td>
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<td>ED_AD 561</td>
<td>1st: Intro to College Student Development</td>
<td>□ Summer</td>
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<td>ED_AD 582</td>
<td>2nd: Policy in Education</td>
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<td>3</td>
<td>CSSTE 533</td>
<td>2nd: Race, Identity &amp; Representation in Ed.</td>
<td>□ Summer</td>
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<td>Transfer Courses</td>
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**Additional credits needed for the Superintendent Credential, but that are beyond minimum required for EdD:**

- ED_AD 590: Internship = 12 credits, spread out over two years.

<table>
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