

EDUCATIONAL LEADERSHIP DEPARTMENT
DOCTORAL STUDENT HANDBOOK
WESTERN MICHIGAN UNIVERSITY

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PREFACE

This Handbook is designed to assist doctoral students in planning for completion of a program in the Department of Educational Leadership.

This Handbook is supplemental to, and does not replace requirements in the Graduate College Catalog, University policy documents or any other material that governs the doctoral programs at Western Michigan University. Changes may occur in the policies and procedures of the University after a student is admitted into the program that may influence graduation requirements. The doctoral student should become familiar with the MU Graduate College Catalog, the WMU Graduate Policy Handbook and policy handbooks that govern the depositing of the doctoral dissertation.

Additional information can be provided by the student's advisor or the Department Chairperson, phone (616) 387-3879. All students are encouraged to provide the department with an up-to-date email account name for electronic updates concerning rules and procedures.

The checklist on the final pages is intended to help the student keep the stages and steps of the program in proper sequence. The checklist is not an official document, but should help a student track the major milestones of his/her degree program. Student programs are highly individual. Some of the steps are not linear. However, other steps serve as eligibility criteria. It is the student's responsibility to plan ahead.

The student is responsible for making the appropriate check mark on the checklist each time a requirement is met. When all requirements for a "step" have been checked, the student should take action necessary to complete the step.

ACADEMIC ADVISOR

An advisor (potential doctoral committee chair) is appointed by the Department at the time of admission to the program. Together, the student and the advisor develop a program of studies that matches the student's goals, career needs, and endorsements, if required. The department uses the term advisor throughout the student's career to represent the person who has major responsibility for mentoring a student and for giving permission for individual study courses and internships. This person has the closest relationship with a student. If a student forms a committee on which the Chair is someone other than the appointed advisory, a formal change of advisor must be initiated. The doctoral advisory committee consisting of the chair (advisor), one other member from the Department of Educational Leadership, and one member from outside the Department of Educational Leadership will be selected by the student with advisor approval. The entire advisory committee must have approved the program of studies and any program changes later before the program can be filed with The Graduate College. The committee also constructs and evaluates the specialty comprehensive examination and supervises and approves the student's doctoral dissertation.

PROGRAM OF STUDIES

The program of studies is the official plan to be followed in registering for all required and elective course work in the doctoral degree program. The program of studies form (see Appendix C) should be completed as soon as possible following admission to the Department. The program must be planned in conjunction with the advisor. Programs of studies must be approved by the following persons:

- ✂ The Advisor
- ✂ The Department Chairperson
- ✂ The Dissertation Committee
- ✂ The Graduate College

Students who desire a change of program should consult with their advisor to complete a "Program Change" form (see Appendix D) BEFORE registering for the desired course. Courses taken before a formal request for a change of program is filed may or may not be credited toward the degree.

Credit toward a degree program will be granted only for graduate courses in which a grade of "C" or better is earned. Transfer courses or courses applied to a program from other institutions must have a grade of "B" or better on transcripts where the overall GPA is 3.0 or better. No academic experience at another institution that was graded as credit/no credit can be transferred in Western Michigan University.

The program of studies should be filed as soon as possible and before the student has completed more than 18 hours of the planned program credits (including those earned on PTG and included in the program) subsequent to earned degrees awarded previous to admission. While the program of studies requires a listing of the student's committee and dissertation topic, neither of these elements are considered a formal request for approval.

TIME LIMITS & ENROLLMENT REQUIREMENTS

The University requirement for completion of the degree is within seven years of the date of admission. Under extenuating circumstances, additional time may be allowed by the Graduate Dean. If an extension is required, a petition for extension must be completed, signed by the advisor and recommended by the Graduate Curriculum Committee to the Graduate Dean.

In order to be considered an "active" student, enrollment must occur within each calendar year. If enrollment does not take place, the student is placed on "inactive" status. Inactive status prevents further enrollment until an official reentry into the program is granted. Application for reentry is made to the Office of Admissions and Orientation. After they have processed the form, it is sent to the department. The department then asks for a timeline for completion. Decisions concerning reentry are recommended to the department by the Graduate Curriculum Committee.

GRADING SYSTEM & STANDARDS

Grades will be given for every course in which a student registered. Grades are indicated by letters and assigned honor points as shown in the table below. Credit toward a degree **program will be granted only for courses** in which a grade of "C" or better is earned. A doctoral student is expected to maintain at least a 3.25 grade point average.

All doctoral degree candidates must earn an overall grade point average of at least 3.25 to satisfy University requirements. The academic standards policy is intended to encourage satisfactory progress toward that end.

1. Good Standing: A doctoral student is in good standing whenever that student's overall grade point average is at least 3.25.
2. Warning: Whenever the grade point average for any enrollment period is less than 3.25, but the overall grade point is 3.25 or above, the student will be warned.
3. Probation: If a student's overall grade point average falls below 3.25, the student will be placed on probation for one semester.
4. Continued Probation: If the overall grade point average increases .01 or better during the semester of Probation, although still below 3.25 overall, the student may be placed on Continued Probation for one additional enrollment period at the discretion of the department housing the student's program.
5. Probation Removed: When the conditions of Good Standing are restored, Probation will be removed.
6. Dismissal: The student who fails to increase his/her overall grade point average .01 or better at the end of an enrollment period of Probation, or whose overall grade point average fails to reach 3.25 at the end of an enrollment period of Continued on Probation, will be dismissed from the University. Exceptions may be granted only by the academic unit's or program's admission body, and only through the unit's or programs appeal process. Students who have been dismissed from Western Michigan University are expected to remain out at least one full fifteen-week semester (spring and summer sessions together are equivalent to one full fifteen-week semester).

GRADE	DEFINITION	HONOR POINTS PER CREDIT HOUR
A	Outstanding, Exceptional Extraordinary	4.0
BA		3.5
B	Very Good, High Pass	3.0
CB		2.5
C		2.0
DC		1.5
D		1.0
E	Failing	0.0
X	Unofficial Withdraw	0.0
I	Incomplete	
W	Withdraw	
CR	Credit -- for graduate students, a grade of "B" or better is necessary to earn "Credit."	
NC	No credit	
AUD	Audit	

A grade of "incomplete" is a temporary grade given for work which is **passing in quality** but lacking in quantity to meet course objectives. It is important to note that all incompletes that are not removed within one year will be automatically changed by the Academic Records office to a failing grade. The only exception to this rule applies to EDLD 730, Doctoral Dissertation. All grade changes should be requested of and processed by the instructor of record for a course (see Appendix E). Academic experiences that are grades credit/no credit such as EDLD 712 Professional Field Experience will be permanently changed to no credit if not completed within one year. Academic experiences that are regular graded courses will be changed to an E.

INTERNSHIPS

Students should register for internships under EDLD 712: Professional Field Experience. Registration for all 700 courses is processed by the department. The student submits a permission to elect form signed by his or her advisor with a prospectus attached.

A major internship of 6 credit hours (240 clock hours) is required. This internship should provide experience in a position directly related to the ultimate professional goal of the student.

A cognate internship of 3 credit hours (120 clock hours) is also required. The cognate internship should provide experience in a role complementary to but different from that experienced in the major internship.

The internship experiences should be in harmony with the student's program and career goals. Doctoral students are expected to be assigned specific tasks as interns; students will be supervised by a representative of the cooperating agency, and by a faculty member of the Educational Leadership Department. The internship arrangements must be approved by the program advisor. Generally, a student may not complete an internship within the organization that is his/her employer.

Objectives

The primary purpose of the internship, which involves both study and practice, is to enhance the person and educational goals of the student. While an intern will be engaged in work or research in the course of his/her internship, he/she is neither solely a worker nor a researcher, but primarily a student who is learning through a field experience. Careful consideration always must be given to the quality and relevancy of the internship experience to the student's future professional activities. A second, and also important, objective is having the intern make a substantial contribution to the cooperating organization. Internships are generally not allowed within the organization that employs a student. Special arrangements can be made with the consent of an advisory and the committee. However, approval by the committee should be secured before any contact with the organization is made to avoid embarrassment.

Credit Hours

Each credit hour of the internship requires a minimum of 40 clock hours spent in the internship.

Registration

A student may not register for EDLD 712 by using the telephone registration system. A special form is required for each registration for an internship. (See Appendix B).

1. The student is responsible for suggesting a suitable organization and internship experience. Preliminary discussion with an advisor concerning the appropriateness of experiences for both the major and cognate internship is encouraged prior to any contact with the organization. The student is required to prepare a prospectus, in consultation with the advisor. In addition, the student is responsible for getting the necessary signatures before registration on the special registration form, "Application for Permission to Elect," obtainable from the Educational Leadership Department and submitting the forms to the department in a timely manner.
2. The prospectus must clearly state the goals to be achieved, along with the human, technical, and conceptual skills which will be acquired, used, or strengthened during the internship experience. The prospectus should also include a description of the activities in which the intern will participate. A sample format for preparing a prospectus may be obtained from the Educational Leadership Department office or the advisor.
3. The student and/or the advisor will make preliminary contacts with the appropriate person (Human Resource Manager, Superintendent, etc.) at the proposed internship site to:
 - a. Meet, initiate and finalize internship reciprocal agreements.
 - b. Secure internship location and field supervisor.
 - c. Determine assigned department supervisor, if the student's advisor is unable to supervise.
 - d. Determine working hours and period of internship.
 - e. Secure any other "need-to-know" information.

4. The selection of a departmental supervisor will be determined by consulting with the intern and the intern's advisor.

Department Expectations

The Department supervisor will visit in person, if possible, or will telephone, if distance prohibits personal contact, to:

1. Discuss the details of the internship with the responsible field person(s) at least twice for the major internship and at least once for the cognate and
2. Discuss the evaluation forms to be used.

Supervision

The designated Department supervisor will visit or telephone the internship site a minimum of two times for the major internship and one time for the cognate internship. At each visit the supervisor will:

1. Ascertain the actual duties, contributions, and progress of the intern as compared to the initial plans.
2. The WMU supervisor is expected to talk with the intern and field supervisor jointly and then separately, to discuss beneficial changes in assignment and confidential matters.
3. Examine the student's log and discuss any concerns with the student.

Evaluations and Reports

The student must:

1. Keep a log that indicates the time spent each day on the job, the experiences gained, and weekly summary.
2. Complete self-evaluation, secure field supervisor's completed evaluation forms, and promptly submit to, and discuss results with, the university supervisor.

The experience is graded "Credit/No Credit" (C/NC) and is not calculated in the student's grade point average. "Incomplete" is recorded until the evaluation forms have been completed and accepted by the University internship supervisor. Students should note that all incompletes not completed within one year will remain "I/NC" on their transcripts. Students are encouraged to complete all requirements for the internship within the specified time period. Copies of the evaluation forms are distributed to the faculty advisor and The Graduate College. One (1) copy is retained in the Department's student file.

3. Complete other requirements as specified in the prospectus. Very often, an advisor will want the student to develop a reflective paper as part of the completion of the internship or to provide copies of research reports completed as part of the internship. If the organization considers such reports as proprietary documents, it should be made clear at the beginning of the internship.

Possible Problems -- All personnel involved in internship programs should be aware of the following potential problem areas:

1. Inadequate supervision.
2. Exploitation of the intern by: (a) ignoring intern's educational objectives and utilizing intern primarily as a worker rather than as a student who is learning through a field experience, or (b) requiring excessive time from the intern.
3. Experiences that fail to contribute to intern's educational goals. This easily can be the case when the intern is involved in routine or lengthy tasks that involve either inappropriate learning or lack of supervision.

If any of the above problems occur, discuss them with your University supervisor.

RESIDENCY

Residency is defined as an academic year of two consecutive semesters of full time study after admission to the doctoral program. A period of residency is required of all doctoral students. Residency requires

1. A period of at least two semesters spent in full time study in one of these patterns:
 - a. Sequential Fall and Winter (at least nine credit hours per semester).
 - b. Sequential Spring, Summer (a sum of nine (9) credit hours for both sessions), and Fall (nine credit hours).
 - c. Sequential Winter (at least nine credit hours), Spring, and Summer (a sum of nine (9) credit hours for both sessions).
2. Course work, seminars, and close acquaintance and association with faculty members.

Residency requires careful planning. After an initial program of studies is developed and approved by an advisor, it is suggested that the student develop a timeline of program requirements that includes completion of the residency requirement and departmental core comprehensive examination. The student should share the timeline with his/her advisor so that possible conflicts in course selection or internship problems may be identified before the fulfillment of the residency enrollment is begun.

A student who wishes to complete all requirements during a prolonged period of residence is strongly encouraged to do so.

DOCTORAL DISSERTATION COMMITTEE

When the student wishes to select a dissertation committee, a nominating form must be forwarded by the Department of Educational Leadership to The Graduate College requesting Graduate College approval of the committee membership. (See Appendix F)

The form should be completed by the student with the advice and consent of the Educational Leadership faculty member appointed to chair the committee. Given that the form represents the professional work of the student, format should be considered. The form **must** contain the names of all possible members of the committee. Each proposed member **must** initial the request. The initials indicate a willingness to serve on the committee. A valid Doctoral dissertation committee is an **eligibility** criterion for departmental core comprehensive examinations. It takes approximately 4 to 6 weeks for the approval of the committee. Students would be well advised to begin the approval process early.

A valid doctoral committee in the department of Educational Leadership has several important characteristics. An Educational Leadership doctoral committee must have a chairperson from the Department who has been approved for such responsibility by The Graduate College. A second committee member must be a faculty member within the Educational Leadership Department. The third committee member should hold academic rank outside of the Educational Leadership Department. Under certain unique circumstances, an individual may be appointed to the committee who is not employed by Western Michigan University and hence, not a member of the Graduate faculty. In these situations, the department must petition the Graduate College for an appointment to the graduate faculty for the proposed committee member, prior to the submission of the committee request form. The request for temporary appointment to the Graduate Faculty requires approval by the department, the College of Education and the Graduate College. A complete up-to-date vita of the person requesting temporary appointment to the Graduate Faculty must be submitted to the department along with the rationale for the request. Students considering this kind of committee membership should allow an additional week or so for the approval process. Additional committee members are optional. Persons listed as graduate faculty in The Graduate College Bulletin normally are eligible to serve as doctoral committee members. If at some point there is need for a change in the committee structure, the student must discuss the matter with the committee and the advisor. Recommendations for committee change are made with the same form used for the initial appointment. In addition to securing the initials of all members of the new committee, a rationale for the change in the committee structure must be provided. The approval process is exactly the same for the new committee, i.e., the department, the College of Education and the Graduate College.

References in this Handbook to "the student's committee" refer to this committee.

The doctoral dissertation committee in the department of educational leadership is responsible for the approval of the program of studies and the composition of the specialty examination in addition to direction of the dissertation. Therefore, the student is advised to become acquainted with departmental faculty members as soon as possible following admission since the doctoral dissertation committee should be formed early in the student's program so that an appropriate program of studies can be approved by the committee and filed for approval with The Graduate College. The program of studies is also an eligibility criterion for departmental core comprehensive examinations.

COMPREHENSIVE EXAMINATIONS

Students who seek to complete doctoral programs of studies offered by the Department of Educational Leadership must successfully complete two separate comprehensive examinations, the core comprehensive and the specialty comprehensive. A student must successfully complete department core comprehensive **examination to become eligible to take the specialty** comprehensive examination. The core comprehensive exam is designed and evaluated by a committee of department faculty under anonymous conditions. The specialty comprehensive exam is designed and evaluated by the student's doctoral supervisory committee.

Successful completion of the Core Comprehensive Examination is a pre-requisite for enrollment in Dissertation Seminar and in EDLD 730 Doctoral Dissertation hours.

Students in the doctoral program are required to complete successfully both comprehensive examinations before **enrolling in the last nine (9) hours of EDLD 730: Doctoral Dissertation.**

Answers to comprehensive examination questions are evaluated by considering the student's ability to demonstrate:

1. Clarity in written communication.
2. Skills in analysis and evaluation of facts and ideas.
3. Mastery of knowledge related to theories and constructs which define a field of study.
4. An ability to define and defend a point of view.
5. An ability to design plans to implement recommendations made or to conduct research or evaluation about actions taken or proposed.

Department Core Comprehensive Examinations

Student Eligibility -- To be eligible to take department core comprehensive examination, a student must meet the following minimum conditions:

1. Have been admitted to The Graduate College and the Department.
2. Have earned a minimum grade point average of 3.25 for all courses completed at WMU which are included in the student's doctoral program of studies. **(Note this criterion applies only to course work on the program of instruction.)**
3. Have an assigned advisor and supervisory committee appointed in accordance with Department and University procedures.
4. Have an approved program of studies for the doctoral degree program on file in The Graduate College.
5. Have completed all content-based courses required in the core program of the department. (Core courses are EDLD 602, 609, 673, 640, 645 and 646)
6. The student must present a form to the Department Chair indicating that the advisor has consulted with her/him regarding the taking of the comprehensive examination. (See Appendix G)

Administration of Core Comprehensive Examinations -- The Department Core Comprehensive Examination is offered during Fall and Winter Semesters and may be offered during Spring/Summer. A Core Comprehensive Examination Committee is appointed by the Department Chairperson. The three committee members include one faculty member who regularly teaches in the research sequence and one faculty member who regularly teaches leadership or supervision courses. This committee is charged with the design, administration, and evaluation of the department core comprehensive examination.

1. Doctoral students and advisors are notified of the scheduled date for the department core comprehensive examination. Generally, this date is made public after the first department meeting of the term.
2. Students who are eligible and who wish to take the department core comprehensive examinations must register for the scheduled examination by completion of required application forms. All of the eligibility criteria should be in place prior to submitting an application form.
3. The Core Comprehensive Examination Committee prepares or selects the questions to be included in the examination.
4. The examination is scheduled for a full day session with a minimum of two hours of writing time in the morning and minimum of two hours of writing time in the afternoon with a two hour break between the two sessions.
5. The examination session is monitored by a person designated by the Core Comprehensive Examination Committee.
6. If arranged in advance, persons writing the examination may be permitted to use typewriters or other word processing equipment. Candidates using word processing equipment are responsible for not only their own word processor, but their own printer.
7. When writing the examination, dictionaries are the only reference material permitted.
8. When the examination period is concluded, The Department photocopies the answers the student prepared. The photocopy is given to the person who monitored the examination and the original rough draft is retained by the student.
9. Examinees' answers evaluated by the faculty are anonymous. No one evaluating the responses knows the respondent's identity. At no time prior to the final decision on the students' responses will any staff person involved in the decision process see the handwritten material.
10. The student must prepare and submit typed drafts of the answers as well as the original rough draft. Directions for submission of typed drafts are given to students at the time of the examination. In the preparation of typed drafts, students are expected to:
 - a. Prepare a typed draft of the handwritten original draft without editorial additions, revisions, or corrections which wholly or in part change the meaning of the response.

- b. Add a bibliography of sources cited in the original copy of the responses the date of the citation must be included.

When typed drafts are received, these are compared to the handwritten original draft. If inappropriate changes have been made, the department core comprehensive examination committee may declare the answer invalid and the student may be failed for the core comprehensive examination.

Evaluation of Core Comprehensive Examinations -- Throughout the examination process, the student's identification is protected. A number is assigned to each student who registers for core comprehensive examinations. The number assigned to each student is maintained with strict confidentiality by office personnel. When examinations are ready for evaluation, the following steps occur:

1. Each member of the core comprehensive examination committee evaluates each answer.
2. After all answers have been read and rated, the core comprehensive examination committee meets as a jury to consider the performance of each student. The decision of the core comprehensive examination committee is made as a single decision by **consensus**--PASS or FAIL--for the set of answers to the department core comprehensive examination. Written notification of the committee decision is provided to the student, his or her advisor, the student's departmental permanent file and the academic records department.
3. If a student is judged to have failed the examination, specific written comments describing the major reasons the jury judged the examination to be unsatisfactory will be forwarded to the student when notification of performance is given.

Procedures for Students Who Fail Core Comprehensive Examinations and Wish to Appeal the Judgment of the Core Comprehensive Examinations Committee. -- If a person has failed the core comprehensive examination and wishes to appeal, the following procedures apply.

1. The student should meet with his or her advisor to review (a) the questions which were asked, (b) the answers which were prepared, and (c) the comments which were given by the jury when a decision was made.
2. If the student wishes to seek further review of the evaluation of his or her performance, the student may appeal. The basis for the student's request for appeal must be for cause; cause is broadly defined as idiosyncratic conditions beyond the control of the student which the student believes were negative influences on performance. The appeal process must not break the anonymity of the candidate.
3. If the student seeks to appeal, the appeal should be forwarded to the chairperson of the core comprehensive examination committee within thirty (30) days after the report of performance is mailed. The departmental personnel who assigned numbers to students may know the name of the person appealing, but the chairperson of the committee should receive information by number only. The appeal must specify the conditions surrounding the examination.

4. After reconsideration, the core comprehensive examination committee's decision is final. If a student desires to further appeal the decision, it should be done with the department chairperson and the WMU Ombudsperson.

Limit on Number of Times Core Comprehensive Examinations May be Taken -- A student may take core comprehensive a maximum of **three times**. A student who has taken core comprehensive examinations on three occasions and who has failed on all three occasions will be discontinued.

Specialty Comprehensive Examinations

Not only is the specialty comprehensive examination an important milestone in the progress of the student's program, it is also a criterion for eligibility of the final stage of the doctoral program. A dissertation proposal may not be accepted until the specialty comprehensive examination is passed.

Student Eligibility -- To be eligible to take the specialty examinations, the student must:

1. Have passed department core comprehensive examinations.
2. Have completed, or be enrolled in, all courses included in the official program of studies on file in The Graduate College (with the exception of remaining enrollments in EDLD 695, Dissertation Seminar and EDLD 730, Dissertation)
3. Have the approval of his or her advisor and the supervisory committee for
 - (a) Program continuation and
 - (b) Specialty comprehensives

Administration of Specialty Comprehensives. -- Specialty comprehensive examinations are designed, administered, and evaluated by the student's doctoral supervisory committee. The dissertation supervisory committee generally comes to this decision at a pre-specialty meeting. The meeting is called by a student's advisor. The student generally facilitates the meeting by polling the committee concerning free time. Materials provided to the committee are at the discretion of the advisor and student, but quite often the student is asked to prepare a packet of materials that contains: the program of studies, a description of both internships, a description of the specialty, and a topic statement of the dissertation.

The general guidelines of the Department which will be followed in design of specialty comprehensives include:

1. Must be a written examination.
2. Must include at least two questions, but a number greater than two is a prerogative of the committee.
3. Must be comprehensive in design -- based on **all** academic work included in the student's program of studies (including previous graduate work accepted for inclusion), the student's experiential learning, and the student's actual or planned career and professional goals.

4. Must include specific attention to the student's area of concentration or specialization if the student has declared area of concentration or specialization.

Other conditions may be specified by the supervisory committee. All correspondence concerning the evaluation of the specialty examination must be copied to both the departmental student file and academic records.

Evaluation of Specialty Comprehensives -- All members of the supervisory committee are responsible for independent evaluation of specialty comprehensives. The supervisory committee serves as the jury to arrive at a jury decision as to whether or not the student's performance was satisfactory.

Report of Performance -- The student is informed of his or her performance. If the student fails a specialty examination, the reasons for failure are specified. Copies of the questions, the answers prepared by the student, and a copy of the report of performance is filed in the student's department advisement file and with academic records.

Student's Right to Appeal -- If a student fails the specialty comprehensives, the student's rights of appeal are as specified in University policy and as described in The Graduate College Bulletin.

Limit on Number of Times Specialty Examinations May Be Taken -- If a student fails specialty comprehensives on two successive attempts, the student's supervisory committee should confer and will then take appropriate action. Appropriate actions may include:

1. A recommendation to the department for dismissal of the student from the program.
2. A recommendation or requirement that the student complete additional course work before being permitted to take specialty examinations on a third occasion.

A third failure results in dismissal of the student from the doctoral program.

Specific Writing Suggestions to the Student

1. Take a direct approach to the question. Identify the fundamental issues or central concerns and address your response to that.
2. Use precise terminology, simple direct sentence structure, a logical order of thought and avoid redundancies and run-on sentences.
3. Adhere closely to directions. If a question calls for identification of, and reasons for, answers, provide them.
4. Present a well organized response to order logically your thoughts and enable the reader to follow the continuity of your argument. It would be wise to spend at least as much time in organizing responses as in writing.

5. Respect and use authorities. Support arguments or positions with references to specific authoritative sources, indicating whether they are from professional theory or research. Each reference should be properly cited in context, but the list of references may be prepared later.
6. Sweeping general observations should be avoided and the emphasis placed on specifics. Such meaningless phrases as "other sources," "some studies show," "other measures," "several authorities," etc. should be avoided unless followed by examples.
7. Assume a stance. You may be asked to take a stand on a particular issue, or you may believe it is necessary to do so. Arguments should be consistent and related to the stance taken. Vacillation confuses the reader and is equivocal. An argument should be completed; then, if necessary, alternative arguments presented.

The Student's Responsibilities

It is the student's responsibility to:

1. Request permission to take the examination.
2. Report to the Department office at the scheduled times.
3. Provide a typewriter or personal computer and word processing program.
4. Bring an ample supply of 8 1/2 x 11 inch paper.
5. Present written materials to the exam proctor at the end of each writing period.
6. Ascertain that the Department has a photocopy of all written materials.
7. Proofread all the written materials, correcting grammar and spelling. No substantive changes of content or referencing are allowed at this time.
8. Make a typewritten copy of all responses and references. Include a properly arranged list of references for each section.
9. Submit four photocopies and the original of the typewritten material to the Department office within one week of the day of writing.

DISSERTATION SEMINAR

Prerequisites: Successful completion of the departmental core comprehensive examination and permission of advisor. Must co-enroll in one hour of EDLD 730.

The major purpose of the Dissertation Seminar is to assist the student in developing a dissertation topic and a dissertation proposal. The dissertation topic and proposal are frequently developed as follows:

1. The dissertation seminar meets and students' preliminary dissertation ideas are discussed. Students will also develop their own dissertation proposals and will participate in critiquing their fellow students' proposals.
2. The process of presenting ideas and tentative proposals to the seminar group may be repeated a number of times, depending upon the presentation schedule and the number of students in the seminar.
3. The student may ask the advisor to call a committee meeting or may review with selected members of the committee aspects of the dissertation proposal development, as the advisor prefers.
4. The seminar presentation, committee meetings, and subsequent additions and alterations in the dissertation idea should result in a clear and carefully defined dissertation topic.
5. The dissertation proposal is then put in written form. It may be desirable to again discuss the final proposal in the seminar in order to further clarify the proposal.
6. While the course is not a statistics, measurement, or research design course, it does assume knowledge of basic concepts in these areas. It is expected the students will independently overcome any deficiencies that they may have in these areas or will remediate prior to taking this course. Ideally, a student enrolling in this course should have completed all or almost all of the course work included in the doctoral program.

CANDIDACY

A student must have received candidacy prior to the semester in which she/he graduates and prior to the semester or session in which the dissertation is defended. Notice the deadlines for the application for graduation are given by the graduate school. A rule of thumb that can be used is that defense of a dissertation can generally be held 3 to 4 months after the first full draft of the document is completed. Consequently, if a student has completed a first draft by January, the defense might be held in April and graduation accomplished in June.

DISSERTATION

The dissertation involves the writing and oral defense of a study of a problem which may take one of the following forms:

1. A research study similar to the traditional doctoral dissertation.
2. The production of a genuinely creative and authoritative manuscript, book, or monograph.

The student must have the approval of the Dissertation Committee of a proposal describing the proposed dissertation. Documentation of the approval of the dissertation is provided to the department by the committee chair. The specialty comprehensive examination must be completed prior to the scheduling of a committee meeting to approve the dissertation proposal. Prior to the collection of data, the proposal must be approved by the committee and if data used in the study involves human subjects, approval of the Human Subjects Information Review Board at WMU. The HSIRB approval letter is a required appendix in the dissertation. The student is responsible for keeping the original for this purpose. Collection of data prior to approval of the proposal may be a waste of resources. Collection of data prior to the approval of the HSIRB is a violation of federal regulation.

Dissertation Hours Procedures

The following are guidelines to be used by doctoral students and their advisors in determining the distribution of dissertation hours.

1. Enrollment in EDLD 730 must be continuous from the first registration. The first registration requires the approval of the chair of the dissertation supervisory committee, the chair of the department of educational leadership, and the Graduate College representative. Students should be aware that it may take as many as 5 working days to secure all of the approvals for registration. Late registration fees may be assessed if approvals are not secured in a timely fashion.
2. The first registration in EDLD 730 may not take place until the student has passed the departmental core comprehensive examination.
3. When a student is enrolled in EDLD 695 (Dissertation Seminar), he or she must co-enroll in at least one hour of EDLD 730.
4. Any number of changes in a student's progress toward completion, e.g., a change in the doctoral committee or a change in the topic of the dissertation, may require a student to enroll in more than the 15 hours of EDLD 730 specified on his or her program.
5. The increment of hours of enrollment for a particular term depends upon the plan of action:
 - a. Three hours of enrollment should be used when the student will meet with the supervising faculty member several times a term, or several drafts of the document will be reviewed or a committee meeting is planned.
 - b. Two hours of enrollment should be used when the review of a major portion of the document is to be accomplished by the advisor only. That is, no committee meetings are planned either for acceptance of the proposal or for a final oral examination.
 - c. One hour of enrollment is to be used when the student plans limited contact with the advisor or during any term when the advisor is not available, e.g., Spring or Summer terms, sabbatical leaves, or assigned work on research projects.

6. The Application for Permission To Elect 730 hours permits a request for enrollment for three semesters or terms. It is advisable to plan the enrollment over multiple terms rather than development of a form for each semester or term. Consultation with an advisor is critical to ensure that the enrollment pattern and level match the availability of the committee. The student is responsible for guaranteeing that a form is deposited in the department office prior to the close of the registration period. The department registers all students during Phase II of registration for a particular term.

The Proposal

The following is a general outline of what the proposal must include:

1. A statement of the problem, an exact delimitation of it, and a discussion of its importance.
2. A statement of work known to have already been done on the problem or on closely related problems by other investigators. This requires a preliminary review of pertinent literature.
3. A description of the data and the methods which are to be used in the investigation, including statements, where possible, of the methods of data analysis, and methods of data tabulation.

Writing and Typing the Dissertation

Guidelines for the Preparation of Theses, Projects, and Dissertations conforming to the Publication Manual of the American Psychological Association -- is available from WMU Campus Bookstore and should be used by all students, from entry to the program, for all term papers, manuscripts, and the dissertation. Students are encouraged to become familiar with the style requirements of the University since violation of these requirements is a very common reason for the delay in approval of dissertations.

The Oral Defense

The dissertation oral defense is the culminating state of the doctoral degree program. The oral defense is intended to assess the doctoral candidate's confidence, competence, and "psychological ownership" of the dissertation. The defense may be scheduled only after all members of the committee have approved the written document.

The dissertation oral defense is a University-wide activity. The time, date, and topic of the oral examination are announced ten working days in advance by the Graduate College so that anyone interested may attend. However, the oral examination is conducted by the Dissertation Committee, and the advisor, as Chairperson of the Committee, should clearly establish when the meeting opens and the procedure to be followed.

The department office prepares the announcement materials for the Graduate College. Consequently, materials must be delivered to the department office 2 working days before the 10 working day deadline. The student must present: 1) A copy of the title page of the dissertation with the **exact title of the dissertation and the candidate's name as it will appear on the degree** that has been initialed by the advisor, and 2) a copy of the abstract of the dissertation accompanied by the title of the study (both of these elements must meet the criteria set by the Graduate College), the day and time of the oral defense, the place of the oral defense, and the names and affiliations of the dissertation committee. While the chair of the dissertation committee may have relied on the student to affirm that all members of the committee have approved the document, the department may poll the committee members prior to the

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announcement of the oral defense.

Graduation in a particular term is determined by the date of the defense. For instance, graduation in December requires a defense no later than early November. It is wise to check deadlines well in advance of a decision to defend.

APPROVAL FOR GRADUATION

A student who plans to graduate at the end of a particular semester needs to apply for graduation (see Appendix H) to the office of academic records before the published date in that semester or session. The application for graduation triggers an audit of the planned program and other programmatic requirements. The official audit letter should show that only 730 hours are required for graduation. If any other items are listed on the audit letter, immediate action should be taken to correct any problems.

It is the student's responsibility to be familiar with all rules, regulations, and policies described in the Graduate Policy Handbook and The Graduate College Catalog applicable to her/him.

CHECKLIST

The following checklist is offered to aid the doctoral student in planning his/her program from admission through graduation. Students are cautioned that the checklist is not rigid. Although based on the requirements of both The Graduate College and the Department of Educational Leadership, there is some flexibility to which steps should be completed first.¹ The students should check with **his/her advisor to** determine the sequence that best meets the individual needs of the student. This is particularly true of planning the residency experience and the internship experiences required of the doctoral program.

Step 1 Course work

- ___ Program of Studies approved by the advisor, doctoral committee, Department chair, and the Graduate College.
- ___ Core Courses (Completion of the Core courses is an eligibility criterion for the departmental core comprehensive examination).
- ___ Required Courses for Area of Concentration.
- ___ Courses Outside the Department.

Step 2 Dissertation Committee

- ___ Discuss appropriate membership with advisor.
- ___ Make Contacts.

¹**The student should check with his or her advisor to determine the sequence that best meets his or her needs.**

- ___ Secure Agreement From Members.
- ___ "Request for Appointment of A Doctoral Dissertation Committee" This form is available through the department. All members of the proposed committee must initial the form.
- ___ Forwarded from Department to College of Education to Graduate College.
- ___ Approval of Program of Studies by doctoral committee, department chair and Graduate College.

Step 3 Internships

- ___ The Following must be completed for both the MAJOR (6 hours) and COGNATE (3 hours) internships.
- ___ Make Contacts With Internship Site Coordinator.
- ___ Advisor Approved Prospectus.
- ___ Application for Permission to Elect form approved and signed by the advisor and the department chair.
- ___ Registration. Registration is completed by the EDLD department during Phase II registration.
- ___ Completion and Submission of Internship Log and other products described in the Prospectus.
- ___ Student Evaluation Form.
- ___ Supervisor Evaluation Form.
- ___ If an incomplete has been received, it must be changed within one year.

Step 4 Residency (credit hours must be from consecutive semesters or sessions.)

- ___ Sequential Fall and Winter Semesters (9 hours minimum in both semester).

OR

- ___ Sequential Spring, Summer (9 hours minimum in both sessions) AND Fall (9 hours minimum).

OR

- ___ Sequential Winter (9 hours minimum) AND Spring, Summer (9 hours minimum in both sessions).

Step 5 Comprehensive Exams

- ___ Core Course work and other eligibility criteria Completed.
- ___ Application Form.

- ___ Advisor Approval.
- ___ Successful completion of Core Comprehensive Exam.
- ___ Pre specialty comprehensive exam committee meeting.
- ___ Specialty Comprehensive Exam taken and passed.
- ___ Post specialty comprehensive examination committee meeting.
- ___ Specialty comprehensive examination successfully completed.

Step 7 Dissertation

- ___ Approved Proposal (Chapters 1 through 3).
- ___ Registration Plan for 730 hours.
- ___ Initial registration Approval by Advisor and Dissertation Secretary in The Graduate College.
- ___ Registration is continuous until Graduation.

Step 7 Application for Graduation

Candidacy applied for **the term before the term of defense (Audit letter shows only need for 730 hours)**.

- ___ All Course work including EDLD 695, Dissertation Seminar, Completed (all incompletes removed).
- ___ 3.25 GPA in all graduate work completed.
- ___ Comprehensive Exams Passed (Core and Specialty).
- ___ Dissertation Committee Appointed and Approved.
- ___ Internships Completed.
- ___ Dissertation Proposal Approved.

Step 8 Oral Defense

- ___ Committee Meeting Scheduled, ten days prior to oral defense, approved by The Graduate College, and publicly announced.
- ___ Dissertation defended successfully.

APPENDIX A

Application for Permission to Elect
Facsimile of EDLD 698 readings form

APPENDIX B

Application for Permission to Elect
Facsimile of EDLD 700 Level Classes

APPENDIX C

Specialist or Doctoral
Permanent Program of Studies

APPENDIX D

Change of Program

APPENDIX E

Grade/Credit Authorization Form

APPENDIX F

Facsimile of Notification of
Appointment of Doctoral Committee Form

APPENDIX G

EDLD Core Comprehensive Examination
Registration Form Letter

APPENDIX H

Application for Graduation

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THIS FORM IS AVAILABLE AT THE GRADUATE COLLEGE

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The printing of this handbook has been underwritten in part by the friends and alumni of the Department of Educational Leadership. The department is grateful to them for their support as we pursue our mission of leadership in education through our current student body.