



Edd Student Handbook

Doctoral Office of Advising and Records
College of Education and Health Professions
Columbus State University
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General Information

Program Overview

With the present climate of accountability, there is a substantial demand for educators who have a high level of expertise in school improvement, professional learning, and educational research. Educators who work with various student populations should be able to identify current needs, examine or explore those needs, and implement practices and/or policies based on empirical literature to improve those needs. The College of Education and Health Professions (COEHP) at Columbus State University (CSU) is committed to developing this level of expertise through the Doctor of Education (EdD) in Curriculum and Leadership Program, which is a collaborative effort among the Departments of Teaching, Leadership, and Counseling and Kinesiology and Health Sciences. The EdD Program offers three specialization program tracks: (1) Curriculum, (2) Educational Leadership, and (3) Higher Education Administration.

The Curriculum and Educational Leadership program tracks follow a cohort model implemented through a blended format of online and face-to-face instruction at Frank Brown Hall in Uptown Columbus, Georgia. The Higher Education Administration program track follows a cohort model implemented through synchronous and asynchronous online instruction. Courses in the 63-credit hour, doctoral program are intended for classroom educators, school administrators, district personnel, and other individuals seeking professional expertise in curriculum, educational leadership, or higher education administration.

Upon program completion in the Curriculum specialization program track, EdD students may add Curriculum and Instruction certification (i.e., S-7) to their Georgia teaching certificate after passing the Georgia Assessments for the Certification of Educators (GACE) in Curriculum and Instruction. Program completers in the Educational Leadership specialization program track who have certification in Educational Leadership from the Georgia Professional Standards Commission (GaPSC) can have their current certification upgraded to the doctoral level (i.e., L-7).

Official Communication

The CSU email account is the official source of communication with the University. The EdD student should use the official CSU account for all e-mail communications. Email is a permanent record so be mindful when writing and sending e-mail correspondences. The EdD student should check your CSU email account throughout the week for correspondences relating to course assignments and/or other announcements. If needed, forward your CSU email to an account that can be monitored regularly (e.g., personal email account).

EdD Program Website

The EdD student should monitor the [EdD Program Website](#). The website contains program policies and procedures, recommended programs of study, EdD dissertation committee resources (e.g., list of dissertation faculty who can serve on EdD dissertation committees), dissertation process resources (e.g., CSU EdD Dissertation Guide and defense applications), EdD Program Calendar, and other EdD student resources.

MyCSU

MyCSU is the online location for accessing student records, registration, university email, and campus announcements. The username will be the first part of the EdD student's CSU e-mail (i.e., lastname_firstname). Some login names are followed by digits. (*Note:* The MyCSU username and password will be utilized to log into CougarVIEW and CSU Library resources.)

First-time MyCSU users

1. Go to [MyCSU](#).
2. Obtain your username by clicking *Forgot your OneCSU username?*
3. The initial password is your birth date in the format of MMDDYY. For example, if June 10, 1980 was your date of birth, then your password would be 061080.

CougarVIEW

CougarVIEW is the learning management system where online course content is delivered. EdD students can access CougarVIEW through the left menu in [MyCSU](#) or by selecting [CougarVIEW](#) from the top row menu on the [CSU Website](#). The [CougarVIEW \(D2L\) Student Guide](#) can be accessed through the [Center of Online Learning \(COOL\) Website](#).

Degree Progress using DegreeWorks

DegreeWorks shows how completed coursework applies to the program of study, what courses will be needed to complete the program of study, and what specific requirements are needed for graduation. These components are referred to as *degree progress*. The Registrar's Office utilizes DegreeWorks to confer degrees. If the information within DegreeWorks is not accurate, let the Director of Doctoral Program in Education know as soon as possible. To access DegreeWorks, (1) log into MyCSU, (2) click the Students link in the menu, and (3) select *DegreeWorks* under Student Records. (*Note:* Check to ensure pop-ups are allowed and select *EDD* from the drop-down menu.)

- View the Requirements portion of the DegreeWorks Worksheet to access specific degree requirements.
- Areas with a red box indicate that requirements are not satisfied.
- Green checks indicate completed courses.
- View the *Courses Not Used* portion of the worksheet courses that are not applying to the program of study currently.

TK20

An active TK20 account is a required resource for this program because selected assignments *must* be submitted electronically using this online platform. TK20 is a repository for university data that are collected for various purposes (e.g., demonstrating the quality of our academic programs, improving teaching and learning, and compiling data for state, national, and local reports). EdD students can utilize their accounts for secure online storage of academic work and to create digital documents, such as electronic portfolios or reflective journals, which can be shared with prospective employers or other audiences. Purchase the TK20 account online with a credit or debit card at columbusstate.tk20.com. Please contact Thomas Dailey

at dailey_thomas@columbusstate.edu if further assistance is needed. (*Note:* If an EdD student has an active TK20 account already, he or she does not need to purchase another one.)

EdD Program Timeline

1. Complete the admission process to the EdD Program, including application packet, interview, and writing assessment.
2. Complete EDUL 8715 (Doctoral Seminar in Curriculum and Leadership) during first semester in EdD Program. In this course, the EdD student will complete the initial graduate dispositions assessment, orientation to EdD policies and procedures, CSU Library orientation, introduction to scholarly writing, and dissertation topic development.
3. Complete recommended program of study for designated program track as outlined on the [EdD Program Website](#).
4. Select a chair for EdD dissertation committee during the spring semester of the second year (or Semester 5) in the EdD Program.
5. Complete EDUF 8129 (Developing the Dissertation Prospectus) during fall semester of the third year (or Semester 7) in the EdD Program. In this course, the EdD student will complete CSU Institutional Review Board (IRB) training and CITI human subjects training, draft the dissertation prospectus (i.e., Chapters I and II of the EdD dissertation), and select a methodologist and third committee member for the EdD dissertation committee. The EDUF 8129 course cannot be taken until the EdD student has completed all research courses.
6. Revise the Dissertation Prospectus draft with support from the EdD dissertation committee as part of EDUF 8999 (The Dissertation). This process will be moderated by the chair.
7. Submit [Application for Prospectus Defense](#) at least 2 weeks prior to the scheduled event.
8. Defend the Dissertation Prospectus (i.e., Chapters I and II) successfully.
9. Write Chapter III with support from the EdD dissertation committee as part of EDUF 8999 (The Dissertation). This process will be moderated by the chair.
10. Submit [Application for Proposal Defense](#) at least 2 weeks prior to the scheduled event.
11. Defend the Dissertation Proposal (i.e., Chapters I through III) successfully.
12. Complete the CSU IRB application and obtain CSU IRB approval to conduct the EdD dissertation study.
13. Collect and analyze data for the EdD dissertation study.
14. Write Chapter IV with support from the EdD dissertation committee as part of EDUF 8999 (The Dissertation). This process will be moderated by the chair.
15. Write Chapter V with support from the EdD dissertation committee as part of EDUF 8999 (The Dissertation). This process will be moderated by the chair.
16. Complete EDUF 8000 (EdD Dissertation Defense) during the last semester in the EdD Program. In this course, the EdD student will submit the [Application for Dissertation Defense](#) at least 2 weeks prior to the scheduled event, defend the final dissertation (i.e.,

Chapters I through V) successfully, complete the final graduate dispositions assessment, complete EdD Program Exit Survey, and submit the final EdD dissertation draft for publication.

About this EdD Student Handbook

This handbook contains policies and procedures for the EdD in Curriculum and Leadership Program at CSU, which have been approved by the Doctoral Office of Advising and Records and the Doctoral Program Committee. These policies and procedures are in conjunction with the policies and procedures of CSU, [CSU Graduate School](#), and [COEHP Graduate Studies](#), and they are subject to change during students' progression through the EdD Program.

Phase 1: Admission

Admission Criteria

Admissions decisions are based on a holistic combination of criteria, including the interview, writing assessment, recommendations, professional experiences, academic transcripts, and GRE scores.

- At least a master's degree from an accredited United States institution, or the equivalent from an international institution.
- Good academic standing at previous institution(s).
- Cumulative grade point average (GPA) of at least 3.5 on all graduate course work at an accredited United States institution in fulfillment of the requirement for a graduate degree.
- Official Graduate Record Exam (GRE) scores within the last 5 years. Preferred minimum scores include a combined total of 297 for the general portion (Quantitative Reasoning and Verbal Reasoning) and 3.5 for the Analytical Writing component.
- Four (4) years of experience in a school setting or in a leadership role within the private sector.
- Background check to verify no criminal record or discharge from the armed services that would prevent recommendation for related teacher, counseling, or leadership certifications.
- Successful completion of interview and timed writing assessment.
- For international students, additional criteria may be required. See [International Graduate Admissions](#) for more details.

Initial Admission Paperwork Requirements

- Complete the [online Graduate School Application](#).
- Pay the \$50 application fee through the Bursar's Office (MyCSU → Students → Financial Aid tab → Locate Bursar/Student Accounts → Click *Pay Online*).
- Submit official transcripts from all previous post-secondary institutions. If you have an option to request an official electronic transcript, it can be sent to data_entry@columbusstate.edu.
- Submit official [GRE](#) scores [**CSU School Code: 5123**].
- Write and submit a Professional Statement. *Describe why you want to pursue an EdD degree, including your professional goals, anticipated advancement into leadership roles, related leadership experiences, and anticipated contribution to your profession after completion of this EdD Program.*
- Submit resumé, *including previously awarded degrees, related professional employment/experiences, professional service/contributions, and special recognitions.*

- Submit [Demographics Form](#).
- Submit two [Letters of Recommendation](#). *At least one letter of reference should be from a building-level administrator (e.g., principal) or your direct supervisor if you are in a system-level position or other work arena.*
- Submit [Experience Verification Form](#).
- Submit [Certification of Immunization](#).
- Submit [Verification of Lawful Presence](#).
- Documents can be submitted using the following methods:
 - [Online Portal for Uploading Admissions Documents](#)
 - Email to data_entry@columbusstate.edu
 - Mail to Office of Admissions, Columbus State University, 4225 University Avenue, Columbus, GA 31907-5645
- You may follow your admission status 24/7 through [MyCSU](#). Allow 2 to 3 business days after the receipt of documents to review, process, and update files within the system. If you need assistance with accessing [MyCSU](#), here are the [steps](#).

Admission Decision

The CSU Office of Admissions will notify prospective EdD students when initial admission paperwork requirements have been received. The application packet will be sent to the Director of Doctoral Program in Education for initial screening. After the initial screening process (i.e., documented professional experiences, academic transcript review, and receipt of official GRE scores), prospective students who submitted the initial admission paperwork by the stated deadline will be invited to the campus for interviews and timed writing assessments. The Doctoral Admissions Committee will conduct the interviews. The Doctoral Admissions Committee along with the Director of Doctoral Program in Education will review initial admission paperwork, interview rubrics and field notes, and writing assessment scores for each prospectus EdD student. Admission decisions are based on a holistic combination of criteria, including the interview, writing assessment, recommendations, professional experiences, academic transcripts, and GRE scores. The Doctoral Office of Advising and Records will notify prospective students who have been admitted into the EdD in Curriculum and Instruction Program as Pre-Degree Candidates.

Phase 2: Pre-Degree Candidacy

Course Registration

EdD students can register, drop, and/or withdraw from courses through [MyCSU](#). Follow the steps below to register:

1. Login to your MyCSU account.
2. Select *Schedule Planner*.
3. Select *Term*.
4. Select *Add Course*.
5. Enter the CRN in the boxes at the bottom of the page and click submit.
6. If the CRN is unknown, select *by subject* tab.
 - Select *subject*.
 - Select *course*.
 - Select “Add Course”.

Tuition and Fees

Information about tuition and fees for EdD coursework is available on the [Bursar’s Office Website](#). EdD Students will pay for registered courses through [MyCSU](#). Once logged into MyCSU, look under Account Balance to review the information and pay online. Please allow 2 to 5 business days after completing course registration for the course schedule and tuition due to reflect in MyCSU.

Graduate School Online Orientation

Before beginning EdD coursework, the EdD student should complete the Graduate School Online Orientation. This orientation will provide you information about Graduate School policies and procedures along with other support services available for graduate students.

Graduate Dispositions Assessment

Dispositions are professional attitudes, beliefs, and values that are demonstrated through verbal and non-verbal behaviors. These behaviors are observed during any interaction with students, families, colleagues, administrators, university faculty/staff, and other community stakeholders. These interactions may take place in face-to-face, virtual, online, spoken, or written situations, including social media. They are considered to be appropriate and expected behaviors for the teaching professional from the preschool to post-secondary education levels. These dispositions are based on COEHP Conceptual Framework and the GaPSC Code of Ethics. The EdD student is responsible for demonstrating professional dispositions at all times. The following eight dispositional domains will be evaluated during the EdD Program.

1. Legal and Ethical Conduct
2. Interactions with Others
3. Reliability
4. Professional Appearance and Demeanor
5. Commitment to Student Learning
6. Commitment to Improvement
7. Commitment to the Profession
8. Scholarship

At minimum, professional dispositions will be self-assessed at two points (i.e., Transition Points 1 through 2) during the EdD Program. Faculty and Staff may choose to use the assessment at other appropriate times.

Transition point 1. During the first semester in the graduate program (i.e., EDUL 8715), each EdD student will complete a self-evaluation of his or her professional dispositions to establish a baseline of professional dispositions. *Instructions to EdD students for initial self-evaluation:* For each dispositional domain, select the level that best describes your professional practices. After you have rated yourself, identify at least two dispositional domains that you consider to be your areas of strength and explain why you consider them to be strengths. Cite specific examples from your teaching or professional activities to support your explanation. Then, identify at least two dispositional domains in which you would like to improve. Discuss your plans for improving in those areas. Include specific professional development activities (e.g., classes, workshops, conferences, and participation in learning communities with one or more other teachers) that will help you accomplish your goals.

Transition point 2. During the last semester in the graduate program (i.e., EDUF 8000), each EdD student will complete a self-evaluation of his or her professional dispositions to examine one's growth during the program. *Instructions to EdD students for final self-evaluation:* For each disposition domain, select the level that best describes your professional practices. After you have rated yourself, reflect on your experiences in this EdD Program. Discuss how your dispositions have been impacted by those experiences as well as professional development activities (e.g., classes, workshops, conferences, and participation in learning communities with one or more other teachers) in which you have participated.

Table 1 displays the COEHP Graduate Dispositions Assessment. Proficient is the expected level of performance for EdD students.

Table 1

COEHP Graduate Dispositions Assessment

Disposition	Unacceptable	Needs Improvement	Proficient	Exemplary
Legal & Ethical Conduct (INTASC 9; C&I 7; ELCC 5; ACPA & NASPA PEF)	Does not demonstrate a clear understanding of legal and moral obligations of the profession which includes integrity and honesty; AND/OR does not exhibit ethical conduct by meeting established standards; AND/OR does not maintain confidentiality of student records, parent communications, or private professional communications.	Inconsistently demonstrates a clear understanding of legal and moral obligations of the profession which includes integrity and honesty; AND/OR inconsistently exhibits ethical conduct by meeting established standards; AND/OR inconsistently maintains confidentiality of student records, parent communications, or private professional communications.	Consistently demonstrates a clear understanding of legal and moral obligations of the profession which includes integrity and honesty; AND consistently exhibits ethical conduct by meeting established standards; AND consistently maintains confidentiality of student records, parent communications, and private professional communications.	Continually demonstrates a clear understanding of legal and moral obligations of the profession which includes integrity and honesty; AND continually exhibits ethical conduct by meeting established standards; AND continually maintains confidentiality of student records, parent communications, and private professional communications.
Interactions with Others (INTASC 3, 5, 10; C&I 7; ELCC 5; ACPA & NASPA PEF)	Does not interact or establish an effective rapport with others appropriately, respectfully, or professionally using appropriate language, voice, and tone; AND/OR does not acknowledge perspectives and/or seeks opportunities to collaboratively work/interact with all individuals with respect and consideration to achieve common goals.	Inconsistently interacts and establishes an effective rapport with others appropriately, respectfully, or professionally using appropriate language, voice, and tone; AND/OR inconsistently acknowledges perspectives or inconsistently seeks opportunities to collaboratively work/interact with all individuals with respect and consideration to achieve common goals.	Consistently interacts and establishes an effective rapport with others appropriately, respectfully, and professionally using appropriate language, voice, and tone; AND consistently acknowledges perspectives and regularly seeks opportunities to collaboratively work/interact with all individuals with respect and consideration to achieve common goals.	Continually interacts and establishes an effective rapport with others appropriately, respectfully, and professionally using appropriate language, voice, and tone; AND continually acknowledges perspectives and continuously seeks opportunities to collaboratively work/interact with all individuals with respect and consideration to achieve common goals.

(continued)

Table 1 (continued)

Disposition	Unacceptable	Needs Improvement	Proficient	Exemplary
Reliability (INTASC 9; C&I 7; ELCC 5; ACPA & NASPA PEF)	Does not meet or is not punctual for deadlines, professional activities, or requests; AND/OR does not make prior arrangements with instructor/supervisor when absence is necessary; AND/OR does not maintain active or focused participation; AND/OR does not ask proactive questions.	Inconsistently meets or is punctual for deadlines, professional activities, or requests; AND/OR inconsistently makes prior arrangements with instructor/supervisor when absence is necessary; AND/OR inconsistently maintains active or focused participation; AND/OR inconsistently asks proactive questions.	Consistently meets and is punctual for deadlines, professional activities, and requests; AND consistently makes prior arrangements with instructor/supervisor when absence is necessary; AND consistently maintains active and focused participation; AND consistently asks proactive questions.	Continually meets and is punctual for deadlines, professional activities, and requests; AND continually makes prior arrangements with instructor/supervisor when absence is necessary; AND continually maintains active and focused participation; AND continually asks proactive questions.
Professional Appearance & Demeanor (INTASC 9; C&I 7; ELCC 5; ACPA & NASPA PEF)	Does not exhibit appropriate appearance, attire and hygiene; AND/OR does not act in a mature, professional manner or maintains emotional control; AND/OR does not display confidence, composure, positive attitude or initiative.	Inconsistently exhibits appropriate appearance, attire and hygiene; AND/OR inconsistently acts in a mature, professional manner or maintains emotional control; AND/OR inconsistently displays confidence, composure, positive attitude or initiative.	Consistently exhibits appropriate appearance, attire and hygiene; AND consistently acts in a mature, professional manner and maintains emotional control; AND consistently displays confidence, composure, positive attitude and initiative.	Continually exhibits appropriate appearance, attire and hygiene; AND continually acts in a mature, professional manner and maintains emotional control; AND continually displays confidence, composure, positive attitude and initiative.
Commitment to Student Learning (INTASC 1, 2, 3, 4, 5, 7, 8, 9, 10; C&I 7; ELCC 5; ACPA & NASPA PEF)	Does not demonstrate and advocate the belief that all students can learn and does not adapt the instruction to meet various needs and abilities; AND/OR does not demonstrate accountability for student learning and development.	Inconsistently demonstrates and advocates the belief that all students can learn while adapting the instruction to meet various needs and abilities; AND/OR Inconsistently demonstrates accountability for student learning and development.	Consistently demonstrates and advocates the belief that all students can learn while adapting the instruction to meet various needs and abilities; AND consistently demonstrates accountability for student learning and development.	Continually demonstrates and advocates the belief that all students can learn while adapting the instruction to meet various needs and abilities; AND continually demonstrates accountability for student learning and development.

(continued)

Table 1 (*continued*)

Disposition	Unacceptable	Needs Improvement	Proficient	Exemplary
Commitment to Improvement (INTASC 6, 9; C&I 7; ELCC 5; ACPA & NASPA PEF)	Does not listen to or use feedback from instructors, cooperating teachers, peers, or students to improve practice; AND/OR makes excuses, defenses, or justifications for deficiencies.	Inconsistently listens to or uses feedback from instructors, cooperating teachers, peers, or students to improve practice; AND/OR at times makes excuses, defenses, or justifications for deficiencies.	Consistently listens to and uses feedback from instructors, cooperating teachers, peers, and students to improve practice AND consistently engages in reflective practice.	Continually listens to and uses feedback from instructors, cooperating teachers, peers, and students to improve practice AND acts upon reflections.
Commitment to the Profession (INTASC 9; C&I 7; ELCC 5; ACPA & NASPA PEF)	Does not follow appropriate protocols and chain of command when seeking solutions to problems; AND/OR does not value opportunities for networking with others in the field; AND/OR does not use appropriate language conventions in communications both oral and written; AND/OR does not demonstrate flexibility and responsiveness; AND/OR does not engage in appropriate use of personal electronic devices and social media; AND/OR undermines colleagues.	Inconsistently follows appropriate protocols and chain of command when seeking solutions to problems; AND/OR inconsistently values opportunities for networking with others in the field; AND/OR inconsistently uses appropriate language conventions in communications both oral and written; AND/OR Inconsistently demonstrates flexibility and responsiveness; AND/OR inconsistently engages in appropriate use of personal electronic devices and social media; AND/OR at times undermines colleagues.	Consistently follows appropriate protocols and chain of command when seeking solutions to problems; AND consistently values opportunities for networking with others in the field; AND consistently uses appropriate language conventions in communications both oral and written; AND consistently demonstrates flexibility and responsiveness; AND consistently engages in appropriate use of personal electronic devices and social media.	Continually follows appropriate protocols and chain of command when seeking solutions to problems; AND continually values opportunities for networking with others in the field; AND continually uses appropriate language conventions in communications both oral and written; AND continually demonstrates flexibility and responsiveness; AND continually engages in appropriate use of personal electronic devices and social media.

(continued)

Table 1 (*continued*)

Disposition	Unacceptable	Needs Improvement	Proficient	Exemplary
Scholarship (INTASC 9, 10; C&I 7; ELCC 5; ACPA & NASPA PEF)	Does not maintain active involvement in professional organizations; AND/OR does not seek out and participates in various professional development activities; AND/OR does not utilize research-based strategies in planning, instruction, and assessment; AND/OR does not reflect upon and revises instructional practices.	Inconsistently maintains active involvement in professional organizations; AND/OR inconsistently seeks out and participates in various professional development activities; AND/OR inconsistently utilizes research-based strategies in planning, instruction, and assessment; AND/OR inconsistently reflects upon and revises instructional practices.	Consistently maintains active involvement in professional organizations; AND consistently seeks out and participates in various professional development activities; AND consistently utilizes research-based strategies in planning, instruction, and assessment; AND consistently reflects upon and revises instructional practices.	Continually maintains active involvement in professional organizations; AND continually seeks out and participates in various professional development activities; AND continually utilizes research-based strategies in planning, instruction, and assessment; AND continually reflects upon and revises instructional practices.

Program of Study

The EdD in Curriculum and Leadership Program is comprised of four distinct areas: Research (15 semester hours); Specialization in Curriculum, Educational Leadership, or Higher Education Administration (24 semester hours); Dissertation (minimum of 12 semester hours); and approved electives in specific discipline areas (12 semester hours). Program specialization will be designated during the admission process, but the program specialization can be changed without affecting progression during the EDUL 8715 (Doctoral Seminar in Curriculum and Leadership) course. The recommended programs of study for designated program tracks are posted on the [EdD Program Website](#). If an EdD student chooses to deviate from the recommended program study (e.g., enrolling in fewer than two courses or enrolling in more than two courses each semester), then his or her progression in the EdD program could be affected given EdD courses are offered based on cohort needs. The Director of Doctoral Program in Education will serve as the academic advisor for all EdD students. Table 2 presents an overview of the program of study by area and specialization.

Table 2

Edd in Curriculum and Leadership Program of Study by Area and Specialization

Course Number	Course Title	Credit Hours
RESEARCH (15 Semester Hours)		
EDUL 8715	Doctoral Seminar in Curriculum and Leadership	3
EDUF 8126	Introduction to Statistical Methods in Education	3
EDUF 8127	Quantitative Research Methods in Education	3
EDUF 8117	Qualitative Research Methods	3
EDUF 8125	Mixed Methods Research in Education	3
SPECIALIZATION (24 Semester Hours)		
Curriculum		
EDUF 8112	Curriculum Design and Evaluation	3
EDCI 8157	Quality Assessment and Evaluation	3
EDCI 8115	Diversity in Education	3
EDCI 8116	Trends and Issues in Curriculum Studies	3
EDCI 7157	Curriculum Development and Reform	3
EDCI 8117	Professional Development and Learning	3
EDCI 8555	Selected Topics in Education (Curriculum and Technology)	3
EDUL 8108	Applications of Neurological Research to Student Learning	3
Educational Leadership		
EDUL 8102	Leading for Change	3
EDUL 8104	Supervision of Teaching and Learning	3
EDUL 8105	Leadership Theory	3
EDUL 8126	Politics of Education	3
EDUL 8127	Creating Resilient Leaders	3
EDUL 8807	Directed Study in Educational Leadership	3
EDUL 8209	Organizational Theory: Implications for Student Performance	3
EDUL 8115	Policy and Ethics	3

(continued)

Table 2 (continued)

Course Number	Course Title	Credit Hours
Higher Education Administration		
EDHE 8101	Introduction to Higher Education	3
EDHE 8102	Academic Affairs	3
EDHE 8112	Higher Education Student Services	3
EDHE 8123	Research in Higher Education	3
EDHE 8125	Educational Evaluation	3
EDHE 8110	Policy and Politics of Higher Education	3
EDHE 8720	Current Issues in Higher Education	3
EDHE 8103	Finance and Administrative Affairs	3
DISSERTATION (minimum of 12 Semester Hours)		
EDUF 8129	Developing the Dissertation Prospectus	3
EDUF 8999	The Dissertation	3
EDUF 8999	The Dissertation	3
EDCI 8999	The Dissertation	3
EDUF 8000	EdD Dissertation Defense	0
ELECTIVES (12 Approved Semester Hours)		
8***	Total Approved Elective Semester Hours as Approved by Director of Doctoral Program in Education	12
Total Program Semester Hours		63

Transfer Credits

EdD students are required to complete 51 semester hours in residence. *Residence* is defined as completing the semester hours at CSU using either face-to-face, online, and/or blended formats. Up to 12 semester hours for post-master's coursework from accredited institution(s) may be applied as transferred elective credit. The Director of Doctoral Program in Education must approve transfer credit for courses taken prior to acceptance in the EdD Program. Grades of C or below (i.e., grades of D, F, or WF) cannot be transferred. All requests for transfer credit must be submitted to the CSU Registrar's Office by the Director of Doctoral Program in Education and will be posted in DegreeWorks. Review of possible transfer elective credit should be completed during the EdD students' first semester in the program. Any coursework transferred as elective credit must have been completed within 10 years of EdD program completion (i.e., graduation).

Enrollment Status

Enrollment status (i.e., full-time, half-time, and less than half-time) for EdD students is based on the number of semester hours enrolled, excluding withdrawn courses. The maximum course load for any EdD student is 12 semester hours. EdD students who hold graduate assistantships must register for at least nine semester hours. EdD students who receive financial aid should contact the Financial Aid and Enrollment Service Center to obtain information about [how enrollment status may affect financial aid eligibility](#). Table 3 displays the enrollment status for EdD students by number of semester hours.

Table 3

Enrollment Status by Number of Semester Hours for EdD Students

Enrollment Status	Number of Semester Hours
Full-time	9 or more
Half-time	4
Less than half-time	1 to 3

Dropping and Withdrawing

EdD students can drop or add courses during the schedule change (i.e., *drop/add*) period each semester. If an EdD student withdraws from a course after the schedule change period has ended, he or she will earn a final grade of W on the academic transcript. If an EdD student withdraws from a course after the last date to withdraw from a course without academic penalty, he or she will earn a final grade of WF, which is calculated into the cumulative GPA as a F. Each of these processes must be conducted officially in [MyCSU](#) by the EdD student. Lack of attendance and/or communication with faculty cannot replace the official withdrawal process. The [CSU Academic Calendar](#) provides specific dates for the schedule change period and withdrawing from a course without academic penalty (i.e., final grade of W). (*Note: The deadline for withdrawing without academic penalty from a half-term course occurs before the full-semester deadline.*)

ADA/504 Accommodations

If an EdD student has a documented disability as described by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, he or she may be eligible to receive accommodations to assist in programmatic and/or physical accessibility. The EdD student should contact the Center for Accommodation and Access located in Schuster Student Success Center, Room 221, [706-507-8755](tel:706-507-8755), to initiate the process. The Center for Accommodation and Access can assist in formulating a reasonable accommodation plan and in providing support. Course requirements will not be waived, but accommodations could assist in meeting the requirements.

Repetition of Courses

EdD students may repeat up to two courses for no more than one time each if they earned a final grade of C or below. The EdD student's final grade in the course will be the final grade earned on the second attempt even if the final course grade in the previous attempt was higher.

The final grade from the previous attempt will remain in the calculations for the cumulative GPA. Repeating a course forfeits the previous credit hours earned for that course during the first attempt.

Incompletes

A grade of incomplete (I) can be awarded by a course instructor if the EdD student has maintained satisfactory work but was not able to complete all course requirements for non-academic reasons. Prior to the grade of I, the course instructor and EdD student must outline all missing course requirements and develop a timeline for completing those course requirements in writing. Once this agreement has been developed and confirmed by the course instructor and EdD student, the EdD student has a maximum of 12 months to fulfill the agreed upon course requirements. After the outlined course requirements have been fulfilled, the course instructor will submit a Change of Grade Form to replace the grade of I with the final course grade. After 12 months, if the EdD student has not fulfilled the agreed upon course requirements, the grade of I will be replaced with a grade of F by the Registrar's Office.

Time Limit for Degree Completion

All coursework applied to the program of study for the EdD in Curriculum and Leadership must be completed within 10 years of the first semester enrolled in the EdD Program. Extension of time may be granted upon appeal to the [COEHP Graduate Council](#). To appeal, a statement of formal appeal should be submitted to the Director of COEHP Graduate Studies that outlines the conditions upon which the extension of time is requested along with supporting evidence.

Leave of Absence

EdD students can request a leave of absence from the EdD Program by submitting a formal written letter with student signature to the Director of Doctoral Program in Education prior to taking the leave of absence. The letter must outline the rationale for requesting the leave of absence and the specific term that the EdD student plans to return to the EdD Program. The Director of Doctoral Program in Education will notify the EdD student if the request for a leave of absence has been approved. The maximum duration for a leave of absence is 1 year or 3 full semesters. A leave of absence from the EdD Program will cause delays with degree progression.

Re-Entry

EdD students who were accepted into Pre-Degree Candidacy or Degree Candidacy in the EdD in Curriculum and Leadership Program and are in good academic standing, but who have not maintained continuous enrollment from 1 to 3 years, must complete a [Graduate Application for Re-Entry/Readmission](#) with the CSU Office of Admissions. The Director of Doctoral Program in Education and the Director of COEHP Graduate Studies will review the application and determine admission into the EdD Program.

Readmission

EdD students who were accepted into Pre-Degree Candidacy or Degree Candidacy in the EdD in Curriculum and Leadership Program and are in good academic standing, but who have not maintained continuous enrollment for more than 3 years, must complete a [Graduate Application for Re-Entry/Readmission](#) with the CSU Office of Admissions. The returning EdD student will be subject to current admission criteria (e.g., cumulative graduate GPA, official

GRE scores, recommendations, interview rubrics, and writing assessments). The Doctoral Program Committee will review the application and determine admission into the EdD Program.

Academic Standing Policy

Required academic standing. EdD students are expected to maintain *good academic standing* as they progress toward degree completion. Good academic standing for EdD students is defined as a minimum program GPA of 3.25, and good academic standing is a requirement for graduation eligibility and admission into Degree Candidacy. A maximum of one course with a grade of C may apply to the EdD in Curriculum and Leadership program of study. Courses with earned grades of D or below (i.e., grades of D, F, WF, or U) may not be applied toward degree completion, but the earned grades will be calculated in the overall program GPA. The academic standing classifications for EdD students are (1) good academic standing, (2) academic probation, and (3) academic exclusion. *Academic probation* for EdD students occurs when an overall program GPA falls below 3.25. Other policies and procedures regarding academic probation can be found in the current academic catalog under [Graduate Academic Regulations](#). *Academic exclusion* for EdD students occurs when a student on academic probation earns a term GPA below 3.0. The mandatory period of academic exclusion is a minimum of one full term, and the EdD student must apply for program reinstatement (see Program Reinstatement).

Additional academic standing policy. In addition to the GPA requirement, EdD students will be evaluated each semester or term based on their final course grades. The following values will be denoted for each final course grade: C = 1; D, F, WF, or U = 2. If an EdD student earns 1 point, he or she will be notified in writing by the Director of Doctoral Program in Education and will receive an academic warning. If an EdD student earns 2 points, he or she will be placed on academic probation. If an EdD student accumulates 3 or more points, the student will be placed on academic exclusion.

Program Reinstatement

The mandatory period of academic exclusion is a minimum of one full term. After the mandatory period has ended, the EdD student must apply for program reinstatement by completing a [Graduate Application for Re-Entry/Readmission](#) with the CSU Office of Admissions and submitting a formal written letter to the Director of COEHP Graduate Studies that justifies his or her reinstatement into the EdD Program and outlines how he or she has resolved any issues, which affected his or her academic performance prior to academic exclusion. The EdD student will need letters of support from the Director of Doctoral Program in Education and one faculty member within the EdD Program. The COEHP Graduate Council will review the application and supporting materials to determine reinstatement into the EdD Program. If reinstated into the EdD Program, the EdD student should follow the policies and procedures for Repetition of Courses.

Academic Misconduct

EdD students are responsible for adhering to the policies and procedures related to academic misconduct published in the [Student Handbook](#) available on the Office of Student Life and Development's Website. Possible consequences for EdD students who have been found to have committed academic misconduct range from probation to expulsion from the University.

Academic Appeals

In general, there are three types of academic appeals. Each type of described below with the link to obtain more information:

1. *Academic grievance* is the formal appeal process to resolve differences related to academic fairness between an EdD student and a faculty member within a particular course during a single semester or term. EdD students are encouraged to seek an informal resolution following the appropriate protocol (i.e., Faculty Member, TLC Department Chair, COEHP Dean, then CSU Provost). The [academic grievance process](#) is outlined on the Academic Affairs website.
2. *Medical Withdrawal* is an appeal process that allows an EdD student to request an administrative withdrawal during the current term or semester if documented medical conditions make it impossible to continue in the course(s) for which he or she has registered. The [medical withdrawal process](#) is outlined on the Academic Affairs website.
3. *Academic Standards* is an appeal process that involved the university's Academic Standards Committee. This committee reviews four types of appeals, which involve factors outside of the contents of a particular course: (1) [Grade Appeals of WF or W](#); (2) [Grade Appeals of F to a Productive Grade](#) (e.g., A, B, or C); (3) [Medical Withdrawal](#) if the semester has ended and final grades have been posted; and (4) [Exception Petitions](#) (i.e., issues associated with program and course requirements for degree completion). The [academic standards process](#) is outlined on the Academic Affairs website.

Edd Dissertation Committee

Composition. The EdD dissertation committee will be comprised of at least three CSU faculty members who hold graduate faculty status. A chair of the EdD dissertation committee must have full graduate faculty status and should have previous experience serving on EdD dissertation committees. At least one committee member should have background knowledge, experience, or research expertise in the EdD student's dissertation topic. At least one committee member, who will be referred to as the methodologist, must have expertise in the research methods for the EdD student's dissertation study. A fourth committee member may be selected to serve in any capacity if approved by the Chair of the EdD Dissertation Committee, the Director of Doctoral Program in Education, and the Dean of COEHP. The fourth committee member can be external to CSU.

Appointment. The EdD student is advised to select and invite committee members from among faculty who have expertise in the area where the student plans to conduct research, including content and methodology. During the second year of coursework, the EdD student will identify a potential chair for his or her EdD dissertation committee utilizing the [EdD Dissertation Faculty](#) website and/or recommendations from the Director of Doctoral Program in Education and CSU faculty members. The EdD student must contact that faculty member directly and ask if he or she is willing to serve prior to completing the Doctoral Dissertation Committee Appointment Form. More than likely, the faculty member will request a phone, video, or face-to-face meeting before agreeing to serve on an EdD dissertation committee. In addition, he or she may review a writing sample or a current prospectus draft to review before agreeing to serve. Once the EdD student has established his or her EdD dissertation committee, the EdD student must complete the Doctoral Dissertation Committee Appointment Form. After submission to the

Doctoral Office of Advising and Records, all EdD dissertation committee members, the Director of Doctoral Program in Education, and the Dean of COEHP must approve the EdD dissertation committee. Any or all members of the EdD dissertation committee may be replaced by recommendation of the student along with approval of EdD dissertation committee members, the Director of Doctoral Program in Education, and the Dean of COEHP. The responsibilities of the EdD dissertation committee include:

- Provide timely feedback on drafts submitted by the EdD student. (*Note:* EdD students should give committee members a minimum of 2 weeks to review their submitted draft.)
- Determine appropriateness and quality of the EdD dissertation.
- Approve the dissertation prospectus and its oral defense using the appropriate evaluation rubric.
- Approve the dissertation proposal and its oral defense using the appropriate evaluation rubric.
- Approve the final dissertation and its oral defense using the appropriate evaluation rubric.

The responsibilities of the Chair of the EdD Dissertation Committee include:

- Guide the EdD student in selecting an EdD dissertation topic.
- Assist the EdD student in developing a dissertation proposal.
- Moderate the draft revision process among the EdD student and EdD dissertation committee members.
- Facilitate collaboration between the content expert and EdD student if chair is not the content expert.
- Facilitate collaboration between the methodologist and EdD student if chair is not serving as a methodologist.
- Coordinate the scheduling process for all defenses and preside over all defenses (i.e., Prospectus, Proposal, and Final Dissertation).
- Monitor completion and submission of forms required during the dissertation process (e.g., CSU IRB and defense application forms).
- Assist EdD student in the selection of other EdD dissertation committee members and replacement members if needed.
- Serve as the instructor of record for the EdD student's EDUF 8999 course.

EDUF 8999: The Dissertation

EdD students will enroll in the EDUF 8999 (The Dissertation) course after completing EDUF 8129 (Developing the Dissertation Prospectus) and establishing an approved EdD dissertation committee. The EdD Program of Study requires a minimum of 9 hours of EDUF 8999 (The Dissertation). The hours for each section of EDUF 8999 can vary from 1 hour to 3 hours. The grading for this course will be S for Satisfactory or U for Unsatisfactory. EdD students are expected to make substantial progress each semester (e.g., submitting at least one draft to the instructor every 2 weeks with previously noted comments addressed and new content

added). Failure to make substantial progress could result in a U for the final course grade. An EdD student should complete at least one goal each semester. Those goals include:

- Defend dissertation prospectus successfully.
- Defend dissertation proposal successfully.
- Obtain IRB approval.
- Collect and analyze data.
- Defend final dissertation successfully.

At the beginning of each semester, the EdD student and instructor will develop a professional development plan (PDP) or student contract to outline specific measurable objectives and associated timelines. If those objectives and timelines within the PDP or student contract are not fulfilled during the designated semester, the EdD student will earn a U as a final grade for EDUF 8999, which could result in academic exclusion. If those objectives and timelines within the PDP or student contract are fulfilled, the student will earn a S as a final grade for EDUF 8999.

Continuous Enrollment

EdD students must maintain continuous enrollment by enrolling in EDUF 8999 each semester after the EDUF 8129 course. The number of credit hours is variable for EDUF 8999. EdD students are not required to enroll during the summer semester if they will not be working with faculty or using university resources, unless summer semester is the term they plan to graduate. If continuous enrollment cannot be maintained, EdD students can request a leave of absence for up to 1 year or 3 full semesters. Once an EdD student has completed the 63-hour program of study successfully, he or she may enroll in a 1 credit hour EDUF 8999 section with reduced fees to maintain continuous enrollment with approval from the Director of Doctoral Program in Education.

Defenses

EdD students are required to defend their prospectus, proposal, and final dissertation. Defenses are scheduled by the EdD Dissertation Committee Chair in coordination with the other EdD dissertation committee members and the EdD student. Scheduling of defenses is subject to the availability of EdD dissertation committee members. Defense applications are available on the [EdD Program Website](#). Completed defense applications should be submitted to Doctoral Program Administrative Assistant at least 2 weeks prior to the scheduled defense. The Proposal and Final Dissertation Defenses cannot occur within the same semester. Only one defense can occur during the summer semester. The Prospectus and Proposal Defenses can occur within the same semester (e.g., spring or fall) if approved by the EdD Dissertation Committee Chair and Director of Doctoral Program in Education.

Phase 3: Degree Candidacy

Admission to Degree Candidacy

- Completion of all required research and specialization coursework with a 3.25 GPA and no more than one grade of C applying toward the degree (i.e., good academic standing).
- Appointment of an approved EdD dissertation committee.
- Approval of the Dissertation Prospectus by the EdD Dissertation Committee.
- Receipt of the approved Dissertation Prospectus by the Director of Doctoral Program in Education and Dean of COEHP.
- Approval of the Dissertation Proposal by the EdD Dissertation Committee.
- Receipt of the approved Dissertation Proposal by the Director of Doctoral Program in Education and Dean of COEHP.

Institutional Review Board

The CSU IRB must approve all research involving human subjects, including EdD dissertation research studies, before recruitment and/or data collection begins. After receiving official approval for the Dissertation Proposal, EdD degree candidates must submit an IRB application to the CSU IRB and obtain IRB approval. Application, informed consent templates, and directions are available on the [CSU IRB Website](#).

EDUF 8000: EdD Dissertation Defense

EDUF 8000 is a zero-credit course in which an EdD degree candidate documents (1) his or her successful oral defense of the final dissertation; (2) the completion of edits and approval of final dissertation by the EdD Dissertation Committee, Director of Doctoral Program in Education, Director of COEHP Office of Graduate Studies, and Dean of COEHP; and (3) submission to the CSU Library for publication. EdD degree candidates must be enrolled during the semester of their final dissertation defense. The approval process in EDUF 8000 includes an originality review and a format review based on APA (6th edition) and the [CSU EdD Dissertation Guide](#). One of the following actions will be recommended after university review of the final dissertation draft: (1) Accept for publication without revisions, (2) Return to EdD degree candidate for minor revisions, or (3) Return to EdD degree candidate for major revisions. If the EdD degree candidate is unable to complete revisions by the stated deadline, the EdD degree candidate will be allowed to participate in the hooding ceremony and graduation ceremony; however, the EdD degree will be awarded when the final dissertation is accepted for publication. A final grade of S in EDUF 8000 is required for EdD program completion.

Application for Graduation

Applications for graduation should be submitted through [MyCSU](#) under Enrollment Services tab 1 semester prior to the anticipated semester of degree program completion. [Graduation information](#) and [application deadlines](#) are available through the Registrar's Office.

Requirements for Graduation

1. Completion of all required EdD coursework (i.e., minimum of 63 semester hours and a minimum of 51 semester hours in residence) with a 3.25 GPA and no more than one grade of C applying toward the degree (i.e., good academic standing).
2. Earned final grade of S in EDUF 8000 (EdD Dissertation Defense).
3. Met all program requirements (i.e., successful defense of final dissertation and approval of final dissertation publication by the EdD Dissertation Committee, Director of Doctoral Program in Education, Director of COEHP Office of Graduate Studies, Dean of COEHP, and CSU Library).
4. Maintained continuous enrollment in EDUF 8999 (The Dissertation) until completion of the EdD dissertation.
5. Verification that all financial obligations to CSU have been satisfied (e.g., Registrar's Office or other university offices).

GACE Content Assessment in Curriculum and Instruction

EdD students who completed the Curriculum specialization program track must take the GACE Content Assessment in Curriculum and Instruction to receive their certificate upgrade; however, the GACE is not required for EdD program completion. To be deemed eligible to register for the exam, contact LaJuene Black in CSU Advise at Frank Brown Hall (black_lajuene@columbusstate.edu). To register for the exam, go to <http://gace.ets.org/register/>.

GaPSC Certification Process

For EdD students who completed the Curriculum or Educational Leadership specialization program tracks, visit the [GaPSC website](#) to download the (1) Certification Application and (2) Verification of Lawful Presence Form. These completed forms should be emailed to LaJuene Black in CSU Advise at Frank Brown Hall (black_lajuene@columbusstate.edu) for processing.