



WASHINGTON STATE  
UNIVERSITY

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

College of Education  
Department of Educational Leadership & Sport Management  
**Effective fall 2020**

Edit History  
9/16/20: p. 6 + course # correction throughout  
12/21/20: p. 2 re: Tuition Waiver

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## General Information

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### 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 the Academic Coordinator (below) to be connected to the Access Services Office.

#### Program Contacts

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#### 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

Degree and certification programs in Educational Leadership do not accept state of Washington tuition waivers. This includes the following graduate programs: *Ed.M.*, *M.A.*, *Ed.D.*, and *Ph.D.*, as well as these certification programs: *principal*, *program administrator*, and *superintendent*. Effective spring 2021.

#### 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)

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### 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/>
- **All Graduate School forms** can be found here: <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/>
  - ~ Spokane: <https://spokane.wsu.edu/studentaffairs/financial-services/>
  - ~ Tri- Cities: <https://tricities.wsu.edu/admissions/tuition-and-affordability/>
  - ~ Vancouver: <https://studentaffairs.vancouver.wsu.edu/financial-aid>

## Program Information

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### 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.

## Program Information (continued)

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### 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, which is to prepare practitioner-scholars for effective and meaningful leadership.

### Statewide Program Delivery and Course Access

- 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. Some courses may be taught using a hybrid model or augmented through on-line and/or alternative forms of videoconferencing.
- Students who live 50+ miles from a WSU campus can request to access classes via Zoom Videoconferencing platform rather than commute to campus. See Appendix D of this document for the current program policy on accessing classes via Zoom. University and program policies regarding course delivery and access may change in response to internal and/or external factors, and thus the policy outlined in Appendix D is subject to change without advanced notice.

### Mandatory Research Training

- All graduate students are required to complete the *CITI Responsible Conduct of Research / Conflict of Interest* online training module. This is a web-based training located at: <https://myresearch.wsu.edu/login.aspx?ReturnUrl=%2fAvailableTraining.aspx%3faction%3dviewsite%26siteid%3d1000&action=viewsite&siteid=1000>. **This is the only module in the CITI group that students need to take.** 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](mailto: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](mailto: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/>.

### 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/>.
- 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. The Ed.D. program typically approves the annual review form and protocol to be used in mid-January each year, and the review process commences shortly thereafter. See Appendix A of this document for an excerpt of the Graduate Student Annual Review form.

## Degree Requirements: Graded and Non-Graded Credits

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The Ed.D. degree requires a minimum of 72 semester credits, as described below. Please contact the program's Academic 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 521 ..... *Topics in Education: Leadership Theory*
  - ED\_AD 561 ..... *Introduction to College Student Development*
  - ED\_AD 580 ..... *School Organization*
  - ED\_AD 582 ..... *Policy Formation & Analysis in Education*
- Foundations (3 credits each | 9 credits minimum)
  - ED\_AD 501 ..... *Philosophy of Education*
  - ED\_AD 503 ..... *Values and Ethics in Education*
  - ED\_AD 522 ..... *Topics in Education: Race & Identity*
- Research (3 credits each | 15 credits minimum)
  - ED\_AD 591 ..... *Action Research*
  - ED\_PSYCH 508 ..... *Educational Statistics*
  - ED\_RES 563 ..... *Principles of Research*
  - ED\_RES 564 ..... *Qualitative Research*
  - ED\_AD 536 ..... *Applied Research for Educational Leaders*
- Additional Graded Credits (3 credits)
  - TBA by the Department

### Additional Graded or Non-Graded (ED\_AD 800): 10 credits minimum

Up to 12 semester credits of graded coursework may be approved for transfer credit, including credits earned via concurrent or prior enrollment in WSU's Superintendent or Administrator Certification programs. These credits will be applied toward the "Graded Elective" and "Additional Graded or Non-Graded" requirements and do not substitute for any of the courses specified above.

### Doctoral Research Credits: ED\_AD 800 (non-graded) 20 credits minimum

- Students must have an approved Program of Study on file and **obtain permission from their Chair** (who is the instructor of record) **prior to registering for ED\_AD 800**. Typically, students enroll in ED\_AD 800 after all, or nearly all, of the graded course requirements are met. It is understood that the scope of work for these credits, taken *after* completion of coursework, relates to the student's preparation for program milestones (preliminary exams, dissertation proposal, and dissertation defense). With their Chair's approval, students may enroll in ED\_AD 800 *prior* to the completion of coursework.
- The Chair and student should agree on a scope of work and to be completed commensurate with the number of credits taken. Often, this is a signed agreement, but it may also be discussed and/or agreed to via email. **It is the student's responsibility to initiate contact with their Chair to establish the scope of work.** The Chair will award a grade of "S" (Satisfactory) or "U" (Unsatisfactory) based on their assessment of the student's performance in completing the scope of work/tasks. **If the student fails to communicate with the Chair during the semester, a grade of "U" may be given at the Chair's discretion.**
- **IMPORTANT:** Per Graduate School policy, the student's enrollment is subject to termination from the Graduate School and the Ed.D. program if they earn a U (Unsatisfactory) grade for two terms (including Summer).

## Degree Requirements: Graded and Non-Graded Credits (continued)

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- Students are encouraged to be strategic in pacing enrollment in ED\_AD 800 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.
- ~ ED\_AD 800 is a non-graded course, and this is not eligible for the State Tuition Waiver.

## Degree Requirements: Program Milestones

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**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/](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

- Typically, Educational Leadership program faculty host a 'How to choose your Chair' workshop in February each year. Students who have completed 24 credits are expected to attend.
- 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 approving 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

- Students begin this process by contacting the Academic Coordinator for current instructions on how to submit the Program of Study Request form.
- The Program of Study is available on the Graduate School's "Forms" page here: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>, and formally identifies the student's doctoral committee and documents their plan for fulfilling the requirements of the degree. Ideally, it should be finalized and submitted to the Academic Coordinator when 24-30 credits are complete, but no later than the completion of 36 credits.



## Degree Requirements: Program Milestones (continued)

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- Courses should be listed chronologically. To assist in planning, students should contact the program's 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 administrative certificate programs at WSU. 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 certification 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/>.

### ■ Milestone: Preliminary Exam ("Prelims")

#### **NOTES:**

- Students approaching their last semester of coursework should contact the Academic Coordinator for the *Ed.D. Guide to Completing Program Milestones*, which provides specific information on forms, processes, and deadlines for the upcoming year.
- 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/>.

### Purpose and Format

- The preliminary exam represents a synthesis of the student's learning across their courses and application of this learning to a research topic/problem of practice within educational leadership. The preliminary exam consists of three distinct, but related essays focused on three topic areas, which will be applied to the student's particular area of study. These questions are designed to move the student closer to identifying the research topic/problem of practice that will serve as the focal point for their dissertation in practice.
- 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.

## Degree Requirements: Program Milestones (continued)

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### 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
  - ~ registered for at least 2 credits of ED\_AD 800 in the semester in which the ballot meeting occurs
- Most students schedule their exam to occur in their last semester of enrollment (if enrolled in just one class), or in the semester immediately following completion of coursework.

**NOTE:** Completion of this milestone potentially re-sets the student’s timeline to completion, as **the final dissertation defense must occur within three years of successfully passing the preliminary exam, or within 10 years – whichever is sooner.** Before scheduling the exam, students are advised to consider their upcoming professional and personal responsibilities and consult with their Chair.

### Evaluation and Advancement to Candidacy

- The doctoral committee will review the written exam and 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. Students should refer to the Graduate School’s current policies and procedures for detailed information on this process:

<https://gradschool.wsu.edu/policies-procedures/>

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

**NOTE:** Students who have passed their preliminary exams should contact the Academic Coordinator for the *Ed.D. Guide to Completing Program Milestones*, which provides specific information on forms, processes, and deadlines for the upcoming year.

### 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.
- 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
  - Approved with additions, corrections, and/or modifications and subject to review and approval of the committee
  - Approval denied

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

**IMPORTANT:** Students are responsible for information about the dissertation defense and all doctoral degree requirements, as established by the Graduate School. These requirements can be found in Chapter Eight of the Graduate School’s Policies and Procedures Manual found here:

<https://gradschool.wsu.edu/159-2/>.

#### Purpose of 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.

#### Timelines & Deadlines

- Each year, the Ed.D. program publishes a detailed timeline and deadlines for various steps required for completion of the D-2 and clearing for graduation. **The first deadline is nearly 9 months prior to the anticipated defense date, so students should request this document form their Academic Coordinator at least a year in advance.**

#### Completing and Defending 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.
- The final defense is generally limited to two hours (and may not exceed two and one-half hours). The format of the meeting is determined by the student’s committee. Typically, the student presents their dissertation research study and then responds to 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.

## Appendix A: Excerpt from the Graduate Student Annual Review Form

Program/Advisor Assessment:

Leadership Skills	Area for Growth	Developing	Area of Strength	Not Observed
Helps others				
Leads groups				
Actively listens to the professor and others				
Reflects on the professor's expectations				
Asks clarifying questions as needed				
Receptive to critical feedback on growth				
Demonstrates an orientation toward learning				
Writes at a level of proficiency needed for graduate work				
Able to sustain focus on the topic				
Has critical analysis skills				
Maintains communication with committee Chair				
Creates a strong theoretical knowledge base				

The student is making satisfactory progress:  No  Yes

The student should be:  **continued** or  **discontinued** from the graduate program.

## Appendix B: Planned Sequence of Courses (subject to change)

YEAR	FALL	SPRING	SUMMER
1	<p style="text-align: center;"><u>6 CREDITS:</u></p> <p>ED_AD 512: <i>Leadership Studies for Social Justice</i></p> <p>ED_RES 563: <i>Principles of Research</i></p>	<p style="text-align: center;"><u>6 CREDITS:</u></p> <p>ED_AD 503: <i>Values and Ethics in Education</i></p> <p>ED_AD 591: <i>Action Research</i></p>	<p style="text-align: center;"><u>6 CREDITS:</u></p> <p>ED_PSYH 508: <i>Educational Statistics</i></p> <p>ED_AD 561: <i>Introduction to Adult Learning</i></p>
2	<p style="text-align: center;"><u>6 CREDITS:</u></p> <p>ED_AD 501: <i>Philosophy of Education</i></p> <p>ED_AD 580: <i>School Organization and Admin.</i></p>	<p style="text-align: center;"><u>6 CREDITS:</u></p> <p>ED_RES 564: <i>Qualitative Research</i></p> <p>ED_AD 521: <i>Leadership Theory</i></p>	<p style="text-align: center;"><u>6 CREDITS:</u></p> <p>ED_AD 522: <i>Race &amp; Identity</i></p> <p>ED_AD 582: <i>Policy Formation in Education</i></p>
3	<p style="text-align: center;"><u>6 CREDITS:</u></p> <p>ED_AD 539: <i>Applied Research for Ed. Leaders</i></p> <p>ED_AD XXX: TBA</p>	PRELIMINARY EXAMS	

## Appendix C-1: SAMPLE Program Planning Sheet:

### Ed.D without any transfer credits

Cr.	FALL CLASSES		Scheduled	Complete / Planned
3	ED_AD 512	Leadership Studies for Social Justice	Year 1	<input type="checkbox"/> Fall
3	ED_RES 563	Principles of Research	Year 1	<input type="checkbox"/> Fall
3	ED_AD 501	Philosophy of Education	Year 2	<input type="checkbox"/> Fall
3	ED_AD 580	Organizational Theory	Year 2	<input type="checkbox"/> Fall
3	ED_AD 539	Applied Research for Educational Leaders	Year 3	<input type="checkbox"/> Fall

Cr.	SPRING CLASSES		Scheduled	Complete / Planned
3	ED_AD 503	Values and Ethics in Education	Year 1	<input type="checkbox"/> Spring
3	ED_AD 591	Action Research	Year 1	<input type="checkbox"/> Fall
3	ED_RES 564	Qualitative Research	Year 2	<input type="checkbox"/> Spring
3	ED_AD 521	Leadership Theory	Year 2	<input type="checkbox"/> Spring

Cr.	SUMMER CLASSES		Scheduled	Complete / Planned
3	ED_PSY 508	Educational Statistics	Year 1	<input type="checkbox"/> Summer
3	ED_AD 561	Intro to Adult Learning	Year 1	<input type="checkbox"/> Summer
3	ED_AD 582	Policy in Education	Year 2	<input type="checkbox"/> Summer
3	ED_AD 522	Race and Identity	Year 2	<input type="checkbox"/> Summer

Cr.	ADDITIONAL GRADED CREDIT TBA		Scheduled	Complete / Planned
3	TBA			

Cr.	800 CREDITS: 20 CREDITS MINIMUM		Scheduled	Complete / Planned
30	ED_AD 800	Continuous enrollment in is required. Enroll for a minimum of 2 credits in the semester in which these milestones occur:		
		Preliminary Exam		
		Dissertation Proposal (D1)		
		Dissertation Defense (D2)		

- Minimum of 72 credits total; Must include a minimum of 42 graded credits
- 10 years to complete beginning with oldest course on the Program of Study  
**Exception:** Students must complete D2 within 3 years of passing Preliminary Exams, or within the 10 year time limit – whichever is sooner.

## Appendix C-2: SAMPLE Program Planning Sheet

### Ed.D + Transfer coursework from WSU's Superintendent Certification Program

Cr.	FALL CLASSES		Scheduled	Complete / Planned
3	ED_AD 512	Leadership Studies for Social Justice	Year 1	<input type="checkbox"/> Fall
3	ED_RES 563	Principles of Research	Year 1	<input type="checkbox"/> Fall
3	ED_AD 501	Philosophy of Education	Year 2	<input type="checkbox"/> Fall
3	ED_AD 580	Organizational Theory	Year 2	<input type="checkbox"/> Fall
3	ED_AD 539	Applied Research for Educational Leaders	Year 3	<input type="checkbox"/> Fall

Cr.	SPRING CLASSES		Scheduled	Complete / Planned
3	ED_AD 503	Values and Ethics in Education	Year 1	<input type="checkbox"/> Spring
3	ED_AD 591	Action Research	Year 1	<input type="checkbox"/> Fall
3	ED_RES 564	Qualitative Research	Year 2	<input type="checkbox"/> Spring
3	ED_AD 521	Leadership Theory	Year 2	<input type="checkbox"/> Spring

Cr.	SUMMER CLASSES		Scheduled	Complete / Planned
3	ED_PSY 508	Educational Statistics	Year 1	<input type="checkbox"/> Summer
3	ED_AD 561	Intro to Adult Learning	Year 1	<input type="checkbox"/> Summer
3	ED_AD 582	Policy in Education	Year 2	<input type="checkbox"/> Summer
3	ED_AD 522	Race & Identity	Year 2	<input type="checkbox"/> Summer

Cr.	GRADED TRANSFER CREDITS (12 CREDITS)		Scheduled	Complete / Planned
3	ED_AD 587	Seminar in School Admin.	Year 1	<input type="checkbox"/> Fall (WSU Sup't class)
3	ED_AD 587	Seminar in School Admin.	Year 1	<input type="checkbox"/> Spring (WSU Sup't class)
3	ED_AD 581	Politics in Education	Year 2	<input type="checkbox"/> Fall (WSU Sup't class)
3	ED_AD 522	Superintendent Seminar	Year 2	<input type="checkbox"/> Spring (WSU Sup't class)

Cr.	800 CREDITS: 20 CREDITS MINIMUM			Complete / Planned
21	ED_AD 800	Continuous enrollment in is required. Enroll for a minimum of 2 credits in the semester in which these milestones occur:		
		Preliminary Exam		
		Dissertation Proposal (D1)		
		Dissertation Defense (D2)		

### **Additional credits needed for the Superintendent Credential, beyond the minimum required for Ed.D.:**

- ED\_AD 590: Internship = 12 credits, spread out over two years.
- Minimum of 72 credits total; Must include a minimum of 42 graded credits
- 10 years to complete beginning with oldest course on the Program of Study  
**Exception:** Students must complete D2 within 3 years of passing Preliminary Exams, or within the 10 year time limit – whichever is sooner.

## Appendix D: Program Policy for Students Accessing Classes via Zoom

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### Students who live less than 50 miles from a WSU campus:

- a) will attend each class meeting on-site at their home campus unless otherwise approved (see “Exception” below).
- b) may, under special circumstances (*special = out of the norm and not repeating*), request an exception to this program policy to attend **a specific class session via Zoom**. Requests must be made to the instructor in advance of the class session. Requests are approved at the instructor’s discretion and it is generally understood such requests will not be made more than once or twice per semester. NOTE: requests for more frequent or on-going attendance via Zoom must be made following the steps outlined in “Exception” below.

### Students who live 50+ miles from a WSU campus (aka, “remote-site students”) can attend classes via Zoom provided they:

- a) submit a “Tech Checklist” (available from the Academic Coordinator) at least 30 days prior to the start of the semester verifying they have a device and Wi-Fi access that meets WSU’s specifications for consistent and reliable connection to classes.
- b) understand they need to be prepared to trouble-shoot any technology issues that arise, as WSU IT staff may not be able to provide support beyond the initial set up of the class connection.
- c) in good faith follow any Zoom-specific requests, guidelines, or policies established by the course instructor.
- d) understand that the Ed.D. program must comply with policies established by the Provost’s Office, which currently means each class must have students on-site at two or more WSU campuses in order for remote-site students to access classes via Zoom.

### **EXCEPTION:**

#### Students who live less than 50 miles from a WSU campus can request to attend a class via Zoom for the duration of the semester provided they:

- a) are the only registered student on-site at their WSU campus for that particular class, and the instructor is located at a *different* WSU campus, **OR** they have special circumstances that prohibit weekly on-site attendance.
- b) request approval *in advance* to the Academic Coordinator (see p. 2), who will verify the switch to Zoom does not put the program out of compliance with related policies established by the Provost’s office, and who will forward the request to the Program Coordinator (see below) for final approval.
- c) submit a “Tech Checklist” (available from the Academic Coordinator, see p. 2) verifying their device and Wi-Fi access meets WSU’s specifications for consistent and reliable connection to classes.
- d) understand they need to be prepared to trouble-shoot technology issues that may arise, as WSU IT staff may not be able to provide support beyond the initial set up of the class connection.
- e) in good faith, follow any Zoom-specific requests, guidelines, or policies established by the course instructor.