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Preface

Lindenwood University’s School of Education welcomes you to the Doctor of Education program at Lindenwood University (LU). All members of the LU community, faculty, administration, and staff are committed to challenging, encouraging, and supporting you in all phases of your doctoral work.

The 2019 Doctor of Education Handbook primarily presents information not available in other documents; however, reminders of important phases of the doctoral process are included. Students are expected to have knowledge of and comply with the policies contained in this handbook, as well as all policies in the LU catalog. The University catalogues and academic calendars can be found online on the Catalogues & Schedules page of the University website (Lindenwood University [LU], Catalogs & Schedules, 2019b).

While every effort is made to ensure that the information and policy statements contained in this guide are accurate and current, the University reserves the right to make changes and correct any errors or omissions. When there is a question of policy, Lindenwood University policies found in the official graduate catalog and addendums provide official guidance for decisions. LU does provide opportunity for student policy exemption requests. The School of Education Office of Graduate Studies provides opportunity for student appeal of a policy decision.

For more information about the Lindenwood Doctor of Education program, please visit the School of Education’s website (LU, School of Education, 2019i).

Overview of Lindenwood Doctor of Education Programs

Lindenwood University’s Doctor of Education (EdD) officially began in 2007. This program was designed for educators and non-educators alike. The purpose of the EdD program is to develop applied research competencies in obtaining and synthesizing information for the solution of complex educational problems. The EdD was designed to deepen the content competencies and applied leadership skills of candidates following the completion of a master’s degree.

The 48-credit hour program is available in two majors. An Educational Administration major is for educators who wish to earn a Doctorate in Educational Administration (Advanced Certification - Superintendent). The Instructional Leadership major is available for educators choosing a Curriculum & Instruction or Higher Education emphasis. The degree was designed for professionals whose focus is on administration, leadership, curriculum and instruction, training, or professional development.

Educational Administration (Advanced Certification)

The Educational Administration track is designed for school personnel who already hold an initial administrator’s certificate. The coursework in this track is intended to lead to certification at the Superintendent level in the state of Missouri. To be state-certified at this level, students must pass the Missouri state-appointed assessment. Coursework for this degree is aligned with the Interstate School Leaders Licensure Consortium Standards for School Leaders. The Educational Administration track is designed to meet the competencies and specific course
requirements established by the Missouri Department of Elementary and Secondary Education for certification as a superintendent.

**Instructional Leadership Strands (non-certification)**

The EdD in Instructional Leadership is intended for students who wish to advance beyond the masters’ or specialists’ level in the area of instructional leadership. The instructional leadership track has two emphasis areas, from which students must select one: Curriculum & Instruction, or Higher Education.

**Curriculum & Instruction.** The EdD Instructional Leadership Curriculum & Instruction emphasis was designed to strengthen the educator’s understanding of essential elements of education through examination of curriculum, instructional strategies, and program evaluation techniques; improve the quality of the educator’s decision-making processes through understanding of school policies and procedures and consideration of contemporary issues within local, state, national, and international contexts; and provide educators with practical techniques for focused leadership in the areas of resource management, implementation of policies and practices within the school system, and application of strategies for improvement of student motivation and assessment techniques.

**Higher Education Administration.** This emphasis area is a 48-hour program beyond the master’s degree and is designed for students interested in teaching or administration at the collegiate level. The EdD in Instructional Leadership with an emphasis in Higher Education is designed for students interested in pursuing a degree in education with an objective of studying comparative education and educational policy, as well as obtaining tangible skills to implement positive change in a higher education setting. Students who complete this degree will be able to pursue a career in a national or multinational setting, including, but not limited to higher education administration, higher education scholarship, international education field work, departments or ministries of education, and other select government occupations.

**Criteria for Admission**

Potential students for the EdD program must: 1) have received acceptance into the Graduate School, 2) submit an Ed D application, 3) provide four letters of recommendation or attach a reference form (at least 2 references must have an earned doctorate), 4) have a grade point average (GPA) with a minimum of 3.4 in previous graduate studies, 5) provide a professional resume, and 6) If the admission criteria (letters of recommendation, GPA, and resume) are satisfied, the applicant will be invited for an interview and entrance assessment. (At the time of this writing, EdD entrance requirements are under review.)

1. Application to Graduate School Admissions consists of the following:
   • To apply to the Lindenwood Graduate School, students should go to the Evening & Graduate Admissions page on the LU website (http://www.lindenwood.edu/admissions/evening-and-graduate-admissions/) to apply online. There is an application fee.
• Official transcripts, both graduate and undergraduate, must be sent to the Lindenwood University Office of Evening and Graduate Admissions (Students must have a minimum GPA of 3.4 on a 4.0 scale in previous graduate studies).

2. Application packet to EdD Program consists of the following:
• To apply to the EdD Program; for the application form, go to EdD application (http://www.lindenwood.edu/files/resources/eddapplication.pdf).
• Resume or Curriculum Vitae (may be more than one page if necessary)
• Four letters of recommendation. Forms for the letters of recommendation are included in the application form. All sealed letters of recommendation should be included in the application packet.
• Official transcripts of previous degrees or any coursework that may transfer into the EdD Program.

3. Onsite writing sample, interview, and assessment.
Students who have submitted an application packet and meet entrance criteria will be invited to participate in the onsite writing assessment and interview with members of the Education Leadership Department.

The Lindenwood University Graduate Catalog (2019) states:
Lindenwood University consciously seeks a diverse student body and welcomes applicants from all socioeconomic, religious, and ethnic backgrounds. The University also values geographical diversity and welcomes international students. Admission to graduate programs is granted to students who demonstrate academic preparedness and the potential for academic excellence (Admission Standards, 2019c, para. 1).

Table 1 lists full-time doctoral faculty, who serve on the Council of Education Leadership (CEL).

Continuous Enrollment

The LU Graduate Catalogue includes discussion of the Doctoral Continuous Enrollment Policy. “If a student encounters medical or financial difficulties that may prohibit working on the dissertation and maintaining continuous enrollment, the student may contact the Office of Graduate Studies and request a Stop-Out” (LU, Graduate Catalog, Doctoral Continuous Enrollment Policy, 2019e, para. 1).

EdD students who have completed Capstone III must enroll in EDA 78000 Capstone Experience until the dissertation is completed, the reading process is completed, and dissertation defense has been successfully delivered. EdD students are considered Inactive following two consecutive (Fall, Spring) semesters of non-enrollment in coursework. Following four consecutive (Fall, Spring) semesters of non-enrollment in coursework, an EdD student who wishes to continue work in the doctoral program must re-apply to Graduate Admissions to rejoin the program.
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### Course Registration and Grading Policies

Before registering for classes, EdD applicants should first meet with the EdD Department Chair or Director of the SOE-Office of Graduate Studies to discuss course transfer credit and prerequisites for the program. A paper enrollment form is used the first time a student registers for coursework. After the first semester, students may enroll online by accessing the student portal (LU, Student Portal, 2019j).

Students are encouraged to use the specific program planning sheet for their area of emphasis and meet with their advisor before enrollment. Students are encouraged to sign up for courses in advance to ensure classes are not cancelled for lack of enrollment. Faculty members recommend that EdD students take no more than six credit hours of 700-level coursework a semester. For course descriptions, students should refer to the *Lindenwood University Graduate Catalog*.

When choosing coursework throughout the EdD program students should be aware of Financial Aid definitions of full-time and part-time students. In addition, a student **should enroll in coursework directly related to his/her degree or certification program.** A student...
considering coursework not specifically included in his/her degree or certification program should check with the Financial Aid Office concerning continued eligibility for financial aid of any type, along with potential change in half-time or full-time student status.

**Financial Aid Classifications for Half-Time and Full-Time Status for Graduate Students.** Masters’ Degree students are half-time with a 6-hour load and full-time with a 9-hour load. Specialists’ Degree students are half-time with a 6-hour load and full-time with a 9-hour load. Doctoral students are half-time with a 3-hour load and full-time with a 6-hour load. (LU, 2019, Director of Financial Aid, personal communication).

**Financial Aid Eligibility for Graduate Students.** Students in the Masters’, Specialists’, and Doctoral-level programs are eligible for student loans, unless the lifetime loan maximum has been reached University, 2019, Director of Financial Aid, personal communication).

EdD Program Capstone courses must be taken in order (Capstone I, Capstone II, Capstone II); however, there is no official sequence for content courses, although advisors may recommend one. EdD courses usually meet on Monday night in the fall and spring semesters, with a schedule of 4:25 p.m. to 6:55 p.m. and/or 7:05 p.m. to 9:35 p.m. Summer courses are also available; however, Capstone courses are usually offered during the fall and spring semesters only.

According to the 2019-2020 Lindenwood University Graduate Catalog,
Graduate students may receive grades of A, B, C, F, W, WP, WF, AF, NG, I, and Audit. A grade of A represents work outstanding in quality; it indicates that the student has shown initiative, skill, and thoroughness and has displayed originality in thinking. A grade of B is awarded for work of high quality, well above average. The grade of C indicates below average work but completion of course requirements. An F grade indicates coursework so unsatisfactory that no credit is given. No grade of D is awarded at the graduate level (LU, Grading System, 2019g, para. 2).

For further description of grading policy and the appeal procedure, please see the 2019-2020 Lindenwood University Graduate Catalog.

No more than two Cs are allowed in the entire course of doctoral study. Please, note that a grade of C is not allowed in a Capstone course. If a student receives an F in a course other than a Capstone course, he or she must retake the course the following semester. The F is not replaced on the transcript, but the two grades are averaged. To remain consistent with the program GPA requirements, the student must make an A when the class is retaken, which will average as a C for all six credit hours. Please see the 2019-2020 Lindenwood University Catalog for more information on retaking a course (LU, Grading System, 2019g, para. 3-4). Students must maintain a 3.5 GPA throughout the EdD program. EdD students are expected to complete the degree within seven years, and within three years of completing Capstone III; although, a policy exemption may be requested if more time is required.

**Academic Honesty Policy**

September 13, 2019
Lindenwood University students belong to an educational community invested in the exploration and advancement of knowledge. Academic integrity is a critical part of that investment: all students have a fair opportunity to succeed, and as such, all students owe their classmates, instructors, administrators, and themselves the duty of scholarly and creative work untainted by plagiarism, dishonesty, cheating, or other infringements of academic integrity. In turn, instructors, staff, and administrators will also uphold these policies, in order to promote student intellectual development and preserve the integrity of a Lindenwood degree.

As part of this educational community, students are expected to familiarize themselves with the university’s policies on Academic Honesty in the Lindenwood University Student Handbook and to adhere to these policies at all times. Students are also encouraged to consult the resources of the university library and the Writing Center/Academic Success Center for assistance in upholding the university honesty policy.

Academic Dishonesty includes plagiarism, cheating, and lying or deception (LU, Academic Honesty, 2019a, p. 2).

Any questions concerning this policy should be directed to the Associate Provost, who maintains a confidential record of academic dishonesty reports. These records are accessible only to the Provost and Associate Provost and are not linked to the student’s academic or financial records at the University.

**Plagiarism**

Plagiarism is the fraudulent presentation of another person’s ideas or work as the student’s own, or the presentation of the student’s own previous work as new and original.

When a student, whether by accident or design, does not properly acknowledge sources in any academic assignment where original work is expected, that student is stealing the ideas and effort of another.

For all assignments completed entirely or in part out of class, the instructor reserves the right to interview the student about the work to verify authorship. A student who is unable to demonstrate a basic understanding of the submitted work will be reported for academic dishonesty and an appropriate penalty will be applied (Lindenwood, 2017, p. 2).

Each of the following is a type of plagiarism and must be avoided in all academic work:

- Copying directly from a source without quotations and source citation;
- Paraphrasing or summarizing another's idea without attribution;
- Changing a sentence’s structure but copying words;
- Changing a sentence’s words but copying its basic structure;
- Using audio, video or other media sources without acknowledgement;
- Submitting a paper written by another student and claiming it as your own;
- Using information obtained through interviewing an expert on the subject without attribution;
- Purchasing or downloading a paper from another source and claiming it as your own;
• Collaborating excessively on an essay with another person;
• Submitting an essay that was previously written for another class without the consent of both professors (Plagiarism Defined, 2004, p. 1).

Lying / Deception

Deception, in either written or oral form, directed at University personnel by a student for the purpose of improving his/her own academic or financial standing, or that of another student, is subject to disciplinary action as part of the LU Academic Integrity policy.

Authorship Verification

For all assignments completed entirely, or in part out-of-class, the instructor reserves the right to interview the student about the work to verify authorship. A student who is unable to demonstrate a basic understanding of the submitted work will be reported for academic dishonesty and an appropriate penalty will be applied.

Plagiarism in Dissertations

Citation in the syllabi statements refers to citing the actual source consulted, not a secondary source. Copying the citations and references from another’s work without actually consulting that material is still plagiarism. For example, if a student goes to a website titled Useful Quotes from Vygotsky and uses one of those quotations, attributing it to Vygotsky’s original work without actually reading that original work, this constitutes plagiarism, even if the quote includes a citation consistent with APA requirements. The Vygotsky quote should be cited as the secondary source, rather than the original work. Citation of a different source than the student actually consulted is plagiarism. Students should avoid secondary citations as much as possible in the dissertation; primary sources are considered best and most reliable.

EdD students will be reported to the Associate Provost for plagiarism in final drafts of dissertations submitted to the Supervisor of Graduate Research. Turnitin.com is used before the final readers review dissertation drafts. The dissertation is different than a course assignment for a variety of reasons, including there is no grade involved. As such, consequences for plagiarism in a dissertation include, but are not limited to, the following, depending on the severity of the violation:
• Complete rewriting of the paragraph where the plagiarism occurs, using additional primary sources.
• Substantial plagiarism will result in the student retaking Capstone II (EDA 77000) and Capstone III (EDA 77500) and rewriting the dissertation with a new topic and new IRB approval.
• Expulsion from the University if the student was previously reported for violation of academic dishonesty or if the final draft of the dissertation is returned with plagiarism a second time.

Transfer Credit Policy
1. The EdD program consists of 48 hours of coursework beyond the master’s degree, of which the last 24 hours — at a minimum — must be completed in residency, either at the LU campus in St. Charles, Southwest Missouri site, or Mid-Missouri site.

2. Graduate courses not resulting in an EdS degree taken at any Lindenwood University site will be reviewed for possible transfer of a maximum of nine hours into the EdD program.

3. Graduate courses, not resulting in an EdS degree, taken at another accredited higher education institution will be reviewed to determine content and curriculum. Courses with substantially the same content and curriculum, as specific Lindenwood University EdD level courses, will be considered for transfer and credit as a specific Lindenwood course, up to a maximum of nine hours.

4. Students who earned an EdS degree from LU or from another accredited university will receive credit for all EdS courses. However, all EdD candidates must complete at least 24 to 27 hours of Lindenwood EdD coursework for the Doctor of Education degree, as indicated in the Program Planning Sheets.

Each applicant is responsible for supplying official transcripts along with a request to have the credit applied to the degree program. Transfer credits must have been completed within the five years previous to the requested transfer.

EdD Comprehensive Exam

The EdD Comprehensive Exam is an assessment of content knowledge from coursework. Students take the Comprehensive Exam the semester before they anticipate enrolling in Capstone III (EDA 77500). The EdD student must have completed or be currently enrolled in all content courses the semester he or she takes the Comprehensive Exam. The Comprehensive Exam is offered once a semester (fall, spring, and summer). Students who have grades of ‘Incomplete’ in any course will not be permitted to take the Comprehensive Exam. Students may only take the Comprehensive Exam twice.

Students should contact the EdD Department Chair at either the St. Charles Campus, or the Southwest or Mid-Missouri site, where applicable, for more information about the EdD Comprehensive Exam.

The Dissertation Committee

The dissertation committee is made up of at least three members; the dissertation committee chair leads the student’s dissertation committee. The chair of the committee must be a Lindenwood faculty member (any campus or program, adjunct, or full time) and hold a terminal degree. The main supervisor and coordinator of the doctoral student’s dissertation is the chair. Selection of a chair may depend on the area of expertise or knowledge of research design, as well as personality and supervisory style. Students should request an appointment in person when requesting a faculty member serve on his or her committee. Faculty may ask to see a student’s prospectus or current writing on the dissertation topic before agreeing.

The student should select two committee members who support the student and dissertation committee chair in areas related to research design development and drafting the
dissertation. Students should secure a dissertation committee chair before approaching committee members. Committee members should hold a terminal degree, though an exception can be made for one member of the committee if she or he holds an expertise essential to the research topic or method. The student should turn in a resume of a committee member who does not work for Lindenwood University and for a committee member who does not hold a terminal degree, along with the completed committee form (Appendix B).

Selection of the dissertation chair and committee is made official when the dissertation committee form (Appendix B) is completed and turned in to the School of Education Office of Graduate Studies. A change of committee requires completion of an additional form. Continual communication is expected between the student and his or her chair. Dissertation chairmanship or committee service is a voluntary agreement between the faculty and students and may be terminated at any point.

The primary responsibility of the dissertation committee is feedback, both verbal and written. When the chair and committee have approved the dissertation, the chair should send an electronic copy of the dissertation to the Supervisor of Graduate Research (SOE-Office of Graduate Studies). Students and chairs should consult the Lindenwood EdD Dissertation Style Checklist before submitting the final dissertation. All edits for the final dissertation will be sent to the student and chair.

When the Supervisor of Graduate Research approves the dissertation for defense, the dissertation defense presentation will be arranged in consultation with the SOE-Office of Graduate Studies, the student, dissertation chair, and committee. The chair should review all materials before the defense. Practice sessions with the dissertation chair/committee are encouraged. The chair facilitates the defense, and all committee members should be present. The signature of the chair and committee on the dissertation signature page indicates approval of the final paper and defense presentation.

**Prospectus Instructions for Students**

The prospectus (Appendix D) is essentially a plan for the empirical study the student is proposing as a part of his or her dissertation. The student must know details of data collection, sample, research questions/hypotheses, and data analysis before beginning the prospectus. The prospectus is a written document that commits the student to the particular research design described within the document. Students must receive prospectus approval from the Dissertation Chair and Committee, and the Dissertation Chair must file the approved prospectus with the SOE-Office of Graduate Studies before beginning the IRB application. No prospectus will be considered if there is not a Doctoral Dissertation Committee Chair signed on to the project.

Once the prospectus is approved, the student can begin to draft the IRB application (LU, Office of IRB, 2019).

Please be aware that students must have completed the CITI Human Subjects training (a course assignment in Capstone II) to submit an IRB (LU, Office of Institutional Review Board, 2019h).

During the course of the EdD program students will choose a dissertation chair person and dissertation committee members. With guidance, the student will complete a prospectus describing a plan for research. Students who are struggling with completion of the prospectus should work with their chair and committee.
When the chair and committee believe the prospectus reflects sound research design and is worthy of dissertation study, the chair should email the document to the SOE-Office of Graduate Studies. The student should then begin writing and IRB application DRAFT.

When the chair and student believe the IRB DRAFT protocol is clearly written and potential ethics issues have been considered, the chair should email the document to SOE-Office of Graduate Studies, for filing. The student should register for a Cayuse login, and when received, should enter information from the IRB DRAFT into the Cayuse application for permission to conduct research (LU, Institution Review Board, 2019).

Writing the IRB Protocol

EdD students will be required to have an approved prospectus before submitting an IRB application. The prospectus is written by the student and approved by the student’s dissertation committee, then filed with the SOE-Office of Graduate Studies. The prospectus approval process ensures students proceed with appropriate, focused methodology for their dissertation. First, students complete and submit for approval to the dissertation committee, the prospectus. Second, students complete and submit for approval to the committee, the IRB DRAFT protocol. Then, students are directed to submit the committee-approved IRB protocol to the LU IRB. Upon approval from the LU IRB, research may begin.

The first step to data collection is IRB approval. While the doctoral student may have written extensively on the first three chapters, data cannot be collected until the LU IRB has approved the study. The LU IRB has the authority of the federal government to mandate protection of human subjects. Information on the Lindenwood IRB can be found on the LU website (LU, Office of Institutional Review Board, 2019h). Completion of an IRB application is highly individualized to each study; however, much of the information in the IRB application will also be in the methodology chapter of the dissertation.

Completion of the IRB application requires the student to have thought through all elements of the research, such as: the time frame, the sampling procedures, the methodology, and the survey/interview questions. Students must consider how they will protect the identity of the subjects in their research and how they will access or obtain the data. Written permission must be obtained from the place where the research will be conducted (such as a school district, organization, or place of business). The IRB application requires students to create a consent form which participants must complete for voluntary participation in the study. Templates are available on the LU IRB website (LU, Office of Institutional Review Board, 2019h).

For submission to the IRB, students should work with their chair and committee to complete the IRB application. All materials should be included, such as recruitment letters, fliers, consent forms, letters of permission, interview questions, surveys, etc. When complete, the dissertation chair should email the Supervisor of Graduate Research with the entire IRB DRAFT application. Formatting, grammar, and word choice are important on an IRB application. Students should remember that members of the University IRB are not exclusively from the School of Education; they are from across campus in many different disciplines. Students should provide context for terms specific to their study.

Once the IRB protocol has been placed on file with the SOE-Office of Graduate Studies, the student should register for and create an account on the Cayuse site and upload all documents for the IRB to review. Instructions for this process appear on the LU IRB website (LU, Office of Institutional Review Board, 2019h).
The Capstone Courses

LU doctoral faculty designed series of three courses: Capstone I (EDA 75000), Capstone II (EDA 77000), and Capstone III (EDA 77500) representing 12 credit hours of study. The content of these courses is currently under review by the EdD department.

The Capstone courses function as a gatekeeper for progression in the writing process. The curriculum of the Capstone courses is ever-evolving, to better meet the needs of the students enrolled. The Capstone courses are intended to relay general information about research and dissertation writing, so the chairs and committee can focus on the specifics of each student’s study.

In Capstone I (EDA 75000), students review the different types of research and the appropriate uses of each. The instructor encourages students to begin reading peer-reviewed studies to investigate a topic for their dissertation. Beginning to read widely in their area of interest, students become exposed to how this area has been researched, what the current questions of interest are, and what methods prove most useful. The Capstone coursework aligns with Standard 8 MoSPE/SLO Quality Indicator 8.1 & 8.2. At the time of this writing, Capstone coursework is under review, and the specific course descriptions from the 2019-2020 Graduate Catalog include:

**EDA 75000 CAPSTONE I**

This course is the first in a series of three Capstone courses in research design and scholarly writing to support completion of the dissertation. Course objectives include: comprehension of the Lindenwood University dissertation process, dissertation vocabulary and forms; fundamentals of APA citation and reference, Lindenwood University writing style and dissertation formatting guidelines. Students will begin the process of research topic development, drafting of the Lindenwood University Research Prospectus, and literature review. If a grade below B is earned in any Capstone course, the course must be repeated. CREDITS 3. (LU, Graduate Catalog, Education Administration, 2019f)

**EDA 77000 CAPSTONE II**

This course is the second in a series of three capstone courses in research design and scholarly writing to support the completion of the dissertation. Course objectives include: [C.I.T.I] training and certification, completion and submission of the Lindenwood University Research Prospectus to the Supervisor of Graduate Research, and drafting of the literature review. Capstone II students work closely with the instructor throughout the semester to meet course objectives. If a grade below B is earned in any capstone course, the course must be repeated. CREDITS 3. (LU, Graduate Catalog, Education Administration, 2019f)

**EDA 77500 CAPSTONE III AND LEADERSHIP SEMINAR**

The Doctor of Education program requires completion of a dissertation. This culminating assignment is an independent research and analytic activity designed to integrate theories and tools learned throughout the program and should demonstrate mastery of concepts and methods. The focus of this program is the refinement of students' understandings of...
leadership and policy development and analysis, ultimately culminating in the capstone experience. The capstone experience is meant to contribute knowledge of a critical issue in educational leadership. (CREDITS: 6) (LU, Graduate Catalog, Education Administration, 2019f)

At the time of this writing, Capstone coursework is under review.

**Capstone III**

To enroll in Capstone III, the EdD student must have progressed to candidacy. Please see the EdD Program Checklist for more information (Appendix C). The expectation of Capstone III (EDA 77500) candidates is to begin with the prospectus and IRB, and draft of chapters 1 through 3 of their dissertation, in working with their chair and committee. Capstone III (EDA 77500) is designed to help candidates become self-directed in the dissertation writing process. This course is individualized to meet the needs of the students enrolled. Candidates in Capstone III should arrange to attend a dissertation defense, and when ready, present their own dissertation to the class and other doctoral faculty and students.

**EDA 78000 CAPSTONE EXPERIENCE**

This is a one-hour credit course for students who have not yet completed the dissertation. This course is designed to keep enrollment open in the EdD program while students complete the EdD requirements. Credit for enrollment in EDA 78000, Capstone Experience, does not count toward the 48-hour minimum course requirements for the EdD degree. Students in the EdD degree program must complete the degree within three years after passing the Comprehensive Exam. The grade for this course will be either Pass or Fail. (CREDITS: 1)

**Capstone Experience Outcomes**

This course allows students to meet the continual enrollment requirement.

Most candidates in the program do not graduate at the end of Capstone III; instead they enroll for at least one semester in EDA 78000 Capstone Experience, for a fee (1 credit hour of tuition). EdD candidates in this course attend at least one meeting per semester. These candidates are also invited to attend Capstone III classes to continue writing their dissertation. All students are encouraged to schedule regular meetings with their chair to complete the dissertation in a timely fashion. Enrollment in the Capstone Experience (EDA 78000) allows the student to remain in active-student status and retain the email and library privileges of LU, as well as access to the support of doctoral faculty.

**The Dissertation Defense Presentation**

The successful defense presentation of the dissertation is an important requirement in the completion of the doctoral degree. It is essential that students preparing for such presentations recognize the seriousness of this activity. The candidate, in consultation with the chair and committee, is responsible for assuring that the quality of written and oral expression reflects the appropriate level of professional competence.
The presentation is intended to assess and explore the culminating research of the candidate’s program. It is an enriching experience for the candidate, and one that confirms achievement. The tone of the event will be one of collaboration and collegiality. It is not to be perceived as an impossible hurdle, but as a central and important event in doctoral studies. Candidates should focus on the research methodology, results, discussion, and recommendations for future study during the presentation. While an introduction and literature review should be included briefly, the candidate should focus on his or her study. The student may utilize PowerPoint or other visual aids, including handouts; however, he or she is not required. All materials used are with permission of the student’s dissertation committee.

The dissertation committee chair and other members should be present for the presentation, along with members of the doctoral faculty. Other faculty and doctoral students are encouraged to participate.

The Dissertation Defense Presentation Process

1) The dissertation presentation will be scheduled by the Chair and the SOE-Office of Graduate Studies after all edits and revisions have been made, as required by all readers, i.e., all committee members, APA and grammar readers, statistic readers, etc. The Supervisor of Graduate Research will inform the Assistant Dean when the dissertation reading and edits are complete, and scheduling can commence.

2) Between completion of the dissertation and the defense, time for reading of the dissertation draft is required. Scheduling of the defense is completed by the SOE-Office of Graduate Studies in consultation with the student and Committee Chair. The schedule depends on room availability on campus; however, the SOE-Office of Graduate Studies arranges for room availability on non-holiday Fridays at 9:00 a.m., 10:00 a.m.; and 11:00 a.m. Defenses will not take place when any doctoral-level course is scheduled, to allow faculty and other students to attend. All committee members should attend the defense presentation.

3) The presentation is to be a professional discussion (not a reading) of the research study and should cover the important points of each chapter in a 30-minute presentation. Additional time at the end of the presentation will be used for questions from the Lindenwood faculty in the audience.

4) The candidate may invite others (not Lindenwood faculty or students) to attend the presentation; however, these attendees are not to be a part of the presentation nor part of the discussion.

5) Food, drinks, and/or gifts are not part of the presentation.

6) After the presentation, EdD faculty in attendance will engage the EdD candidate in a professional discussion (questions and answers) about the research project.

7) If for some reason the EdD candidate cannot adequately participate in the project discussion, the chair may stop the presentation and recommend it be rescheduled. A dissertation presentation may be rescheduled one time.

8) Within one week following the presentation the Dissertation Committee Chair will convene the members to discuss the dissertation and the presentation, and thereafter inform the EdD candidate of their recommendation to approve or disapprove the dissertation and/or presentation. The committee indicates approval of the dissertation and the defense presentation by signing the signature page.
9) The Supervisor of Graduate research will collect the signature pages and signed declaration of originality. These will be scanned and inserted into the dissertation, which is submitted to Butler Library by the Supervisor of Graduate Research after the defense.

10) **Dissertation presentations must be placed on the calendar by the last working day in March for the student to be eligible to participate in the May Commencement, and should be placed on the calendar by the last working day in October to be eligible to participate in the December Commencement.**

   Students’ dissertations must be approved for defense, and the defense must be completed before the first day of classes, to be exempt from EDA 78000 enrollment for that semester.

**Dissertation Submission Deadlines**

EdD candidates may graduate and receive their diploma at any date, providing coursework is complete and dissertation has been successfully defended and submitted to Butler Library. The date on the candidate’s transcript is the date indicated on the Conferral of Degree form processed by the registrar’s office. The writing of the dissertation is followed by an oral defense of the dissertation. After the defense the dissertation is submitted to the SOE-Office of Graduate Studies, submits the final dissertation to the Lindenwood University Library for submission for electronic publication. To graduate, candidates must have successfully defended their dissertation, turned in a University application for graduation by the deadline, and successfully completed all requirements for the degree, including coursework and comprehensive exams. Graduation with an EdD is a separate event than the participation in the commencement ceremony. For example, a candidate could defend and graduate in July 2019, receiving his or her diploma and transcript, but not walk in the commencement ceremony until December 2019.

The deadline for dissertation submission to allow eligibility to walk in the December commencement ceremony will be the first week of fall semester classes. To participate in the May ceremony, students must submit the dissertation before or during the first week of the spring semester. Candidates who have other deadlines for completion, such as a promotion or salary incentive, should consider the timeline to be realistic about their goals. Only candidates who have graduated (received an official transcript with EdD conferred) can walk in the May or December commencement ceremony. This timeline will be kept consistent from year-to-year, so students can plan ahead. All 2019-2020 dates are in parentheses. Candidates should submit the application for graduation based on the University timelines.

**First Day of Class in August/January:** Deadline for committee-approved dissertation submission to be emailed to SOE-Office of Graduate Studies by the Chair (ex: August 26-30, 2019; January 13-17, 2020)

Submission of a dissertation draft to the SOE-Office of Graduate Studies by these dates does NOT guarantee participation in the commencement ceremony. The time required for dissertation editing depends on many factors, including the quality of the dissertation (APA formatting, citations, references, and grammar) and length of time taken to complete edits. Candidates are highly encouraged to submit their dissertations before these deadlines to ensure they can complete the final approval process to meet the graduation timeline. Candidates whose papers are inadequately prepared will be sent back without review and will not be considered submitted before the deadline. Candidates should review the Lindenwood EdD Dissertation
Style Checklist for more specifics. The Education Leadership Department has created a reading process (Appendix E).

**Last Working Day in October/March:** Deadline for scheduling defense (ex: October 31, 2019; March 31, 2020)

The SOE-Office of Graduate Studies approves candidates for defense based on satisfactory completion of all edits. See the Dissertation Presentation Process for more information.

The first week of class for each (fall/spring/summer) semester is the deadline for turning in the completed dissertation draft, to allow defending by the end of the semester. Therefore, the first week of class in August is the deadline for students who must defend before graduation date in December, to walk in the December graduation ceremony.

No defenses will be held or dissertations accepted for final read if Lindenwood classes are not in session (e.g., last day of class in December to first day of EdD courses in January; last day of class in May to first day of EdD courses in June; last day of class in July to first day of EdD courses in August).

**Policies and Procedures**

The SOE-Office of Graduate Studies has been gathering, documenting, and developing policies and procedures for Lindenwood University Graduate Programs. Many items are specific to the EdD Program. A sampling of policies and procedures have been added to the appendices (Appendix F1 – Appendix F4) of this document. Questions about other policies can be directed to SOE-OGS@lindenwood.edu or the swisdom@lindenwood.edu.
Lindenwood EdD Dissertation Style Checklist

The EdD candidate is responsible for ensuring the following items are completed before the dissertation draft is sent to the SOE-Office of Graduate Studies. The draft must be a minimum of 100 pages of text, from page one of Chapter One to the last page of Chapter Five.

**Format**
- Left margin is 1.5 inches; all others are one inch.
- Title page, signature page, declaration of originality all match template (no page numbers).
- Font is Times New Roman 12 (appendices may be different), double spaced throughout (no extra spaces between paragraphs).
- Page numbers follow template (Roman numbers in center bottom for preliminary pages, running head at top left corner with Arabic numbers for dissertation text in the top right corner).
- Figures and tables are labeled appropriately.
- Figures and Tables follow APA guidelines (no vertical lines) and have appropriate notes (especially if adapted from the work of others).

**Table of Contents/Tables/Figures**
- Table of Contents is accurate (all sections and subsections match exactly what is in the text; all page numbers are correct).
- Levels of headings are correctly formatted (see APA 6th ed. p. 62).
- List of Tables/List of Figures are accurate and correctly reflect titles in text.
- Titles of tables are formatted correctly according to APA (tables and figures are each formatted differently, please see APA 6th ed., p. 150 and p. 167, for checklists).
- All tables/figures are confined to one page, and white space surrounding them is limited.
- Information from table/figure is necessary and referred to or discussed in the text.
- Text does not directionally refer to figure/table (e.g. ‘See Figure 7 above’).

**Grammar**
- First person or third person is used consistently. No plural first person (‘we’ or ‘our’) is used unless collaborative. No second person (‘you’) is used, unless in quotations.
- Past tense
- Appropriate use of singular vs plural tense
- No contractions are used, except in quotations.
- The word ‘data’ is plural.
- Pronouns are consistent and reduce bias. Pronouns with no antecedent are avoided (e.g. ‘there are’ or ‘it is’).
- Capitalization is consistent throughout paper (e.g. ‘Professional Learning Communities’).
References and Citations

- The reference list contains a minimum of 50 references; most of which are scholarly, peer-reviewed journal articles or books. Journal articles include volume and issue numbers. (If both are not available, a URL or DOI is included.)
- All references have at least one citation in the text, and every citation in the text has a corresponding item on the reference list. Spelling of names and years is consistent from text to references.
- The dissertation has been submitted to Turnitin.com with no concerns.
- Every quotation has a page number, paragraph number, or section (for quoting websites, see APA 6th ed., pp. 171-172).
- Statistical values that are not commonly known are cited with a page number, paragraph number, or section.
- Block format is used for quotations 40 words and over, and block quotations of references occur sparingly throughout the dissertation.
References


Additional Readings


Appendix A

DOCTORATE IN EDUCATIONAL ADMINISTRATION

This degree provides opportunities for educators to take on district level leadership positions.

This degree leads to DESE Advanced Administration Certification (Superintendent).

To complete the EdD in Educational Administration all students must:

- Maintain a GPA of 3.5 or higher within the EdD Program
- Complete a minimum of 24 hours in residence. Complete a minimum of 42 hours beyond the master’s degree.
- Earn no more than two C’s during the entire program of study.
- Pass the comprehensive exam.
- All 48 credits must be earned within 7 years prior to graduation and once the student has passed the Comprehensive Exam they must complete dissertation within 3 years.
- Enroll in EDA 78000 for each semester the dissertation is NOT complete.
- Take the Pearson #59 assessment for Missouri Certification.

Transfer and Workshop Credit:

- Upon completion of the EdS in Educational Administration (Advanced Certification), no more than 24 hours may be transferred to the EdD Program.
- Upon completion of the EdS in School Administration (Initial Certification), no more than 9 hours may be transferred to the EdD Program.

Program Degree Requirements – 48 credit hours

MASTERS LEVEL REQUIREMENTS: 6 Hours
EDA 53000 Curriculum Analysis and Design 3 cr/hr
EDU 57000 Educational Research 3 cr/hr

CORE COURSES: 15 hours
EDA 70000 Instructional Program and Assessment 16 weeks 3 cr/hr
EDA 71000 Human Resources Administration 16 weeks 3 cr/hr
EDA 71500 Advanced School Finance 16 weeks 3 cr/hr
EDA 72000 School District Administration 16 weeks 3 cr/hr
EDA 76500 Administrative Decision Making 16 weeks 3 cr/hr

ELECTIVE COURSES: 6 hours
EDA 75500 Seminar in Ed. Leadership 16 weeks 3 cr/hr
Another 70000 level course 16 weeks 3 cr/hr

INTERNERSHIP: 3 hours
EDA 74100 Superintendent Internship 16 weeks 3 cr/hr

RESEARCH REQUIREMENTS: 18 hours
EDA 74500 Statistics in Educational Administration 16 weeks 3 cr/hr
EDA 76700 Quantitative Methods in Ed. Research OR EDA 76800 Qualitative Methods in Ed. Research 16 weeks 3 cr/hr
EDA 75000 Capstone I 16 weeks 3 cr/hr
EDA 77000 Capstone II 16 weeks 3 cr/hr
EDA 77000 Capstone III 16 weeks 6 cr/hr
EDA 78000 Capstone Experience  
16 weeks  
1 cr/hr  
Students must enroll in EDA 78000 for each semester they have not completed dissertation. One credit cost each semester during Fall/Spring semesters. Not part of 48 hour
DOCTORATE IN INSTRUCTIONAL LEADERSHIP

This degree is designed to prepare educators to be instructional leaders in their buildings.

To complete the EdD in Instructional Leadership all students must:

- Maintain a GPA of 3.5 or higher within the EdD Program
- Complete a minimum of 24 hours in residence. Complete a minimum of 48 hours beyond the master’s degree.
- Earn no more than two C’s during the entire program of study.
- Pass the comprehensive exam.
- All 48 credits must be earned within 7 years prior to graduation and once the student has passed the Comprehensive Exam they must complete dissertation within 3 years.
- Enroll in EDA 78000 for each semester the dissertation is NOT complete.

Transfer and Workshop Credit:

- Upon completion of the EdS in Instructional Leadership, no more than 24 hours may be transferred to the EdD Program.

Program Degree Requirements – 48 credit hours

MASTERS LEVEL REQUIREMENTS: 6 Hours
EDA 53000 Curriculum Analysis and Design 3 cr/hr
EDU 57000 Educational Research 3 cr/hr

CORE COURSES: 9 hours
EDA 70000 Instructional Program and Assessment 16 weeks 3 cr/hr
EDA 71000 Human Resources Administration 16 weeks 3 cr/hr
EDA 76500 Administrative Decision Making 16 weeks 3 cr/hr

ELECTIVE COURSES: 12 hours
Student must take a minimum of 4 additional courses at the 700 level. For a “with Emphasis in Curriculum & Instruction” 4 classes including EDA72500 & EDA73000 plus two other curriculum or instruction classes at the 700 level. For a “with Emphasis in Higher Education” 4 classes with a prefix of EDAH.

INTERNSHIP: 3 hours
EDA 74800 Instructional Leadership Internship 16 weeks 3 cr/hr
(A different 70000 level course may be substituted for this course with advisor approval)

RESEARCH REQUIREMENTS: 18 hours
EDA 74500 Statistics in Educational Administration 16 weeks 3 cr/hr
EDA 76700 Quantitative Methods in Ed. Research OR
EDA 76800 Qualitative Methods in Ed. Research 16 weeks 3 cr/hr
EDA 75000 Capstone I 16 weeks 3 cr/hr
EDA 77000 Capstone II 16 weeks 3 cr/hr
EDA 77000 Capstone III 16 weeks 6 cr/hr
EDA 78000 Capstone Experience 16 weeks 1 cr/hr

Students must enroll in EDA 78000 for each semester they have not completed dissertation. One credit cost each semester during Fall/Spring semesters. Not part of 48 hour
Appendix B

LINDENWOOD

REAL EXPERIENCE, REAL SUCCESS.

EdD Dissertation Committee Form

Please type all fields except the signatures. A scanned copy of this form will be emailed to all parties who have signed for their records. Any change in dissertation committee or chair requires a new form.

Student Name: __________________________ Student Email: __________________________

Working Dissertation Title: __________________________

Student Signature: ___________________________________________ Date: ________________

Committee Chair Name: __________________________ Terminal Degree: □ EdD □ PhD □ JD □ Other

Lindenwood Affiliation: □ Full time, EdD/SOE □ Full time outside SOE, List Department
□ Adjunct, Courses taught

Chair Email: __________________________ Chair Phone: __________________________

I understand the role and responsibilities of the dissertation committee chair. I understand the processes and procedures for prospectus, IRB, and dissertation completion. Note: Effective January, 2019. Full-time SOE faculty chairs are expected to participate in the final reading process as readers. Non-full-time chairs may be asked if they are willing to serve as readers.

Chair Signature: ___________________________________________ Date: ________________

Professional Title: __________________________ Lindenwood Affiliation: □ Full time, EdD/SOE □ Full time outside SOE, List Department □ Adjunct, courses taught □ Not affiliated with LU, please attach resume/CV

Committee Member Name: __________________________ Terminal Degree: □ EdD □ PhD □ JD □ Other

Member Email: __________________________ Member Phone: __________________________

Member Signature: ___________________________________________ Date: ________________

Committee Member Name: __________________________ Terminal Degree: □ EdD □ PhD □ JD □ Other

Professional Title: __________________________ Lindenwood Affiliation: □ Full time, EdD/SOE □ Full time outside SOE, List Department □ Adjunct, courses taught □ Not affiliated with LU, please attach resume/CV

Member Email: __________________________ Member Phone: __________________________

Member Signature: ___________________________________________ Date: ________________

Please deliver/mail this completed form to the Director of the SOE Office of Graduate Studies (swisdom@lindenwood.edu), 108 Roemer Hall. Students must have this form on file before submitting a prospectus or IRB.

September 13, 2019
Appendix C

Lindenwood EdD Program Checklist (This program is currently under review.)

- Admission to Program (Checkpoint I, EdD Applicant)
  - Applied to Lindenwood Graduate School through webpage
  - Sent transcripts
- Completed and submitted EdD Application, including letters of reference
  - Participated in Writing Assessment and Interview
- Progression to Checkpoint II, EdD Student (completion of at least 9 hours with 3.66 GPA)
- Completion of Content Coursework
  - Only two C’s permitted
  - GPA of 3.5
  - Minimum of 24 hours in residence
- Successful Completion of Capstone I (EDA 75000) with grade of B or higher
- Dissertation Committee form turned in
- Successful Completion of Capstone II (EDA 77000) with grade of B or higher
- Prospectus Approval (should first be submitted electronically by the dissertation committee chair to the Supervisor of Graduate Research for review and approval)
- IRB Approval (should first be submitted electronically by the dissertation committee chair to the Supervisor of Graduate Research for review and approval)
- Successful Completion of Comprehensive Exam (Checkpoint III, EdD Candidacy)
- Enrollment in Capstone III (EDA 77500)
- Completion of data gathering for dissertation research study
- Written dissertation draft of all chapters incorporating feedback from chair and committee
- Enrollment in Capstone Experience (EDA 78000) until dissertation is approved
- Chair submission of dissertation electronically to Supervisor of Graduate Research
- Completion of all edits from readers by candidate
- Successful oral defense of dissertation as evidenced by chair and committee signatures
- Submission of short abstract/article summarizing the dissertation to Supervisor of Graduate Research
- Submission of signature page and declaration of originality to Supervisor of Graduate Research
- Submission of PDF of dissertation to Butler Library by Supervisor of Graduate Research
- Degree Awarded
- Participation in Commencement Ceremony
Appendix D

“Teaching and Leading As An Art and Science”

Lindenwood University School of Education
Department of Educational Leadership
EdD Dissertation Prospectus

Please have your chair submit by email to the Supervisor of Graduate Research (swisdom@lindenwood.edu). This is a course assignment in Capstone I & II, but the instructor’s feedback is not official approval. Students should have prospectus approval before completing an IRB application. Lindenwood University IRB applications: (LU, Office of Institutional Review Board, 2019h).

Prospectus Instructions for Students

The prospectus is essentially a written research plan for the empirical study the student is proposing as a part of his/her dissertation. The student must know details of data collection, sample, research questions/hypotheses, data analysis, etc. before beginning the prospectus. The prospectus is a written document that commits the student to that particular research design. No prospectus will be considered if there is not a doctoral dissertation committee chair signed on to the project.

EdD students work on the prospectus in Capstone classes and with their dissertation committee. Students are welcome to complete a prospectus earlier in their program, but students must have secured a dissertation chair and committee members prior to the prospectus presentation. When the chair and committee believe the prospectus reflects sound research design and is worthy of dissertation study, the student completes a prospectus presentation. If all members of the committee approve, the prospectus is submitted to the Office of Graduate Studies. The student can then complete the IRB application in Cayuse.

1. Title of Project:

2. List your name and the names of committee members and their contact information in the table below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone Number</th>
<th>Department/Place of Employment</th>
<th>Student/Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Student (Principal Investigator)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dissertation Chair</td>
</tr>
</tbody>
</table>

September 13, 2019
3. Anticipated starting and ending dates for data collection? (Collection of primary data, data you collect yourself, cannot begin without IRB approval; If data collection has not completed within one year of IRB approval, an extension will need to be filed.)

Anticipated Start Date:             Ending Date:

4. Please define any terms used in this document that may be unfamiliar to the reader.

5. State the purpose of this proposed project (What are you attempting to do with the empirical study, specifically?):

6. State the rationale for this proposed project (What is the current state of scholarship on this topic or question, and how might your research contribute to that field?)

7. State the hypothesis(es) and/or research question(s) of the proposed project:

8a. Will this research require approval from another organization, institution, school district, etc.? You may not receive formal approval until the letter of recruitment and/or permission letter are reviewed for accuracy.
   □ Yes, already approved       □ Yes, but I have not yet received approval       □ No

8b. Does the organization require its own IRB approval?        □ Yes        □ No

9a. What is your relationship with the participants in the study or research site? Explain how any coercion will be eliminated (i.e. if you are a superior to them in the organization), and how participants’ identities will be kept anonymous. Please indicate if no relationship exists.

9b. How will the recruitment process ensure participants do not feel coerced into participation?

10. Participants involved in the study:
   a. Indicate the type of persons being recruited in this study, as well as the potential minimum and maximum number of persons participating.

   LU participants
   Undergraduate students (Lindenwood Participant Pool)*
   Graduate students*
   Faculty and/or staff*

   *Any survey of LU faculty, staff, or students requires approval by the appropriate Dean after IRB approval has been granted. Electronic surveys of LU faculty, staff, or students must use the University’s Qualtrics
account (contact Peter Weitzel upon IRB approval to set up account). The Principal Investigator must use the consent forms approved by the Lindenwood Institutional Review Board. https://www.lindenwood.edu/academics/support-resources/office-of-institutional-effectiveness/research-and-compliance/institutional-review-board-irb/forms/

Non-LU participants
Children / Adolescents [need guardian’s consent]
Adults
Persons representing vulnerable populations (e.g. seniors, medical patients, persons in correctional facilities, etc.)
Other (specify):

Secondary Data
Student Population Size
Student Sample Size
Adult Population Size
Adult Sample Size

b. From what source(s) will the potential participants be recruited?

c. What qualifies a participant for your research?

d. Describe the process of participant recruitment.

e. Will any potential participants be excluded?

☐ Yes ☐ No

If yes, explain why and how.

f. Briefly justify your sample size and selection criteria (probability sample or not, random, stratified random, purposive, etc.). Citations from statistics, research textbooks, or published studies in the field would be helpful (for example see Fraenkel, Wallen, & Hyun, 2015, pp. 15-16).

g. Where will the study take place?
☐ On LU’s campus – Explain the study site location: ☐ Off campus – Explain the study site location(s):

11. Methodology/procedures:

a. Provide a sequential description of the procedures to be used in this study, including a general timeline.

b. Which of the following data-gathering procedures will be used? Make sure to include all instruments (survey, interview questions, etc.) as separate documents.
Observing participants (i.e. in a classroom, playground, school board meeting, etc.)
When?
Where?
For how long?
How often?
What data will be recorded?

Survey / questionnaire: □ paper □ email or web based
Source of survey:

Interview(s) □ (in person) □ (by telephone) □ (by video conference)

Focus group(s)

Audio-recording □ Video-recording

Analysis of de-identified secondary data - specify source (who gathered data initially and for what purpose)

Other (specify):

12. What will you do with data or specimens at the conclusion of the study?
13. Will you make the results of the research available to participants or others? If so, describe how you will share results, with attention to the potential violation of participant privacy or disclosure of sensitive information about any stakeholders.

14. What are the potential risks related to your research? How will you minimize these risks?

15. Describe the potential for benefits to society and your field of study:

16. Describe any potential for direct benefits to participants (A direct benefit accrues to the participant from a research intervention. Testing, scans, or measurements taken during the research or compensation cannot be considered a direct benefit):

17. Include a list of references used in this document (APA format is required).

References

18. Add drafts of any interview/survey questions, potential instruments or measures, and/or letters of site permissions you will use/need in your study. If you are using a copyrighted instrument (survey, etc.), you must include a letter of permission from the author with your IRB application.

Appendices

__________________________

September 13, 2019
Form – Approval of Prospectus by Dissertation Chair / Committee

Student: ___________________      ___________________      ___________________
       Last Name                        First Name                       Student Number

______________________________
Student Email

Dissertation Working Title (APA recommends 12 word maximum; LU requests < 20)

Chair/ Committee Comments:
_______________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

☐ I approve of this student’s prospectus.

                  Committee Chair Signature                          Email

☐ I approve of this student’s prospectus.

                  Committee Member Signature                          Email

☐ I approve of this student’s prospectus.

                  Committee Member Signature                          Email

Return to SOE-Office of Graduate Studies (swisdom@lindenwood.edu; office email and location pending)
Submit a copy of the approved student prospectus to SOE-Office of Graduate Studies (swisdom@lindenwood.edu; Roemer 108)
Appendix E

Submission Form: Dissertation for Final Reading

Student Name: ____________________________________

Dissertation Title:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Submission Date:  ___________________________________

Dissertation Chairman:  ____________________________________

I agree this dissertation draft is ready for final reading.
The student and I have checked the document for items listed on the Lindenwood EdD
Dissertation Style Checklist.

Dissertation Chairman signature: ____________________________
Appendix F1

Dissertation Final Reading Process to begin January 2019

Before submitting a dissertation draft for final reading, both the student and the Dissertation Chair should take into consideration the items listed on the Lindenwood EdD Dissertation Style Checklist (Appendix A). When submitting the dissertation draft, the chair should include the submission form (Appendix B) and a completed departmentally approved dissertation rubric. Dissertations for Final Reading should be sent by the Dissertation Chair to the SOE Office of Graduate Studies (SOE-OGS) at SOE-OGS@lindenwood.edu. (Please indicate in the subject line of the email that a dissertation for final reading is attached.)

When received, the dissertation draft will be screened for routine preliminary items (see Appendix C) taken from the Lindenwood EdD Dissertation Style Checklist. Dissertation drafts showing more than minimal errors related to the preliminary check will be returned to the Dissertation Chair to allow guidance to the student as the draft is corrected. The Dissertation Chair resubmits the draft when it is ready. The draft will be checked again for the same preliminary items. More than minimal errors related to the preliminary check will cause the draft to be returned for correction again.

Following successful preliminary check and correction, the dissertation draft will proceed for final reading to an assigned Final Reader (see Appendix D). The Final Reader list includes names of current Dissertation Chairs. The reader should read for, and mark, APA 6th edition regulations, as well as items the reader feels are not clearly stated and may cause confusion for future readers. Please note, reading for APA 6th edition regulations includes grammar, punctuation, and use of acronyms, as well as the formatting and correct punctuation of the reference list.

Once reading is complete, the reader will return the marked dissertation draft to the SOE-OGS at SOE-OGS@lindenwood.edu. (Please indicate in the subject line of the email that reading is complete for the dissertation attached.) The Office will re-identify the document and forward the results to the Dissertation Chair. The Dissertation Chair will guide the student in making corrections and assure that requested corrections have been addressed. The final draft will be sent by the Dissertation Chair to the Office of Graduate Studies at SOE-OGS@lindenwood.edu. (Please indicate in the subject line of the email that a corrected dissertation is attached.)

The dissertation final submission will be perused for vertical alignment and any potential visual items in the formatting. Page numbering on the Table of Contents, List of Tables, and List of Figures will be checked. The student and Dissertation Chair will receive an invitation to schedule a defense date.

Following successful defense, signatures will be embedded in the dissertation and it will be submitted for publication by the SOE-OGS to the Lindenwood University Library. Electronic publication takes place approximately two weeks after submission. At the dissertation defense, students will receive information for purchasing printed copies of the dissertation from the publisher. (Beginning in January 2019, the library is no longer providing complimentary copies.)

Note the flow chart in Appendix E.
Appendix F2
Preliminary Check of the Dissertation Draft by SOE Office of Graduate Studies

The draft must be a minimum of 100 pages of text, from page one of Chapter 1 to the last page of Chapter 5.

Format
- Left margin is 1.5 inches; all others are one inch.
- Title page, signature page, declaration of originality all match template (no page numbers).
- Figures and tables are labeled appropriately.
- Figures and Tables follow APA guidelines (no vertical lines, no color, no bold) and have appropriate notes (especially if adapted from the work of others).

Grammar
- No contractions are used, except in quotations.
- Past tense vs. present tense.

References and Citations
- The reference list contains a minimum of 50 references; most of which are scholarly, peer-reviewed journal articles or books. Journal articles include volume and issue numbers. (If both are not available, a URL or DOI is included.)
- All references have at least one citation in the text.
- Every citation in the text has a corresponding item on the reference list. Spelling of names and years are consistent from text to references.
- Every quotation has a page number, paragraph number, or section (for quoting websites, see APA 6th ed., pp. 171-172).
- Block format is used for quotations 40 words and over, and block quotations of references occur sparingly throughout the dissertation.

- The dissertation has been submitted to Turnitin.com with no concerns.
- Other miscellaneous items as they may appear in perusal of the document.
Appendix F3
Details of Reading Assignment Process

Dissertation drafts will be sent to Final Readers as double-blind copies. The reader will not know which student wrote the dissertation nor the dissertation chair and committee names. The student will not know the name of the reader.

The SOE-Office of Graduate Studies keeps a list of Dissertation Chairs, sent out for update once a semester. When a dissertation is ready for final reading, the document will be de-identified and sent to the first person on the list.

The dissertation chair who receiving a document for final reading will be requested to acknowledge receipt of the document. Return of the reading results will be requested two weeks after receipt of the document (the reader can request to extend this to three weeks). The reader can notify the SOE-Office of Graduate Studies that the two-to-three-week time frame will not work at the time of assignment. The document will then be assigned to the next reader on the list and the original reader’s name will move down the list for the next assignment.

When reading is complete, the reader should send the marked document that contains marked corrections and feedback in the form of bubble comments back to the SOE-OGS. The Office will re-identify the document and forward the results to the Dissertation Chair. The Dissertation Chair will guide the student in making revisions. The revised document will be sent to the SOE-OGS by the Dissertation Chair. A final check of vertical alignment and check of page numbering accuracy will take place. The document then awaits successful defense by the student and will then be sent to the Lindenwood University Library for publication submission.
Appendix F4
Dissertation Draft Reading Flow Chart

1. **Dissertation Chair and Committee Approval Given to the Dissertation Draft**
   - Dissertation Chair sends Draft to SOE Office of Graduate Studies

2. **SOE-OGS provides a preliminary check**
   - SOE-OGS de-identifies the document
   - SOE-OGS assigns document to a reader
   - Reader returns document to the SOE-OGS within 2 weeks (3 with time extension)

3. **SOE-OGS re-identifies the document**
   - SOE-OGS returns document to the Dissertation Chair for work with the student, if needed.

4. **Dissertation Chair sends Final Draft to SOE-OGS**
   - SOE-OGS provides a final check
   - Student Defense of Dissertation

5. **Committee Approval of Student Defense**
   - SOE-OGS submits final dissertation to Lindenwood University Library

- Returned to Dissertation Chair for further work with the student, if needed. Returned to SOE-OGS when complete.