Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Preface</td>
<td>4</td>
</tr>
<tr>
<td>Overview of Lindenwood Doctor of Education Programs</td>
<td>4</td>
</tr>
<tr>
<td>Educational Administration (Advanced Certification)</td>
<td>4</td>
</tr>
<tr>
<td>Instructional Leadership Strands (non-certification)</td>
<td>5</td>
</tr>
<tr>
<td>Andragogy (adult learning)</td>
<td>5</td>
</tr>
<tr>
<td>Curriculum &amp; Instruction</td>
<td>5</td>
</tr>
<tr>
<td>Higher Education Administration</td>
<td>5</td>
</tr>
<tr>
<td>Criteria for Admission</td>
<td>5</td>
</tr>
<tr>
<td>2017 Doctoral Faculty, St. Charles Campus</td>
<td>7</td>
</tr>
<tr>
<td>2017 Doctoral Faculty, Mid-Missouri Sites -- Waynesville/Warsaw/Rolla/Sedalia</td>
<td>8</td>
</tr>
<tr>
<td>Course Registration and Grading Policies</td>
<td>9</td>
</tr>
<tr>
<td>Academic Honesty Policy</td>
<td>10</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>10</td>
</tr>
<tr>
<td>Lying / Deception</td>
<td>11</td>
</tr>
<tr>
<td>Authorship Verification</td>
<td>11</td>
</tr>
<tr>
<td>Plagiarism in Dissertations</td>
<td>11</td>
</tr>
<tr>
<td>Transfer Credit Policy</td>
<td>12</td>
</tr>
<tr>
<td>Lindenwood EdD Program Checkpoints</td>
<td>12</td>
</tr>
<tr>
<td>EdD Comprehensive Exam</td>
<td>13</td>
</tr>
<tr>
<td>The Dissertation Committee</td>
<td>13</td>
</tr>
<tr>
<td>Prospectus Instructions for Students</td>
<td>14</td>
</tr>
<tr>
<td>Writing the IRB Protocol</td>
<td>15</td>
</tr>
<tr>
<td>The Capstone Courses</td>
<td>16</td>
</tr>
<tr>
<td>EDA 75000 CAPSTONE I</td>
<td>16</td>
</tr>
<tr>
<td>Course Objectives Capstone I</td>
<td>16</td>
</tr>
<tr>
<td>EDA 77000 CAPSTONE II</td>
<td>17</td>
</tr>
<tr>
<td>Course Objectives Capstone II</td>
<td>17</td>
</tr>
<tr>
<td>EDA 77500 CAPSTONE III AND LEADERSHIP SEMINAR</td>
<td>17</td>
</tr>
<tr>
<td>Capstone III Outcome</td>
<td>17</td>
</tr>
<tr>
<td>EDA 78000 CAPSTONE EXPERIENCE</td>
<td>18</td>
</tr>
<tr>
<td>Capstone Experience Outcomes</td>
<td>18</td>
</tr>
<tr>
<td>The Dissertation Defense Presentation</td>
<td>18</td>
</tr>
<tr>
<td>The Dissertation Defense Presentation Process</td>
<td>19</td>
</tr>
</tbody>
</table>

July 2017
Dissertation Submission Deadlines ................................................................. 19
First Day of Class in August/January ................................................................. 20
Last Working Day in October/March ................................................................. 20
Lindenwood EdD Dissertation Style Checklist ............................................... 21
Format ............................................................................................................. 21
Table of Contents/Tables/Figures .................................................................... 21
Grammar ......................................................................................................... 21
References and Citations .................................................................................. 22
References ....................................................................................................... 23
Additional Readings .......................................................................................... 24
Appendix A ....................................................................................................... 25
  Program Planning Worksheet ........................................................................ 25
Appendix B ....................................................................................................... 29
  EdD Dissertation Committee Form .............................................................. 29
Appendix C ....................................................................................................... 30
  Lindenwood EdD Program Checklist ............................................................ 30
Appendix D ....................................................................................................... 31
  EdD Dissertation Prospectus ........................................................................ 31
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 2017 Doctor of Education Handbook primarily presents information not available in other documents. 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 schedules can be found online on the Catalogues & Schedules page of the University website (http://www.lindenwood.edu/academics/support-resources/catalogs-schedules/).

While every effort is made to ensure that the information and policies statements contained in this guide are accurate and current, the University reserves the right to make changes and correct any errors or omissions.

For more information about the Lindenwood Doctor of Education program, please visit the School of Education’s website (http://www.lindenwood.edu/academics/academic-schools/school-of-education/).

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 is 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 tracks. An 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, School Administration, P-12: Superintendent (059). 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 master’s or specialist’s level in the area of instructional leadership. The instructional leadership track has three emphasis areas, from which students must select one: Andragogy, Curriculum & Instruction, or Higher Education.

Andragogy (adult learning). Andragogy is a theory that attempts to explain how adults learn in contrast with pedagogy, which attempts to explain how children learn. Andragogy is one part of the broader field of adult education, human resource development, and lifelong learning. The EdD in Instructional Leadership with an emphasis in Andragogy is a 48-hour program beyond the master’s degree and was designed in response to a growing need for professional educational leaders in areas other than P-12 education. Students who complete this degree will be able to pursue a career in higher education, staff development, or corporate training, among others.

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 those who are 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 attached 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.
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
   • 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 by the EdD
   Department Chair.

The Lindenwood University Graduate Catalog (2017-2018) 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, para. 1).

The following section, Table 1, lists doctoral faculty. For current teaching assignments,
please visit the Lindenwood University website at Lindenwood.edu and continue to the course
schedule current for your semester of interest (http://www.lindenwood.edu/academics/support-
resources/catalogs-schedules/). [For Fall 2017: http://www.lindenwood.edu/files/resources/fa-
sem-17-04-07-2017.pdf]
Table 1

### 2017 Doctoral Faculty, St. Charles Campus

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Joseph Alsobrook</td>
<td>Dean, School of Fine &amp; Performing Arts</td>
<td><a href="mailto:jalsobrook@lindenwood.edu">jalsobrook@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Joyce A. Piveral</td>
<td>Interim Dean, School of Education</td>
<td><a href="mailto:jpiveral@lindenwood.edu">jpiveral@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Robyne Elder</td>
<td>Assistant Professor</td>
<td><a href="mailto:relder@lindenwood.edu">relder@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Beth Kania-Gosche</td>
<td>Associate Dean of Education</td>
<td><a href="mailto:bkania-gosche@lindenwood.edu">bkania-gosche@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Lynda Leavitt</td>
<td>Associate Professor</td>
<td><a href="mailto:lleavitt@lindenwood.edu">lleavitt@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. John Long</td>
<td>EdD Department Chair / Assistant Professor</td>
<td><a href="mailto:jlong@lindenwood.edu">jlong@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Charles Marion</td>
<td>Adjunct Professor</td>
<td><a href="mailto:cmarion@lindenwood.edu">cmarion@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Diane Moore</td>
<td>Adjunct Professor</td>
<td><a href="mailto:dmoore@lindenwood.edu">dmoore@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Mitch Nasser</td>
<td>Assistant Professor</td>
<td><a href="mailto:rnammer@lindenwood.edu">rnammer@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Jackie Ramey</td>
<td>Adjunct Professor</td>
<td><a href="mailto:jramey@lindenwood.edu">jramey@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Stephen Sherblom</td>
<td>Associate Professor / Assistant Supervisor of Qualitative Research</td>
<td><a href="mailto:ssherblom@lindenwood.edu">ssherblom@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Bob Steffes</td>
<td>Assistant Professor</td>
<td><a href="mailto:Rsteffes@lindenwood.edu">Rsteffes@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Terry Stewart</td>
<td>Assistant Dean of Education</td>
<td><a href="mailto:tstewart@lindenwood.edu">tstewart@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. James Thomeczek</td>
<td>Adjunct Professor</td>
<td><a href="mailto:jthomeczek@lindenwood.edu">jthomeczek@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Graham Weir</td>
<td>EdS Program Chair</td>
<td><a href="mailto:gweir@lindenwood.edu">gweir@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Shane Williamson</td>
<td>Associate Vice President, Student Life &amp; Diversity</td>
<td><a href="mailto:swilliamson@lindenwood.edu">swilliamson@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Kevin Winslow</td>
<td>Professor / Assistant Supervisor of Quantitative Research</td>
<td><a href="mailto:kwinslow@lindenwood.edu">kwinslow@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Sherrie Wisdom</td>
<td>Supervisor of Graduate Research / Associate Professor</td>
<td><a href="mailto:swisdom@lindenwood.edu">swisdom@lindenwood.edu</a></td>
</tr>
</tbody>
</table>

### 2017 Doctoral Faculty, Southwest Missouri Campus

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Marylynne Abbott</td>
<td>Adjunct Professor</td>
<td><a href="mailto:mabbot1@lindenwood.edu">mabbot1@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Abby Benz</td>
<td>Adjunct Professor</td>
<td><a href="mailto:abenz@lindenwood.edu">abenz@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Rhonda Bishop</td>
<td>Adjunct Professor</td>
<td><a href="mailto:rbishop@lindenwood.edu">rbishop@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Stephen Bishop</td>
<td>Adjunct Professor</td>
<td><a href="mailto:sbishop@lindenwood.edu">sbishop@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Patricia Conner</td>
<td>Adjunct Professor</td>
<td><a href="mailto:pconner@lindenwood.edu">pconner@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Dennis Cooper</td>
<td>Assistant Professor</td>
<td><a href="mailto:dcooper@lindenwood.edu">dcooper@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Sherry DeVore</td>
<td>Assistant Professor / Research Supervisor</td>
<td><a href="mailto:sdevore@lindenwood.edu">sdevore@lindenwood.edu</a></td>
</tr>
</tbody>
</table>

Continued
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Vivian Elder</td>
<td>Adjunct Professor</td>
<td><a href="mailto:velder@lindenwood.edu">velder@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Kim Fitzpatrick</td>
<td>Adjunct Professor</td>
<td><a href="mailto:kfitzpatrick@lindenwood.edu">kfitzpatrick@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Don Forrest</td>
<td>Adjunct Professor</td>
<td><a href="mailto:dforrest@lindenwood.edu">dforrest@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Shelly Fransen</td>
<td>Adjunct Professor</td>
<td><a href="mailto:sfransen@lindenwood.edu">sfransen@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Kathy Grover</td>
<td>Assistant Professor</td>
<td><a href="mailto:kgrover@lindenwood.edu">kgrover@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Phillip Guy</td>
<td>Adjunct Professor</td>
<td><a href="mailto:pguy@lindenwood.edu">pguy@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Brad Hanson</td>
<td>Adjunct Professor</td>
<td><a href="mailto:bhanson@lindenwood.edu">bhanson@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Doug Hayter</td>
<td>Adjunct Professor</td>
<td><a href="mailto:dhayter@lindenwood.edu">dhayter@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Samantha Henderson</td>
<td>Adjunct Professor</td>
<td><a href="mailto:shenderson@lindenwood.edu">shenderson@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Hal Higdon</td>
<td>Adjunct Professor</td>
<td><a href="mailto:hhigdon@lindenwood.edu">hhigdon@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. James Horton</td>
<td>Adjunct Professor</td>
<td><a href="mailto:jhorton@lindenwood.edu">jhorton@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Derrick Hutsell</td>
<td>Adjunct Professor</td>
<td><a href="mailto:dhutsell@lindenwood.edu">dhutsell@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Jeff Jochems</td>
<td>Adjunct Professor</td>
<td><a href="mailto:jjochems@lindenwood.edu">jjochems@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. John Jungman</td>
<td>Adjunct Professor</td>
<td><a href="mailto:jjungman@lindenwood.edu">jjungman@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Kevin Kopp</td>
<td>Adjunct Professor</td>
<td><a href="mailto:kkopp@lindenwood.edu">kkopp@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Kent Medlin</td>
<td>Adjunct Professor</td>
<td><a href="mailto:kmedlin@lindenwood.edu">kmedlin@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Trey Moeller</td>
<td>Adjunct Professor</td>
<td><a href="mailto:tmoeller@lindenwood.edu">tmoeller@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. John Mulford</td>
<td>Adjunct Professor</td>
<td><a href="mailto:jmulford@lindenwood.edu">jmulford@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Tracy McGrady</td>
<td>Adjunct Professor</td>
<td><a href="mailto:tmcgrady@lindenwood.edu">tmcgrady@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Terry Reid</td>
<td>Assistant Professor</td>
<td><a href="mailto:treid@lindenwood.edu">treid@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Tony Rossetti</td>
<td>Adjunct Professor</td>
<td><a href="mailto:trossetti@lindenwood.edu">trossetti@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Brad Swofford</td>
<td>Adjunct Professor</td>
<td><a href="mailto:bswofford@lindenwood.edu">bswofford@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Matt Summers</td>
<td>Adjunct Professor</td>
<td><a href="mailto:msummers@lindenwood.edu">msummers@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Julie Williams</td>
<td>Adjunct Professor</td>
<td><a href="mailto:jwilliams@lindenwood.edu">jwilliams@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Brian Wilson</td>
<td>Adjunct Professor</td>
<td><a href="mailto:bwilson@lindenwood.edu">bwilson@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Patricia Wilson</td>
<td>Adjunct Professor</td>
<td><a href="mailto:pwilson@lindenwood.edu">pwilson@lindenwood.edu</a></td>
</tr>
</tbody>
</table>

2017 Doctoral Faculty, Mid-Missouri Sites -- Waynesville/Warsaw/Rolla/Sedalia

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Randy Caffey</td>
<td>Adjunct Professor</td>
<td><a href="mailto:rcaffey@lindenwood.edu">rcaffey@lindenwood.edu</a></td>
</tr>
<tr>
<td>Dr. Jodi Elder</td>
<td>Assistant Professor / Research</td>
<td><a href="mailto:jelder@lindenwood.edu">jelder@lindenwood.edu</a></td>
</tr>
<tr>
<td></td>
<td>Specialist</td>
<td></td>
</tr>
<tr>
<td>Dr. Merlyn Johnson</td>
<td>Adjunct Professor</td>
<td><a href="mailto:mjohnson2@lindenwood.edu">mjohnson2@lindenwood.edu</a></td>
</tr>
</tbody>
</table>

Continued
Course Registration and Grading Policies

Before registering for classes, EdD applicants should first meet with the EdD Department Chair 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 (http://www.lindenwood.edu/academics/support-resources/information-technology/it-applications/student-portal/).

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 2017-2018 Lindenwood University Graduate Catalog (http://www.lindenwood.edu/academics/support-resources/catalogs-schedules/).

EdD Program Capstone courses must be taken in order, but 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 – 6:55 and/or 7:05 – 9:35 p.m. Summer courses are also available; however, Capstone courses are usually offered during the fall and spring semesters.

According to the 2017-2018 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 (Grading System, para. 2)


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 2017-2018 Lindenwood University Catalog for more information on retaking a course (Grading System, para. 3-4). Students must maintain a 3.5 GPA throughout the course of the EdD program, with a 3.66 GPA in the first nine credit hours taken. EdD students are expected to complete the degree within five years, although a policy exemption may be requested if more time is required.

**Academic Honesty Policy**

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 (Lindenwood, 2017, 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 refer 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, constitutes plagiarism, even if the quote includes a citation consistent with APA requirements. The Vygotsky quote should be cited to 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 campus, or Mid-Missouri campus.

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 full 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.

Lindenwood EdD Program Checkpoints

Checkpoint One: EdD Applicant
Student has completed applications for both admission to a Lindenwood Graduate Program and the EdD Program. All REQUIRED materials, including the onsite writing assessment, must be completed and received by the Department of Educational Leadership.

Checkpoint Two: EdD Student
The student has successfully (with a minimum 3.66 GPA) completed a minimum of nine hours of coursework within the EdD program.

Checkpoint Three: EdD Candidate
The student has successfully completed the EdD Comprehensive Exam and Capstone II (EDA 77000) with a B or higher. The student must have an overall GPA of 3.5 for all doctoral coursework, with no more than two Cs permitted in the entire program of study. The student received notice of passing the EdD Comprehensive Exam, and the student
has no grades of ‘Incomplete.’ Enrollment in Capstone III (EDA 77500) is by a paper form submitted to the Assistant Dean.

Note: Also refer to the EdD Program Checklist in Appendix C.

**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, the Southwest or Waynesville campus, or South County site, where applicable, for more information about the EdD Comprehensive Exam at the St. Charles campus.

**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 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, 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 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 Assistant Dean of Educational Leadership. 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. 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 Assistant Dean of Education, the student, and dissertation chair and committee. The chair should review all materials before the defense. Practice sessions with the dissertation chair/committee is 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 Supervisor of Graduate Research 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 (http://www.lindenwood.edu/academics/support-resources/office-of-institutional-effectiveness/institutional-review-board-irb/forms/).

Please be aware that students must have completed the NIH Human Subjects training (a course assignment in Capstone II) to submit an IRB (https://phrp.nihtraining.com/users/login.php).

EdD students complete a prospectus during Capstone I & II as a course outcome. Students are welcome to complete a prospectus earlier in the program than Capstone II, but the student must have secured a dissertation chair and committee members before submission. Students who are struggling with completion of the prospectus should work with their chair and committee or schedule an appointment with the Supervisor of Graduate Research.

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 Supervisor of Graduate Research. The prospectus is reviewed and feedback is provided. The Supervisor of Graduate Research will provide feedback via email, using track changes and comments in Microsoft Word in the prospectus document. The student and chair should continue work on the research design until EdD Supervisor of Graduate Research approval of the prospectus is received. The prospectus decision will be one of the following: (a) approved, student should begin the IRB DRAFT application, (b) approved with minor revisions, student should begin the IRB DRAFT application with specific changes/clarification, or (c) needs revision, and student must resubmit the prospectus, highlighting all changes, after rewriting in consultation with chair and committee. A meeting may also be required with the dissertation chair, student, and EdD faculty.

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 the Supervisor of Graduate Research. The IRB DRAFT protocol is reviewed and feedback is provided. The Supervisor of Graduate Research will provide feedback via email, using track changes and comments in Microsoft Word in the IRB DRAFT document. The student and chair should continue work on the clarity of the IRB DRAFT protocol until EdD departmental
approval is received. The IRB DRAFT decision will be one of the following: (a) approved, student should begin the IRB application, (b) approved with minor revisions, student should begin the IRB application with specific changes/clarification, or (c) needs revision, and student must resubmit the prospectus, highlighting all changes, after rewriting in consultation with chair. Following departmental approval the student may submit the document(s) to the Lindenwood University IRB through the IRBnet.org portal (https://www.irbnet.org/release/index.html).

**Writing the IRB Protocol**

EdD students will be required to have an approved prospectus before submitting an IRB application. The prospectus is written during Capstone I & II (EDA 75000 & EDA 77000) and is approved first by the Supervisor of Graduate Research, Lindenwood University’s EdD Educational Leadership department. The prospectus approval process ensures students proceed with appropriate, focused methodology for their dissertation. First, students complete and submit for approval, the prospectus. Second, students complete and submit for approval, the IRB DRAFT protocol. Then, students are directed to submit the departmentally approved IRB protocol to the LU IRB. Upon approval from the LU IRB, research may begin.

The first step to data collection is Institutional Review Board approval. While the doctoral student may have written extensively on the first three chapters, data cannot be collected until the LU Institutional Review Board (IRB) has approved the study. The LU IRB has the authority of the federal government to mandate protection of human subjects. In Capstone II (EDA 77000), students are encouraged to complete a draft of an IRB application, in consultation with the student’s chair and committee. Information on the Lindenwood IRB can be found on the LU website (http://www.lindenwood.edu/academics/support-resources/office-of-institutional-effectiveness/institutional-review-board-irb/). Completion of an IRB application is highly individualized to each study, but 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: 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 (http://www.lindenwood.edu/academics/support-resources/office-of-institutional-effectiveness/institutional-review-board-irb/forms/).

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 approved by the EdD department, as indicated by an email from the Supervisor of Graduate Research, the student should create an account on IRBNet.
LU doctoral faculty have designed the 12 dissertation writing hours as a series of three courses: Capstone I (EDA 75000), Capstone II (EDA 77000), and Capstone III (EDA 77500). By making these dissertation writing hours actual courses with deadlines and content, the dissertation writing process is scaffolded by the instructors, aiding the dissertation chairs and facilitating communication about the dissertation process. In addition, students learn about research in the context of the dissertation and have the opportunities to choose their topic early in the program so they can tailor coursework assignments to the literature review.

The Capstone courses also 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. Students are encouraged to work on their dissertation beyond the course expectations of the Capstones and during breaks between semesters. The dissertation is not just another paper written for a class; it is what separates a doctorate from a master’s degree.

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. The specific course descriptions and student learning outcomes include the following:

**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. During the course students will review the Lindenwood University Doctoral Handbook and acquire a dissertation chair and/or committee members. If a grade below B is earned in any Capstone course, the course must be repeated. CREDITS 3

**Course Objectives Capstone I**

- Define dissertation vocabulary
- Identify and access dissertation forms
- Identify steps in dissertation process
- Describe components of a dissertation
- Select a dissertation chair
- Develop a research problem
- Draft the research prospectus definitions
- Draft a research prospectus purpose
- Draft a research prospectus rationale
- Select contact for institution approval if necessary
- Construct research questions/hypothesis(es)
- Demonstrate scholarly writing
- Explain research study  (Revised May 4, 2017)

**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: NIH 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 and dissertation chair 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

**Course Objectives Capstone II**

- Complete the NIH Certification and earn NIH Certification
- Select committee members
- Design research questions and/or hypotheses statements
- Secure organization approval if needed, describe relationship and possible bias/coercion between researcher and participants
- Determine study participants (if applicable) and describe process of participant recruitment (if applicable)
- List a sequential description of the study procedures
- Demonstrate scholarly writing by beginning to draft the literature review
- Explain research study (Revised May 4, 2017)

**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

**Capstone III Outcome**

Complete dissertation

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 prospectus and IRB drafted 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.

Complete dissertation

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 (http://www.lindenwood.edu/admissions/tuition-financial-aid/tuition-and-fees/). 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 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 own study. The student may utilize PowerPoint or other visual aids, including handouts, but they are 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 Assistant Dean of Educational Leadership 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) Generally, two weeks are needed between completion of the dissertation and the defense. Scheduling of the defense is done by the Assistant Dean in consultation with the student and Committee Chair. The schedule may depend on room availability on campus. 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, but they 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 placed on the calendar by 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 the registrar’s office processes*
paperwork, following the date the Supervisor of Graduate Research submits the final dissertation to Butler Library for binding. 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 2017, receiving his or her diploma and transcript, but not walk in the commencement ceremony until December 2017.

The deadline for dissertation submission to allow eligibility to walk in the December commencement ceremony will be the first day of fall semester classes. To participate in the May commencement ceremony, students must follow the timeline below. 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 commencement ceremony. This timeline will be kept consistent from year-to-year, so students can plan ahead. All 2017-2018 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 Supervisor of Graduate Research by the Chair (ex: August 28, 2017; January 8, 2018)

Submission of a dissertation draft to the Supervisor of Graduate Research by this date 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 this deadline 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.

**Last Working Day in October/March:** Deadline for scheduling defense (ex: October 27, 2017; March 30, 2018)

The Supervisor of Graduate Research approves candidates for defense based on satisfactory completion of all edits. See the Dissertation Presentation Process for more information.

The **first day 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 day 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).
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 Supervisor of Graduate Research. 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).
- 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.
- 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.
- 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 are 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.
- Web sites are cited correctly (web address should not appear in the citation, only in the reference list if appropriate). See APA 6th Edition or the APA style blog for more information.
References


Additional Readings


Appendix A

"Teaching and Leading as an Art and a Science"
Lindenwood University School of Education
Program Planning Worksheet

**DOCTORATE IN EDUCATIONAL ADMINISTRATION**
(Advanced Certification-Superintendent)

Name: ___________________________ ID: ___________________________

Phone: ___________________________ Email: ___________________________

Certification Area: ________________ Start at LU: ________________

Degree Area Verified: ______________ Emphasis Verified: ______________

Advisor: ___________________________

**Master's Level Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Semester Completed</th>
<th>Transferred</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 53000</td>
<td>Public and Community Relations</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Can substitute with equivalent Public Relations course</td>
</tr>
<tr>
<td>EDU 57000</td>
<td>Educational Research</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Can substitute with equivalent Research course</td>
</tr>
</tbody>
</table>

* If not completed prior to entrance, must be in the first two semesters within program

**Core Courses Required for Degree**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Semester Completed</th>
<th>Transferred</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 70000</td>
<td>Instructional Program Leadership &amp; Assessment</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDA 71000</td>
<td>Human Resources Administration</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDA 71500</td>
<td>Advanced School Finance</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDA 72000</td>
<td>School District Administration</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDA 76500</td>
<td>Administrative Decision Making</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Semester Completed</th>
<th>Transferred</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
</table>

* Student must take a minimum of 2 additional courses at the 700 level.

**Continued**

July 2017
### Internship Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Semester Completed</th>
<th>Transferred</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 74100 Superintendent Internship</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Research Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 74500 Statistics in Educational Administration</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDA 75000 Capstone I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDA 77000 Capstone II</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Degree Application Deadline:

To obtain your degree and be able to walk in the end of semester graduation ceremony, you must submit degree application by either December 31 for May or May 31 for December graduations. The dissertation, approved by all three committee members, must be submitted to Director of Graduate Research by first day of commencement semester to walk in ceremony.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 77500 Capstone III (PreReq – All previous coursework including Capstone II as well as Comp Exams successfully completed)</td>
<td>6</td>
<td>Publication Fee $500.00</td>
</tr>
<tr>
<td>EDA 78000 Capstone Experience Fee**</td>
<td>0</td>
<td>Students must enroll in EDA 78000 for each semester they have not completed dissertation. $500.00 each semester during Fall/Spring semesters.</td>
</tr>
</tbody>
</table>

### Total Program Hours

| Total Program Hours | 48    |
# Lindenwood University School of Education

## Program Planning Worksheet

### DOCTORATE IN INSTRUCTIONAL LEADERSHIP

<table>
<thead>
<tr>
<th>Name:</th>
<th>ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
<tr>
<td>Certification Area:</td>
<td>Start at LU:</td>
</tr>
<tr>
<td>Degree Area Verified:</td>
<td>Emphasis Verified:</td>
</tr>
<tr>
<td>Advisor:</td>
<td></td>
</tr>
</tbody>
</table>

For maximum program success, **all students must initial to demonstrate he/she understands each item:**

- To complete the Doctorate in Instructional Leadership **all students must**:
  1. Maintain a GPA of 3.5 or higher within the EdD Program.
  2. Complete a minimum of 24 hours in residence. Complete a minimum of 48 hours beyond the master's degree.
  3. Earn no more than two C's during the entire program of study.
  4. Pass the comprehensive exam.
  5. 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.
  6. Enroll in EDA 78000 for each semester the dissertation is NOT complete.

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

### Master's Level Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Semester Completed</th>
<th>Transferred</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 53000 Public and Community Relations</td>
<td>3</td>
<td></td>
<td></td>
<td>Can substitute with equivalent Public Relations course</td>
</tr>
<tr>
<td>EDU 57000 Educational Research</td>
<td>3</td>
<td></td>
<td></td>
<td>Can substitute with equivalent Research course</td>
</tr>
</tbody>
</table>

*If not completed prior to entrance, must be in the first two semesters within program

### Core Courses Required for Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Semester Completed</th>
<th>Transferred</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 70000 Instructional Program Leadership &amp; Assessment</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDA 71000 Human Resources Administration</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDA 76500 Administrative Decision Making</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Semester Completed</th>
<th>Transferred</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student must take a minimum of 4 additional courses at the 700 level. For a "with Emphasis in Andragogy" 4 classes with prefix EDAA. 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.

---

*Continued*
### Internship Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
<th>Semester Completed</th>
<th>Transferred</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 74800</td>
<td>Instructional Leadership Internship</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Research Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
<th>Semester Completed</th>
<th>Transferred</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 74500</td>
<td>Statistics in Educational Administration</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDA 76700</td>
<td>Quantitative Methods in Ed Research – OR EDA 76800 Qualitative Methods in Ed Research</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Pre-Req EDA 64500/74500 Statistics in Ed Admin</td>
</tr>
<tr>
<td>EDA 75000</td>
<td>Capstone I</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDA 77000</td>
<td>Capstone II</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Degree Application Deadline:
To obtain your degree and be able to walk in the end of semester graduation ceremony, you must submit degree application by either December 31 for May or May 31 for December graduations. The dissertation, approved by all three committee members, must be submitted to Director of Graduate Research by first day of commencement semester to walk in ceremony.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
<th>Semester Completed</th>
<th>Transferred</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 77500</td>
<td>Capstone III (PreReq – All previous coursework including Capstone II as well as Comp Exams successfully completed)</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>Publication Fee $500.00</td>
</tr>
<tr>
<td>EDA 78000</td>
<td>Capstone Experience Fee</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>Students must enroll in EDA 78000 for each semester they have not completed dissertation. $500.00 each semester during Fall/Spring semesters.</td>
</tr>
</tbody>
</table>

**Total Program Hours**: 48

*Revised 1.12.17*
Appendix B

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.
Chair Signature: ____________________________ Date: ________________

<table>
<thead>
<tr>
<th>Committee Member Name:</th>
<th>Terminal Degree:</th>
<th>EdD</th>
<th>PhD</th>
<th>JD</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Professional Title:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lindenwood Affiliation: □ Full time, EdD/SOE □ Full time outside SOE, List Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjunct, Courses taught</td>
<td>Not affiliated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>with LU, please attach resume/CV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Email:</td>
<td>Member Phone:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Signature:</td>
<td>____________________________ Date: ________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please deliver/mail this completed form to the Assistant Dean of Educational Leadership in Warner Hall or email a scanned copy to Supervisor of Graduate Research swisdom@lindenwood.edu. Students must have this form on file before submitting a prospectus or IRB.

July 2017
Appendix C

Lindenwood EdD Program Checklist

- 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: (http://www.lindenwood.edu/academics/support-resources/office-of-institutional-effectiveness/institutional-review-board-irb/forms/).

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>EdD Student</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dissertation Chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(must be LU full time or adjunct faculty member)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Committee Member</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Committee Member</td>
</tr>
</tbody>
</table>

3. Anticipated starting date for this project: **Upon IRB Approval**; ending date: **One Year Following IRB Approval**.
   (collection of primary data – data you collect yourself - cannot begin without IRB approval)

4. Please define any terms that may be unfamiliar to the reader.
5. State the purpose of this proposed project (*what new information will this research generate?*):

6. State the rationale for this proposed project (*what contribution does this research make to the literature? What gap in current knowledge is addressed by this study?*):

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

8. Will this research require approval from another organization, institution, school district, etc.? □ Yes, already approved □ Yes, but I have not yet received approval □ No

   If ‘Yes,’ state who or which institution approved or will approve before the study begins.

9. What is your relationship with the participants in the study or research site? If you have no relationship, indicate that. If there is a relationship, explain how any coercion will be reduced or how the identities of the participants will remain anonymous if you are a superior.

10. Participants involved in the study:
    a. Indicate the **minimum and maximum** number of persons, of what type, will be recruited as participants in this study.

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

    *Any survey of LU faculty, staff, students, or alumni requires approval by the provost after IRB approval has been granted. Electronic surveys of LU faculty, staff, or students must use the University’s Qualtrics account.

    **Non-LU participants**
    - Children / Adolescents [need guardian’s consent]
    - Adults
    - Persons with diminished autonomy (e.g., seniors, medical patients, persons in correctional facilities, etc.)

    **Secondary Data:**
    - Population size
    - Sample Size

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

    c. Describe the process of participant recruitment.

    d. Will any potential participants be excluded?

    □ Yes □ No

    If yes, explain why and how.
Where will the study take place?

☐ On LU’s campus – Explain:  ☐ Off campus – Explain:

e. 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.

11. Methodology/procedures:

a. Provide a sequential description of the procedures to be used in this study.

b. Which of the following data-gathering procedures will be used?

☐ 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 phone

☐ 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. Include a list of references in APA style at the end of this application and drafts of any interview/survey questions or potential instruments you will use 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.