

# Leadership for School Improvement

A statewide doctor of  
education program

## Program Handbook

Revised Fall 2007

Department of Educational Leadership  
and Counseling Psychology  
Washington State University

WASHINGTON STATE  
 UNIVERSITY



*Leadership for School Improvement*  
**WSU’s Statewide Doctor of Education Program Handbook**

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**Washington State University**  
**College of Education**

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**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.



**Mission Statement**

The mission of the Department of Educational Leadership and Counseling Psychology is to address the needs of communities, individuals, and educational institutions in a diverse society through leadership, scholarship, collaboration and professional practice.

The Washington State University Educational Leadership Program prepares practitioner-scholars for leadership in education at the local, state, national, and international levels. A team of academic and field-experienced faculty blends scholarship and practical expertise to prepare school leaders who utilize research, implement policy, and reform practice to improve learning and achievement for all students. The statewide program serves students from all WSU campuses and fosters a community of educational leaders who work together toward the goals of school improvement and social justice.

***Leadership for School Improvement***  
**WSU's Statewide Doctor of Education Program**  
**Program Handbook**

**Introduction**

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The educational leadership program at Washington State University offers graduate studies at the master's (Ed.M., M.A.) and doctoral (Ed.D., Ph.D.) levels as well as administrator certification programs for principals, superintendents, and program administrators at one of the nation's leading land-grant research universities. The educational leadership program serves educators throughout Washington State with program offerings at all WSU campuses. The program provides a balance of practical experience, research, and theory to prepare *practitioner-scholars* for leadership positions in school settings.

This handbook describes the **Statewide Doctor of Education (Ed.D.) Program**. This is designed as a cohort-based program focusing on the theme of *leadership for school improvement*. Program participants are part of a *learning community* dedicated to enhancing educational leadership practice to improve schools and promote the learning of *all* children. The program has several unique features:

***Statewide Program Delivery***

Program participants can access courses and work with advisors through all of WSU's campuses (Pullman, Spokane, Vancouver, Tri-Cities). Through careful sequencing of program offerings, participants at all campuses can work in local cohort groups and complete all requirements within a four-year timeframe.

***A Practitioner-Scholar Approach***

Program content combines the best of both worlds—issues important to practicing school leaders and the scholarship that can help to analyze and address these issues. Program faculty blends the strengths of academic scholars and practitioners; while several faculty members are highly successful, experienced administrators, others are highly regarded academic scholars. Both contribute to the central purpose of the program, to prepare *practitioner-scholars* for *leadership for school improvement*.

***Summer Inquiry Institutes***

To augment the program offerings available at each campus, participants from around the state attend two-week summer institutes on the Pullman campus. These institutes help build a *learning community* and *support network* among the statewide cohort. Institute participants share their leadership experiences and challenges, plan *collaborative inquiry* around problems of practice, and benefit from working with a wider range of educational leadership faculty. The institute is designed to help students move toward completion of their dissertation research.

***Alignment with Certification Programs***

The statewide Doctor of Education (Ed.D.) program is closely aligned with WSU's field-based superintendent certification program. Students who have completed the superintendent program can apply all credits toward the Ed.D. program of study. However, participation in the superintendent program is not a requirement for the Ed.D.; program offerings are carefully sequenced to allow *all* participants to complete the program together as members of the statewide cohort, both those enrolled in the superintendent program and those who are not.

## Purpose of the Handbook

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This handbook serves as a guide for the faculty and students in the educational leadership program; it is a supplement to the Washington State University (WSU) Graduate Catalog and the WSU Graduate School's policies and procedures. The handbook is intended to aid the student's orientation to and progress in the Doctor of Education program.

It is the student's responsibility to follow the procedures outlined in this handbook and to stay informed about program changes, requirements for the degree, and the policies and procedures of the Graduate School (available at <http://www.gradsch.wsu.edu>). The policies and procedures operative on the date of the student's initial enrollment govern the student's program. As used in this handbook:

- **“Department”** refers to the Department of Educational Leadership and Counseling Psychology, located in Cleveland Hall 351 on the Pullman campus, (509) 335-9117
- **“Graduate School”** refers to WSU's Graduate School, located in the French Administration Building, room 324, on the Pullman campus (<http://www.gradsch.wsu.edu>), (509) 335-6424
- **“COE Office of Graduate Studies”** refers to the College of Education Office of Graduate Studies located in Cleveland Hall 252 on the Pullman campus, (509) 335-7016/335-9195 ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu))
- **“Regional campuses”** refers to the WSU campuses located in
  - Spokane, 600 North Riverpoint Blvd., (509) 358-7942
  - Tri-Cities, 2710 University Dr., Richland, (509) 372-7396
  - Vancouver, 14204 NE Salmon Creed Ave., (360) 546-9673

## Contact Information

This handbook and all application materials for the statewide Doctor of Education program are available at the educational leadership website (<http://education.wsu.edu/graduate/specializations/edleadership/>). For more information, contact the COE Office of Graduate Studies at (509) 335-7016/335-9195 ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)) or the following contact persons at the regional campuses:

### Spokane Campus

Kelly LaGrutta  
(509) 358-7942      [lagrutta@wsu.edu](mailto:lagrutta@wsu.edu)

### Tri-Cities Campus

Helen Berry  
(509) 372-7396      [hberry@wsu.edu](mailto:hberry@wsu.edu)

### Vancouver Campus

Jill Homme  
(360) 546-9075      [jhomme@vancouver.wsu.edu](mailto:jhomme@vancouver.wsu.edu)

## Program Faculty

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### Pullman Campus

**Eric J. Anctil, Ph.D.—University of Wisconsin, Madison (ejanctil@wsu.edu)**

- Media images of education; mass media and education; media literacy for educational leadership, K-20; educational policy analysis; school-community relations

**Len Foster, Ed.D.—University of Nevada, Reno (lenf@wsu.edu)**

- Socio-cultural influences in school; school principals; school reform/restructuring; higher education

**Forrest W. Parkay, Ph.D.—University of Chicago (fwparkay@wsu.edu)**

- K-12 educational Leadership; multicultural education; school principals; curriculum and instruction

**Paul Pitre, Ph.D.—University of Maryland (pepitre@wsu.edu)**

- Multicultural education and policy analysis

### Washington State University, Spokane

**Gail Furman, Ph.D.—Washington State University (gfurman@wsu.edu)**

- Organizational and leadership theory; school as community; moral leadership and ethics; qualitative research methods

**Gordon Gates, Ph.D.—Washington State University (gates@wsu.edu)**

- Principal and teacher leadership; evaluation in school improvement

**Jim Howard, Ph.D.—University of Oregon (jamesh@mail.wsu.edu)**

- The principalship

**Joan Kingrey, Ph.D.—Washington State University (kingrey@wsu.edu)**

- Organizational development learning; K-12 educational leadership

**Dennis Ray, Ed.D.—Washington State University (dray@wsu.edu)**

- K-12 educational leadership; the superintendency

**Gene Sharratt, Ph.D.—Washington State University (gsharratt@wsu.edu)**

- Leadership and school improvement

### Washington State University, Tri-Cities

**Nancy Kyle, Ed.D.—Washington State University (nkyle@tricity.wsu.edu)**

- K-12 educational leadership; curriculum and instruction

### Washington State University, Vancouver

**Paul Goldman, Ph.D.—University of Chicago (goldman@vancouver.wsu.edu)**

- K-12 educational leadership; educational organizations; research methods; politics and policy; sociology of education

**Gay Selby, Ed.D.—Washington State University (selby@vancouver.wsu.edu)**

- K-12 educational leadership; superintendency

## Program Overview

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The statewide Doctor of Education (Ed.D.) program is designed as a cohort-based, four-year program, offered through all WSU campuses. Students in all regions of the state follow the same application process for admission (described below) to join a statewide cohort admitted each fall; once admitted, students may access course offerings and advisement through any of WSU's campuses. Courses are carefully sequenced to allow students at all campuses to work in local cohort groups and complete the program within a four-year time frame (contingent upon successful completion of program requirements and dissertation research). In addition to program offerings at the regional campuses, students attend two-week summer institutes at the Pullman campus for two consecutive summers, after completion of at least 12 graded credit hours including a research methods course (typically EdRes 563). The purpose of the summer institutes is to build a *learning community* and *support network* among the state-wide cohort, and to form *inquiry groups* that will focus dissertation research on common problems of *leadership for school improvement*. During the fourth year of the sequence, students are enrolled full-time in dissertation research (EdAd 800).

The **Program of Study** (described in step 4 below) for completion of the Ed.D. requires a minimum of 72 semester hours, including at least 42 semester hours of graded coursework and at least 20 semester hours of EdAd 800—Dissertation Research. Up to 12 semester hours on the Program of Study may be transferred from other accredited programs or from the student's master's degree, if approved by the faculty. Continuous enrollment in EdAd 800 (at least 2 credits each semester) is required while students are completing the dissertation. Students work with an advisor, as described below, to create an approved **Program of Study**. (General course requirements for the Doctor of Education degree are provided in Appendix A. A model sequence of courses for the statewide Doctor of Education is provided in Appendix B.)

## Steps for Completing the Statewide Doctor of Education (Ed.D.) Degree in Educational Leadership

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*Please note that students have the responsibility to see that all steps are completed and that a record of progress is kept up-to-date in the COE Office of Graduate Studies ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)).*

### **Step 1: Admission into the Statewide Ed.D. Program**

#### **(Please see Appendix C for a Checklist for Admission Procedures)**

Admission to the educational leadership Doctor of Education program at Washington State University involves application and acceptance into both the WSU Graduate School and the Department of Educational Leadership and Counseling Psychology. The WSU Graduate School application can be completed online at [www.gradsch.wsu.edu](http://www.gradsch.wsu.edu). The Graduate School also requires official transcripts from all previous colleges/universities attended and three letters of recommendation, as indicated on the application form.

The Department of Educational Leadership and Counseling Psychology supplemental information materials should be submitted through the student's primary campus of enrollment (e.g., Pullman, Spokane, Tri-Cities, Vancouver—see contact information on page 4.) Printable supplemental information materials are available online at <http://education.wsu.edu/graduate/apply/edleadership>. The department also requires copies of currently held certificates, a current resume or vita, and official copies of Graduate Record Exam (GRE) or Miller Analogy Test (MAT) scores, as stipulated on the supplemental information form.

The application deadline is January 10, for summer or fall admission. To be considered for admission, students must hold a master's degree and have at least a 3.0 grade average in previous graduate study. The final decision to accept a doctoral student into the statewide Ed.D. program rests with the Graduate School. Once accepted, the student is assigned a temporary advisor until a committee is selected and the **Program of Study** is filed (see step 4 below). The student should download and become familiar with the **Deadlines and Procedures for Graduation** bulletin available online from the WSU Graduate School at <http://www.gradsch.wsu.edu/current-students/formsfordegree.html>. Once enrolled in the program, Ed.D. students are reviewed annually by faculty to assess progress toward degree requirements.

A helpful **Checklist for Admission Procedures** is provided in **Appendix C**. More information is available from the COE Office of Graduate Studies ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)) or from the contact persons at each regional campus listed on page 4 of this handbook.

### **Step 2: Selection of a Committee Chair and the Doctoral Committee**

After starting the Ed.D. program, the student should request a graduate faculty member in the educational leadership program to serve as doctoral committee chair. The faculty member must concur. A list of currently eligible educational leadership graduate faculty members is available from the COE Office of Graduate Studies ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)). The student then selects the other committee members, in consultation with the committee chair. The committee must include at least three faculty members. One person who is not a member of the graduate faculty may be included on the committee. It is recommended that committees be limited to three or four faculty members. The student must secure the consent of all members to serve in this capacity by having

each sign the completed **Program of Study** (see step 4 below). The committee may be changed at a later time, if necessary, with the concurrence of the student, committee members, and department chair. A **Committee Change Form** must be completed to finalize a committee change (available online at <http://gradschool.wsu.edu/current-students/formsfordegree.html>).

### **Step 3: Submission of a Program of Study**

After selection of a committee (see steps 2 and 3 above), the student should prepare a **Program of Study** in consultation with the committee chair (**Program of Study** form is available <http://gradschool.wsu.edu/current-students/formsfordegree.html>.) The student submits a copy of the **Program of Study** to the committee chair for signature; the program must also be signed by the other committee members and the department chair. When final signatures are obtained, the **Program of Study** is submitted to the COE Office of Graduate Studies ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)) and is forwarded to the WSU Graduate School for final approval.

### **Doctor of Education Degree Requirements**

A minimum of 72 semester credit hours is required for completion of the Ed.D. degree. These hours must include at least 42 graded coursework credits and at least 20 credits of EdAd 800 (Dissertation Research). The program of study should include a solid core of educational leadership courses (at least 21 credits). The following courses (or equivalent) are required and should be included on the **Program of Study**.

#### **Research Requirements – minimum of 15 semester credits**

EdRes 563	(3)	Principles of Research (prerequisite for all other research courses)
EdRes565	(3-4)	Quantitative Research (Statistics)
EdRes 564	(3)	Qualitative Research <b>OR</b>
EdPsy 570	(3)	Introduction to Program Evaluation
EdAd 521	(6)	Summer Institutes—Inquiry Methods

#### **Foundations – minimum of 6 credits**

EdAd 522	(6)	Summer Institutes—Schooling and Culture
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### **Transfer Courses on the Program of Study**

Students may include on the **Program of Study** no more than 12 semester credits of graduate level transfer courses from other institutions or from the student's master's program 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 ten-year timeframe allowed for completion of the Ed.D. degree.

Transfer courses must be approved at three levels: First, the student's committee approves by signing the **Program of Study** form; second, the department chair approves by signing the **Program of Study** form; and, third, the dean of the WSU Graduate School indicates final approval by signing the **Program of Study** form.

After the **Program of Study** is approved, changes may be made later by submitting a **Change of Program** form (available at <http://gradschool.wsu.edu/current-students/formsfordegree.html>), which must be signed by all committee members and the department chair.

#### **Step 4: Fulfilling Residency Requirements**

An Ed.D. candidate must be enrolled full-time (10-18 credits) for one academic year (fall and spring semesters) to satisfy WSU's residency requirements for the Doctor of Education degree (see <http://gradschool.wsu.edu/current-students/policy/doctorddegrees.html> for more information on residency requirements). The statewide Ed.D. program is sequenced to allow for residency during the fourth year of the program when students are enrolled full-time in EdAd 800—Doctoral Research. (See Appendix B for a model course sequence.) Typically, Ed.D. students will enroll in EdAd 800 through the campus where their doctoral chair is located.

#### **Step 5: Doctoral Preliminary Examination**

Preliminary examinations for the Ed.D. degree are offered during the fall and spring semesters and during summer session. (Check current dates with the COE Office of Graduate Studies, [gradstudies@wsu.edu](mailto:gradstudies@wsu.edu).) The statewide Ed.D program is sequenced to encourage completion of the preliminary examination during the spring semester of the third year (see Appendix B for a model course sequence); however, this sequence is flexible, and the student works with his or her committee chair to determine the best time to take the exam. In any event, the exam must be completed at least four months before the final oral defense of the dissertation (see step 8 below). When the decision is made to schedule the preliminary exam, the student is responsible for **officially** scheduling the exam using the **Preliminary Examination Scheduling Form** (available at <http://gradschool.wsu.edu/current-students/formsfordegree.html>). This form is due to the COE Office of Graduate Studies at least 20 working days prior to the exam date. In general, an Ed.D. student is eligible to take the written preliminary examination when:

- a. A majority of the graded coursework on the **Program of Study** has been completed;
- b. The student is registered for a minimum of two hours of EdAd 800 during the semester/summer session he or she is taking the exam;
- c. The approval of the doctor committee has been secured as indicated by signatures on the **Preliminary Examination Scheduling Form**.

The preliminary examination is designed by the student's committee and tests the student's ability to integrate what has been learned from courses, seminars, and independent study and to relate this knowledge to research in educational leadership. The exam is a 12-hour written exam, typically scheduled in four-hour sessions over three days. Evaluation of the student's performance on the exam is the responsibility of the student's committee members. The final decision determining whether the Ed.D. student passes or fails the preliminary examination is contingent upon a vote of the graduate faculty of the educational leadership program; this vote is conducted at a "ballot meeting" held within four weeks of the exam date. The doctoral student does not attend this meeting and is informed in writing of the faculty's decision. Passing the preliminary examination advances the student to candidacy for the Doctor of Education degree.

In the event of a failed examination, the student may be re-examined only with the recommendation of the student's committee and permission of the department. At least three months must lapse between a failed examination and reexamination. A student who has failed a preliminary examination does not have an automatic right to a second examination. A student who has twice failed the preliminary examination may not become a candidate for the Ed.D. degree.

### **Step 6: Submission and Approval of the Dissertation Proposal**

After passing the preliminary examination, the student develops a dissertation research proposal in consultation with the doctoral committee chair and committee. The student is responsible to schedule a meeting of the committee to present and defend the proposal at the “D-1” meeting. (The form for scheduling the D-1 is available from the COE Office of Graduate Studies, [gradstudies@wsu.edu](mailto:gradstudies@wsu.edu).) Copies of the dissertation proposal should be distributed to committee members at least two weeks before the D-1 meeting. The student is responsible to bring the **Dissertation Proposal Approval Form** (available from the COE Office of Graduate Studies) to the D-1 meeting; approval of the proposal is indicated by committee signatures on this form. In addition, the student must obtain approval for the study from WSU’s Office of Grants and Research Development (OGRD). To obtain this approval, the student files a **Human Subjects Review Form** (available from [www.ogrd.wsu.edu/forms.asp](http://www.ogrd.wsu.edu/forms.asp)). A signed Human Subjects approval must be attached to the **Dissertation Proposal Approval Form** and submitted to the COE Office of Graduate Studies. Proof of Human Subjects approval must be submitted to the WSU Graduate School upon scheduling of the final oral defense of the dissertation (see step 8 below).

The statewide Ed.D. program is sequenced to encourage students to present and defend their dissertation proposals during the fall semester of the fourth year, while students are enrolled full-time in EdAd 800. (See Appendix B for a model course sequence.)

### **Step 7: Completion of the Dissertation**

The Ed.D. candidate is responsible for conferring with the committee chair and members of the committee to familiarize them with progress of the dissertation research and to benefit from their guidance. The student should also obtain WSU’s **Dissertation Guidelines** and the **Deadlines and Procedures for Graduation** (both available at <http://gradschool.wsu.edu/current-students/formsfordegree.html>).

The usual procedure relative to writing and completing the dissertation is:

- a. Prepare an initial draft and present it to the committee chair. Revisions and corrected drafts may be required.
- b. When the dissertation is nearing completion, obtain and complete the **Application for Doctoral Degree** (available at <http://gradschool.wsu.edu/current-students/formsfordegree.html>) during the semester before the final oral defense.
- c. Present the dissertation in final form for approval by each committee member. Further revisions and corrections may be required. The committee is responsible for approving all aspects of the final dissertation before the final oral defense is scheduled.
- d. Obtain committee and department chair signatures on the **Dissertation/Thesis Acceptance/Final Examination Scheduling Form** (available at <http://gradschool.wsu.edu/current-students/formsfordegree.html>) and submit to the WSU Graduate School with a final copy of the dissertation at least ten working days prior to the final oral defense.
- e. Present a final copy of the dissertation to the chair and committee members at least two weeks prior to the final oral defense.
- f. Provide a final copy of the dissertation to the COE Office of Graduate Studies at least ten working days before the final oral defense.
- g. Provide an electronic copy of the abstract to the COE Office of Graduate Studies at least five working days prior to the final oral defense.

### **Step 8: Final Oral Defense of the Dissertation**

The purpose of the final oral defense (the “D-2”) is to test the candidate’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. The format of the defense meeting is determined by the candidate’s committee; typically, the candidate presents the dissertation research study and responds to the questions and comments of faculty in attendance. The candidate 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.

### **Step 9: Completion of Degree Requirements**

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

- a. Return one copy of the dissertation, signed in black ink by all committee members, to the Graduate School within five working days for final acceptance. When dissertations are electronically submitted to the Graduate School, paper copies of the title page, abstract and signature pages are still required. Specific steps for final acceptance are listed in the Final Examination Scheduling Form packet. More information about submitting the doctoral dissertation is included on the final dissertation checklist included in the final scheduling packet which may be found at: <http://gradschool.wsu.edu/current-students/formsfordegree.html>.
- b. Provide a final bound copy of the dissertation to the Department of Educational Leadership and Counseling Psychology.
- c. As a courtesy, provide a final bound copy to the committee chair and final soft copies to all other committee members.

## Frequently Asked Questions

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**Q: What is the difference between the Ph.D. and Ed.D. degree programs in Educational Leadership:**

**A:** The Ph.D. program is intended to prepare scholars and researchers, while the Ed.D. program prepares “scholar-practitioners” who intend to continue with careers in the K-12 field. The Ph.D. program of study, in contrast to the Ed.D., requires 6 additional credits of graded course work, more extensive preparation in research methods, a 9-credit hour “cognate,” and more hours of EdAd 800 for completion of the dissertation (see step 4 in this handbook). The Ph.D. dissertation is an original, empirical research study that contributes to the scholarship in the field, while the Ed.D. dissertation is an action research study intended to solve a contemporary problem of practice in K-12 schools.

**Q: What is a Program of Study?**

**A:** A **Program of Study** is a plan for completion of your doctoral degree. It lists the members of your committee and the courses you plan to take. The **Program of Study** form is available on-line from the WSU Graduate School at <http://gradschool.wsu.edu/current-students/formsfordegree.html>.

**Q: When should I file the Program of Study?**

**A:** The **Program of Study** is filed as soon as possible after selecting a graduate committee for the doctoral program. Early completion of the **Program of Study** is important because it allows for the student and advisor to work together to make sure that all program requirements will be completed in a timely manner.

**Q: Can I change the doctoral committee or list of courses once the Program of Study is filed?**

**A:** Yes, both the committee and listing of courses can be changed, with the permission of the department chair. To change the committee, complete a **Committee Change** form (available at <http://gradschool.wsu.edu/current-students/formsfordegree.html>), obtain the necessary signatures, and submit to the COE Office of Graduate Studies ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)). To change the courses listed on the Program of Study, complete a Change of **Program** form (available at <http://gradschool.wsu.edu/current-students/formsfordegree.html>), obtain the necessary signatures, and submit to the COE Office of Graduate Studies.

**Q: Who should be on my committee?**

**A:** Your committee is a group of faculty members who will assist you through your preliminary examination and dissertation process. The committee is composed of at least three faculty members, including your chair. The chair must be a graduate faculty member in the educational leadership program. In addition, one person who is not a member of the graduate faculty may be included on the committee. The student must secure the consent of all members to serve in this capacity by having each sign the completed **Program of Study**.

**Q: How many credits can transfer onto my program?**

**A:** You can transfer up to 12 semester credits of graduate work from another institution or from a master’s program at WSU, with permission of your committee, the department chair, and the WSU Graduate School. All transfer courses must have been completed within the ten-year timeframe allowed for completion of the Ed.D. degree. Consult with your advisor to determine which transfer courses you should include on the **Program of Study**.

**Q: The statewide Ed.D. program is described as a four-year, cohort-based program. What happens if I can't complete the program in four years or stay with the cohort sequence?**

**A:** You can still complete the statewide Ed.D. degree. Your advisor/chair will work with you to develop an alternative plan for completing the program. Doctoral students have ten years to complete all degree requirements.

**Q: The statewide Ed.D. program requires two consecutive summer inquiry institutes in Pullman. What happens if I can't attend for both summers?**

**A:** The summer institutes are an important part of the statewide Ed.D. program. At the summer institutes, you meet and work with a wider range of educational leadership faculty and with doctoral students from around the state; you get critical help with your dissertation research work; and you get to work in inquiry groups with other doctoral students, away from the distractions of your professional role. However, the Ed.D. program faculty recognizes that for certain individuals personal and professional circumstances may make it impossible to complete all program requirements in the sequence provided. In this case, your advisor will work with you to identify alternative coursework for completing degree requirements.

**Appendix A**  
**General Course Requirements for the Doctor of Education (Ed.D.)**  
**in Educational Leadership**

The **Program of Study** for the Doctor of Education degree must include a minimum of 72 credit hours, including at least 42 credit hours of graded coursework and at least 20 credit hours of dissertation research (EdAd 800). Twenty-one of the graded coursework hours must be educational leadership courses. The following is a partial list of appropriate courses and is subject to change.

**I. Educational Leadership Courses (minimum 21 credits)**

EdAd 503	(3)	Values and Ethics of Leadership
EdAd 510	(3)	Improvement of Instruction
EdAd 511	(3)	Models of Teaching
EdAd 514	(3)	Basic Principles of Curriculum Design
EdAd 515	(3)	Curriculum Implementation
EdAd 516	(3)	Instructional and Curriculum Leadership
EdAd 517	(3)	In-Service Programs
EdAd 518	(3)	Educational Technology
EdAd 520	(3)	Seminar in Curriculum and Instruction
EdAd 580	(3)	School Organization and Administration
EdAd 581	(3)	Politics in Education
EdAd 582	(3)	Policy Formation in Education
EdAd 583	(3)	Community and Communications
EdAd 584	(3)	Human Resources Management
EdAd 585	(3)	Financial Management in Education
EdAd 586	(3)	Management of Facility Planning
EdAd 587	(1-6)	Seminar in School Administration
EdAd 588	(3)	The Law and Education
EdAd 589	(3)	Leadership Development Seminar
EdPsy 510	(3)	Assessment of Learning

**II. Foundations Courses (minimum 6 credits)**

EdAd 501	(3)	Philosophy of Education
EdAd 507	(3)	Social Foundations of Education
EdPsy 502	(3)	Theoretical Foundations of Learning and Instruction
EdAd 522	(3-6)	Special Topics—Schooling and Culture (summer institutes)

**III. Research Courses (minimum 15 credits)**

EdRes 563	(3)	Principles of Research — <b>prerequisite for all other research courses</b>
EdRes 565	(3)	Quantitative Research (Statistics)
EdRes 564	(3)	Qualitative Research <b>OR</b>
		EdPsy 570 (3) Introduction to Program Evaluation
EdAd 521	(3-6)	Special Topics—Inquiry Methods (summer institutes)

**IV. Additional Research Electives—To be determined by consultation with advisor**

EdAd 537	(3)	Advanced Qualitative Research in Education
EdAd 538	(3)	Special Topics in Qualitative Research
EdPsy 509	(3)	Educational Measurements
EdPsy 565	(3)	Advanced Educational Statistics
EdPsy 571	(3)	Advanced Program Evaluation
EdPsy 568	(3)	Research Methods II
T&L 524	(3)	Arts Based Educational Research

**V. Dissertation Research and Additional Studies**

EdAd 800	(V)	Doctoral Research/Dissertation/Examination ( <b><u>minimum 20 credits</u></b> )
EdAd 590	(V)	Internship

## Appendix B

### Model Sequence of Courses for the Statewide Doctor of Education Program

	Students in Superintendent Cohort			Students <u>NOT</u> in Superintendent Cohort**		
		Graded Credits	P/N Credits		Graded Credits	P/N Credits
<b><i>Year 1</i></b>						
Fall	EdAd 587 EdAd 590	3	3	EdAd 587 or EdAd 581	3	
Spring	EdAd 580 EdAd 590	3	3	EdAd 580 or EdAd other	3	
Summer	EdAd 588, 585, 584 or other	3		EdAd 588, 585, 584, or other	3	
	EdRes 563	3		EdRes 563	3	
<b><i>Year 2</i></b>						
Fall	EdAd 503 EdAd 590	3	3	EdAd 503 or EdAd 587	3	
Spring	EdAd 582 EdAd 590	3	3	EdAd 582 or EdAd other	3	
Summer	EdAd 521 EdAd 522 (Pullman)	6		EdAd 521 EdAd 522 (Pullman)	6	
	EdAd 588, 585, 584 or other	3		EdAd 588, 585, 584, or other	3	
<b><i>Year 3</i></b>						
Fall	EdRes 565	3		EdRes 565	3	
Spring	EdRes 564	3		EdRes 564	3	
	Prelims – EdAd 800		2	Prelims – EdAd 800		2
Summer	EdAd 521 EdAd 522 (Pullman)	6		EdAd 521 EdAd 522 (Pullman)	6	
	EdAd 588, 585, 584 or other	3		EdAd 588, 585, 584 or other	3	
<b><i>Year 4</i></b>						
Fall	EdAd 800 <i>D-1</i> <i>defense</i>		10	EdAd 800 <i>D-1</i> <i>defense</i>		10
Spring	EdAd 800 <i>final</i> <i>defense</i>		10	EdAd 800 <i>final</i> <i>defense</i>		10
<b>TOTAL</b>		42	34		42	22

**\*\*Students NOT in superintendent cohort will need 8 more credits (graded or non-graded) to complete the 72 hour requirement for the Ed.D.**

**Appendix C**  
**Checklist for Admission Procedures to the Ed.D. Program**

**1. Submit the following items to the WSU Graduate School:**

Graduate School, Washington State University  
P. O. Box 641030, French Administration 324, Pullman, WA 99164-1030  
(509) 335-6424 (<http://www.gradsch.wsu.edu/>)

\_\_\_\_\_ **Graduate School Application**

*available online at <http://www.gradsch.wsu.edu/future-students/admission/apply.html>*

\_\_\_\_\_ **\$50 application fee**

*paid with credit card when submitting on-line application*

\_\_\_\_\_ **OFFICIAL transcripts from any colleges/universities:**

- Where any degrees have been granted or are expected.
- That show the last 60-graded semester (90 quarter) credits of course work
- That show graded graduate level work (including doctoral) taken after the bachelor's degree.
- "Official" transcripts are those sent directly by the college/university the student attended to the WSU Graduate School in Pullman. Transcripts that are not sent directly from the Registrar of the school attended to the WSU Graduate School are NOT considered official. Transcripts issued directly to students in sealed envelopes are NOT considered official.

**Transcripts are NOT required for course work taken at WSU**

\_\_\_\_\_ **Three letters of reference**

**2. Submit the following items to your primary campus of enrollment:**

**Pullman:**

Office of Graduate Studies, College of Education  
Washington State University  
P. O. Box 642114, Pullman, WA 99164-2114  
(509) 335-7016/335-9195 [gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)

**Spokane:**

Educational Leadership, c/o Kelly LaGrutta  
P. O. Box 1495, Spokane, WA 99210-1495  
(509) 358-7942 [lagrutta@wsu.edu](mailto:lagrutta@wsu.edu)

**Tri-Cities:**

Educational Leadership, c/o Helen Berry  
2710 University Dr., Richland, WA 99352  
(509) 372-7396 [hberry@wsu.edu](mailto:hberry@wsu.edu)

**Vancouver:**

Educational Leadership, c/o Jill Homme  
14204 NE Salmon Creek Ave., Vancouver, WA  
98686-9600  
(360) 546-9673 [jhomme@vancouver.wsu.edu](mailto:jhomme@vancouver.wsu.edu)

\_\_\_\_\_ **Supplemental Information Form**

*(attached)*

\_\_\_\_\_ **Statement of professional objectives and how the Ed.D. program will promote them**

\_\_\_\_\_ **Current resume or vita**

\_\_\_\_\_ **Copy of official Graduate Record Exam (GRE) or Miller Analogy Test (MAT) Scores**

\_\_\_\_\_ **Copies of currently held certificates**

**3. 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> Students are encouraged to take this training as soon as they are admitted to the doctoral program. Once you have completed this training, you will receive email confirmation of your completion. Please forward this email to the College of Education Office of Graduate Studies ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)) as well as to the campus through which you applied. We must report the date of completion. Delay in the completion of this training could delay a student's progression through their graduate program. The training will need to be repeated after a five-year period.



**Professional Experience: List school experience; begin with the most current experience.**

Dates of Employment	District and location	Position held	Supervisor

**Credentials**

Educational or professional credential/certificate held:	Issued by/ certificate # (attach copies)
_____	_____
_____	_____

**Written Statement**

On separate paper, please describe your professional objectives and how you believe the desired graduate program will promote those objectives. (Be sure to include your name on each page of the essay and attach it to this application form.)

**Disclosures**

Have you ever had a teaching or administrative credential revoked? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been dismissed from a position? \_\_\_\_\_ Yes \_\_\_\_\_ No

Within the last seven years, have you been convicted, fired, imprisoned or placed on probation for violation of any law, police regulation or ordinance (excluding traffic violations)? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If you answered “yes” to any of the above questions, please attach a full explanation, which will not prejudice your admission to this program.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please note: All application and supplemental materials **MUST** be received by the department of educational leadership before the **January 10** cutoff date in order for candidate to be considered for the program.

**For questions, please call or email:**

(509)335-7016/335-9195  
[gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)

**Please send all departmental application materials to:**

Office of Graduate Studies  
College of Education  
Washington State University  
252 Cleveland Hall  
PO Box 642114  
Pullman, WA 99164-2114