

*Leadership for School Improvement*

**WSU's Master's Degree Program in Educational Leadership**

**Program Handbook**

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**Introduction**

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 (Pullman, Spokane, Tri-Cities, Vancouver). The program provides a balance of practical experience, research, and theory to prepare *practitioner-scholars* for leadership positions in K-12 school settings or for continued study and research in the field of Educational Leadership. WSU's Educational Leadership Programs focus on the theme of *leadership for school improvement*.

*This handbook describes the master's degree programs in Educational Leadership.* Master's degree options include the Master in Education (Ed.M.), a non-thesis degree designed for professional educators preparing for leadership positions in K-12 schools, and the Master of Arts in Education (M.A.), a thesis degree designed for professional educators who plan to subsequently pursue a research-based doctoral program (Ph.D.).

WSU's master's degree program in Educational Leadership has several unique features:

***Statewide Program Delivery***

Master's degree students can access courses and work with advisors through all of WSU's campuses (Pullman, Spokane, Tri-Cities, Vancouver). For program contacts at each of the campuses, please see the "Contact Information" section on page 2 of this handbook.

***A Practitioner-Scholar Approach***

Program content combines the best of both worlds—issues important to professional educators who are preparing for leadership positions in K-12 schools and the scholarship that can help to analyze and address these issues. The program faculty blends the strengths of academic scholars and experienced 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*.

***Alignment with Certification Programs***

WSU's Educational Leadership master's degree programs are closely aligned with the Principal and Program Administrator Certification Programs. All required graded courses for these certification programs can be applied to the master's degree program of study. Course sequences are designed to permit students at any of WSU's campuses to complete both the master's degree and the Principal or Program Administrator Certification program within two or three years.

**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 master's degree programs (Ed.M. or M.A.).

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.

The terminology 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, 668 North Riverpoint Blvd., (509) 358-7942
  - Tri-Cities, 2710 University Dr., Richland, (509) 372-7396
  - Vancouver, 14204 NE Salmon Creek Ave., (360) 546-9075

## Contact Information

This handbook and all application materials for the Educational Leadership master's degree programs are available at the Educational Leadership website (<http://education.wsu.edu/graduate/specializations/edleadership/>) or through the regional campuses listed below. 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@tricity.wsu.edu](mailto:hberry@tricity.wsu.edu)

### Vancouver Campus

Jill Homme  
(360) 546-9075      [jhomme@vancouver.wsu.edu](mailto:jhomme@vancouver.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; school reform/restructuring; higher education

**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

**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 (pep@wsu.edu)**

- Multicultural education and policy analysis

Washington State University, Spokane

**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; K-12 educational leadership

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

- Organizational development and 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

WSU's Educational Leadership master's degree program (Ed.M. or M.A.) is offered at all four WSU campuses (Pullman, Spokane, Tri-Cities, Vancouver) and is closely aligned with the Principal and Program Administrator Certification program. Models for delivery of the master's program (e.g., sequencing of courses) differ slightly across the four campuses, although basic requirements for the degree are the same across the campuses. Prospective students should contact the regional campus at which they intend to enroll (see "Contact Information" on page 2) for details on regional program models and to seek advisement.

**The Master of Education (Ed.M.)** is a non-thesis degree program designed for professional educators preparing for leadership positions in K-12 schools. For the Ed.M. degree, the **Program of Study** (described more fully in step 4 below) requires a minimum of 35 semester hours, including at least 33 hours of graded coursework and 2 hours of EdAd 702 for completion of a master's comprehensive examination.

**The Master of Arts in Education (M.A.)** is a thesis degree program designed for professional educators who plan to subsequently pursue a research-based doctoral program (Ph.D.). For the Master of Arts (M.A.) degree, the **Program of Study** (described more fully in step 4 below) requires a minimum of 30 semester hours, including at least 20 hours of graded coursework and 4 hours of EdAd 700 for completion and defense of the master's thesis.

For both master's degrees (Ed.M. and M.A.), students may transfer up to 9 semester hours from comparable accredited programs, if approved by the program faculty. For the M.A. degree, continuous enrollment in EdAd 700 (at least 2 credits each semester) is required while students are completing the master's thesis. Students work with an advisor, as described below, to create an approved Program of Study. (General course requirements for the Ed.M. and M.A. degrees are provided in Appendix A.)

## **Steps for Completing the Master's Degree (Ed.M. or M.A.) 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 Graduate Office of their home campus.*

### **Step 1: Admission into the Master's Degree Program**

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

Admission to the Educational Leadership Master's Degree 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 through the student's primary campus of enrollment (e.g., Pullman, Spokane, Tri-Cities, Vancouver—see contact information on page 4. *Check with your home campus before filing application materials, as some materials may differ across campuses.*) A printable Department application is available online at <http://education.wsu.edu/graduate/specializations/edleadership/docs/>. The Department also requires three letters of recommendation, copies of currently held certificates, and *copies* of transcripts, as stipulated on the application form. To be considered for admission, students must hold a bachelors degree from an accredited institution and have a minimum GPA of 3.00 (B average) in the last 60 semester hours of graded undergraduate course work or 12 credits of graduate study, along with favorable letters of recommendation. The final decision to accept a master's student into the Educational Leadership Program rests with the program faculty, the Department Chair, and the Graduate School. Once accepted, the student is assigned a *temporary advisor* until a committee is selected (see step 2 below) and the **Program of Study** is filed (see step 3 below). The student should download and become familiar with the **Deadlines and Procedures for Graduation** bulletin available online from the WSU Graduate School at [www.gradsch.wsu.edu/forms.htm](http://www.gradsch.wsu.edu/forms.htm). Once enrolled in the program, master's students are reviewed annually by faculty to assess satisfactory progress toward degree requirements.

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

**Spokane campus:** [http://www.spokane.wsu.edu/academic/educ\\_leader/master\\_education.asp](http://www.spokane.wsu.edu/academic/educ_leader/master_education.asp)

Tri-Cities campus:

<http://www.tricity.wsu.edu/tricity/catalog/edlead.htm>

Vancouver campus:

<http://www.vancouver.wsu.edu/programs/edu/education.htm>

**Step 2: Selection of a Committee Chair and the Master’s Committee**

Early in the student’s program of study, the student should request a faculty member in the Educational Leadership program to serve as master’s committee chair. The faculty member must concur. The student then selects the other committee members, in consultation with the committee chair. The committee must include at least two faculty members from the Educational Leadership program. 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 3 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 [www.gradsch.wsu.edu/forms.htm](http://www.gradsch.wsu.edu/forms.htm)).

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

After selection of a committee (see step 2 above), the student should prepare a **Program of Study** in consultation with the committee chair (**Program of Study** form is available at [www.gradsch.wsu.edu/forms.htm](http://www.gradsch.wsu.edu/forms.htm)). The student submits the **Program of Study** to the committee chair for signature; the program must also be signed by other committee members and the Department Chair or campus education director. When signatures are obtained, the **Program of Study** is submitted to the Graduate Office of the student’s home campus and is forwarded to the WSU Graduate School for final approval. When approved, an email confirmation is sent to the student by the Graduate School. The master’s degree program must be completed within six years of the date of the earliest course applied to the **Program of Study**. The **Program of Study** must reflect the requirements listed below.

**Master’s Degree Requirements**

**Master of Education (Ed.M.) – Non-thesis Degree Requirements**

*(Please see Appendix A for a summary of requirements and suggested courses).*

The **Program of Study** for the Ed.M. requires a minimum of 35 semester hours, including at least 33 hours of graded coursework and 2 hours of EdAd 702 for completion of a master’s comprehensive examination. At least 21 hours of the graded coursework must be in the Educational Leadership program (EdAd course prefix). Minimum requirements include the following:

**A. Foundations (minimum of 3 credits):**

EdAd 501	--	Philosophy of Education
EdAd 503	--	Values and Ethics
EdAd 507	--	Social Foundations of Education
EdPsy 502	--	Theoretical Foundations of Learning and Instruction

**B. Research (minimum of 3 credits):**

EdPsy 505	--	Research Methods
EdPsy 508	--	Educational Statistics
EdAd 536	--	Qualitative Research in Education (prerequisite: EdPsy 505)
EdPsy 570	--	Program Evaluation (prerequisite: EdPsy 505)

## **Master of Arts in Education (M.A.) – Thesis Degree Requirements**

*(Please see Appendix A for a summary of requirements and suggested courses).*

The **Program of Study** for the M.A. requires a minimum of 30 semester hours, including at least 21 hours of graded coursework and 4 hours of EdAd 700 for completion and defense of the master's thesis. At least 18 hours of the graded coursework must be in the Educational Leadership program (EdAd course prefix). Minimum requirements include the following:

### **A. Foundations (minimum of 3 credits):**

EdAd 501	--	Philosophy of Education
EdAd 503	--	Values and Ethics
EdAd 507	--	Social Foundations of Education
EdPsy 502	--	Theoretical Foundations of Learning and Instruction

### **B. Research (minimum of 9 credits):**

#### Option 1

EdPsy 505 – Research Methods  
EdPsy 508—Educational Statistics  
Plus one of the following:  
EdPsy 570 – Program Evaluation  
EdPsy 565—Advanced Educational Statistics

#### Option 2

EdPsy 505 – Research Methods  
EdAd 536 – Qualitative Research  
EdAd 537 – Adv. Qualitative Res.

## **Transfer Courses on the Program of Study**

Students may include on the **Program of Study** no more than 9 semester credits of graduate level transfer courses from other institutions. 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 6-year timeframe allowed for completion of the master's 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 or campus education director 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 [www.gradsch.wsu.edu/forms.htm](http://www.gradsch.wsu.edu/forms.htm)), which must be signed by the committee chair and the Department Chair or campus education director.

#### **Step 4: Final Examination**

A final examination is required of all master's candidates. For the non-thesis degree option (Ed.M.), the final examination is a six-hour comprehensive written examination based on the candidate's Program of Study. The Ed.M. final examination should be taken during or immediately following the final semester of coursework, and the Ed.M. candidate must be enrolled in 2 hours of EdAd 702. For the thesis degree option (M.A.), the final examination is an oral presentation and defense of the thesis, and the M.A. candidate must be enrolled in at least 2 hours of EdAd 700. A **Final Examination Scheduling Form** (available at [www.gradsch.wsu.edu/forms.htm](http://www.gradsch.wsu.edu/forms.htm)) must be completed and filed with the WSU Graduate School no later than 10 working days before the final examination.

**In addition to Steps 1 through 4 outlined above, the thesis degree option (M.A.) requires a series of steps associated with completion of the master's thesis, before scheduling the final oral defense of the thesis:**

**A. Developing the Thesis Proposal:** The student develops a thesis research proposal in consultation with the master's committee chair and committee.

**B. Scheduling the T-1 Meeting:** When the chair agrees that the thesis proposal is ready, the student is responsible to schedule a meeting of the committee to present and defend the proposal at the "T-1" meeting. (The form for scheduling the T-1 is available from the COE Office of Graduate Studies, [gradstudies@wsu.edu](mailto:gradstudies@wsu.edu).) Copies of the thesis proposal should be distributed to committee members **at least two weeks before the T-1 meeting**. The student is responsible to bring the **Thesis Proposal Approval Form** (available from the COE Office of Graduate Studies) to the T-1 meeting; approval of the proposal is indicated by committee signatures on this form.

**C. Obtaining Human Subjects Approval:** At the time of the T-1, 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 **Thesis Proposal Approval Form** and submitted to the COE Office of Graduate Studies after the T-1. Later, this proof of Human Subjects approval must be submitted to the WSU Graduate School upon scheduling of the final oral defense of the thesis (see step XX below).

**D. Completion of the Thesis:** The candidate 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 [www.gradsch.wsu.edu/forms.htm](http://www.gradsch.wsu.edu/forms.htm)).

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

- a. Prepare an initial draft and present it to the committee chair. Revisions and corrected drafts may be required.
- b. When the thesis is nearing completion, obtain and complete the **Application for Degree** (available at [www.gradsch.wsu.edu/forms.htm](http://www.gradsch.wsu.edu/forms.htm)) during the semester before the final oral defense.
- c. Present the thesis 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 thesis 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 [www.gradsch.wsu.edu/forms.htm](http://www.gradsch.wsu.edu/forms.htm)) and submit to the WSU Graduate School with a final copy of the thesis at least 10 working days prior to the final oral defense.
- e. Present a final copy of the thesis to the chair and committee members at least two weeks prior to the final oral defense.
- f. Provide a final copy of the thesis to the Office of Graduate Studies (Room 252, Cleveland Hall, Pullman campus) at least 10 working days before the final oral defense.

- g. Provide electronic copy of the Abstract to the Office of Graduate Studies at least 5 working days prior to the final oral defense.

**E. Final Oral Defense of the Thesis:** The purpose of the final oral defense (the “T-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 thesis 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 thesis 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.

**F. Completion of Degree Requirements:** Upon successful defense of the thesis and any required final revisions, other obligations of the candidate include:

- a. Submit two copies (one on 100% rag bond paper) to the WSU Graduate School within five working days of the final defense.
- b. Provide a final bound copy of the thesis 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

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

**A:** A **Program of Study** is a plan for completion of your master's degree. It lists the members of your committee and the courses you plan to take. The **Program of Study** form is available online from the WSU Graduate School at [www.gradsch.wsu.edu/forms.htm](http://www.gradsch.wsu.edu/forms.htm) or from the COE Office of Graduate at [gradstudies@wsu.edu](mailto:gradstudies@wsu.edu).

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

**A:** The **Program of Study** is filed early in the master's program, usually after 9-12 hours of coursework. 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 master's 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 or campus Education Director. To change the committee, complete a **Committee Change** form (available at [www.gradsch.wsu.edu/forms.htm](http://www.gradsch.wsu.edu/forms.htm)), obtain the necessary signatures, and submit to the Graduate Office of your home campus. To change the courses listed on the Program of Study, complete a **Change of Program Form** (available at [www.gradsch.wsu.edu/forms.htm](http://www.gradsch.wsu.edu/forms.htm)), obtain the necessary signatures, and submit to the Graduate Office of your home campus.

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

**A:** Your committee is a group of faculty members who will assist you through your comprehensive examination or thesis process (for the M.A. degree option). The committee is composed of at least three WSU faculty members, including your chair. Two members of the committee must be faculty members in the Educational Leadership program. 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 9 semester credits of graduate work from comparable accredited programs, if approved by the program faculty, the Department Chair or campus Education Director, and the WSU Graduate School. All transfer courses must have been completed within the 6-year timeframe allowed for completion of the master's degree. Consult with your advisor to determine which transfer courses you should include on the **Program of Study**.

**Appendix A**  
**Summary of Requirements and Suggested Courses for the Master’s Degrees  
in Educational Leadership**

<p><b>Master of Education (Ed.M.) – Non-thesis Option</b>  <u>Program Requirements:</u> Total program requires 35 credit hours (33 graded coursework—21 with EdAd prefix; 2 hours for comprehensive exam)</p>	<p><b>Master of Arts in Education (M.A.) – Thesis Option</b>  <u>Program Requirements:</u> Total program requires 30 credit hours (21 graded coursework—18 with EdAd prefix; 4 hours of EdAd 700 for thesis)</p>
<p><b>General requirements for all emphases:</b>  <u>Foundations (minimum of 3 credits):</u>  EdAd 501 -- Philosophy of Education  EdAd 503 -- Values and Ethics  EdAd 507 -- Social Foundations of Education  EdPsy 502 --Theoretical Foundations of Learning and Instruction  <u>Research (minimum of 3 credits):</u>  EdPsy 505 -- Research Methods  EdPsy 508 -- Educational Statistics  EdAd 536 -- Qualitative Research in Education  (prerequisite: EdPsy 505)  EdPsy 570 -- Program Evaluation</p>	<p><b>General requirements for all emphases:</b>  <u>Foundations (minimum of 3 credits):</u>  EdAd 501 -- Philosophy of Education  EdAd 503 -- Values and Ethics  EdAd 507 -- Social Foundations of Education  EdPsy 502 --Theoretical Foundations of Learning and Instruction  <u>Research (minimum of 9 credits):</u>  <u>Option 1</u>  EdPsy 505 -- Research Methods  EdPsy 508—Educational Statistics  Plus one of the following:  EdPsy 570 -- Program Evaluation  EdPsy 565—Advanced Educational Statistics  <u>Option 2</u>  EdPsy 505 -- Research Methods  EdAd 536 -- Qualitative Research  EdAd 537 -- Adv. Qualitative Res.</p>
<p><b>For an emphasis in Educational Leadership</b>  EdAd 580 -- School Organization and Administration  EdAd 581 -- Politics in Education  EdAd 582 -- Policy Formation in Education  EdAd 583 -- Community and Communications  EdAd 584 -- Human Resources Management  EdAd 585 -- Financial Management in Education  EdAd 586 -- Management of Facility Planning  EdAd 587 -- Seminar in School Administration  EdAd 588 -- The Law and Education  EdAd 589 -- Leadership Development Seminar  EdPsy 510 -- Assessment of Learning</p>	<p><b>For an emphasis in Educational Leadership</b>  EdAd 580 -- School Organization and Administration  EdAd 581 -- Politics in Education  EdAd 582 -- Policy Formation in Education  EdAd 583 -- Community and Communications  EdAd 584 -- Human Resources Management  EdAd 585 -- Financial Management in Education  EdAd 586 -- Management of Facility Planning  EdAd 587 -- Seminar in School Administration  EdAd 588 -- The Law and Education  EdAd 589 -- Leadership Development Seminar  EdPsy 510 -- Assessment of Learning</p>

**Appendix B**  
**Checklist for Admission Procedures to the Master’s Degree Program**  
**in Educational Leadership**

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

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

\_\_\_\_\_ **Graduate School Application**  
*available online at: <http://www.gradsch.wsu.edu/howtoapply.htm>*

\_\_\_\_\_ **\$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 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**

**3. 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 [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@tricity.wsu.edu](mailto:hberry@tricity.wsu.edu)

**Vancouver:**  
Educational Leadership, c/o Jennifer McCray  
14204 NE Salmon Creek Ave., Vancouver, WA  
98686-9600 [jhomme@vancouver.wsu.edu](mailto:jhomme@vancouver.wsu.edu)

\_\_\_\_\_ **Departmental application – including written essay and resume**  
*available online at <http://education.wsu.edu/graduate/specializations/edleadership/docs/> or from the COE Office of Graduate Studies ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)) or check with home campus for alternate forms.*

\_\_\_\_\_ **Copy of the Graduate School Application (as described above)**

\_\_\_\_\_ **Three letters of reference (as listed on the Departmental Application. Writers should mail letters directly to addresses above)**

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

\_\_\_\_\_ **Copies of transcripts (as described above)**