



CALIFORNIA STATE UNIVERSITY  
**Stanislaus**

DOCTORAL PROGRAM IN  
EDUCATIONAL LEADERSHIP

# **EdD Program Handbook**

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## **Doctoral Program in Educational Leadership**

### **Changes in Rules & Policies**

Although every effort has been made to assure the accuracy of the information in this handbook, students and others who use this catalog should note that laws, rules and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University, by the Chancellor or designee of the California State University, or by the President or designee of the campus. It is not possible in a publication of this size to include all of the rules, policies, and other information that pertain to students, the institution, and the California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office.

Nothing in this catalog shall be construed as, operate as, or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the Board of Trustees of the California State University, the Chancellor of the California State University, or the President of the campus. The Trustees, the Chancellor, and the President are authorized by law to adopt, amend, or repeal rules and policies that apply to students. This catalog does not constitute a contract or the terms and conditions of a contract between the student and the campus or the California State University. The relationship of the students to the campus and the California State University is one governed by statute, rules, and policy adopted by the Legislature, the Trustees, the Chancellor, the Presidents, and their duly authorized designees.

### **Professional Ethics and Academic Integrity**

#### **Professional Ethics**

Students admitted to a master's or doctoral degree program or credential program are expected to adhere to the standards of conduct detailed in the program's statement of professional ethics. Students who are admitted to Postbaccalaureate Standing: Unclassified status are expected to adhere to the standards of conduct detailed in the Stanislaus State Student Handbook statement of ethics. Failure to follow these guidelines or violations of the standards constitute student misconduct and will be handled in accordance with the student disciplinary guidelines in the Stanislaus State Student Handbook.

#### **Intellectual Honesty**

Respect for ownership and the expression of ideas is fundamental to advancing civilization, and it is a central feature of academic integrity. The expression of ideas is protected by law and appropriate citation credit is an ethical requirement for all scholarship. Plagiarism and any other representations in which a person knowingly presents the works of another without proper citation is cause for disciplinary action as detailed in the program handbook.

## **Program Resources**

**Edd Program Faculty:** <https://www.csustan.edu/edd/faculty>

**Program Forms:** <https://www.csustan.edu/edd/forms-publications>

**Program of Study:** <https://www.csustan.edu/edd/program-features>

## **Doctoral Advising and Mentoring**

**Edd Advising shall be arranged by the Edd program and conducted by campus faculty members to address:**

- a) promoting a well-planned and efficient Edd course of study that can be completed within three years by a working professional; and
- b) creating a doctoral culture typified by:
  - 1) scholarly discussion and dialogue that fosters embedding of dissertation research within each component of the curriculum,
  - 2) expert supervision of Edd candidates in the conduct of rigorous dissertation research,
  - 3) guidance and information that foster professional development, and
  - 4) advocacy on behalf of students and their academic needs.

**Edd Mentoring shall be arranged by the Edd program to facilitate**

- a) socializing Edd students into academic and graduate program culture
- b) supporting and enhancing professional experiences that foster leadership knowledge and skills,
- c) providing guidance and modeling to assist students as they apply what is learned in coursework toward improving public schools or community colleges, and
- d) fostering informal assessment and feedback designed to enhance student reflection on educational leadership and reform.

## **Requirements for Admission with Classified Standing**

Applicants who have met all admission criteria and who have been recommended by the program for admission shall be placed in classified graduate standing.

### **Academic Residence Requirements**

At least 42 semester units shall be completed in residence at the campus.

**Transfer of Credit:** <https://www.csustan.edu/edd/information-application>

## **Requirements for satisfactory progress in the program**

The program of study shall be composed of at least 60 semester units earned in graduate standing and is expected not to exceed 60 required semester units earned in graduate standing. Consistent with the cohort

structure of the program, the student shall be expected to complete satisfactorily all courses and examinations and shall be expected to advance to candidacy within the time frame specified by the EdD program.

### **Policies and procedures for petitioning for a variance in academic requirements**

<https://www.csustan.edu/edd/forms-publications>

### **Policies on extension of time for completion of degree requirements**

<https://www.csustan.edu/edd/forms-publications> the EdD program is designed to allow completion of all requirements within three years. The student shall have completed all requirements for the degree within five years of achieving classified standing in the doctoral program. The program director, consistent with campus policy, may extend by up to two years the time allowed for completion of the requirements under the following circumstances:

- a) the student is in good standing,
- b) the extension is warranted by compelling individual circumstances, and
- c) the student demonstrates current knowledge of research and practice in educational leadership, as required by the campus.

During a period of extension, the EdD program faculty shall determine at the conclusion of each term in which a student is enrolled whether the student has made satisfactory progress.

### **Policies and procedures for obtaining a leave of absence**

A leave of absence may be granted for compelling individual circumstances. Students requesting a leave of absence must complete the program Petition for Exception form:

[http://www.csustan.edu/sites/default/files/u2061/petition\\_for\\_exception\\_form\\_1.pdf](http://www.csustan.edu/sites/default/files/u2061/petition_for_exception_form_1.pdf)

### **Policies and procedures for criteria and guidelines for assigning an incomplete grade**

[https://www.csustan.edu/sites/default/files/u2061/criteria\\_for\\_incomplete\\_grade\\_10-3-16.pdf](https://www.csustan.edu/sites/default/files/u2061/criteria_for_incomplete_grade_10-3-16.pdf)

### **Policies on harassment and discrimination**

<http://catalog.csustan.edu/content.php?catoid=22&navoid=1615&hl=%22harassment%22&returnto=search>

## Academic probation and Program dismissal

### Probation

Each EdD student is required to maintain satisfactory progress toward degree conferral, maintaining a 3.0 GPA in each term of the program and completing all program requirements on time, including the Written Qualifying Exam, written dissertation proposal development and oral defense, and completion of dissertation research, including the final written manuscript and oral defense. A student who falls below a 3.0 grade point average in any one term shall be placed on academic probation and notified of this placement in writing. A candidate who earns a “C” course grade may be put on probation. Earning a second “C” grade may lead to disqualification and dismissal from the program.

### Dismissal

All doctoral program students should conduct themselves in alignment with the University’s Student Conduct Code and the Advanced Studies Department Student Dismissal Guidelines:

<https://www.csustan.edu/sites/default/files/JudicialAffairs/documents/StudentConductCode.pdf>

<http://gg.gg/Advanced-Studies-Dismissal>

Candidates enrolled in the Doctoral Program will be assisted in their professional development by faculty. While every effort will be made to assist you in reaching your desired goal of a doctoral degree in Educational Leadership, you may be dismissed from the program for any of the following reasons:

1. You do not demonstrate academic proficiency by maintaining a 3.0 GPA and a minimum grade of C (or Credit) in each course within the program. A candidate who earns a “C” grade may be put on probation. Earning a second “C” grade may lead to disqualification and dismissal from the program.
2. You do not meet program timelines, completing courses and required benchmarks, including the written qualifying exam on time.
3. You participate in any inappropriate or illegal activities including, but not limited to, those specified in Section 41301 of Title V, California Code of Regulations (see Student Conduct in the CSU Stanislaus University Catalog - link provided above).
4. You demonstrate professional misconduct and do not adhere to the ethical standards for Educational leaders established by the following:
  - American Association of School Superintendents: <http://aasa.org/content.aspx?id=1390>
  - California Professional Standards for Education Leaders (CTC):  
<https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/cpsel-booklet-2014.pdf>
  - Professional Standards for Education Leaders (National Policy Board for Education Leadership):

[http://npbea.org/wp-content/uploads/2017/06/Professional-Standards-for-Educational-Leaders\\_2015.pdf](http://npbea.org/wp-content/uploads/2017/06/Professional-Standards-for-Educational-Leaders_2015.pdf)

5. You fail to meet generally accepted standards of professional conduct, personal integrity, emotional stability, ethical behavior, or you display disruptive behavior toward colleagues, faculty, or staff. See Advanced Studies Student Dismissal Policy link above.
6. You do not demonstrate competence in communication and interpersonal skills, or you have not demonstrated the ability to acquire knowledge relevant to Educational Leadership.

### **Remediation**

Doctoral Program faculty may raise the issue of specific student retention and/or progress at any time. A meeting with the Program Director and other program faculty will be held where the issues and concerns are presented and determination of possible remediation activities are discussed. Such remediation may include, but is not limited to, the following:

1. additional coursework or repeating a course previously taken,
2. specific timelines for completing program requirements
3. referrals to Psychological Counseling Services (PCS) for individual counseling or therapy,
4. taking a leave of absence,
5. other actions, as determined by the Doctoral Program faculty.

If it is determined that remediation is desirable, you and program faculty will adhere to the following procedures:

1. Your status in the program will be changed to probationary.
2. You will receive by certified mail a written copy of concerns and faculty recommendations for remediation along with a suggested timeline for completion of any remedial activities.
3. Within ten (10) working days of receipt of the document, you contact the Doctoral Program Director who will arrange for you to meet with Program faculty members and present any information you think is appropriate to your case.
4. If appropriate, a modification of the plan may occur at this time, or the plan will become validated by signatures of both you and the Program Director, and/or faculty members.

If you do not respond to the written copy of concerns, you do not sign and validate the plan, or you do not demonstrate improvement in the allotted time, you may be dismissed from the Program.

If you do respond and demonstrate fulfillment of the plan, your status will revert from probationary to your previous classification as a candidate within the program.



## **Disqualification**

A student who fails to make satisfactory progress may be officially disqualified from the program in accordance with policies and procedures established by the campus.

- a) A student may be disqualified only after a thorough review of the case, including appropriate consultation and submission of a written recommendation by the EdD program director. The student shall be notified in writing of the disqualification. The student shall have the opportunity to appeal the decision.
- b) A student who has been disqualified from the EdD program shall not be allowed to enroll in doctorate-level courses in the program or otherwise continue in the EdD program with formal re-application and re-admission.

## **Appeals Process**

A candidate may appeal a decision of the program regarding remediation/dismissal from the program if he/she thinks that the decision was either arbitrary or capricious, and/or university or department policies were not followed. The professional judgment of the faculty shall not constitute a valid basis for appeal. The appeal must be made within four weeks of the semester immediately following the decision.

The appeals process involves the following steps:

1. Prior to the appeal, the candidate should first meet with the Program Director regarding the reasons for the decision and to discuss his/her concerns and to receive guidance concerning the appeal process. The problem may be informally resolved at this level.
2. If the problem is not resolved, the candidate may submit a formal written Statement of Appeal to the Program Director. The statement should detail and document the candidate's contention that the decision was arbitrary or capricious, and/or University or program policies were not followed. The remedy that the candidate seeks should also be included in the statement of appeal.
3. The Program Director must appoint an Appeals Committee within ten (10) working days of the receipt of the candidate's formal Statement of Appeal. The Appeals Committee shall consist of at least one member from the program, and two additional faculty members selected by the Program Director (one member may be the Advanced Studies Department Chair). All pertinent written documentation will be sent to the Appeals Committee for review and consideration.
4. The Appeals Committee shall inform the candidate and the Program Director of its decision within ten (10) working days of its inception. The recommendations of the Appeals Committee are binding to both the candidate and the Program Director. If procedural errors were found to occur, the Program Director will be directed to correct the errors.

For Grade Appeals candidates need to follow the steps listed in the current University website.

<https://www.csustan.edu/academic-programs/forms-policies-publications>

## **Requirements for advancement to candidacy**

For advancement to candidacy for the EdD the student shall have achieved classified graduate standing, and have successfully completed a qualifying examination. The total time from achievement of classified standing to qualifying examination and advancement to candidacy shall not exceed three years unless there are mitigating circumstances and the program director has approved the extension. An extension shall not exceed one year.

## **Policies and Procedures for the formation of a committee for administering a qualifying examination**

### **Function of the Qualifying Examination Committee**

A qualifying examination committee shall evaluate student performance on the examination. Unanimous agreement of the qualifying examination committee is required for the candidate to pass the examination.

### **Membership of the Qualifying Examination Committee**

The qualifying examination committee shall have a minimum of three members, including the chair. The qualifying examination committee chair shall be a tenured or tenure-track faculty member of the campus administering the EdD program and except in special cases shall be a member of the EdD program faculty. At least two members of the committee shall be members of the EdD program faculty and at least one of whom shall be a member of the core doctoral faculty as defined. The committee may include a member who holds an appropriate professional position in a P-12 institution, a community college, or another postsecondary educational institution.

## **Policies and procedures for the formation of a committee for supervising a dissertation**

### **Function of the Dissertation Committee**

The dissertation committee shall provide guidance and supervision for development and completion of the dissertation.

### **Membership of the Dissertation Committee**

The dissertation committee shall have a minimum of three voting members, including the chair, and all committee members shall have appropriate expertise in educational practice or policy. The committee shall include at least two tenured or tenure-track faculty members of Stanislaus State and at least one member who are primarily affiliated with a California P-12 institution or community college. The tenured or tenure-track faculty members shall be drawn from the core doctoral faculty or affiliated doctoral faculty. The program director may approve an exception to the membership criteria stated above, pursuant to Executive Order Article 12.2.2 or Article 12.2.3, if the individual nominated has expertise particularly relevant to the candidate's dissertation research.

### **Dissertation Committee Chair**

The dissertation committee chair shall provide primary supervision for dissertation research. The chair shall be a tenured or tenure-track faculty member at Stanislaus State and in most cases shall be a member of the core doctoral faculty. Special circumstances may arise in which a tenured or tenure-track faculty member who is from the campus but who is not a member of the core doctoral faculty may serve as the dissertation committee chair if such service is approved by the program director.

### **Appointment of Dissertation Committee**

The student and advisor together shall propose the membership of the student's dissertation committee. The proposed membership shall be forwarded to and determined by the program director.

The EdD program director may allow the replacement of a committee member, based on the evaluation of a rationale provided by the student or committee member making the request.

### **Dissertation Requirements**

In accordance with Section 40511 of Title 5 of the *California Code of Regulations*, CSU EdD programs shall require the completion of a dissertation conforming to the following minimum criteria:

- a) The dissertation shall be the written product of systematic, rigorous research on a significant educational issue and in accordance with a proposal that has been approved pursuant to Articles 7.3.4 and 7.3.5. The dissertation is expected to contribute to an improvement in public P-12 or community college professional practices or policy, generally or in the context of a particular educational institution. It shall evidence originality, critical and independent thinking, appropriate form and organization, and a rationale for the research problem examined.
- b) The dissertation shall identify the research problem and question(s), state the major theoretical perspectives, explain the significance of the undertaking, relate it to the relevant scholarly and professional literature, set forth the appropriate sources for and methods of gathering and analyzing the data, and offer a conclusion or recommendation. It shall include a written abstract that summarizes the significance of the work, objectives, methodology, and a conclusion or recommendation.
- c) Opportunities for students to complete work in support of the dissertation shall be embedded throughout the EdD curriculum.

### **Institutional Review Board Approval**

Students must complete the Collaborative Institutional Training Initiative (CITI) prior to conducting research and submit their completion form to the EdD Program Office.

Appropriate Institutional Review Board (IRB) approval shall be obtained to conduct any research involving human subjects. Failure to obtain required IRB approval prior to collection of data on human subjects may disqualify a student from further use of those data. The dissertation committee chair shall advise the student regarding human subjects review requirements and compliance with IRB regulations.

### **Dissertation Proposal**

A student shall submit a dissertation proposal for approval to the dissertation committee. The dissertation proposal shall contain, at a minimum, a description of the problem, a review of the relevant literature, a

statement of the research question, and a description of the research methodology. Students are required to present an oral presentation of the proposal and entertain questions from the committee.

### **Dissertation Proposal Decision by the Dissertation Committee**

The dissertation committee shall communicate formally its decision in writing to the student, indicating approval, approval with modifications, or lack of approval. In order for the student to proceed with the formal conduct of the dissertation research, the student shall have received written approval of the proposal by the dissertation proposal committee and written Institutional Review Board notification that human subjects review requirements have been met.

### **Resubmission of a Dissertation Proposal**

If the dissertation committee's decision is "approval with modifications" or "lack of approval," the committee shall communicate to the student in writing the process and expectations for resubmission. The committee shall review the revised and resubmitted proposal and communicate to the student in writing the committee's decision.

### **Oral Defense of Dissertation**

The final examination shall be an oral defense of the dissertation, administered by the dissertation committee. Approval of the dissertation and recommendation that the EdD degree be conferred shall require unanimous agreement of the dissertation committee. In the event that the committee requires substantive changes to the dissertation, the final vote of the committee will be postponed until the changes are completed.

### **Submission of the Approved Dissertation**

The student shall be required, after successful completion of the final examination and approval of the dissertation, to submit the approved dissertation in electronic format to the library. The dissertation format shall conform to campus requirements for dissertation manuscripts. For the degree to be conferred in a particular term, the dissertation shall be submitted by the deadline specified by the program and campus: <https://www.csustan.edu/grad/graduation-and-thesisprojectdissertation>

### **Complaints Against Faculty**

If a candidate has a complaint against a faculty member in the Doctoral Program, the candidate must follow these steps:

1. Candidate speaks to the faculty member to try to resolve the difference.
2. If the candidate has spoken with the faculty member and has not been able to resolve the difference or if the candidate has a good reason for not first speaking with the faculty member, the candidate can make an appointment to see the Program Director. Should the complaint be against

the Director, the candidate can make an appointment to see the Advanced Studies Department Chair.

3. If the Director/Chair deems it appropriate, he/she can send the candidate back to talk to the professor or may inform the faculty member of the complaint.
4. If the candidate is still not satisfied after talking with the Director/Chair, the candidate can make an appointment to meet with the Dean of the College of Education, Kinesiology, and Social Work.