

Higher Education Doctoral Degree Handbook

Ed.D. with emphasis in Community College Leadership

**Department of Educational Leadership & Counseling Psychology
Washington State University**

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**Ed.D. with emphasis in Community College Leadership
Degree Handbook
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Ed.D. with emphasis in Community College Leadership Degree Handbook

Purpose

The purpose of this handbook is to serve as a general reference in addition to the Washington State University Graduate Catalog and the Graduate School Policies and Procedures Manual for the faculty and students in the Department of Educational Leadership and Counseling Psychology in regard to both departmental and college policies and requirements. This document will aid in the student's orientation and progress through the Higher Education Program with emphasis in Community College Leadership.

It is important that students accept responsibility for following the procedures outlined herein, and acknowledge that they will be required to qualify for the degree under established policies. Updates and changes in the program will be dated and included in future revisions of this Handbook. The policies and procedures operative on the date of the student's initial enrollment govern a student's program. It is the student's responsibility to inquire and be informed about recent programmatic changes at the time of acceptance into the program. The *Department* referenced in this Handbook refers to the Department of Educational Leadership and Counseling Psychology located in Cleveland Hall 351. The Office of Graduate Studies in the College of Education referenced to here is located in Cleveland Hall 252. The Graduate School is located in the French Administration Building 324. Students need to be familiar with these offices.

Program Overview

The Higher Education Program at Washington State University offers graduate studies at the masters and doctoral levels at one of the nation's leading land-grant and research institutions and largest residential university campuses. Program faculty are dedicated to meeting students' needs as current and future educational leaders in colleges and universities throughout the country. The program provides a balance and integration of practical experience, theory, research, and policy. Students examine the range of historical, social, legal, political, economic, and ethical issues that impact the practice and administration of higher education.

The Doctor of Education (Ed.D.) is a professional degree awarded by the Department designed to prepare students whose primary interest is in the practice of education. Recognized as a professional degree, it is typically taken by those who will occupy positions of leadership and applied specialties in public or private educational organizations or related fields. The Ed.D. with emphasis in Community College Leadership is designed to appeal to students who currently work in community colleges, or are interested in moving into administrative positions within the community college setting. The degree program has an emphasis on preparing people to move into positions of increasing leadership and responsibility in the community college sector of higher education.

Steps for completing a doctoral degree in Higher Education at WSU with an emphasis in Community College Leadership

Please note that as a student you must take responsibility to see that all steps are completed and that a record of progress and your contact information is kept up-to-date in the Office of Graduate Studies.

Step 1: Qualifying for acceptance into the Ed.D. Program

Admission to the Doctoral program at Washington State University involves application and acceptance into both the Graduate School and the Department of Educational Leadership & Counseling Psychology. Applications can be completed on-line for the Graduate School at <http://gradsch.wsu.edu/>. Departmental application requirements are available on line at: <http://education.wsu.edu/graduate/apply/>.

The priority deadline is January 10 for summer admission. On a space available basis, applications will also be reviewed March 15 (also for summer admission).

Doctoral program applications should include:

- Application to the graduate school (found at link above)
- Completed Supplemental Information Form (found at link above)
- Official transcripts of all undergraduate and graduate institutions attended
- Official GRE scores, submitted to WSU from the Educational Testing Service by the application deadline. A score of 1000 (verbal and quantitative combined) is expected.
- Current resume
- Three current recommendation letters from references who can speak to your academic qualifications and potential. One letter should come from a direct supervisor.
- Application essay. The essay should be clear, concise, no more than three single-spaced pages, and address the following questions:
 - (1) What inspires you about higher education?
 - (2) What are your aspirations in higher education?
 - (3) What are your research interests related to higher education?
 - (4) How will this degree help you meet these aspirations?
- Academic writing sample (e.g., master's paper, thesis, chapter, published article, submitted manuscript, position paper). This sample should be no more than 25 double-spaced pages.
- Letter of support from the president of the campus where you are currently employed.

Applications will not be reviewed until application files are complete. On-line materials should be submitted directly; hard copy materials should be submitted to the College of Education Office of Graduate Studies, Cleveland 252, Washington State University, Pullman, WA 99164. Please follow up with the Office of Graduate Studies to ensure that all materials are received by the deadline.

To be considered for admission to Higher Education doctoral programs, students must hold a master's degree.

The final decision to accept a doctoral student into the Ed.D. program in the Department rests with the Graduate faculty of the Department and the Graduate School. Application decisions are made based on a holistic review of application materials, room in the program, and alignment of student and faculty interests.

Once the student is admitted into the Ed.D. program by the Graduate Faculty, the degree status cannot be changed unless it is again brought before the Graduate Faculty.

Once accepted, the student should download the **Deadlines and Procedures for Graduation** form available on-line from the Graduate School at <http://gradschool.wsu.edu/current-students/formsfordegree.html>. Once enrolled in the program, all students are subjected to an annual review process to assess progress toward degree requirements.

Step 2: Completion of Mandatory Research Training

All graduate students are required to complete the **Responsible Conduct of Research** on-line 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) as well as to the campus through which you applied. 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.

Step 3: Selection of a Committee Chair

It is the student's responsibility and prerogative to request a Graduate Faculty member to serve as his or her committee chair. The faculty member must concur. This faculty member must be a member of the Graduate Faculty and should represent the area of specialization in which the student plans to do his or her dissertation.

Step 4: Selection of the Doctoral Committee

The dissertation committee must include at least three Graduate Faculty members. Additional members who hold a doctoral degree and whose special knowledge is particularly important to the proposed study may be added. One person who is not a member of the Graduate Faculty may be appointed to the committee as a fourth member. If the student elects to include a formal minor from outside the Department, a Graduate Faculty member from that department must 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** (see below). The committee may be changed, if necessary, at a later time with the concurrence of the student, committee members, and the Department Chair. A **Committee Change Form** must be completed to finalize the process (available on-line at <http://gradschool.wsu.edu/current-students/formsfordegree.html>). Any additional committee members outside of WSU may be approved by submitting the member's curriculum vitae to the Graduate School, listing equivalent degree status.

Step 5: Submission of a Program of Study

After admission into the Ed.D. program, the **Program of Study** must be prepared in consultation with the committee chair. The student's committee and the Department Chair must approve the **Program of Study**. Students must complete and have approved a **Program of Study** by the end of their first year of full-time study. The **Program of Study Form** may be obtained on-line at

<http://gradschool.wsu.edu/current-students/formsfordegree.html>. The completed Program must be submitted to the committee chair for signature and then to each of the other committee members. Once all members have signed, the program is then submitted to the Office of Graduate Studies to obtain the Department Chair's signature and forward to the Graduate School. The Graduate School will notify students via email when the program is approved. The final deadline for submission of the Program of Study is one semester prior to the preliminary examination. See the **Deadlines & Procedures for Graduation** for exact deadline dates for submission, which can be downloaded at <http://gradschool.wsu.edu/current-students/formsfordegree.html>.

Transfer of Credits. Students may transfer into their doctoral program no more than nine (9) credits of previous graduate work. All credit transfers are subject to doctoral committee approval and Graduate School regulations. Students may also propose to transfer credits to fulfill the cognate requirements pending approval of their committee.

Step 6: Doctoral Preliminary Examination

Students in the cohort will take their preliminary examinations at the same time. The preliminary examination will be scheduled following completion of all coursework, typically in the ninth semester of the program. The student is responsible for notifying the Graduate School and the College of Education Office of Graduate Studies of the date for their preliminary examination using forms secured from either office. An Ed.D. student is eligible to take the written preliminary examination only after:

- a. A substantial portion of the graded coursework on the **Program of Study** has been completed;
- b. The student is registered for a minimum of two hours of Ed Ad 800 during the specific semester he or she is taking the doctoral preliminary examination;
- c. The approval of the doctoral committee has been secured.

The examination is designed by the major area committee to determine the fitness of the student for pursuing research in the area of specialization within the Department. The preliminary examination tests the student's ability to integrate what has been learned from courses, seminars, and independent studies in a comprehensive fashion and to relate this knowledge to research in the area of specialization. This exam must be taken at least four months before the final oral examination in defense of the dissertation. Typically the doctoral preliminary examination is taken at the conclusion of the coursework and prior to the beginning of the dissertation research. The preliminary examination includes:

- a. A 12-hour written examination covering the student's major and minor areas of study.
- b. In cases where the student has a minor outside the Department and where the Preliminary Examination is not waived by the minor department, a portion of the written examination will cover the student's minor field outside the Department.

Evaluation results of the written portion of the Preliminary Examination are the responsibility of the appropriate Program Area(s). 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 Department (and minor department if appropriate). The vote is taken at a scheduled ballot meeting of the Graduate Faculty. The doctoral student does not attend this meeting and will be notified in writing of the decision. Passing the Preliminary Examination advances the student to candidacy for the Ed.D. degree.

In the event of a failed examination, a student may be re-examined only with the permission of the Department and the WSU Graduate School. At least three months must lapse between a failed examination and re-examination. A student who has failed a Preliminary Examination does not have an automatic right to a second examination. A student who has twice failed his/her Preliminary Examination may not become a candidate for the Ed.D.

Step 7: Submission and Approval of the Dissertation Proposal

After passing the preliminary exam, students develop their dissertation proposal. The student develops a dissertation research study proposal in consultation with the doctoral committee chair and the doctoral committee. Students in the cohort will take ED AD 521: Dissertation Preparation during the eighth semester of coursework. This course is designed as an opportunity for each student to begin designing their dissertation research, and drafting the dissertation proposal. This outline states the problem, identifies the need for the study, and describes the procedures to be employed as the study is conducted. The student is responsible for scheduling a meeting of the entire committee for presentation, defense, and approval of the proposal (the meeting to defend the proposal is referred to as the "D-1"). Copies of the proposal should be distributed to the committee at least two weeks before the meeting. Formal approval of the proposal by the doctoral committee is documented by the signing of a "D-1" form. The "D-1" form is available from the College of Education Office of Graduate Studies. The Human Subjects Review Form (HSRF) must be filed at the time of or shortly after defense of the "D-1," if appropriate. The HSRF must be filed with the Office of Research Assurances (Albrook 205, WSU, 99164-3005). A signed approval will be returned to the student from the Office of Research Assurances. Proof of this approval must be given to the Graduate School upon the scheduling of the student's final oral defense.

Step 8: Completion of the Dissertation

The Ed.D. candidate is responsible for conferring with members of the doctoral committee so that they are familiar with the progress of the dissertation and so that the student may profit from this experience and guidance. Download the **Dissertation Guidelines** from the Graduate School's website at <http://gradschool.wsu.edu/current-students/formsfordegree.html>.

The usual procedure for the candidate relative to the writing of the dissertation is:

1. Prepare an initial draft and present it to the committee chair. Revisions and corrected drafts may be required.
2. When the dissertation is nearing completion, the student must complete an **Application for Degree** (available on-line at <http://gradschool.wsu.edu/current-students/formsfordegree.html>) during the semester before the final defense is to be held. Once the **Application for Degree** is submitted, the Graduate School will generate a to-do list for the student outlining any outstanding issues that could delay graduation. Please note that the **Program of Study** must be approved in the Graduate School in order for the **Application for Degree** to be processed (see Step 5 above).
3. Present the dissertation in final form for approval to each member of the committee for the final defense (also referred to as the "D-2"). Revisions and corrections may be required. Your committee is responsible for approving all aspects of the final dissertation before you schedule the final examination. In general, all students in the cohort will defend their dissertations during the eleventh and final semester of the program. These

final defenses will be scheduled to coincide with regular cohort meetings. When committee members sign the **Final Exams Scheduling Form** (visit the Graduate School on-line at <http://gradschool.wsu.edu/current-students/formsfordegree.html> regarding final exam scheduling deadlines), they are indicating their approval of a typed dissertation, suitable in format for submission to the Library. They are also indicating their acceptance of the date, time, and place of the final examination (i.e. dissertation defense).

4. Pay the Graduation Fee (\$50.00), Microfilming Fee (\$75.00) and (optional) copyright fee (\$65) to the Controller's Office. This is to be done prior to the presentation of the dissertation to the Thesis Editors.
5. For scheduling the final defense, submit the **Final Exams Scheduling Form** along with a finished copy of the dissertation to the Thesis Editor (Graduate School-French Administration Building, Room 324) for final checking at least 10 working days prior to the defense date. Please note that concurrent enrollment in at least two hours of Ed Ad 800 is required.
6. Present a copy of the dissertation to the chair and committee at least 10 working days prior to the final examination.
7. Present one copy of the dissertation to the Office of Graduate Studies at least 10 working days before the oral examination. This is in addition to the abstract which is included in the dissertation. The abstract must be submitted to the Office of Graduate Studies at least 5 working days prior to the defense.

Step 9: Completion of the Degree Requirements

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

- a. Within five working days, the dissertation must be submitted digitally in PDF format to the Graduate School. This must occur prior to the scheduled end of the semester. For information about the format of the dissertation, please refer to the Digital Dissertation and Thesis Guidelines that can be found on the Graduate School website. As of fall 2008, all dissertations must be submitted digitally to the Graduate School.
- c. Within five working days, two copies of the original signature (in black ink), title and abstract pages must be submitted to the Graduate School. One of these copies must be on 100% cotton paper. Please see Final Dissertation Acceptance Checklist for complete instructions. This checklist is available on-line at: <http://gradschool.wsu.edu/current-students/formsfordegree.html>.
- d. The candidate is responsible for binding and delivering a final bound copy to the Department.
- e. As a courtesy, a bound copy is expected to be delivered to the dissertation advisor/chair and soft copies to all other committee members.

General Guidelines:

- a. It is the student's responsibility to make sure that all steps to degree completion are completed correctly and in a timely manner. Failure to meet program or Graduate School deadlines may mean a delay in graduation.
- b. The Office of Graduate Studies, located in Cleveland 252, is the main office for graduate student communication. Please be sure that the office has your correct contact information.
- c. The College of Education, Education Graduate Organization (EGO), and the Higher Education Program maintain email listservs to facilitate communication. Be sure to join these listservs for up to date program information.

Course Requirements for Ed.D. with an emphasis in Community College Leadership (84 Credit Hours)

REQUIRED CORE (12 credits)		
Course	Course Name	Credits
Ed Ad 572	History of Higher Education	3
Ed Ad 578	Higher Education Law and Ethics	3
Ed Ad 579	Administration of Higher Education	3
Ed Ad 565	Practicum	3
SPECIALIZATION IN COMMUNITY COLLEGE LEADERSHIP (21 credits)		
Course	Course Name	Credits
Ed Ad 568	Finance and Budgeting in Higher Education	3
Ed Ad 570	Community and Technical College	3
Ed Ad 571	College Teaching	3
Ed Ad 573	Issues in Higher Education	3
Ed Ad 574	Seminar in Higher Education	3
Ed Ad 581	Politics in Education	3
Ed Ad 582	Policy Formation and Analysis in Education	3

RESEARCH CORE (12 credits)		
Course	Course Name	Credits
EdRes 563	Principles of Research	3
EdRes 564	Qualitative Research	3
EdRes565	Quantitative Research	3
Ed Psy 570	Introduction to Introduction to Program Evaluation	
DISSERTATION RESEARCH (30 credits)		
Ed Ad 521	Dissertation Preparation	3
Ed Ad 800	Dissertation/Research	27

COGNATE: The Ed.D. degree requires a 9-hour cognate. These courses may be transferred in from previous graduate work completed within the last 10 years. Students will work with their advisors to design this part of their program.

**Course Requirements for Ed.D.
with a specialization in Higher Education
Emphasis in Community College Leadership
(84 Credit Hours)**

Curriculum and Delivery Plan

General logistics for class meetings:

Fall and Spring semesters – 1 weekend per month supplemented by on-line meetings

Schedule for weekend meetings:

Friday 4:00 -10:00pm

Saturday 9:00am – 5:00pm

Summer semesters – 2 weeks in residence on Pullman campus + on-line meetings

Schedule for in-person class meetings:

M-Th 8:00 am-12:00pm; 1:00-5:00pm

Draft Program Plan for Program Beginning Summer 2008

Summer 2008 (6 Credits)

Location: WSU-Pullman

Program dates: June 16 – July 25 (in residence June 16 -26)

NOTE: Program orientation and introduction will also be part of the Summer 2008 meeting.

Courses offered:

ED AD 570: Community and Technical Colleges (3)

ED RES 563: Principles of Research (3)

	ED AD 570	ED RES 563
Cohort meeting	6/16-20: 16 hours 6/23-26: 16 hours	6/16-20: 16 hours 6/23-26: 16 hours
On-line (wrap-up and final project presentation)	6/30-7/25: 13 hours	6/30-7/25: 13 hours
Total instructional contact hours	45	45

Fall, 2008 (6 Credits)

Location: WSU-Spokane (with on-line supplement)

Courses offered:

EdAd 572: History of Higher Education (3)

EdAd 573: Issues in Higher Education (3)

	ED AD 572	ED AD 573
Cohort meeting	9/5: 6 hrs 9/6: 8 hours 10/3: 6 hours 10/4: 8 hours	10/24: 6 hours 10/25: 8 hours 12/5: 6 hours 12/6: 8 hours
On-line (preparation for first meeting, wrap-up and final project presentation)	8/25 – 10/17 17 hours	10/20 – 12/12 17 hours
Total instructional contact hours	45	45

Spring, 2009 (6 Credits)

Location: WSU-Spokane (with on-line supplement)

Courses offered:

Ed Res 564: Qualitative Research (3)

Ed Ad 579: Administration of Higher Education (3)

	ED RES 564	ED AD 579
Cohort meeting	1/16: 6 hours 1/17: 8 hours 2/20: 6 hours 4/25: 8 hours	2/21: 8 hours 3/27: 6 hours 3/28: 8 hours 4/24: 6 hours
On-line (preparation for 1 st meeting; wrap-up and final project presentation)	1/16 - 4/22 17 hours	2/23 – 4/23 17 hours
Total instructional contact hours	45	45

Summer 2009 (6 credits)

Location: WSU-Pullman

Program dates: June 22 to July 31 (in residence June 22-July 2)

Courses offered:

EdAd 568: Finance and Budgeting in Higher Education (3)

EdRes 565: Quantitative Research (3)

	ED AD 568	ED RES 565
Cohort meeting	6/22-26: 16 hours 6/29-7/2: 16 hours	6/22-26: 16 hours 6/29-7/2: 16 hours
On-line (wrap-up and final project presentation)	7/5-31: 13 hours	7/5-31: 13 hours
Total instructional contact hours	45	45

Fall, 2009 (6 Credits)

Location: WSU-Spokane (with on-line supplement)

Courses offered:

EdAd 566: Ph.D. Practicum in Student Affairs (3)

EdAd 578: Higher Education Law and Ethics (3)

	ED AD 566	ED AD 578
Cohort meeting	8/29: 3 hours 8/30: 8 hours 10/2: 6 hours 10/3: 8 hours	10/30: 3 hours 10/31: 8 hours 12/4: 6 hours 12/6: 8 hours
On-line (wrap-up and final project presentation)	8/25 – 10/23: 20 hours	10/26 – 12/12: 20 hours
Total instructional contact hours	45	45

Spring, 2010 (6 Credits)

Location: WSU-Spokane (with on-line supplement)

Courses offered:

EdPsy 570: Introduction to Introduction to Program Evaluation (3)

EdAd 582: Policy Formation and Analysis in Education (3)

	ED PSY 570	ED AD 582
Cohort meeting	1/15: 6 hours 1/16: 8 hours 2/19: 6 hours 2/20: 8 hours	3/26: 6 hours 3/27: 8 hours 4/23: 6 hours 4/24: 8 hours
On-line (wrap-up and final project presentation)	1/11 – 3/12 17 hours	3/22 – 5/7 17 hours
Total instructional contact hours	45	45

Summer, 2010 (6 Credits)

Location: WSU-Pullman

Program Dates: 6/21 – 7/30 (in residence 6/21-7/1)

Courses offered:

EdAd 571: College Teaching (3)

EdAd 581: Politics in Higher Education (3)

	ED AD 571	ED AD 581
Cohort meeting	6/21-25: 16 hours 6/28 – 7/1: 16 hours	6/21-25: 16 hours 6/28 – 7/1: 16 hours
On-line (wrap-up and final project presentation)	7/6-30: 13 hours	7/6-30: 13 hours
Total instructional contact hours	45	45

Fall, 2010 (6 Credits)

Location: WSU-Spokane (with on-line supplement)

Courses offered:

EdAd 521: Dissertation Preparation (3)

EdAd 800: Doctoral Research/Dissertation (3)

	ED AD 521	ED AD 800
Cohort meeting	8/30: 6 hours 8/31: 8 hours 10/3: 6 hours 10/4: 8 hours	Students will begin preparing for preliminary exams, which will take place in Spring 2011
On-line (wrap-up and final project presentation)	8/25 – 10/23 17 hours	
Total instructional contact hours	45	

Spring, 2011 (9 Credits)

Location: WSU-Spokane (with on-line supplement)

Courses offered:

EdAd 574: Seminar in Higher Education (capstone course) (3)

EdAd 800: Doctoral Research/Dissertation (3)

Preliminary Examination (dates TBA)

	ED AD 574	ED AD 800
Cohort meeting	1/15: 3 hours 1/16: 8 hours 2/19: 6 hours 2/20: 8 hours	Students will prepare for and complete preliminary exams, and begin work on dissertation proposal.
On-line (wrap-up and final project presentation)	1/11 – 3/12 20 hours	
Total instructional contact hours	45	

Summer, 2011 (9 Credits)

Location: WSU-Pullman

Program Dates: 6/20 – 7/29 (in residence 6/20-6/30)

EdAd 800: Doctoral Research/Dissertation (9)
D-1 Presentation

ED AD 800	
Cohort meeting	Students will meet regularly on-line at pre-scheduled check-points moving toward completion of the dissertation proposal and preparation for the D-1.
On-line	

Fall, 2011 (9 Credits)

Location: WSU-Spokane (with on-line supplement)

EdAd 800: Doctoral Research/Dissertation (12)
Dissertation Defense

ED AD 800	
Cohort meeting	Students will meet regularly on-line at pre-scheduled check-points moving toward completion of the dissertation and preparation for the dissertation defense.
On-line	

TOTAL CREDITS: 75 (plus nine additional cognate credits not included in this course delivery; these classes can be transferred or alternative arrangements can be made).

DISSERTATION HOURS: Students can enroll in EdAd 800 credits throughout their program of study.

SUMMER 2008 In residence in Pullman June 16-27		Monday	Tuesday	Wednesday	Thursday	Friday
4 hours	Session 1 (morning)	ED AD 570: Community and Technical Colleges (3) Week 1: Program Orientation	ED RES 563: Principles of Research (3)	ED AD 570: Community and Technical Colleges (3)	ED RES 563: Principles of Research (3)	
4 hours	Session 2 (afternoon)	ED RES 563: Principles of Research (3)	ED AD 570: Community and Technical Colleges (3)	ED RES 563: Principles of Research (3)	ED AD 570: Community and Technical Colleges (3)	
ON-LINE instruction and meetings between sessions		ED AD 570 & ED RES 563 – 32 hours in residence each + outside cohort meetings to total 45 hours of instruction per class				

Fall 2008		Weekend 1	Weekend 2	Weekend 3	Weekend 4
DAY 1	Session 1 (3hrs) morning	EdAd 572: History of Higher Education (3)	EdAd 572: History of Higher Education (3)	EdAd 573: Issues in Higher Education (3)	EdAd 573: Issues in Higher Education (3)
	Session 2 (3hrs) afternoon	EdAd 572: History of Higher Education (3)	EdAd 572: History of Higher Education (3)	EdAd 573: Issues in Higher Education (3)	EdAd 573: Issues in Higher Education (3)
DAY 2	Session 3 (4hrs) morning	EdAd 572: History of Higher Education (3)	EdAd 572: History of Higher Education (3)	EdAd 573: Issues in Higher Education (3)	EdAd 573: Issues in Higher Education (3)
	Session 4 (4hrs) afternoon	EdAd 572: History of Higher Education (3)	EdAd 572: History of Higher Education (3)	EdAd 573: Issues in Higher Education (3)	EdAd 573: Issues in Higher Education (3)
ON-LINE instruction and meetings between sessions		ED AD 572 -- 24 hours; ED AD 573 -- 24 hours + outside cohort meetings to total 45 hours of instruction per class			

Spring 2009		Weekend 1	Weekend 2	Weekend 3	Weekend 4
DAY 1	Session 1 (3hrs) morning	Ed Res 564: Qualitative Research (3)	Ed Res 564: Qualitative Research (3)	Ed Ad 579: Administration of Higher Education (3)	Ed Ad 579: Administration of Higher Education (3)
	Session 2 (3hrs) afternoon	Ed Res 564: Qualitative Research (3)	Ed Res 564: Qualitative Research (3)	Ed Ad 579: Administration of Higher Education (3)	Ed Ad 579: Administration of Higher Education (3)
DAY 2	Session 3 (4hrs) morning	Ed Res 564: Qualitative Research (3)	Ed Ad 579: Administration of Higher Education (3)	Ed Ad 579: Administration of Higher Education (3)	Ed Res 564: Qualitative Research (3)
	Session 4 (4hrs) afternoon	Ed Res 564: Qualitative Research (3)	Ed Ad 579: Administration of Higher Education (3)	Ed Ad 579: Administration of Higher Education (3)	Ed Res 564: Qualitative Research (3)
ON-LINE instruction and meetings between sessions		ED RES 564 – 28 hours; ED AD 579 – 28 hours + outside cohort meetings to total 45 hours of instruction per class			

SUMMER 2009 In residence two weeks.		Monday	Tuesday	Wednesday	Thursday	Friday
4 hours	Session 1 (morning)	ED RES 565: Quantitative Research (3)	ED RES 565: Quantitative Research (3)	ED RES 565: Quantitative Research (3)	ED RES 565: Quantitative Research (3)	
4 hours	Session 2 (afternoon)	ED AD 568: Finance and Budgeting in Higher Education (3)	ED AD 568: Finance and Budgeting in Higher Education (3)	ED AD 568: Finance and Budgeting in Higher Education (3)	ED AD 568: Finance and Budgeting in Higher Education (3)	
ON-LINE instruction and meetings between sessions		ED RES 565 -- 32 hours; ED AD 568 -- 32 hours + outside cohort meetings to total 45 hours of instruction per class				

Fall 2009		Weekend 1	Weekend 2	Weekend 3	Weekend 4
DAY 1	Session 1 (3hrs) morning	ED AD 566: Ph.D. Practicum in Student Affairs	ED AD 566: Ph.D. Practicum in Student Affairs	Ed Ad 578: Higher Education Law and Ethics (3)	Ed Ad 578: Higher Education Law and Ethics (3)
	Session 2 (3hrs) afternoon	ED AD 566: Ph.D. Practicum in Student Affairs	ED AD 566: Ph.D. Practicum in Student Affairs	Ed Ad 578: Higher Education Law and Ethics (3)	Ed Ad 578: Higher Education Law and Ethics (3)
DAY 2	Session 3 (4hrs) morning	ED AD 566: Ph.D. Practicum in Student Affairs	ED AD 566: Ph.D. Practicum in Student Affairs	Ed Ad 578: Higher Education Law and Ethics (3)	Ed Ad 578: Higher Education Law and Ethics (3)
	Session 4 (4hrs) afternoon	ED AD 566: Ph.D. Practicum in Student Affairs	ED AD 566: Ph.D. Practicum in Student Affairs	Ed Ad 578: Higher Education Law and Ethics (3)	Ed Ad 578: Higher Education Law and Ethics (3)
ON-LINE instruction and meetings between sessions		ED AD 566 -- 28 hours; ED AD 578 – 28 + outside cohort meetings to total 45 hours of instruction per class			
Spring 2010		Weekend 1	Weekend 2	Weekend 3	Weekend 4
DAY 1	Session 1 (3hrs) morning	Ed Psy 570 Introduction to Program Evaluation (3)	Ed Psy 570 Introduction to Program Evaluation (3)	Ed Ad 582: Policy Formation and Analysis in Education (3)	Ed Ad 582: Policy Formation and Analysis in Education (3)
	Session 2 (3hrs) afternoon	Ed Psy 570 Introduction to Program Evaluation (3)	Ed Psy 570 Introduction to Program Evaluation (3)	Ed Ad 582: Policy Formation and Analysis in Education (3)	Ed Ad 582: Policy Formation and Analysis in Education (3)
DAY 2	Session 3 (4hrs) morning	Ed Psy 570 Introduction to Program Evaluation (3)	Ed Psy 570 Introduction to Program Evaluation (3)	Ed Ad 582: Policy Formation and Analysis in Education (3)	Ed Ad 582: Policy Formation and Analysis in Education (3)
	Session 4 (4hrs) afternoon	Ed Psy 570 Introduction to Program Evaluation (3)	Ed Psy 570 Introduction to Program Evaluation (3)	Ed Ad 582: Policy Formation and Analysis in Education (3)	Ed Ad 582: Policy Formation and Analysis in Education (3)

ON-LINE instruction and meetings between sessions	ED PSY 570 -- 28 hours; ED AD 582 -- 28 hours outside cohort meetings to total 45 hours of instruction per class
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SUMMER 2010		Monday	Tuesday	Wednesday	Thursday	Friday
In residence two weeks.						
4 hours	Session 1 (morning)	Ed Ad 581: Politics in Higher Education (3)	Ed Ad 571: College Teaching (3)	Ed Ad 581: Politics in Higher Education (3)	Ed Ad 571: College Teaching (3)	
4 hours	Session 2 (afternoon)	Ed Ad 571: College Teaching (3)	Ed Ad 581: Politics in Higher Education (3)	Ed Ad 571: College Teaching (3)	Ed Ad 581: Politics in Higher Education (3)	
ON-LINE instruction and meetings between sessions		ED AD 581 -- 32 hours; ED AD 571 -- 32 hours; outside cohort meetings to total 45 hours of instruction per class				

Fall 2010		Weekend 1	Weekend 2	Weekend 3	Weekend 4
DAY 1	Session 1 (3hrs) morning	Ed Ad 800: Doctoral Research/Dissertation (3)	Ed Ad 574: Seminar in Higher Education (capstone course) (3)	Ed Ad 574: Seminar in Higher Education (capstone course) (3)	Ed Ad 574: Seminar in Higher Education (capstone course) (3)
	Session 2 (3hrs) afternoon	Ed Ad 574: Seminar in Higher Education (capstone course) (3)	Ed Ad 574: Seminar in Higher Education (capstone course) (3)	Ed Ad 574: Seminar in Higher Education (capstone course) (3)	Ed Ad 574: Seminar in Higher Education (capstone course) (3)
DAY 2	Session 3 (4hrs) morning	Ed Ad 574: Seminar in Higher Education (capstone course) (3)	Ed Ad 574: Seminar in Higher Education (capstone course) (3)	Ed Ad 800: Doctoral Research/Dissertation (3)	Ed Ad 574: Seminar in Higher Education (capstone course) (3)
	Session 4 (4hrs) afternoon	Ed Ad 574: Seminar in Higher Education (capstone course) (3)	Ed Ad 574: Seminar in Higher Education (capstone course) (3)	Ed Ad 574: Seminar in Higher Education (capstone course) (3)	Ed Ad 800: Doctoral Research/Dissertation (3)

ON-LINE instruction and meetings between sessions	ED AD 574 – 45 hours in residence; ED AD 800 -- 36 hours outside cohort meetings to total 45 hours of instruction per class
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Spring 2011		Weekend 1	Weekend 2	Weekend 3	Weekend 4	
DAY 1	Session 1 (3hrs) morning	Ed Ad 800: Doctoral Research/Dissertation (3)	Ed Ad 521: Dissertation Preparation (3)	Ed Ad 521: Dissertation Preparation (3)	Preliminary Exams	
	Session 2 (3hrs) afternoon	Ed Ad 521: Dissertation Preparation (3)	Ed Ad 800: Doctoral Research/Dissertation (3)	Ed Ad 800: Doctoral Research/Dissertation (3)		
DAY 2	Session 3 (4hrs) morning	Ed Ad 521: Dissertation Preparation (3)	Ed Ad 521: Dissertation Preparation (3)	Ed Ad 521: Dissertation Preparation (3)		
	Session 4 (4hrs) afternoon	Ed Ad 521: Dissertation Preparation (3)	Ed Ad 521: Dissertation Preparation (3)	Ed Ad 800: Doctoral Research/Dissertation (3)		
ON-LINE instruction and meetings between sessions		ED AD 521 -- 29; ED AD 800 -- 32 hours outside cohort meetings to total 45 hours of instruction per class				

SUMMER 2011 Two weeks in residence.		Monday	Tuesday	Wednesday	Thursday	Friday
4 hours	Session 1 (morning)	Ed Ad 800: Doctoral Research/Dissertation (9)	Ed Ad 800: Doctoral Research/Dissertation (9)	Ed Ad 800: Doctoral Research/Dissertation (9)	Ed Ad 800: Doctoral Research/Dissertation (9)	D-1 Presentations
4 hours	Session 2 (afternoon)	Ed Ad 800: Doctoral Research/Dissertation (9)	Ed Ad 800: Doctoral Research/Dissertation (9)	Ed Ad 800: Doctoral Research/Dissertation (9)	Ed Ad 800: Doctoral Research/Dissertation (9)	

FALL 2011		Weekend 1	Weekend 2	Weekend 3	Weekend 4	Weekend 5
DAY 1	Session 1 (3hrs) evening	Ed Ad 800: Doctoral Research/Dissertation on-line writing groups? Other cohort activities to support writing process outside in-person meetings?	D-2 Dissertation Defenses	Ed Ad 800: Doctoral Research/Dissertation dissertation revisions due	Graduation in Pullman reception/celebration for cohort	
DAY 2	Session 2 (3hrs) morning					
	Session 3 (3hrs) afternoon					

Expected Tuition, Fees, and Estimated Other Expenses per Year for 2008-2009

GRADUATE

Resident

Full time (10-18 credits)	\$ 3,775.00
Over 18 credits add per credit	\$ 354.00
Part time (less than 10 credits)	\$ 378.00

Nonresidents

Full time (10-18 credits)	\$ 9,199.00
Over 18 credits add per credit	\$ 896.00
Part time (less than 10 credits)	\$ 920.00

Notes:

State Employees' Tuition Fee Waiver may not be used for this program.

These figures are based on charges for the 2007-2008 academic year, and are subject to change.

There is a two credit minimum charge.

Full time students are in 10 through 18 credit hours for fee paying purposes but Federal Financial Aid rules require a minimum of 12 credits for undergraduate students.

Other mandatory fees include Special Course Fees which can be viewed at the following web site

<http://www.schedules.wsu.edu/Schedules/Apps/CourseFees.ASP>

Student Health Fee can be viewed at http://www.hws.wsu.edu/About_Us/faq.htm

Student Recreational Center can be viewed at http://urec.wsu.edu/facilities_src.aspx

Student Transit Fee is \$15.00 per semester for students in 7 or more credits and \$8.00 for those in 6 or less.

Stadium Renovation fee \$25 per semester for undergraduates.

Financing your Graduate Education

Washington State University offers several options for students seeking financial assistance. Most of these are administered through the degree program itself. This is one reason why it is imperative that you submit application materials to both the Graduate School and to an individual Department.

- **Fellowships or Scholarships**

Fellowships are available in some departments and programs through grants from government agencies and other private sources. Information is available from the Office of Grants and Research Development.

Scholarships are available through the Office of Scholarship Services and through the College of Education (complete on-line application at <http://www.finaid.wsu.edu/scholar/>). The College of Education provides approximately \$150,000 in scholarship support every year to undergraduate and graduate students enrolled in College of Education degree programs. One application packet is all that is required for college scholarships.

Frequently Asked Questions

Q: What is a Program of Study?

A: A Program of Study is a form that will include information on your committee, and the listing of courses that you plan to take for your degree and when. This form should be completed with your advisor/chair and is available either from the Graduate School, on-line at <http://gradschool.wsu.edu/current-students/formsfordegree.html> or from the College of Education Office of Graduate Studies.

Q: When is the Program of Study filed?

A: The Program of Study is filed after the second semester of coursework in the Ed.D. program, or Spring 2009 for the first program cohort. After the form has been completely filled out, it must first be submitted to the committee chair for signature, and then to each of the other committee members. Once all members have signed, the form is submitted to the Office of Graduate Studies to obtain the Department Chair's signature and forwarded to the Graduate School. Students will be notified by the Graduate School via email when the program is approved. The final deadline for submission of the Program of Study is one semester prior to the preliminary examination. See the Deadlines & Procedures for Graduation at <http://gradschool.wsu.edu/current-students/formsfordegree.html> for submission deadlines/dates.

Q: Is the advisor I am assigned when I begin the program the advisor I'll have to keep throughout my whole program?

A: No, changing advisors is an easy process, and one that should be completed as you decide upon a research interest or find a member of the faculty with whom you would like to work. You will be assigned an initial advisor when you enter the program. This person can help you complete your program of study, and s/he will also be a helpful resource as you identify the chair of your dissertation committee. Your dissertation chair should be someone working in an area closely related to the topic of your dissertation. To make this change in advisors, obtain a **Committee Change Form** from <http://gradschool.wsu.edu/current-students/formsfordegree.html> or from the College of Education Office of Graduate Studies. You will need signatures for your new chair/advisor as well as signatures for any new committee members. After completion, return the form to the College of Education Office of Graduate Studies so they may obtain the remaining signatures needed and forward the form to the Graduate School.

Q: How do I update a program of study? What do I do if some of the courses I have on my Program of Study change?

A: If you are unable to take certain courses that have already been approved on your Program of Study and need to take other courses, you need to file a **Change of Program Form** which is available on-line at <http://gradschool.wsu.edu/current-students/formsfordegree.html>. Make sure that any courses you replace on your Program of Study are allowable according to the Handbook listings as well as approved by your chair/advisor and that you still meet the minimum credit requirements.

Q: Who are the faculty in this program?

A: All Higher Education program faculty will be involved in teaching courses and other activities with the Ed.D. cohort. Other affiliated and adjunct faculty may also be invited to share their

professional experience with students by teaching courses occasionally. See the list of Higher Education faculty members on page 26 of this handbook for more information about our faculty and their research interests.

Q: Who should be on my committee?

A: Your committee is a group of faculty members that will assist you through your dissertation process. A committee is composed of at least three WSU faculty members, including your chair/advisor, and two other Graduate Faculty members. This step should be initiated soon after starting classes in anticipation of completing a Program of Study.

Q: How many credits can transfer into my program?

A: Typically students can transfer up to nine (9) credits from an approved master's degree (or other non-degree credits they've earned); they may be applied only in the cognate area of the Ed.D. degree program of study. These courses/credits must have been earned in the last 10 years. Please consult with your advisor to determine which courses can be transferred into your Program of Study. All transfer credits need to be approved by the committee.

Q: How do I pay for the program?

A: Students in the Ed.D. program can use any one of several sources of funding to cover the cost of tuition, books and supplies, and travel/lodging for cohort gatherings. WSU's College of Education offers scholarships through a competitive selection process each year; scholarship applications are typically due in late January each year. Please watch the WSU College of Education website for further deadline information. Eligible students may also receive financial aid and/or student loans. To apply, complete a FAFSA form by March 15 each year. For more information on financing your degree program, visit the Office of Student Financial Aid and Scholarship Services at www.finaid.wsu.edu. The state employees' Tuition Fee Waiver may not be used for any courses in this program.

Q: What technology modes does the program require?

A: Elements of the program will require on-line access via course delivery platforms. Students will need access to a computer with capability to support Blackboard.

Q: How long will it take to complete the program?

A: This program is designed to be completed in 3.5 years with courses offered in fall and spring semesters, and an intensive 3-week session in the summer (2 weeks in residence).

Q: How will these courses be delivered?

A: Courses in the Ed.D. program will be delivered using a combination of delivery methods, including in-person cohort meetings and on-line learning. The primary modes of course instruction are class meetings at the WSU-Spokane campus during the spring and fall semesters and the WSU-Pullman campus in the summer. Completion of the content requires in-person meetings with on-line supplements. Students can not be successful without attending both aspects of class meetings.

- Q: What happens if I'm not able to attend a required meeting with my cohort?**
A: We understand there will be times that students are not able to attend a particular class session. You need to alert faculty teaching the class. Missing more than one cohort meeting will make it difficult to succeed in any given class.
- Q: How do I balance this program with other parts of my life (job, family)?**
A: Graduate school can pose challenges in terms of balancing academic work with other aspects of life. It is important for students to make a commitment to the program and to be realistic about time constraints. Faculty recognize that conflicts can and do occur, but it is primarily incumbent upon students to find ways to manage and balance responsibilities associated with work, academic study, and family.
- Q: Do I have to have a master's degree?**
A: To be considered for application, students are required to have an earned master's degree.
- Q: What is required to be accepted into the program?**
A: Student applications are reviewed holistically. To be considered for admittance, students need to submit transcripts from all institutions attended. We look for a minimum of a 3.0 GPA in undergraduate work and a 3.5 for graduate work. We also require students to take the GRE. We expect and look for scores of 1000 combined analytical and verbal. We also ask students to submit a writing sample that provides evidence of writing competence.
- Q: How old can my GRE scores be?**
A: Each applicant is required to submit an official copy of her/his score report from the Graduate Record Examination (GRE) which is no more than 10 years old.
- Q: When is the application deadline for this program?**
A: January 10 for fall admission
- Q: What is required for the summer sessions in Pullman?**
A: The Ed.D. program includes 2-week intensive residential experiences in Pullman each summer. During this summer session, students will be expected to be in residence on the Pullman campus. Class will begin on Monday morning at 8:00a.m. and conclude each Thursday at 5:00p.m. Summer housing is available on campus; alternatively, students may choose to stay in one of Pullman area's many hotels or motels. For more information about lodging options in the Pullman area, visit the Pullman Chamber of Commerce website at www.pullmanchamber.com. Click on the "Visitor Information" link, and choose "Where to stay".
- Q: What is required for cohort gatherings during the fall and spring semesters?**
A: Cohort meetings will begin on Friday at 4:00 p.m. and will conclude Saturday at 4:00 p.m. Saturday. Students must come to class having prepared assignments and be ready to contribute to class discussions.
- Q: Who will be my peers in this program?**
A: This program is designed to meet the unique needs of community college administrators and faculty throughout the Northwest region who are looking to further their education as a way to learn more about higher education. Students will primarily come from Washington's community colleges.

Q: Will I have access to the WSU library and other campus resources?

A: Students will have full access to all WSU library holdings and any other resources available to full-time residential students.

Q: Can I receive academic credit for life experience?

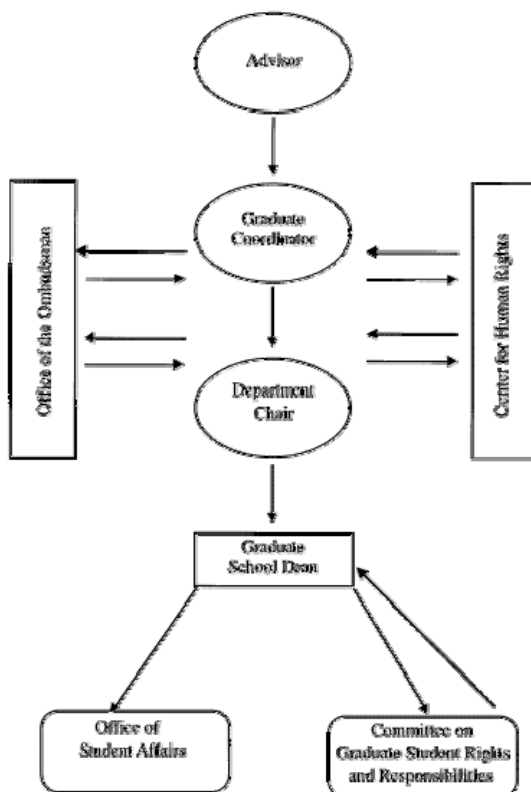
A: We value and honor life experience and see that it can augment classroom learning. However, there is not a way to earn academic credit for life experience even if it is directly related to higher education. As part of the program requirements, all students will participate in an academic practicum as way to meld life experience and academic credit.

Q: How will I work with my advisor to prepare for my preliminary exams and write my dissertation?

A: Students will work individually with their advisors and their committee members as program milestones approach. Further, course time will periodically be dedicated to preparing for proposal writing, preliminary exams, and dissertation research. The cohort experience will include integration of research development throughout the program.

Q: What do I do if I have a complaint or grievance about something in the department or my program?

A: WSU Graduate School has a grievance procedure (see www.gradsch.wsu.edu/code.htm for more information) The following is the recommended recourse when a grievance exists. If you have questions or concerns, contact the Graduate School at 335-6424.



Higher Education Program Faculty

Lenoar Foster, Professor, Ed.D., University of Nevada, Reno. Specialization: Distance Education, Administration, Historically Black Colleges and Universities, Faculty Issues.

Willie J. Heggins, III., Assistant Professor, Ph.D., Iowa State University. Specialization: Higher Education, Student Affairs, Leadership, Student Development, Diversity Studies.

Al Jamison, Associate Clinical Faculty, Ph.D., University of Arizona. Specialization: Student Affairs executive leadership.

Michael Pavel, Associate Professor, Ph.D., Arizona State University. Specialization: Student Development, Institutional Adaptation, American Indian/Alaskan Native Studies.

Paul Pitre, Assistant Professor, Ph.D., University of Maryland, Specialization: Policy Studies, Leadership and Governance, African American Students.

Kelly Ward, Associate Professor, Ph.D., Penn State University. Specialization: Higher Education, Service Learning, Faculty Issues, Service Role of Colleges and Universities.

Affiliated Faculty

David Cillay, Director, Extended University Services, Ph.D., Washington State University

Howard Erdman, Director of Planning, Research, Assessment, Lewis-Clark State College, Ed.D., Texas A & M University-Commerce

Susan Poch, Associate Vice President for Educational Development and Director, Student Advising and Learning Center, PhD, Washington State University