



WASHINGTON STATE  
UNIVERSITY

Master's Programs in Educational Leadership  
PROGRAM HANDBOOK

**Master of Education (Ed.M.)**  
**Master of Arts in Education (M.A.)**

Contact Jennifer Gallagher with changes and corrections: [j.gallagher@wsu.edu](mailto:j.gallagher@wsu.edu)

Washington State University  
College of Education

Department of Educational Leadership  
and Sport Management

**2021-2022**

## Table of Contents

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Beginning on

<b>General Information</b> .....	Page 2
Contacts   Page 2	
Student Resources and Responsibilities   Page 2	
Accessibility   Page 2	
Rights & Responsibilities   Page 2	
State Tuition Waiver   Page 2	
WSU Email Policy   Page 2	
Mandatory Research Training   Page 3	
Continuous Enrollment Policy and Options for Deferring Enrollment   Page 3	
Important Web Pages and Forms   Page 4	
<b>Program Information</b> .....	Page 4
College of Education Conceptual Framework   Page 4	
Program Overview   Page 4	
Master of Education vs. Master of Arts in Education   Page 4	
Statewide Program Delivery   Page 5	
Alignment with Certification Programs   Page 5	
Graduate Student Review   Page 5	
<b>Degree Requirements: Ed.M. (non-thesis) and M.A. (thesis)</b> .....	Page 6
Required Graded and Non-Graded Credits   Page 6	
Distribution of Credits   Page 6	
Committee Formation   Page 7	
Program of Study   Page 7	
Transfer Credits   Page 7	
Application for Degree   Page 8	
<b>Forms and Procedures Specifically for the M.A. Degree</b> .....	Page 8
Developing a Thesis Proposal   Page 8	
Scheduling the Thesis Proposal Defense (T-1)   Page 8	
Human Subjects Approval   Page 8	
Completing the Thesis   Page 9	
Defending the Thesis (T-2)   Page 9	
Completion of Degree Requirements   Page 9	

## General Information

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### Purpose of this Handbook

This handbook serves as a guide for students and faculty and is intended to aid in the student's orientation to, and progress in, the Ed.M. or M.A. programs in Educational Leadership; 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/>.

### Contacts

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### Faculty

Educational leadership classes 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/>.

### 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 (above) to be connected to the Access Services Office.

#### Rights & Responsibilities

- The Graduate Student Rights and Responsibilities document describes procedures for channeling graduate student complaints, grievances, and concerns to faculty, staff, and administrators for appropriate action. More information can be found here: <https://gradschool.wsu.edu/rights-and-responsibilities/>.

#### 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. For assistance accessing WSU email, contact CougTech at 509-335-4357.

### 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 and Options for Deferring 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, students have two options:
  - ~ **Application for Graduate Leave.** Prior to completing all coursework and preliminary exams, students who are not able to enroll in fall or spring semester may submit the Application for Graduate Leave for a single semester or up to two semesters. Students should contact their Academic Coordinator to discuss their intent to apply for Graduate Leave and to seek guidance in submitting the application form, which is due a minimum of 30 days prior to the start of the semester in which leave is requested. This form can be found on the Graduate School's “Forms” page here: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>.
  - ~ **Continuous Doctoral Status (CDS).** This status allows doctoral students to meet the Graduate School's continuous enrollment requirement without enrolling for credit or applying for Graduate Leave. CDS is only an option for students who have completed all coursework and passed preliminary exams. If these requirements are met and the student does not enroll for credit, they will *automatically* be placed into CDS (fall and spring semesters only). Subsequently, **a fee will be charged to the student's account** after the 30<sup>th</sup> day of each semester (fall and spring only) while in CDS. Students are required to pay this fee each semester to maintain their Continuous Doctoral Status.

While in CDS, students maintain WSU library privileges, but they cannot progress in the completion of 800 credits and it is understood that communication and support from the student's Chair will be minimal, if at all, and at the Chair's discretion. It is also important to note that CDS does not extend a student's deadline to complete degree requirements (three years after preliminary exams or 10 years after the first course on the Program of Study, whichever is sooner).

Students must come out of CDS before they can register for 800 credits or schedule their dissertation proposal defense (D-1) or dissertation defense (D-2). Students wishing to return to active enrollment are advised to contact their Academic Coordinator a minimum of two months prior to the start of the

## General Information (continued)

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semester in which they wish to resume enrollment for credit and *request that they be taken out of CDS* and given an active term for enrollment.

NOTE: Some students may not be eligible for CDS. International students maintaining their visa status, students on an assistantship requiring full time enrollment to obtain benefits, and students needing financial aid or financial aid deferral, should confer the appropriate office for their situation to ensure CDS is an option for them.

Further information on Continuous Doctoral Status (CDS) may be found at <https://gradschool.wsu.edu/chapter-five-a2/>

### 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.

## 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.

### Overview

WSU's master's degrees in Educational Leadership (Ed.M. or M.A.) are offered on four WSU campuses (Pullman, Spokane, Tri Cities, and Vancouver). Models for program delivery (e.g., course offerings and sequencing) may differ slightly across the campuses, although basic requirements for both degrees are the same across campuses. Program details for each campus are best obtained by contacting the designated Academic Coordinator for each campus (see page 2).

### Master of Education (Ed.M.)

- This a non-thesis degree program designed for professional educators preparing for leadership positions in K-12 schools or other educational institutions. The degree requires a minimum of 35 credits.

### Master of Arts in Education (M.A.)

- This is a thesis degree program designed for professional educators who plan to continue their education by pursuing a research-based doctoral degree (Ph.D.). The degree requires a minimum of 35 credits.

### **A Practitioner-Scholar Approach**

- Program content in both the Ed.M. and M.A. programs 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 helps 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 in schools and organizations, or for pursuing a career in research and scholarship in the field of educational leadership.

### **Statewide Program Delivery**

- Courses originate on one of the WSU campuses and may be available to students at all other WSU campuses via WSU's videoconferencing system and/or Zoom conferencing platform. Students wishing to access courses taken on another campus must consult with their faculty advisor and then contact the Academic Coordinator on their home campus (see page 2) to request access to the course.

### **Alignment with Certification Programs**

- Both the Ed.M. and M.A. programs can be aligned with the Principal or Program Administrator Certification programs, though it's important to note that admission to a certification program may require additional application materials. Students are not required to pursue certification in conjunction with the master's degree, but if they do, required graded courses for a certification program can be applied to the master's degree program of study.

### **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.

## Degree Requirements (Ed.M. and M.A.)

CREDITS	Master of Education (Ed.M.)	Master of Arts in Education (M.A.)
<b>TOTAL Credits</b>	35	35
Graded Credits (minimum)	29	21
Non-Graded Credits (minimum)	2 of ED_AD 702 for the compressive final exam	11 of ED_AD 700 for completion and defense of the thesis
Graded or Non-Graded Credits to reach total required	4	3
Required credits with ED_AD Prefix	18	15

DISTRIBUTION OF CREDITS (all classes are 3 credits unless otherwise stated)	Master of Education (Ed.M.)	Master of Arts in Education (M.A.)
<b>Foundations</b>	<u>Minimum of 3 credits:</u> ED_AD 501 <i>Philosophy of Education</i> ED_AD 503 <i>Values and Ethics in Ed.</i> ED_AD 507 <i>Social Foundations of Ed.</i> ED_AD 521 <i>Race, Representation and Identity in Education</i>	<u>Minimum of 3 credits:</u> ED_AD 501 <i>Philosophy of Education</i> ED_AD 503 <i>Values and Ethics in Ed.</i> ED_AD 507 <i>Social Foundations of Ed.</i>
<b>Research</b>	<u>Minimum of 3 credits:</u> ED_PSY 505 <i>Research Methods</i> ED_PSY 508 <i>Educational Statistics</i> ED_AD 591 <i>Action Research</i>	<u>Minimum of 9 credits:</u> ED_PSY 505 <i>Research Methods</i> ED_PSY 508 <i>Educational Statistics</i> ED_PSY 570 <i>Program Evaluation</i> ED_AD 536* <i>Qualitative Research in Ed.</i> ED_AD 591 <i>Action Research</i> *prerequisite: ED_PSY 505
<b>Leadership</b>	<u>Minimum of 12 credits:</u> ED_AD 509* <i>Leading School Improvement</i> ED_AD 516* <i>Inst. &amp; Curricular Leadership</i> ED_AD 520 <i>Sem. in Curriculum and Inst.</i> ED_AD 580 <i>School Organization</i> ED_AD 583* <i>Community &amp; Communications</i> ED_AD 584 <i>Human Resource Management</i> ED_AD 585* <i>Financial Management in Ed.</i> ED_AD 588* <i>The Law and Education</i> ED_AD 589* <i>Leadership Development</i> *required for administrator certificate	<u>Minimum of 12 credits:</u> ED_AD 509* <i>Leading School Improvement</i> ED_AD 516* <i>Inst. &amp; Curricular Leadership</i> ED_AD 520 <i>Sem. in Curriculum and Inst.</i> ED_AD 580 <i>School Organization</i> ED_AD 583* <i>Community &amp; Communications</i> ED_AD 584 <i>Human Resource Management</i> ED_AD 585* <i>Financial Management in Ed.</i> ED_AD 588* <i>The Law and Education</i> ED_AD 589* <i>Leadership Development</i> *required for administrator certificate
<b>As Needed</b>	Graded / non-graded credits to reach 35 credits	Graded / non-graded credits to reach 35 credits
<b>Master's Exam / Master's Thesis</b>	<u>Minimum of 2 credits (S/F grading):</u> ED_AD 702 <i>Master's Exam</i>	<u>Minimum of 11 credits (S/F grading)</u> ED_AD 700 <i>Master's Thesis Credits</i>

**IMPORTANT:** Students are responsible for all deadlines and procedures for the master's 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\\_masters.pdf/](https://gradschool.wsu.edu/documents/2015/07/ddlns_proc_masters.pdf/).

### Forming a Master's Committee and Submitting a Program of Study for Approval

#### Step 1: Formation of Master's Committee

- The composition of the master's committee must meet program bylaws: <https://education.wsu.edu/documents/2015/09/ed-leadership-phd-edm-and-ma-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 and evaluating the final master's exam (Ed.M.) or thesis (M.A.).
- It is the student's responsibility to initiate the formation of the committee. Faculty members are not required to serve on a particular student's master's 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 master's committee by signing the *Program of Study Request* form, available on the Graduate School's "Forms" page here: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. The committee can be changed at a later time, if necessary, by submitting a Committee Change form, available here: <https://gradschool.wsu.edu/documents/2014/12/committee-change-form.pdf/>.

#### Step 2: Submitting a Program of Study

- The Program of Study is the official form documenting the student's plan for fulfilling the requirements of the degree. Ideally, it should be submitted to the Graduate School by the end of the second semester of enrollment (not including summer sessions) or after approximately 12 credits have been completed. 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. The Program of Study can be changed at a later time, if necessary, by submitting a Program Change form, available here: <https://gradschool.wsu.edu/documents/2014/12/program-change.pdf/>.
- Completed forms should be submitted to the student's Academic Coordinator.

#### Transfer Credits

- Up to nine semester credits of graduate level courses may be transferred from other institutions and included on the master's Program of Study. Courses approved for transfer must be taken as a Graduate Student from a comparable program at an accredited institution of higher learning. All transfer courses must have been completed within the six-year time limit allowed for completion of the degree.

## **Degree Requirements (Ed.M. and M.A.) (continued)**

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### Transfer Credits (continued)

- 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 master's 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/>.

### Completion Timeline

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

### Application for Graduate Degree

- The Application for Graduate Degree should be submitted early in the semester *prior* to graduation and by posted deadlines. Students must apply to graduate via their myWSU portal. Deadlines can be found here: [https://gradschool.wsu.edu/documents/2015/07/ddlins\\_proc\\_masters.pdf/](https://gradschool.wsu.edu/documents/2015/07/ddlins_proc_masters.pdf/) and information on how to apply to graduate can be found here: <https://gradschool.wsu.edu/graduation-application/>. NOTE: Applications will not be processed if the student does not have an approved Program of Study on file.

## **Forms and Procedures Specifically for the M.A. (thesis) Degree**

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### **Thesis Proposal and Defense ("T-1")**

#### Developing the Thesis Proposal:

- Students should begin discussion of the topic with their committee Chair during their first semester. The student develops a thesis research proposal in consultation with the Chair and committee.

#### Scheduling the T-1 Meeting

- Once the Chair agrees the proposal is ready, the T-1 meeting can be scheduled. Scheduling forms may be obtained from the student's Academic Coordinator or at <https://education.wsu.edu/documents/2015/09/proposals-d-1m-1t-1-scheduling-form.pdf/>. Students are responsible for working out the T-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 full business days prior to the meeting date. In most cases, the Academic Coordinator will schedule rooms on the student's behalf.
- Copies of the thesis proposal should be distributed to committee members at least two weeks before the T-1 meeting.
- Students should bring the Thesis Proposal Approval form (available from the student's Academic Coordinator or at <https://education.wsu.edu/documents/2015/09/thesis-t-1-proposal-approval-form.pdf/>) to the T-1 meeting. Approval of the thesis proposal is indicated by committee signatures on this form.

#### Obtaining Human Subjects Approval

- After approval of the T-1 and prior to any data collection, students must obtain WSU Institutional Review Board (IRB) approval to conduct research involving human subjects. The IRB letter of approval must be submitted to the student's committee Chair, the student's Academic Coordinator, and the College of Education Office of Graduate Education ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)) before data collection begins. Students must also attach a copy of the IRB approval letter to their Final Examination

## Forms and Procedures Specifically for the M.A. (thesis) Degree (continued)

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### Obtaining Human Subjects Approval (continued)

scheduling form. Failure to gain approval prior to data collection shall result in rejection of the final thesis and prevent students from scheduling the final master's examination.

- The IRB form for approval of human subjects research is available at the Office of Research Assurances website (<http://www.irb.wsu.edu/resources.asp>).

### **Completion of the Thesis**

- The student is responsible for conferring with the committee chair and members of the committee to familiarize them with progress of the thesis research and to benefit from their guidance. The student should also obtain WSU's Dissertation and Thesis Guidelines and the Deadlines and Procedures for Graduation (both available at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>).
- Students are responsible for initiating contact with their Chair on a mutually agreed upon schedule to discuss progress on research and writing the thesis. As required by the Chair, students will submit an initial draft, followed by revisions and corrected drafts as needed. 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.

### Thesis Defense (T-2)

- The purpose of the final oral defense (T-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 thesis research. The final defense is generally limited to two hours. The format of the defense meeting is determined by the student's committee; typically, the student presents the thesis research study and responds to the questions and comments of faculty in attendance. The student passes the final oral defense if the number of those voting affirmatively meets the standard established by the WSU Graduate School. Those entitled to vote are all members of the student's committee and other members of the Graduate Faculty in attendance.

### Timeline and Forms

- 14 calendar days before the defense (minimum): Students present a final copy of the thesis to their Chair and committee members.
- 10 full business before the defense: Students send a final copy of the thesis to the Office of Graduate Studies ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)) via email attachment.
- 5 full business before the defense: Students provide an electronic copy of the Abstract to the Office of Graduate Studies (see above).

In the event of a failed examination, a second and final attempt may be scheduled after a lapse of at least three months. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present for a re-examination. The entire committee must be present and vote. A student who has failed two examinations will be terminated from the Graduate School.

### Completion of Degree Requirements

Upon successful defense of the thesis and any required final revisions, other obligations include:

- Submit the thesis (PDF) within five full business days of the final defense. Submission guidelines are here: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>.
- Submit one copy of the title, abstract and signature pages to the WSU Graduate School within five full business days of the final defense.