

University of Delaware

School of Education

Ed.D. in Educational Leadership

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Part I. Program History

A. Purpose Statement

The Doctorate of Education (Ed.D.) represents the highest level of scholarly attainment in the professional field of Education. This degree signifies the attainment of advanced knowledge education as a scholarly discipline and as a field of professional practice. Individuals awarded the Ed.D. by the School of Education at the University of Delaware, as intellectual and professional leaders, are expected to make significant contributions to the improvement of education through leadership roles in educational organizations, civic and community organizations, professional associations, and professional scholarship.

B. Origin of the Program

Unlike many Division I land-grant universities with schools of education, the University of Delaware before 1980 never offered a practitioner-oriented doctoral degree in educational administration. In the 1970s, the Dean and faculty members interested in educational administration and education policy in the University of Delaware's College of Education recognized a national trend in the emergence of "external degree" programs (e.g., the Nova University Ed.D.) and surging enrollments in these programs. At the same time it was recognized that this was an opportunity to contribute to the academic and professional development of school and district educators in Delaware and to strengthen ties with these individuals. These trends and recognized needs lead to the development of the College of Education's Ed.D. program. The program was approved by the Faculty Senate in April, 1980. The first students matriculated in September 1981, and the program received permanent status in October 1985.

C. Administration and Faculty

The Committee on Graduate Studies in Education (CGSE) is the SOE-level committee responsible for oversight of all SOE graduate programs. The CGSE is composed of five faculty members from the School of Education, a graduate student member selected by the Education Graduate Association, and the Assistant Director of the School of Education who serves as the Graduate Coordinator for the School of Education. Course and credit requirements, the structure of concentrations within the Ed.D. program, and admissions policies are approved by the CGSE. Administration of the Ed.D. program is handled by faculty members serving as coordinators of the Ed.D. program's two concentrations [Administration & Policy (ADPO); Curriculum, Technology, & Higher Education (CTHE)] and through committee meetings of the faculty members affiliated with these concentrations.

Students are admitted to a concentration within the Ed.D. program in accordance with their admission application (see II, C below). At the time of admission, all students are assigned a faculty advisor affiliated with the concentration to which they have applied. This advisor assists the student with course planning and any other issues that arise as the student progresses through the program. Students may change faculty advisors upon their written request to do so, and upon the agreement of the new advisor to accept this student as an advisee. It is customary for the student's advisor to become the chair of the student's doctoral thesis committee.

Faculty members who teach graduate courses and advise graduate students in the School of Education must have a doctorate or equivalent. In some instances, faculty members with a master's degree and special expertise in an area of Education as a result of concentrated study, employment experience, or service may be recommended for graduate teaching. In such cases, the faculty member must have a record of successful teaching in a specialized area of Education, proven scholarly ability, and the endorsement of the Director of the School of Education.

D. Degrees Offered

The degree awarded to students who complete this program is the Doctor of Education.

Part II. Admission

A. University Policy on Admission

Admission to the graduate program is competitive. Those who meet stated minimum requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

B. University Admission Procedures

Applicants must submit all of the following items to the Office of Graduate Studies before admission can be considered:

A completed Admission Application must be submitted no later than February 28 for this program. Admission application forms are available from the Office of Graduate Studies, from the departments, and online (<http://www.udel.edu/admissions/appinfo.html>).

A \$60 nonrefundable application fee must be submitted with the application. Checks must be made payable to the University of Delaware. Applications received without the application fee will not be processed. Foreign students may utilize either a check or an International Postal Money Order to remit payment in U.S. currency.

An official transcript of all previous college records must be sent directly from the institution to the Office of Graduate Studies. Students who have attended the University of Delaware need not supply a transcript from Delaware. Transcripts issued in a language other than English must be accompanied by an official translation into English. If the rank of the student is not displayed on the transcript or diploma, an official letter of explanation and ranking from the institution where the degree was earned is required.

Applicants must submit at least three letters of recommendation.

It is a Delaware State Board of Health Regulation and a University of Delaware mandate that all entering graduate students born after January 1, 1957 give proof of proper immunization for measles, mumps, and rubella. If immunization requirements are not met, the student will not be eligible to register. Specific information may be obtained from the Student Health Service (302) 831-2226.

C. Specific Requirements for Admission into the Doctor of Education (Ed.D.) Program

Admission decisions to each of the Ed.D.'s concentrations (ADPO; CTHE) are made by an admissions committee composed of the faculty members affiliated with each of the concentrations. Students are admitted to the program based upon program capacity (which limits the total number that can be accepted) and the applicant's qualifications. Applicants must meet the following requirements.

1. Masters degree from an accredited institution,
2. On a 4.0 scale, a 2.75 GPA for undergraduate work and a 3.0 GPA for graduate work,
3. Complete program application with supporting materials,
4. Three professional references,
5. A written application statement
6. A current vita.
7. An on-site writing assessment reviewed through a double-blind process with multiple faculty readers evaluating each of the students' two essays.

Part III. Degree Requirements for the Doctor of Education Program

A. Course Requirements

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| <u>Ed.D. Doctoral Core Courses: (Both Concentrations)</u> | 9 credits |
| Effective Communication for Educational Leaders (EDUC 824) | |
| Organizational Problem Analysis/Planning (EDUC 891) | |
| Program Evaluation (EDUC 863) | |
| <u>A & P Concentration Core Courses:</u> | 27 credits |
| Models/Practices of Instructional Leadership (EDUC 810) | |
| Data Analysis for School Improvement (EDUC 827) | |
| Performance Assessment and Accountability (EDUC 828) | |
| Educational Governance, Policy and Law (EDUC 839) | |
| Leadership Theory & Research (EDUC 890) | |
| Managing Student, Parent, & Community Relations (EDUC 809) | |
| EPP Proposal Independent Study w/ advisor (EDUC 866) | |
| Internship in Education (EDUC 879) – 6 credits | |
| <u>A & P Concentration Electives:</u> | 6 credits |
| <u>CT & HE Concentration Core Courses:</u> | 12 credits |
| Curriculum Theory (EDUC 860) | |
| Elementary Statistics (EDUC 665) | |
| Qualitative Research in Educational Settings (EDUC 850) | |
| Foundations Education Technology (EDUC 818) | |
| <u>CT & HE Concentration Electives:</u> | 21 credits |
| <u>Doctoral Thesis: (EDUC 969)</u> | 12 credits |
| TOTAL CREDITS FOR DEGREE: | 54 credits |

B. University Requirements and Deadlines for Admission to Doctoral Candidacy

Students in this degree program complete an Executive Position Paper (EPP) in lieu of a Dissertation. Upon the recommendation of the doctoral student's advisory committee and the Director of the SOE, students may be admitted to candidacy for the Ed.D. degree. The stipulations for admission to doctoral candidacy are that the student has (1) completed all required coursework in their program, and (2) has an EPP proposal accepted by the advisory committee.

The deadline for admission to candidacy for the fall semester is August 31. The deadline for admission to candidacy for the spring semester is January 31. The deadline for admission to candidacy for the summer is April 30. Responsibility for seeing that admission to candidacy is secured at the proper time rests with the student.

C. Regulations Governing Executive Position Papers

1) Establishment of EPP Committee. The student and his/her advisor will create an EPP committee at the time the student begins to develop the EPP proposal. The EPP committee shall include three University faculty from within the School of Education, and one member from outside of the program. The EPP advisor must be a member of the SOE faculty. SOE faculty who do not have regular faculty status may co-chair the EPP committee provided that the other co-chair meets the definition for regular faculty status. Additionally, a professional staff member who holds a secondary faculty appointment within an academic department may serve as a committee member. However, all three within-program committee members must hold the doctoral degree. Faculty who have retired or resigned from

the University may maintain committee membership or continue to chair committees of students whose work began under their direction prior to their retirement or departure from the University. Outside committee members shall include individuals not affiliated with the SOE. These may be individuals from outside of the University who are nationally recognized for their expertise in the area of study specified by the EPP, as well as faculty members from other units on campus. It is the responsibility of the EPP advisor to replace members who withdraw from the committee during the EPP process.

2) Defense of the EPP Proposal. A copy of the EPP proposal must be delivered to the members of the EPP committee at least two weeks in advance of the proposal defense. Prior to the presentation, proposals that involve the use of human subjects must receive approval from the University Institutional Review Board (IRB). Details for creating consent forms and submitting studies for review by the IRB can be obtained from the Office of Research. The EPP proposal defense will be scheduled only after a majority of members of the EPP committee have determined that a defense is appropriate.

At the conclusion of the EPP proposal defense, EPP committee members will provide clear feedback to the student and will sign the "Advancement to Candidacy Form". A signed copy of this form should be forwarded to the SOE Director's office.

4) Defense of the EPP. The format of the EPP must adhere to guidelines specified in the University's Thesis and Dissertation Manual. The manual is available electronically on the Web at <http://www.udel.edu/gradoffice/current/thesismanual.html>, or it may be purchased at the University Bookstore. The EPP defense will be scheduled only after the advisor of the EPP committee has determined that a defense is appropriate.

The EPP defense will be open to the public, and notices will be sent to all SOE faculty and posted prominently throughout Willard Hall Education Building at least one week prior to the defense date. The candidate will present a summary of the completed research, and will then field questions from the committee, attending faculty, and invited guests. After all questions have been answered, the EPP committee will meet to decide whether the EPP is accepted, rejected, or accepted pending revisions. Results of the meeting will then be presented to the student.

5) Processing the Final Document. Three copies of the EPP must be approved by the chair of the student's advisory committee, the Director of the School of Education, the Dean of the College of Human Services, Education and Public Policy, and the Vice Provost for Academic Programs and Planning. The EPP is to be signed by the professor in charge of the EPP and all members of the EPP committee. A separate abstract and abstract approval page must be submitted with the EPP. The EPP must be submitted to the Office of Graduate Studies for approval not later than seven weeks prior to the degree conferral date. The EPP defense must be completed prior to the submission date and the certification of a successful defense must be submitted to the Office of Graduate Studies. Doctoral dissertations and the extra abstract are sent to University Microfilms Inc., to be microfilmed and thereby made available to libraries and scholars. To accomplish this, each candidate must submit a signed University Microfilms Inc. Doctoral Dissertation Agreement Form to the Graduate Office at the time the EPP copies are submitted.

The University reserves the right to duplicate an EPP for distribution to other libraries or for the use of individual scholars. However, the University will not publish an EPP for general distribution without the written consent of the author. If copyrighting of an EPP is desired, it may be arranged when the EPP is submitted to the Office of Graduate Studies. Published works are eligible for copyright protection in the United States if the work is first published in the United States.

D. Registration Requirements Prior to Doctoral Candidacy (G1 Status)

Course registration requirements are determined by the student's approved program of study. Once the student has registered for all course requirements in a program of study but has not yet met all of the stipulations for passing into candidacy, the student must maintain registration during the fall and spring semesters in course(s) or in three to twelve credits of Pre-Candidacy Study (EDUC 964). Pre-Candidacy Study is graded pass/fail. If the student registered in Pre-Candidacy Study is admitted to candidacy before the end of the free drop/add period of the next

semester, the registration in Pre-Candidacy Study for the preceding semester may be changed to the course, Doctoral Dissertation (EDUC 969). (Students who are classified G1 and are holding a graduate assistantship or tuition scholarship must be registered for a minimum of six graduate credits, and those holding a fellowship must be registered for a minimum of nine graduate credits.)

E. Registration Requirements after Admission to Candidacy (G2 Status)

Once a student has met all of the stipulations for candidacy and becomes classified with G2 status (candidacy), the student is required to enroll in a total of twelve credits of Doctoral Dissertation. Students may not register for Doctoral Dissertation (EDUC 969) until admitted to candidacy (G2 status). Registration in Doctoral Dissertation and Doctoral Sustaining (UNIV 999) is restricted to students with G2 status. Once the student has completed the twelve credits of Doctoral Dissertation, the student is required to maintain matriculation in the doctoral program by registering in Doctoral Sustaining in subsequent semesters until the degree is awarded. All students must be registered in the term in which the degree is officially awarded. Doctoral sustaining registration is required in summer or winter session only if the degree is awarded at the conclusion of that term. Students enrolled in sustaining credit are considered full-time students.

Part IV. General Information Relevant to Both Master's and Doctoral Degree Candidates

A. Financial Assistance

Ed.D. students are usually part-time graduate students and normally do not qualify for financial assistance. However, if the Ed.D student is full-time, they are eligible to apply for the same assistantships and fellowships as full-time Ph.D. students.

B. Graduate Course Numbering System.

Graduate credit may be earned for courses numbered 600 to 699, 730 to 799, 800 to 898, and 900 to 998. (Courses numbered 600 to 699 are graduate-level courses open to qualified, advanced undergraduates by permission of the instructor.) Courses numbered 500 to 599 are graduate courses for the nonspecialist and may not be counted for graduate credit in the student's major. With the approval of the student's advisor, 500-level courses taken outside the student's major department may be applied toward a graduate degree.

C. Application for Advanced Degree.

To initiate the process for degree conferral, candidates must submit an "Application for Advanced Degree" to the Office of Graduate Studies. The application deadlines are February 15 for Spring candidates, May 15 for Summer candidates, and September 15 for Winter candidates. The application must be signed by the candidate's adviser and by the Director or the Assistant Director of the School of Education. There is an application fee of \$50 for master's degree candidates and a \$95 fee for doctoral degree candidates. Payment is required when the application is submitted.

D. Graduate Grade Point Average.

Students must have a minimum overall cumulative grade point average of 3.0 to be eligible for the degree. In addition, the grades in courses applied toward the degree program must equal at least 3.0. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below "C-" do not count toward the degree even though the grade is applied to the overall index. Candidates should see that their instructors have submitted all final grades. Temporary grades of "S" (Satisfactory) are assigned for 868 (Research) and 969 (Doctoral Dissertation) until a final letter grade is submitted upon the completion of the thesis or EPP.

E. Time Limits for the Completion of Degree Requirements.

Time limits for the completion of degree requirements begin with the date of matriculation and are specifically expressed in the student's letter of admission. Students entering a doctoral program with a master's degree are given ten consecutive semesters to complete the requirements. Students who change their degree plan and have transferred from one degree program to another degree program are given ten consecutive semesters from the beginning of the first year in the latest program.

F. Extension of the Time Limit.

An extension of time limit may be granted for circumstances beyond the student's control. Requests for time extensions must be made in writing and approved by the student's adviser and the Director or Assistant Director of the School of Education. The Director/Assistant Director will forward the request to the Office of Graduate Studies. The Office of Graduate Studies will determine the student's eligibility for a time extension and will notify the student in writing of its decision to grant an extension of time.

G. Transfer of Credit Earned as a Continuing Education Student at the University of Delaware.

Students who complete graduate credits with the classification of CEND (Continuing Education Nondegree) at the University of Delaware may use a maximum of 9 graduate credits earned with this classification toward their graduate degree. The CEND credits, grades, and quality points become a part of the student's academic record and grade point average. CEND credit can be transferred provided that: (a) the course was at the 600 or 800 level, (b) the course was taken within the time limit appropriate for the degree, (c) the course was approved by the student's adviser and the Director/Assistant Director of the School of Education, and (d) the course was in accord with the student's Individual Program Plan.

H. Transfer of Credit from Another Institution.

Graduate credit earned at another institution will be evaluated at the written request of the student. Such a request should be submitted first to their advisor using a Request for Transfer of Graduate Credit form. A maximum of 9 credits required for the degree will be accepted provided that such credits: (a) were earned with a grade of no less than B-, (b) are approved by the student's adviser and the Director/Assistant Director of the School of Education, (c) are in accord with the student's program requirements, (d) are not older than five years, and (e) were completed at an accredited college or university. The credits, but not the grades or quality points, are transferable to University of Delaware graduate records. Graduate courses counted toward a degree received elsewhere may not be used. Credits earned at another institution while the student was classified as a continuing education student at that institution are not eligible to be transferred to one's graduate degree at the University of Delaware. Credits from institutions outside of the United States are generally not transferable to the University of Delaware.

I. Transfer of Credit from the Undergraduate Division at the University of Delaware.

Students who wish to transfer credits from their undergraduate record to their graduate record may transfer a limited number by arranging with the department to have these courses approved by their instructors before the courses are taken. These courses must be at the 600-level, and the student must perform at the graduate level. They must be in excess of the total required for the baccalaureate degree, must have grades of no less than B-, and must not be older than five years. The credits, grades, and quality points will transfer.