

# Doctor of Philosophy (Ph.D.) in Education

with a Specialization in  
Educational Leadership

## Program Handbook

Adopted fall 2007

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and Counseling Psychology  
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with a Specialization in Educational Leadership**

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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.

# **Doctor of Philosophy (Ph.D.) in Education with a Specialization in Educational Leadership**

## **Program Handbook**

### **Introduction**

The program for the Doctor of Philosophy (Ph.D.) in Education with a specialization in Educational Leadership is intended to prepare scholars and researchers and focuses on developing and applying theoretical and research knowledge and skills to the field of K-12 educational leadership. The Ph.D. program is designed primarily for students who intend to pursue careers in policy, research, or college and university teaching. It may also be appropriate for students who are interested in careers in school, district, and statewide administration, though it is more theory and research oriented than the Ed.D.

The program of study for the Ph.D. with a Specialization in Educational Leadership requires a total of 72 semester hours, including at least 49 semester hours of graded course work and at least 24 semester hours of EdAd 800 for completion and defense of the doctoral dissertation. In addition to core courses in Educational Leadership, a cognate area of at least 9 semester hours of graded coursework is required; the cognate may consist of a special emphasis within the College of Education (e.g., educational psychology or cultural studies) or outside the College of Education (e.g., anthropology, economics, political science, public administration).

The Ph.D. dissertation requires the completion of an original, empirical research study that makes a contribution to scholarship in the field of Educational Leadership and addresses problems of practice in K-12 schools.

A one-year residency of full-time enrollment (a minimum of 10 credits for 2 consecutive semesters) is required for the Ph.D. with a specialization in Educational Leadership. Courses for the degree are offered at all WSU campuses.

### **Purpose of the Handbook**

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 Catalogue and the WSU Graduate School's policies and procedures. The handbook is intended to aid the student's orientation to and progress in the Ph.D. 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))

## **Contact Information**

This handbook and all application materials for the Ph.D. 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)).

## **Program Faculty**

### **Pullman Campus**

**Eric J. Anctil, Ph.D.—University of Wisconsin, Madison ([ejanctil@wsu.edu](mailto: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](mailto:lenf@wsu.edu))**

- Socio-cultural influences in school; school principals (K-12 educational leadership); school reform/restructuring; higher education

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

- K-12 educational leadership; school improvement and educational reform; curriculum and instruction; international/comparative education

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

- Multicultural education and policy analysis

### **Washington State University, Spokane**

**Gail Furman, Ph.D.—Washington State University ([gfurman@wsu.edu](mailto: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](mailto:gates@wsu.edu))**

- Principal and teacher leadership; evaluation in school improvement

**Jim Howard, Ph.D.—University of Oregon ([jamesh@wsu.edu](mailto:jamesh@wsu.edu))**

- K-12 educational leadership; the principalship

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

- Organizational development learning; K-12 educational leadership

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

- K-12 educational leadership; the superintendency

**Gene Sharratt, Ph.D.—Washington State University ([gene@awsp.org](mailto:gene@awsp.org))**

- Leadership and school improvement

### **Washington State University, Tri-Cities**

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

- K-12 educational leadership; the principalship

### **Washington State University, Vancouver**

**Paul Goldman, Ph.D.—University of Chicago ([goldman@vancouver.wsu.edu](mailto: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](mailto:selby@vancouver.wsu.edu))**

- K-12 educational leadership; the superintendency

## Program Overview

The **Program of Study** (described in step 4 below) for completion of the Ph.D. with a specialization in Educational Leadership requires a total of 72 semester hours, including at least 48 semester hours of graded course work and at least 24 semester hours of EdAd 800 for completion and defense of the doctoral dissertation. In addition to core courses in Educational Leadership, a cognate area of at least 9 semester hours of graded coursework is required; the cognate may consist of a special emphasis within the College of Education (e.g., educational psychology, cultural studies) or outside the College of Education (e.g., anthropology, economics, political science, public administration).

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**.

### Steps for Completing the Ph.D. Degree in Education with a Specialization in Educational Leadership

*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 Ph.D. Program**

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

Admission to the Educational Leadership Ph.D. 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, as indicated on the application form.

The Department of Educational Leadership and Counseling Psychology application materials should be submitted directly to the COE Office of Graduate Studies. A printable Department application is available online at <http://education.wsu.edu/graduate/apply/edleadership/>. For Ph.D. admission, the Department also requires submission of a previously completed, individually authored academic paper that illustrates the applicant's capacity for scholarly work (e.g., a literature review, an empirical research report, a published article); three letters of recommendation (two from the applicant's previous professors who are familiar with the applicant's capacity for Ph.D. level work); copies of currently held certificates; copies of transcripts; and Graduate Record Exam (GRE) scores (taken within last 10 years), all as stipulated on the Checklist for Admission Procedures in Appendix A. Applicants should be aware that the average GRE score (combined verbal and quantitative) for those entering the field of educational leadership is approximately 1100. Applicants who score below 1100 on the GRE must submit additional supporting documentation (e.g., an explanation as to why GRE scores do not accurately reflect potential; other documentation of capacity for scholarly work).

The annual application deadline is January 10 for admission for the following fall semester. To be considered for admission, students must hold a master's degree and have at least a 3.5 grade average in previous graduate study. The final decision to accept a doctoral student into the Ph.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, Ph.D. students are reviewed annually by faculty to assess satisfactory progress toward degree requirements (see step 6 below).

A helpful **Checklist for Admission Procedures** is provided in **Appendix A**. More information is available from the COE Office of Graduate Studies ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)).

### **Step 2: Appointment of Temporary Advisor**

Upon admission to the Ph.D. program, the student is assigned a temporary advisor from among the Educational Leadership graduate faculty members. In consultation with the temporary advisor, the student selects and enrolls in initial courses appropriate for the Ph.D. degree.

### **Step 3: Selection of a Committee Chair and the Doctoral Committee**

After becoming familiar with the Educational Leadership program faculty (and typically after 9-12 hours of course work), 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 Graduate Faculty members. In addition, 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://www.gradsch.wsu.edu/current-students/formsfordegree.html>).

### **Step 4: Submission of a Program of Study**

After selection of a committee chair and other members of the committee (see step 3 above), the student should prepare a **Program of Study** in consultation with the committee chair (**Program of Study** form is available at <http://www.gradsch.wsu.edu/current-students/formsfordegree.html>). The student submits an original hard copy of the **Program of Study** to the committee chair for signature; the **Program of Study** form must also be signed by 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. When approved, the student will be notified by the Graduate School via email. The following requirements for the Ph.D. degree should be reflected on the **Program of Study**.

### **Doctor of Philosophy in Education with a Specialization in Educational Leadership Degree Requirements**

A minimum of 72 semester hours is required for completion of the Ph.D. degree. These hours must include at least 48 semester hours of graded course work and at least 24 semester hours of

EdAd 800 for completion and defense of the doctoral dissertation. In addition to core courses in Educational Administration, a cognate area of at least 9 semester hours of graded coursework is required; the cognate may consist of a special emphasis within the College of Education (e.g., educational psychology, cultural studies) or outside the College of Education (e.g., anthropology, economics, political science, public administration).

The following courses (or equivalent) are required for the Ph.D. degree in Educational Leadership and should be included on the **Program of Study**.

**Educational Leadership – minimum of 18 credits**

EdAd 503	(3)	Values and Ethics for Educational Leaders
EdAd 510	(3)	Improvement of Instruction
EdAd 516	(3)	Instructional and Curriculum Leadership
EdAd 518	(3)	Educational Technology
EdAd 521	(1-6)	Topics in Education
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 Resource Management
EdAd 585	(3)	Financial Management in Education
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

**Research – minimum of 16 credits**

EdRes 562	(3)	Epistemology, Inquiry, & Representation
EdRes 563	(3)	Principles of Research
EdRes 564	(3)	Qualitative Research
EdRes 565	(3)	Quantitative Research
EdRes 566	(1)	Research Seminar

*Plus one of the following:*

EdAd 537	(3)	Advanced Qualitative Research
EdAd 565	(3)	Advanced Educational Statistics

**Theoretical and Social Foundations – minimum of 6 credits**

EdAd 501	(3)	Philosophy of Education
EdAd 507	(3)	Social Foundations of Education

**Cognate – minimum of 9 credits**

Special emphasis either within the College of Education (e.g., educational psychology, cultural studies) or outside the College of Education (e.g., anthropology, economics, political science, public administration)

**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 10-year timeframe allowed for completion of the Ph.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://www.gradsch.wsu.edu/current-students/formsfordegree.html>), which must be signed by the committee chair, the department chair, and the Graduate School.

### **Step 5: Fulfilling Residency Requirements**

A Ph.D. candidate must be enrolled full-time (10-18 credits) for one academic year (consecutive fall and spring semesters) to satisfy WSU's residency requirements for the Doctor of Philosophy degree (see <http://www.gradsch.wsu.edu/current-students/policy/doctoraldegrees.html> for more information on residency requirements). The student should consult with his or her committee chair in regard to fulfilling residency requirements.

### **Step 6: Developing the Scholarly Portfolio**

As the student progresses through the course work for the Ph.D. program, he/she develops a portfolio of scholarly works. The portfolio is reviewed annually by the student's committee to determine if the student's progress in the program is satisfactory. This portfolio review serves as the basis for WSU's annual required evaluation of graduate student progress. If the committee deems progress to be "unsatisfactory," the student may be discontinued from the Ph.D. program. The portfolio should include the following materials:

- A curriculum vitae
  - An updated copy of the student's **Program of Study** indicating courses completed and grades received
  - Academic papers and projects completed
- (See Step 7 below for portfolio requirements for the preliminary examination)

### **Step 7: Doctoral Preliminary Examination**

For the Ph.D. degree, the doctoral preliminary examination consists of an oral defense of the student's scholarly portfolio. At the time of the preliminary examination, the portfolio must include, in addition to the materials listed in step 6 above, a comprehensive review of the literature related to the student's prospective research topic and the report of a completed research study. The purpose of the preliminary examination is to assess the student's ability to integrate what has been learned throughout the program and to relate this knowledge to research problems in Educational Leadership.

In general, a Ph.D. student is eligible to schedule the 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 Doctoral Committee has been secured as indicated by signatures on the **Preliminary Examination Scheduling Form**.

The preliminary examination for the Ph.D. degree may be scheduled during fall and spring semesters, during a two-week period determined by the program faculty. The exam must be completed at least four months before the final oral defense of the dissertation (see step 9 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://www.gradsch.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.

Evaluation of the student's performance on the exam is the responsibility of the student's committee members. The final decision determining whether the Ph.D. student passes or fails the preliminary examination is contingent upon a vote of all eligible Graduate Faculty members who attend the exam. This vote is conducted at a "ballot meeting" immediately following the exam; the Ph.D. student does not attend the ballot meeting and is informed of the faculty's decision immediately following the ballot meeting. Passing the preliminary examination advances the student to candidacy for the Doctor of Philosophy 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 Ph.D. degree.

### **Step 8: Submission and Approval of the Dissertation Proposal**

The Ph.D. dissertation requires the completion of an original, empirical research study that makes a contribution to scholarship in the field of Educational Leadership and addresses problems of practice in K-12 schools.

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), if human subjects are involved in the study. 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 9 below).

### **Step 9: Completion of the Dissertation**

The Ph.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://www.gradsch.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, complete and submit the **Application for Doctoral Degree** (available at <http://www.gradsch.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://www.gradsch.wsu.edu/current-students/formsfordegree.html>) and submit to the WSU Graduate School with a final copy of the dissertation at least 10 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 10 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 10: 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 11: Completion of Degree Requirements**

Upon successful defense of the dissertation and any required final revisions, the student follows the current requirements of the WSU Graduate School for final submission of the dissertation. In addition, other obligations of the candidate include:

- a. Provide a final bound copy of the dissertation to the Department of Educational Leadership and Counseling Psychology
- b. As a courtesy, provide a final bound copy to the committee chair and final soft copies to all other committee members.

## Frequently Asked Questions

**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 Ph.D. 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://www.gradsch.wsu.edu/current-students/formsfordegree.html> or from the COE Office of Graduate Studies at [gradstudies@wsu.edu](mailto:gradstudies@wsu.edu).

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

**A:** The **Program of Study** should be filed after completion of 9-12 hours of course work. (see step 4 in this handbook). 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://www.gradsch.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://www.gradsch.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 program, including your preliminary examination and dissertation process. The Ph.D. committee is composed of at least three WSU Graduate 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 10-year timeframe allowed for completion of the Ph.D. degree. Consult with your advisor to determine which transfer courses you should include on the **Program of Study**.

*Appendix A*  
**Checklist for Admission Procedures to the Ph.D. Program:**

**1. Submit the following items to:**

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 made payable to WSU**

or pay 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 recommendation**

**2. Submit the following items to:**

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

\_\_\_\_\_ **Supplemental Information Form (attached) – including written essay and resume**  
available online at <http://education.wsu.edu/graduate/apply/edleadership/> or from  
the COE Office of Graduate Studies ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu))

\_\_\_\_\_ **Previously completed academic paper** (e.g., literature review, empirical research study, published article)

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

\_\_\_\_\_ **A copy of Graduate Record Exam (GRE) scores (taken within last 10 years)**

**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