



CALIFORNIA STATE UNIVERSITY
Stanislaus

DOCTORAL PROGRAM IN
EDUCATIONAL LEADERSHIP

EdD Program Handbook

2018-2019

Table of Contents

1.	Changes in Rules and Policies	1
2.	Professional Ethics and Academic Integrity	1
3.	Forms	1
4.	Program of Study	1
5.	Requirements for Admission with Classified Standing	2
6.	Academic Residence Requirements	2
7.	Policies on Student Fees and Financial Aid	2
8.	Doctoral Advising and Mentoring	2
9.	Transfer of Credit	2
10.	Policies and Procedures for the formation of a committee for administering a qualifying examination	2
11.	Requirements for advancement to candidacy	3
12.	Policies and procedures for the formation of a committee for supervising a dissertation	3
13.	Dissertation Requirements	4
14.	Requirements for satisfactory progress in the program	5
15.	Policies and procedures for petitioning for a variance in academic requirements	5
16.	Policies on extension of time for completion of degree requirements	5
17.	Policies on academic probation and disqualification	6
18.	Policies and procedures for criteria and guidelines for assigning an incomplete grade	6
19.	Policies and procedures for obtaining a leave of absence	6
20.	Policies and procedures regarding student grievances	6
21.	Policies on harassment and discrimination	6
22.	EdD Program Faculty	6

Edd Program Handbook

Changes in Rules & Policies:

Although every effort has been made to assure the accuracy of the information in this catalog, 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.

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

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

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.

Policies on Student Fees and Financial Aid:

<http://catalog.csustan.edu/content.php?catoid=22&navoid=1614&hl=%22Financial+Aid%22&returnto=search>

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

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

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.

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 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

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

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.

Final Examination:

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>

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. Each EdD student shall be required to maintain satisfactory progress toward degree conferral. A grade point average of 3.0 (grade of B) or better shall have been earned in the coursework taken to satisfy the requirements for the degree, except that a course for which no letter grade is assigned shall not be used in computing the grade point average. 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 on academic probation and disqualification:

Probation

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.

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.

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

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: https://www.csustan.edu/sites/default/files/EdD/documents/PetitionforExceptionForm_000.pdf

Policies and procedures regarding student grievances:

<http://catalog.csustan.edu/content.php?catoid=22&navoid=1530&hl=%22Grievance%22&returnto=search>

Policies on harassment and discrimination:

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

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