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Dear Students,

I would like to take this opportunity to welcome you to the Ed.D. program at the Kean University Nathan Weiss Graduate College. It is my sincere desire that your experience here will match your expectations.

The Ed.D. program in Educational Leadership seeks to develop visionary school leaders and transformational change agents, capable of responding to shifts in educational policies. Our graduate program is a unique blend based on a scholar-practitioner model and sets ambitious learning outcomes for our students. Emphasizing theory, research and practice, our distinguished, multi-disciplinary faculty will provide you with a well-rounded educational experience.

This student handbook is written to guide you through your doctoral studies and the dissertation process. In the handbook you will find information on faculty, course requirements, program policies and dissertation procedures. Please take the time to carefully read and acquaint yourself with our policies and procedures. Should you have any further questions you can contact the Ed.D. program coordinator, Dr. Kathe Callahan.

It is our goal that you will become a Kean University graduate and leader who will make a difference in your school community. To this end, we look forward to working with you throughout the program. Your success is our success.

Best regards,

Leila Sadeghi, Ph.D.
Chair, Department of Educational Leadership
Part I: Completing Your Doctoral Program

Program Overview
The Kean University Ed.D. in Educational Leadership is dedicated to developing the next generation of educational leaders. With a focus on K-12 public school administration, the doctoral program prepares future administrators with the knowledge and skills needed to effectively lead school districts and educational organizations.

The curriculum, based on an innovative, interdisciplinary, professional oriented model, integrates coursework and practical experience, culminating in a full-year internship in a school district or education agency.

The Kean Ed.D. in Educational Leadership is designed to create an advanced and diverse learning environment which supports personal and professional growth.

Faculty
Courses are taught by faculty members from the Department of Educational Leadership, the College of Education, and Adjunct Faculty who are experienced educational administrators.

Department of Educational Leadership
Kathleen Callahan, Assistant Professor/Program Coordinator, Ph.D. Rutgers University
Nicholas Celso III, Associate Professor, J.D., Rutgers Law School; Ed.D., Rutgers University
Efthimia N. Christie, Assistant Professor, Ed.D., Seton Hall University
Leonard H. Elovitz, Associate Professor, Ed.D., Columbia University
Soundaram Ramaswami, Assistant Professor, Ph.D., Rutgers University
Leila Sadeghi, Assistant Professor/Department Chair, Ph.D., Rutgers University

College of Education
Susan Polirstok, Dean, College of Education; Ed.D., Columbia University
Anthony Pittman, Associate Dean, Ph.D., University of Connecticut

Adjunct Faculty
Charles Ford, Superintendent, Monmouth Regional High School, Ed.D., Nova Southeastern University
Kenneth King, Assistant Superintendent (retired), East Orange, Ed.D., Columbia University
Michael Knox, Principal, Celebrate the Children, Ed.D., Kean University
Introduction
This doctoral student handbook consists of two sections: Completing Your Doctoral Program and Completing Your Doctoral Dissertation. Each section describes the requirements, program elements, policies, procedures and protocols that apply to all doctoral students from the time of admission to commencement. Please take time to review this handbook as you begin your studies and refer to it throughout your courses of study.

Completing Your Course of Study
It is the student’s responsibility to follow the requirements, program elements, policies, procedures and protocols contained in this handbook and in the Nathan Weiss Graduate College Handbook. In addition, all students must meet the standards of academic integrity as cited in the Nathan Weiss Graduate College Bulletin (Academic Integrity Policy). Violation of these standards results in disciplinary action. Students are expected to comport themselves professionally and ethically throughout their doctoral studies including all course work, the full-year administrative internship and the dissertation research process.

This section of the handbook provides students with an overview of the Ed.D. in Educational Leadership Program and the process and procedures to be followed.

Program Requirements
The Doctor of Education (Ed.D.) in Educational Leadership requires that students complete 90-credits beyond a Bachelor’s Degree. Up to 36 graduate credits are awarded for a Master’s degree in Educational Administration, Early Childhood Education or other relevant Master’s degree. These credits will transfer to the Ed.D. program, upon the approval of the Program Coordinator. If a student holds a Master’s degree outside the approved pre-requisite graduate programs, they will not be awarded the full 36 graduate credit transfer. Students without an approved Master’s degree may be provisionally accepted into the Ed.D. program, but they will be required to complete Master's level courses in Educational Leadership, as a pre-requisite, prior to enrolling in doctoral level courses. The pre-requisite requirements are clearly articulated in the acceptance letter for all provisionally accepted students.

The Ed.D. curriculum is comprised of 18 courses (3 credits each) for a total of 54-credits. Upon successful completion of 54-credits, students must maintain their status as matriculated students until they successfully complete and defend their dissertation. To maintain their matriculation status, students must register for a 2-credit course, Dissertation Continuation EDD 7103, while they work on their dissertation.
Course Sequence

The course sequence applies to students who enter with an equivalent master’s degree totaling 36 credits. The course sequence that is offered may be subject to change. Students will be notified should this occur. In addition, upon completion of the 54 credits listed below, students must maintain their status as matriculated students by registering for EDD 7103, Dissertation Continuation, a 2 credit course for the Fall, Spring and Summer 1 semesters until they successfully defend their dissertation.

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<th>Total of 54 credits to complete program</th>
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Course Descriptions

EDD 6001 Political Policy Analysis (3)
Students study and analyze the dynamics of the political process in educational communities as it applies to the development of policy.

EDD 6002 Legal and Policy Issues in Education (3)
Addresses legal issues in public education with special emphasis on New Jersey schools.

EDD 6003 School and Community Partnerships (3)
Explores the relationship between school districts and community organizations and how this relationship impacts teaching and student learning.

EDD 6004 Educational Leadership and Decision Making (3)
Explores research on educational leadership and decision making and applies it to the operation of an education community.

EDD 6005 Organizational Theory and Change (3)
The history and application of organizational theory is studied. Students also study the strategies for successful organizational change.

EDD 6101 Personnel Administration and Negotiations (3)
Addresses issues of personnel administration and collective bargaining in the context of public schools.

EDD 6102 Educational Finance and Resource Allocation (3)
The aspects of obtaining, managing and expending funds are studied.

EDD 6103 Program Assessment and Evaluation (3)
Develops an understanding of the principles of assessment with an emphasis on the context and format of standardized tests and systematically analyze assessment data to facilitate evidence-based educational decision-making.

EDD 6104 Instructional Leadership (3)
Explores, analyzes and identifies strategies and skills that promote effective instructional practices. Focuses on performance based practice and assessment for documentation of learning and achievement.

EDD 6105 Leadership and Diversity Issues (3)
Uses data-based research findings to inform understanding of successful learning outcomes for all students. Diverse learning abilities are explored including gifted and special need students.
EDD 6201 Clinical Practicum in School District Administration I (3)
Students work full-time under the direction of a mentor in a public school district central office for a minimum of 6 weeks. Projects and activities that lead toward proficiency with ELCC standards are completed.

EDD 6202 Clinical Practicum in School District Administration II (3)
Students spend at least 10 hours per week working under the supervision of a mentor in a public school district central office. Projects and activities that lead toward proficiency with ELCC standards are completed.

EDD 6302 Educational Research (3)
Develops deeper understanding of the principles of research methodology through the study and analysis of the latest and most current research in all areas of education and community organizations.

EDD 6330 Introduction to Statistical Methods (3)
This first course in Statistics will introduce statistical concepts and methods that will be needed for data analysis. Doctoral students learn the language of statistics, the use of appropriate statistical procedures and gain domain knowledge and analysis skills to interpret data and draw valid inferences. In learning these procedures, students will also gain proficiency in SPSS.

EDD 6331 Qualitative Research Methods (3)
This course will introduce doctoral students to the philosophy and methods of qualitative research. Through an examination of the evolution of qualitative research methods to the practice of different strategies of inquiry, students will develop the skills necessary to design and conduct qualitative research.

EDD 6340 Advanced Quantitative Statistics (3)
This second course in Statistical Analyses will build upon fundamental quantitative/qualitative statistical concepts and introduce new constructs, concepts and methods through the use and application of SPSS (Software Package for the Social Sciences) in order to facilitate advanced data analyses and model building.

EDD 7101 Dissertation Seminar (3)
Develops an understanding and applies the principles of advanced research design in order to facilitate the development and submittal of a doctoral dissertation proposal. Action research methodology that focuses on education issues will be emphasized.

EDD 7102 Advanced Dissertation Seminar (3)
Development and application of the skills and knowledge learned in Dissertation Seminar in order to facilitate the completion and defense of a doctoral dissertation. Action research methodology that focuses on education issues will be emphasized. Prerequisite: EDD 7101 or permission of program coordinator.

EDD 7103 Matriculation Continued (2)
Required to maintain status as matriculated student while completing dissertation.
Credit Requirements and Time Limits
It is expected that students will complete the Ed.D. course requirements in 3 years. Students are required to complete all course work (54 credits) prior to defending their dissertation. While it is possible to complete the dissertation within a 3 ½ year time frame, most candidates require more time. A 7-year limit has been set for the completion of all requirements for the degree. Candidates will be required to register for Dissertation Continuation (EDD 7103) after the completion of course work up to the oral defense of their dissertation. The seven-year time-to-degree period begins with the start of the first semester following admission to the Ed.D. in Educational Leadership Program.

Academic Integrity and Plagiarism
Kean University is committed to nurturing the growth of intellectual reasoning, academic and professional values, individual and ethics and social responsibility in its students. Kean University provides academically rigorous undergraduate and graduate programs that adhere to the twin principles of honesty and academic integrity. These principles are essential to ensuring and maintaining excellence in the quality of its academic institutional programs and facilitating the intellectual development of its students. Therefore, academic dishonesty in any form – written or non-written, media or technology – seriously compromise the mission of Kean University to provide quality programs and opportunities for optimum development of all students.

Maintaining high standards of academic integrity is the obligation of all members of the Kean community – students, faculty and administrators. It ensures the application of the highest academic standards and principles of conduct, honesty and truth. An individual’s work must reflect that person’s own efforts and achievements. The University maintains that all members of the academic community are expected to employ the highest standards of academic integrity in their work. Any violation of such will be subject to a sanction based on the infraction, which may include a reprimand, reduction in grade, failing grade, suspension or dismissal from the university.

Doctoral students violating the academic integrity policy will appear before the Doctoral Committee on Academic Standards as the first step in the process.

For the complete Academic Integrity Policy, please refer to: Academic Integrity Policy.

Grades Grievance Procedures
Students must maintain a minimum grade point average (GPA) of 3.0 while completing the Ed.D. A GPA below 3.0 will result in academic probation and formal notification from the Director of Graduate Admissions. Appeal procedures for grades can be found in the Nathan Weiss Graduate Handbook.

Leave of Absence
Students who must leave the University temporarily either for medical or personal reasons may request a leave of absence. A leave of absence must be requested through the Office of Graduate Student Services. Included in the request should be length of the leave and the circumstances surrounding the request. Leaves are typically granted for one or two semesters.
Students who have completed their course work, who are writing their dissertations and are enrolled in EDD 7103, Dissertation Continuation, may request a one semester leave of absence for medical or personal reasons. During this leave of absence, students are not permitted to be in contact with their dissertation chair. This one semester leave of absence will be granted once.

If a student fails to request a Leave of Absence, the student may have to re-apply to the University. If the student believes their leave will last longer than the maximum leave allowance (one academic year) the student will have to file a Re-Admission Application at the time they wish to resume their studies.

**Clinical Practicum in School District Administration**

During the beginning of the third year (fall), students will commence a full-year administrative clinical practicum under the guidance of a school superintendent or agency director and under the direction of a faculty advisor from the Department of Educational Leadership. The Clinical Practicum in School District Administration requires the completion of 300 hours of fieldwork over two semesters. Students will have to complete a comprehensive portfolio that represents their progress toward meeting the Council for the Accreditation of Educator Preparation (CAEP) Standards for School District Leadership. This portfolio will be evaluated by the faculty advisor against a scoring rubric and requires a rating of proficient or better.

The CAEP standards are derived from and aligned with standards adopted by the Interstate School Leaders Licensure Consortium (ISLLC) for the assessment of educational leaders. These standards have been adopted by the New Jersey Department of Education as the basis for licensure of school leaders.

The application for Clinical Practicums can be found on the [EDD website](#).

**Graduation Application and Commencement**

All students must file a Doctoral Graduation Application Form with the Office of Graduate Student Services prior to the application deadline stated below. The Doctoral Graduation Application Form must be obtained from the Office of Graduate Student Services, East Campus-218A, (908) 737-4723 or at [Graduate Forms](#). Failure to comply by these deadlines will delay the granting of the diploma. A graduation fee of $100 must be paid to the Business Office and the receipt must be submitted with the application to the Graduate Student Services (East Campus-218A, (908) 737-4723).

**Doctor of Education Commencement Regalia**

Graduates who intend to participate in the May commencement ceremony should order their cap and gown by March 31st. Students have the option of ordering a standard black gown with a doctoral tam or a fine quality gown that is royal blue with black velvet panels on the front and black velvet chevrons on the sleeves. The standard gown can be ordered through [Josten's Website](#).

The fine quality cap and gowns must be ordered directly through Josten's call center: 1-800-854-7464 ext. 15014. You should ask for the custom regalia for the Kean University Doctor of
Education. Before calling, complete the measuring guidelines on the Josten’s website. Again, orders must be placed by March 31st.

**Deadline Dates for Filing Graduation Application**

- 1\textsuperscript{st} Friday in October for January degree
- 1\textsuperscript{st} Friday in February for May degree
- 1\textsuperscript{st} Friday in March for August degree

**Graduation Dates**

The following defense deadline dates provide guidelines for successful completion of the defense to be eligible to meet the requirement for graduation.

- **January Graduate**, the candidate must successfully defend and submit his/her dissertation by December 15\textsuperscript{th}.
- **May Graduate**, the candidate must successfully defend and submit his/her dissertation by April 15\textsuperscript{th}.
- **August Graduate**, the candidate must successfully defend and submit his/her dissertation by July 15\textsuperscript{th}.
PART II: Completing Your Doctoral Dissertation

Dissertation Topics and Scope
Students are expected to address educational issues that are grounded in theory and address contemporary issues in your school district or education organization. The appropriateness of the research topic, research question and research methodology are conceptualized in the research and dissertation seminars and finalized in consultation with the dissertation chair.

The dissertation should demonstrate (a) a mastery of theoretical, empirical and applied literature relevant to the topic studied, (b) methodological knowledge relevant to the area of inquiry, (c) the ability to integrate research findings in a cogent and practical conclusion and action plan, and (d) the ability to write clearly and concisely in the style adopted by the profession. Simply stated, the dissertation should be a sophisticated piece of written scholarship that demonstrates the ability to frame and address an educational issue and provide recommendations that can be adopted by practitioners.

“Key Players” in the Dissertation Process
Each dissertation committee will be comprised of at least three individuals: the doctoral dissertation chair and two additional dissertation committee members. The dissertation chair must be a Kean University faculty member from the Department of Educational Leadership OR the College of Education. One committee member can come from outside of the Department of Educational Leadership or the College of Education, however prior approval of the Program Coordinator and dissertation chair is required. An outside member must possess a doctorate from an accredited university.

Dissertation Process Summary
The sequence of tasks required to successfully complete the dissertation is listed below with approximated program deadlines. Note that individual dissertation chairs may set earlier due dates. It is recommended that students complete tasks earlier than the program deadlines. Many of these tasks are described in greater detail in separate sections of this handbook. Forms must be submitted to verify some of these achievements. The required forms are available on line at Doctoral Forms.

The following dissertation tasks should be accomplished by the end of the Educational Research Seminar (EDD 6302):
- Develop possible topics/questions through exploration of relevant literature
- Develop a robust annotated bibliography identifying research articles from top tiered journals
- Develop full knowledge of APA (American Psychological Association) writing and citation format
- Explore Institutional Review Board (IRB) requirements of Kean University AND the school district or education agency where research will be conducted
- Create online IRB account through Kean University Office of Research and Sponsored
Programs

- Write a preliminary research proposal

The following dissertation tasks should be accomplished by the end of the Advanced Quantitative Statistics (EDD 6340):
  - Develop proficiency in statistical methods
  - Expand methodology chapter
  - Obtain IRB approval from research site (school district/education agency)

The following should be completed by the end of your second year (spring semester):
  - In consultation with the Program Coordinator select dissertation chair
  - Complete the Doctoral Dissertation Committee Chair Form and submit to the Program Coordinator
  - In consultation with dissertation chair and Program Coordinator recruit two additional committee members
  - Complete the Doctoral Dissertation Committee Member Forms and submit to the Program Coordinator

The following dissertation tasks should be accomplished by the end of the Dissertation Seminar (EDD 7101):
  - Prepare Kean IRB application with dissertation chair
  - Submit Kean IRB application
  - Submit first draft of dissertation proposal
  - Present the first draft of Chapter 2 – Literature Review

The following dissertation tasks should be accomplished by the end of Advanced Dissertation Seminar (EDD 7102):
  - Write drafts of Chapter 1 and 3 for review by dissertation chair and committee members
  - Start writing Chapters 4 and 5
  - Schedule the dissertation proposal presentation with the committee at least two weeks prior to the proposal presentation date
  - Present dissertation proposal to committee
  - Submit signed Approval of Dissertation Proposal form to the Program Coordinator on the day of the proposal presentation.
  - Make sure the following forms have been signed and submitted to the Program Coordinator:
    - Doctoral Student Information Form
    - Doctoral Advisor Form
    - Doctoral Committee Information Form
    - Approval for Dissertation Proposal Form
    - IRB Approval Form
  - Submit the following to Dissertation Seminar Instructor and dissertation chair before the end of the semester:
    - Electronic copy of approved dissertation proposal
    - IRB application accepted, or revised and resubmitted
• Final drafts of Chapter 1 and 3

The following dissertation tasks should be accomplished while maintaining student status (EDD 7103):
• Continue to work on Chapters 4 and 5 with your dissertation chair and committee to complete the data analysis and action plan.
• Based on suggestions your dissertation chair and committee members you may need to revise other chapters before the oral defense.

Preparing for the Oral Defense of Dissertation
• File Doctoral Graduation Application Form with the Office of Graduate Student Services
• Submit the signed Approval for Oral Defense Form to the Program Coordinator at least two weeks prior to the defense date
• In collaboration with dissertation chair finalize dissertation, abstract and PowerPoint presentation
• Submit dissertation to committee members for review
• Schedule the oral defense in consultation with the dissertation chair, committee members and the Program Coordinator
• Submit dissertation abstract to Program Coordinator at least two weeks prior to the final defense date

Oral Defense of Dissertation
• Provide hard copy of your abstract and PowerPoint to all in attendance at your defense
• Present dissertation to dissertation chair, committee members, fellow students and interested members of the Kean Community
• Respond to questions posed by dissertation chair, committee members, fellow students and interested members of the Kean Community
• Bring three (3) copies of the dissertation signature page and the Final Dissertation Oral Defense Form to the defense to obtain signatures after defense
• Submit signed Final Dissertation Oral Defense Form to the Program Coordinator on the day of the dissertation defense
• If required, revisions must be clearly articulated on the Final Dissertation Oral Defense Form (or on a separate paper attached to the form) along with due dates for revisions

After the Dissertation Defense
• Make final revisions to the dissertation (depending upon defense outcome)
• Obtain signature-verification, on the signature page of the dissertation, from dissertation chair that defense revisions are accepted
• Submit chair-verified dissertation to an APA Style Editor for review (allow four weeks for this process and another week for obtaining signatures and making copies)
• Submit a copy of your signature page to Graduate Student Services. This provides documentation of a successful defense.
• Submit the dissertation document for publishing through UMI/ProQuest/Dissertation Abstracts International
• If desired, students can arrange for the binding of their dissertation through the Hatfield Group (a company that Kean’s library uses for binding):
  http://www.thesisondemand.com/

Getting Started: Timeframe for Finding Chair/Developing Topic
Students are advised to consider possible dissertation topics from the beginning of their graduate experience. Through course work, conversation and review of the literature, it is expected that a topic will emerge that is suitable for the student to pursue as a dissertation. Serious efforts to find a suitable topic and dissertation chair should begin no later than the summer of a student’s second year in the program.

Dissertation Committee: Composition and Requirements
As indicated above, each dissertation committee will be comprised of at least three individuals: the dissertation chair and two additional dissertation committee members.

The dissertation chair must be a member of the faculty of the Department of Educational Leadership OR the College of Education. The second member of the dissertation committee must be a faculty member at Kean University. On occasion it will make sense for a student to have a third full committee member from another department within the university or from another university. If the desired third committee member is outside of the Department, the student must submit a copy of this potential member’s curriculum vitae (CV) for approval by the Program Coordinator and Department Chair.

During the second year of the program students should meet with the Program Coordinator to discuss their topic and seek advice, based on the topic of the dissertation, regarding faculty to serve as dissertation chairs and committee members. The Program Coordinator is responsible for maintaining accurate records to insure the distribution of research supervision is spread equitably among the members of the faculty. If a student selects a faculty member who is already chairing more than 4 dissertations, the student will be advised to select another chairperson.

Committee Member Responsibilities and Grievances
All committee members are expected to attend the proposal presentation/defense and the final dissertation defense. Committee members must also be available to attend any additional meetings called by the dissertation chair.

If a student feels that the conduct of any committee member is inappropriate or not helpful, the student should first discuss this grievance with the dissertation chair. If the grievance remains unresolved and threatens to impede completion of the dissertation within deadlines, the student should consult with the Program Coordinator to resolve the problem.

If a student feels the conduct of the dissertation chair is inappropriate or not helpful, the student should discuss the grievance with the Program Coordinator. When the Program Coordinator is serving as the dissertation chair, the grievance should be taken to the Department Chair.
Changing Committee Members
Changes in committee members are rare and require the approval of the Program Coordinator. Chairs or committee members who leave Kean University may continue to serve on the committee if that is mutually acceptable. If it is not, students can discuss potential replacements with the Program Coordinator. If a student wishes to change committee members, this request should be made in writing to the Program Coordinator. The letter should indicate compelling reasons for the change. If approved, new committee members must complete the relevant forms for appointment to the Committee. If the Program Coordinator is a member of your dissertation committee that you want to replace, your concerns should be discussed with the Department Chair.

Protection of Human Subjects
Every dissertation study must have clearance from the Kean University Institutional Review Board (IRB). This requirement includes all research, from data analysis to research involving surveys, focus groups and interviews.

The IRB application must be approved by the dissertation chair before submission to the University IRB Committee. Students should keep in mind that if their research involves students, teachers or school administrators, the school district will most likely require its own IRB application and approval.

The IRB Application Form, instructions, deadlines, and other important information are available through Kean’s Office of Research and Sponsored Programs website: ORSP Research Compliance.

Students and their dissertation chairs are jointly responsible for submitting the IRB application. The dissertation chair serves as the student’s faculty sponsor on the IRB Application Form.

Dissertation Proposal
The dissertation proposal is a brief document (typically 15-20 pages in length, excluding references and appendices), but an important one. The proposal is regarded as a contract, binding both to the student and the University. If the student doesn't complete the project as outlined in the proposal -- for example, if the student discovers the chosen methodology will not work -- the student must discuss with the dissertation chair and committee members how any changes caused by a change in methodology will be addressed. Conversely, if the research is carried out as outlined in the proposal, the student is protected from demands for major additions or revisions later on. Given that it is not possible to know in advance everything about a given literature, the student should expect some changes in the structure or focus of the project. However, these changes should be minor and should be consistent with the scope of the research outlined in the proposal.

Typically, students will work with the dissertation chair on a number of drafts before the rest of the committee sees the dissertation proposal. However, some committees may adopt a more collaborative strategy working together throughout the development of the dissertation proposal. The student should make sure that all of their committee members are given sufficient time to read and reflect upon the proposal prior to the presentation/defense.
Dissertation Proposal Presentation
Students are responsible for scheduling the proposal presentation with their dissertation chair and committee members. The student is also responsible for notifying the Program Coordinator. Once the committee has received the proposal and has agreed upon a date and time for the meeting, the student should submit the Approval of Dissertation Proposal form to the Program Coordinator at least two weeks prior to the proposal defense along with a copy of the proposal and IRB certification.

The presentation of the dissertation proposal is designed to ensure that students have a workable plan for their research that meets the standards of scholarship appropriate to earning a doctoral degree. The defense also allows the committee to come to a clear agreement about the structure and scope of the research. The proposal presentation is an opportunity for the student to strengthen their research design and address any concerns or limitations prior to undertaking their research.

Final Dissertation
Eligibility requirements for defending the dissertation consist of completing all required course work with a minimum of a 3.0 cumulative grade point average.

The dissertation should present a critical review and synthesis of relevant literature that ends with clear conclusions about, and implications for, the issue that has been researched. As a significant piece of scholarship, the final dissertation should be organized, well written, and thoroughly researched.

Oral Defense
When the dissertation chair and committee members are satisfied with the dissertation, they will inform the student that they may proceed to the final defense of the dissertation. It is up to the candidate to confer with the dissertation chair and committee members to finalize the date and time for the defense. It is up to the candidate to insure a date that enables all committee members to participate in the defense.

The Program Coordinator will send an email inviting other students and faculty to the oral defense. A one-page abstract of the dissertation, that includes the problem statement, the research question(s), an overview of the methodology, and a summary of the findings and implications will be sent to all students and faculty along with the notice of the date, time and location of the oral defense. A sample format for the dissertation abstract is included in the Appendix.

The purpose of the final defense is to assess the student’s knowledge of their subject and the ability to analyze, synthesize and integrate literature, prior research and their own research. The dissertation abstract and PowerPoint should be provided to all in attendance.

The formal oral defense typically takes 30-45 minutes. Students are encouraged to develop a PowerPoint presentation consisting of no more than 20 slides. The formal presentation will be a synopsis of the research that includes what led to the student’s interest in the issue, how the
student approached the literature and framed their research questions and hypotheses (if appropriate), followed by a cogent discussion of the methodology they used, what they found, what their findings infer and imply, the limitations of their research and their recommendations or action plan.

This formal presentation is followed by questions and comments from the members of the dissertation committee. After the committee has had the opportunity to ask questions, the dissertation chair will invite those in attendance to ask questions. Students should be prepared to discuss all aspects of their research.

After the student has responded to all questions, the dissertation chair will excuse the student and others in attendance while the committee deliberates. When a majority (two of the three) of members achieves a consensus, the student is invited back to the meeting and informed of the results.

The student will need to bring the Final Oral Defense of the Doctoral Dissertation form to the defense. In addition, students should bring three copies of the signature page of their dissertation to the defense. Two committee members should sign the oral defense form and the signature pages after the defense is successfully completed.

The dissertation chair withholds their signature on the signature page and the oral defense form until all revisions have been made by the student and approved. They also withhold their signature until the student has had the dissertation edited by an APA editor. Once the dissertation is edited, the dissertation chair reviews the document and their signature then represents acceptance of the final dissertation.

After the oral defense the dissertation committee will have four options for evaluating the dissertation.

1) **Pass** - This evaluation will be given to a student if the defense is satisfactory and if there are only typographical or format changes to be made to the document.

2) **Pass with Minor Revisions** – This evaluation will be given to a student when the oral defense is satisfactory but there are some corrections to the dissertation that need to be made of an editorial nature or that are otherwise so minor that the Committee members would not need to reconvene to discuss the corrected version of the dissertation with the student. The student would have **2 weeks** to present the corrected version of the dissertation to the Dissertation chair and committee members. If after this time period the student has not satisfactorily made all of the requested revisions, the student would be required to register for EDD7103, Dissertation Continuation, as the needed revisions to the dissertation are completed.

3) **Pass with Major Revisions** – This evaluation will be given to a student when the oral defense is satisfactory but there needs to be substantial additions or changes in the dissertation that would require another meeting of the Committee to discuss the revised version of the dissertation with the student (e.g., substantial additional data analyses or revision of the discussion section). The student would have **12 weeks** to present the revised version of the dissertation to their committee
members during which time the student must register for EDD7103 Dissertation Continuation as the needed revisions to the dissertation are completed.

4) Fail – This evaluation will be given to a student if, based on Committee consensus, the oral defense was completely unsatisfactory or the dissertation as presented failed to achieve the standards of scholarship expected, which could not be remedied by a revision (e.g., incorrect use of a theoretical model or a situation requiring additional data collection). Whatever the specific reasons, a major rewrite of the dissertation would be required.

In the unlikely case that this happens, students will be provided with a clear explanation of why they failed. Students will also be provided with the opportunity to discuss the decision with the Program Coordinator and Department Chair. Once this discussion has taken place, the dissertation chair will inform the student, in writing, about what must be done to remedy the deficiencies. The student will also be required to register for EDD7103 Dissertation Continuation as the needed revisions to the dissertation are completed. Failure in a second defense would constitute failure to achieve the scholarship standards of the program and would effectively terminate the degree.

A student has the right to appeal an academic evaluation. The procedures for such a grievance are provided in the Kean University Graduate Student Catalog.

**Final Document Submission**

Students are encouraged to submit their dissertation for publication through *Dissertation Abstracts International/UMI Dissertation Publishing/ProQuest*. Students who upload their dissertations for publication are strongly encouraged to complete the copyright page. Students must include the signature page of their dissertation when uploading. In addition, students must provide a copy of the signature page to Graduate Student Services. This indicates successful completion of all degree requirements and allows for online approval of publication through *Kean University-ProQuest ETD Administrator*.

**Review by APA Editor**

Following a successful defense and the approval of any modifications to the dissertation by the student’s dissertation chair and/or committee, (verified by signatures on the signature page of the dissertation) students should submit their dissertation to an APA editor for final editing and formatting.

**Binding the Dissertation**

If desired, students may purchase bound copies of their dissertation through the Hatfield Group: *www.thesisondemand.com*.

**Dissertation Format**

**General Requirements**

The *Publication Manual of the American Psychological Association (APA), 6th edition* will serve as the basic reference manual for the dissertation style. The following instructions are in
compliance with the APA format and should serve as a guide in the preparation of the doctoral dissertation.

Elements of the Dissertation

- Title Page
- Signature Page
- Notice of Copyright (if preferred)
- Abstract
- Dedication (if preferred)
- Acknowledgements (if preferred)
- Table of Contents
- List of Tables
- List of Figures
- Dissertation Chapters
- Divider Sheet: References
- Reference Entries
- Divider Sheet: Appendix A
- Divider Sheet: Appendix B
- Divider Sheet: Appendix C

Title Page
The dissertation document has a title page that identifies the document as a dissertation. The title of the dissertation, which is a descriptive title of no more than 10 words in length, appears, centered at the top of the page, above the candidate’s name. The candidate’s name appears on the title page as recorded with the Kean University registrar. The names of the dissertation chair and committee members are included on the title page. The statement “Submitted in Partial Fulfillment of the Requirements for the Doctor of Education Kean University” appears below the names of your committee members. The month and year of graduation appears at the bottom of the title page.

A sample of the Title Page is provided in Appendix.

Signature Page
The signature page, while very similar to the title page, contains additional information not found on the title page and includes the signatures of you dissertation chair and committee members. Students are required to bring three copies of this page to their defense to obtain the required signatures.

In addition to the title of the dissertation, followed by the student’s full name, the signature page contains the following statement:
“Dissertation presented to the Nathan Weiss Graduate College, Kean University, in partial fulfillment of the requirements for the degree of Doctor of Education in the Department of Educational Leadership Under the guidance of “Typed Name of Dissertation chair” and approved by (provide three lines for the signatures of committee members). Under the lines for the signatures appears the city where the defense took place: Union, New
Jersey and under that the actual date of the oral defense.

A sample of the Signature Page is provided in Appendix.

Copyright Page (if preferred)
If the dissertation is copyrighted, this notice should follow the title page. Students are not required to copyright their dissertations. The copyright symbol © should be accompanied by the full legal name of the author, and the year in which the copyright is secured. This notice should begin 4 ½ inches from the top of the page. The following format is recommended:

© Copyright by Mary Jones, 20XX
All Rights Reserved

A sample of the Copyright Page is provided in Appendix.

Abstract
The abstract of the dissertation must begin on a new page and should adhere to the guidelines presented in the APA manual. The heading “Abstract” should be centered followed by the title of the dissertation. An Abstract is a succinct summary of the research conducted. It should address the major research questions, participants, methods and key results and conclusions. It should be a single paragraph and should not include any formulas, diagrams or other illustrations.

This abstract is formatted differently than the abstract prepared for the oral defense.

Dedication (if preferred)

Acknowledgements (if preferred)

Table of Contents
A sample Table of Contents is provided in the Appendix. It should begin with the Abstract, Dedication, Acknowledgement, List of Tables and List of Figures, followed by the chapter titles and all major and minor headings. A heading should be stated exactly as it appears in the body of the dissertation. The subheadings should be indented. All the headings should be given page numbers, at the right side of the page, connected by dotted lines. A double space should be used to separate chapter titles and major headings. A single space should be used between all other headings. See the example provided.

List of Tables
Tables and figures are incorporated appropriately into the text of the dissertation. Depending on the size of the tables/figures they can be placed in the same page with the text that references them or in a separate page following the reference in the text. Figures must be placed on a separate page immediately after the page on which they are referred. Figure captions are typed below the figure. Following the Table of Contents, a List of Tables is presented in numerical order, with their title and page number.
List of Figures
If figures are included in the text, a List of Figures with their titles and page numbers is also provided.

Body of the Manuscript
The sections of the manuscript are regarded as chapters and each of these chapters begins on a new page. The usual chapter headings are Introduction, Review of the Literature, Methodology, Results/Findings and Summary, Conclusions and Action Plan. As mentioned earlier, these headings follow the chapter numbers.

References
A reference list should only contain the works that are referenced in the manuscript. If you use information from a source that cites another author, you must present that also. In the text, when you cite someone, use the last name and the date of the publication. When a group of authors are referred to for the first time, type all of the authors’ names. However, in a subsequent citation you can use the first author and et al.

The references should follow the last chapter of the manuscript, preceding the appendices. There should also be a cover page with the title “References” typed in upper and lower cases and placed 4 ½” from the top of the page. The reference list must be double spaced, and entries should have a hanging indent.

Appendices
Relevant information not contained in the body of the dissertation may be included in the Appendix. For example, the results section might not include all of the statistical analyses that were computed or all of the tables or figures for non-critical data presentations. The analyses and tables/figures may be included in the Appendix. In addition, copies of a survey administered or interview questions and focus group guidelines should be included in the Appendix.

Editorial Style
The most current version of the APA Publication Manual is the authority both for writing style and typing instructions.

The student’s committee members, especially the dissertation chair, have the responsibility for ensuring the dissertation’s compliance with Kean’s standards for scholarship. Committee members will provide editing suggestions regarding clarity and organization, in addition to content. It is not the responsibility of the dissertation chair or committee members to make grammatical or style edits to a student’s dissertation. Students are responsible for submitting their dissertation, upon final approval, to an APA style editor for final APA edits.

Print Quality and Font
The final dissertation document requires letter-quality printing. The font should be 12 point. A typeface of New Times Roman is preferred, but not required. The student should avoid fancy fonts such as Italic, Gothic, or Script.
Margins
A 1 1/2 " left margin should be used, half of which will be taken up by binding and a 1" margin for all other edges. Page numbers must be included within these margins. The right margin should not be justified. The words at the end of a line should not be hyphenated.

Pagination
Page numbers go in the upper right-hand corner. Use lowercase Roman numerals for preliminary pages and Arabic numbers for the rest of the document. Pages that are special to dissertations come first and are either unnumbered or use lowercase Roman numerals. Starting with the “Manuscript title page,” page numbering and ordering follow the APA Publication Manual guidelines for manuscripts.

- Dissertation title page (separate page, no page number)
- Signature page (separate page, no page number)
- Copyright notice page (separate page, numbered page i)
- Abstract (separate page, numbered page ii)
- Dedication (optionally included after the final dissertation defense on separate page, numbered page iii)
- Acknowledgement (separate page, numbered page iv)
- Table of contents (start on a separate page, numbered v)
- List of Tables (start on a separate page, numbered vi)
- List of Figures (start on a separate page, numbered vii)
- Body of text - Chapters (start on a separate page, numbered page 1)
- References (start on a separate page, numbered sequentially after text)
- Appendices (start each on a separate page, numbered sequentially after references)

Paper and Print Quality
The final copies of the dissertation for binding should be printed or photocopied onto a heavy weight cotton paper (25% cotton). If the student takes their dissertation to a retail/office facility to have the text copied onto the appropriate paper, make sure that:
- the highest quality machine is used,
- the paper is inserted so that the watermark on the paper is in the correct direction.
APPENDIX
(FORMAT FOR ORAL DEFENSE)

ABSTRACT

Student’s Name

Committee Chairperson’s Name

Dissertation Title

Date of Defense

Abstract:

Problem Statement

Research Question

Methodology

Findings

This should be one page in length. This will be handed out at the oral defense and will be sent, electronically, to other Ed.D. students and faculty, at least 2 weeks in advance of the defense.
(SIGNATURE PAGE)

Title of the Dissertation
(Double Spaced in title case)

By

Name of the Student

Dissertation presented to the
Nathan Weiss Graduate College,
Kean University, New Jersey

in partial fulfillment of the requirements
for the degree of
Doctor of Education in the
Department of Educational leadership
Under the guidance of

Name of the Dissertation chair

and approved by (signatures of all members)

________________________________

________________________________

________________________________

Union, New Jersey

Month, Year
Students who copyright their dissertation would include this page.

© 20XX

Your Full Legal Name

All Rights Reserved

*(Center this notice in the lower third of the page. The circled “c” must be in lower case. The proper form of this page secures your copyright. The year listed is when you submit your final dissertation document)*
ORGANIZATION OF DISSERTATION
(Sample)

Dissertation Title Page

Signature Page

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Significance of the Study........................................................................................... xxx

Assumptions.............................................................................................................. xxx

Limitations/Delimitations.......................................................................................... xxx

Definition of Terms...................................................................................................xxx

Chapter 2 Review of the Literature

Introduction............................................................................................................. xxx
Chapter 3 Methodology
Introduction...........................................................................................................xxx
Research Design..................................................................................................xxx
Research Setting..................................................................................................xxx
Sample................................................................................................................xxx
Data Collection/Instruments................................................................................xxx
Research Questions............................................................................................xxx
Analysis...............................................................................................................xxx

Chapter 4 Results/Findings
Introduction...........................................................................................................xxx
Description/Operationalization of the variables (depends on the dissertation)........xxx
Analysis of data....................................................................................................xxx
Interpretation of results........................................................................................xxx

Chapter 5 Summary, Conclusions and Action Plan
Introduction...........................................................................................................xxx
Summary of Results.............................................................................................xxx
Action Plan/Recommendations.............................................................................xxx
Future Research....................................................................................................xxx

References............................................................................................................xxx

Appendices............................................................................................................xxx