**The EdD in Leadership Studies Handbook**



WEST VIRGINIA
STATE

UNIVERSITY

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# MISSION

West Virginia State University is a diverse, 1890 land-grant institution that advances knowledge through access and opportunity, innovative teaching and learning, interdisciplinary research, and impactful service. Our learners are equipped to meet the economic and social needs of the state, region, and nation, and contribute solutions to complex global challenges.

# VISION

West Virginia State University is a doctoral land-grant university, grounded in its HBCU heritage of inclusivity while focused on building nationally-recognized programs that inspire student success and facilitate innovative research that drives West Virginia forward.

# CORE VALUES

**Student-centeredness**
We put students first in everything we do.

**Inclusion**
We create a climate where all can bring their whole and authentic selves.

**Excellence**
We strive for a Gold Standard in all we do and say.

**Integrity**
We commit to ethical behavior and full transparency with ourselves and our stakeholders.

**Accountability**
We take responsibility for our actions individually and collectively.

**Creativity**
We draw inspiration from collaborating with others and create space for curiosity and imagination.

**Resilience**
We are agile, adapt to change, and rise above adversity.

*Approved by the West Virginia Higher Education Policy commission-September 21, 2001
Modified by the West Virginia State University Board of Governors-December 9, 2004
Modified by the West Virginia State University Board of Governors-September 10, 2009
Modified by the West Virginia State University Board of Governors -- April 23, 2021
Modified by the West Virginia State University Board of Governors -- April 20, 2023*

# DOCTORAL PROGRAM INFORMATION

## Program Requirements

The WVSU Ed.D. in Leadership Studies will consist of a minimum of 16 3-hour courses. Twelve courses, 36 hours, will consist of content coursework, with the remaining 4 courses (12 hours) dedicated to the research project and presentation. Students may exceed 48 hours of coursework in the event that additional hours are needed in order to complete the research project and presentation. The WVSU EdD program emphasizes fairness, diversity, and social justice with threads related to these concepts embedded in the content coursework. In this practitioner model, students will work throughout the program to consider the needs of an organization of their choosing. As the program progresses, students will develop a research project related to their organization. The culminating experience will consist of a dissertation based on an action research project. Students will start considering research needs of their chosen organization from the beginning of the program. Work on the research project will be partially housed within the classes and beyond that, students will choose a dissertation chairperson and work with a dissertation committee.

## Course Descriptions

**LS 800. Organizational Analysis for Effective Leadership**

Students will identify and explore a variety of organizational methods and strategies related to an organization’s goals. Students will identify organizational theories, apply them to a specific organization and prescribe circumstances affecting the organization. This work will be incorporated with the learning activities of research coursework and is a three credit course.

**LS 810. Principles of Leadership**

Students will identify and explore leadership approaches, methods, and strategies related to an existing organization’s leaders, their styles and actions. This course will serve as an overview of leadership theories and their application in the interest of organizational improvement. Students will identify organizational strategies that have been implemented towards the achievement of an identified goal(s). Students will theorize a new process to enhance a current goal or propose a new goal and create a process of implementation. This work will be incorporated with the learning activities of research coursework and is a three credit course. (Prerequisites: LS 800 and LS 830)

**LS 820. Legal & Ethical Issues for Effective Leadership**

Students will research State and Federal Laws and related court cases that pertain to the operation of their specifically identified organization. Students will also identify local policies and procedures prescribed by governing bodies not included by State or Federal laws. Students in this course will review and assess historical and contemporary laws, policies, and court cases and identify the impact on the organization's effectiveness, with specific attention to organizational leadership. The course will explore the relationship of law, policies, and court cases to goal achievement and development of effective practices. This work will be incorporated with the learning activities of research coursework and is a three credit course. (Prerequisites: LS 810 and LS 880)

**LS 830. Equity and Leadership with Diverse Communities**

Students will examine research on how leadership styles, strategies and practices affect the goals of the organization. Students will identify the various communities within an organization based on a variety of factors including race, gender, age, socio-economic levels, gender identifications, etc. Students will also identify external communities within the range of the organization’s influence. Students will examine how current organizational functions and actions affect the identified communities and apply this information to their proposed research in research coursework. This is a three credit course.

**LS 840 Communications, Technology & Media for Effective Leadership**

Students will examine a variety of communications strategies for internal and external outreach activities of the organization. In incorporating specific technologies, students will identify possible communication outlets for presenting their messaging. This may include but not be restricted to traditional media, electronic media, and community programs. Students are to review positive and negative aspects of each proposal and communication type and apply specifically to proposals of research coursework. Activities may include crafting of press releases, role play of various media and building a network of messaging resources within the reach of the organization. This work will be incorporated with the learning activities of research coursework and is a three credit course. (Prerequisites: LS 810 and LS 880)

**LS 815. Understanding and Conducting Research for Organizational Improvement (Action Research)**

This course will provide students with an understanding of qualitative and qualitative research methods. Students will be expected to identify components of both approaches as well as methods of combining the two for a mixed method approach. Students will apply research concerning the effectiveness of all approaches to the proposed research activities for the culminating research project of the program. This work will be incorporated with the learning activities of research coursework and is a three credit course. (Prerequisite: LS 805)

**LS 825. Statistical Methods.**

This course includes the planning, designing, data-collecting, analyzing, interpreting, and reporting of findings and data with regard to completing action research. Students will review a variety of action research studies, focusing on methodology. This work will be incorporated with the culminating activity based on requirements of Chapters Three, Four, and Five of an action research dissertation. This work will be incorporated with the learning activities of research coursework and is a three credit course. (Prerequisite: LS 835)

**LS 835. Qualitative Methods**

Students in the course will identify qualitative methods of research including, but not limited to individual interviews, participant observations, and focus groups, and will incorporate a variety of qualitative methods such as narrative research, case studies, ethnographies, grounded theory research and phenomenology. Students will apply research concerning the effectiveness of all approaches to their proposed research activity for the culminating research project of the program. This work will be incorporated with the learning activities of research coursework and is a three credit course. (Prerequisite: LS 815)

**LS 850. Organizational Literacy for Effective Leaders**

Students will research the role of life-long learning on leadership and how to extend this concept to those in the organization. Students will evaluate the importance of a literate workforce and community and how to promote these concepts and assess their effectiveness. Students will learn basic literacy concepts, assess their own skills, and utilize how to incorporate literacy into their own research project. Students will also identify literacy groups available to their identified organization and assess their application to the organization. This work will be incorporated with the learning activities of research coursework and is a three credit course. (Prerequisites: LS 860 and LS 825)

**LS 860. Sociology of Institutions for Leaders**

Students will identify formal and informal rules and regulations that maintain social interaction and regulate behaviors of individuals within and outside of the identified organization. This will include institutions formal and informal that attempt to exert discipline and formulate emotions and behaviors.  Students will identify the types of influencing social institutions that exist internally and externally to the identified organization. They will assess both the organization’s and leader’s approaches to identifying, cooperating, influencing and working with the institutions for goal achievement. This work will be incorporated with the learning activities of research coursework and is a three credit course. (Prerequisites: LS 820 and LS 840)

**LS 870 Politics in Leadership**

Students will identify formal and informal leaders in the organization and the sphere of each individual’s influence. Students will classify leaders at their respective levels and identify how they exert or display their influence. Students will research the roles of policy and law these individuals have imposed on the effectiveness of the organization and how that influence will affect the proposed research activity of the student. Students will propose a variety of strategies for dealing with these individuals and assessment may include presentations, role play and narrative proposals. Students will explore the role external politics pays on organizations. This work will be incorporated with the learning activities of research coursework and beyond and is a three credit course. (Prerequisites: LS 860 and LS 825)

**LS 880. Systems for Change**

This course will provide students with theories on institutional and personal change. Activities will include creating measurable goals, assessment activities, and evaluations of change. Research of change strategies will be explored and assessed for their application to the culminating research activity. This work will be incorporated with the learning activities of research coursework and is a three credit course. (Prerequisites: LS 800 and LS 830)

**LS 805. Needs Analysis and Program Evaluation**

Students will identify and explore a variety of information gathering sources related to an organization or specific program or circumstances affecting the organization. They will identify effective practices to address needs using measurable and quantifiable methods. Students will collate analytical and evaluative materials and strategies to apply, identify, understand, and utilize the components of action-based research. Students will collect data to examine and address the needs of the organization and/or program for improvement including incorporating diverse communities in formal and systematic methods of recognizing and evaluating strategies that can be applied to meet the needs of employees and/or clientele. This is a three credit course.

**LS 845. Advanced Research I**

Students will continue the work of LS 805 to identify research methods and strategies through a systematic process to find answers and solutions to questions of organizational performance. During the coursework, students will complete Chapter One of a proposed thesis-based approach to identifying organizational issues, performance and solutions based on pre-existing research. Students will create a pathway to measure the issue, identify a process of reaching conclusions and creating opportunities for additional research. This is a three credit course. (Prerequisites: LS 805, 815, 825, 835, Approved Proposal)

**LS 855. Advanced Research II**

Students will incorporate the information and process material of LS 805 and 845 to create an introduction to the research topic. The introduction will include research questions to be answered and involve detailed research related to the information in Chapter One. This research will include questions the student wants to answer, a detailed synopsis of literature that establishes the relevance of the problem, summaries of previous studies, and the relevance of the study. Completion of the course will be achieved by finalizing an approved Chapter Two of a research thesis. This is a three credit course which may be extended depending on student progress. (Prerequisite: LS 845)

**LS 865. Advanced Research III**

Students will propose and implement a research-based activity focusing on measuring, assessing, and improving a current or new organizational activity. This will be a culminating activity based on requirements of Chapters Three to Five of a doctoral thesis. The activity must be approved by a University based group assigned specifically to the student for this purpose. At the end of the research activity, the student will present and defend findings in a public forum. This course consists of three to twelve-hour course hours depending on student progress and committee approval. The student will be allowed no more than four semesters (LS 845, 855, and 865, repeat 865 if needed) to complete the approved project and defense unless an extension is approved. (Prerequisite: LS 855)

## Program Learning Outcomes (PLOs)

This program will positively increase organizational achievement in organizations of the region, state, and nation. The program will also address outreach in areas of social justice, fairness and equity and work with a variety of populations and communities in order to build and maintain safe, caring, and healthy organizational environments using research-based practices. In the context of the program, Educational Objectives will also be known as Program Learning Outcomes (PLOs). The program will develop students’ professional knowledge, skills, and dispositions so they may demonstrate their ability to:

1. Identify and implement components of organizational analysis for improvement, principles of leadership, and equity and leadership with diverse communities. (LS 800, LS 810, and LS 830)
2. Implement action-based opportunities for measurable organizational improvement with a focus on equitable practices, incorporated into the completion of a terminal degree. (LS 805, LS 815)
3. Evaluate knowledge base of current research related to leadership. (LS 815)
4. Identify local, state, and federal laws, rights, and policies related to organizations/institutions and act in accordance within ethical bounds in leadership. (LS 820)
5. Discern appropriate research approaches (including statistical methods and qualitative methods) and programmatic measures related to their work environment. (LS 825, LS 835)
6. Show organizational leadership skills in communications that follow ethical and professional norms, including understanding of backgrounds and cultures and responsiveness to the needs of a variety of audiences. (LS 840)
7. Incorporate literacy to constituents of the organization. (LS 850)
8. Integrate historical, legal, developmental, sociological research, and systems theories to allow students to meet the students’ personal and organizational goals and objectives. (LS 860, LS 870, LS 880)
9. Apply cultural responsiveness in leadership to ensure equity in organizations and for all constituents. (LS 830, LS 840, LS 860, and LS 870)
10. Design, develop, conduct, evaluate, and share findings from research projects that allow program participants to meet their organization and/or personal needs. Shared findings will include presentation and/or publication of results (LS 805, LS 845, LS 855, LS 865)

## WVSU Essential Graduation Competencies – Graduate Education

Upon completion of their graduate education experience, students will:

1. Demonstrate Effective oral and written communication.

2. Apply technology appropriate to field of study.

3. Interpret scientific reasoning appropriate to field of study.

4. Demonstrate ability to work collaboratively and ethically in their field of study.

5. Understand and apply strategies that foster inclusion and cultural competency while advancing equity across various constituencies.

The Practitioner Approach

The practitioner model is the framework that guides teaching and learning in the program. This means that our program is based on a balance between lessons from research and scholarly literature, on the one hand, and best practices from the field, on the other—ideally bridging the gap between research and practice for the benefit of student learning and the organizations they eventually lead. Under this model, each side can significantly inform the other, with students using the literature to contextualize and critically reflect on their practice, and using their experience as practitioners to challenge and contribute to research findings. Professors and mentors guide students in studying important organizational problems in their own organizations. Students will understand and critique organizational scholarship, design and conduct their own field-based inquiries, and work with practitioners to implement and assess interventions in a continuous cycle of action planning for improvement. The goal of this approach is to enhance organizational practice and to effect profound change in organizations.

## Cohort Model

The Doctoral Program utilizes a cohort model, in which a group of students moves through the program together, taking all classes in sequence as a group. Cohorts offer mutual academic, emotional, and logistical support and provide opportunities for members to learn from and study with one another. The camaraderie that develops helps with stressful times in the program. Study groups, team projects and other experiences within the cohort nurture the skills and dispositions of collaboration that are critical to organizational leadership. Cohorts establish personal and professional ties that often last beyond the Doctoral Program itself. Such networks are valuable for career development, professional growth and support, as well as future collaborative projects and initiatives across organizations. The cohort experience facilitates and reinforces everyone’s timely progress through the program. The group carries with it the expectation that all but the occasional student will complete the program successfully. Once you have been admitted to the program, you will be enrolled in the courses for Semester 1. In subsequent semesters, you will be automatically enrolled in the required courses unless you have not successfully completed the previous semester, you fail to make Satisfactory Academic Progress and/or you have holds on your university account. Courses in the program will be delivered on the following schedule:

Semester 1 (Summer): LS 800 and LS 815

Semester 2 (Fall): LS 810, LS 830, and LS 805

Semester 3 (Spring): LS 820, LS 880, and LS 835

Semester 4 (Summer): LS 825 and LS 845

Semester 5 (Fall): LS 860, LS 850, and LS 855

Semester 6 (Spring): LS 840, LS 870, and LS 865

## Continuous Enrollment

The WVSU EdD program in Leadership Studies is delivered in a cohort fashion. All students must be continuously enrolled over the course of their graduate studies, meaning that they must register for courses as the online Ed.D. curriculum outlines. If a student does not do so, they will be considered inactive and must reapply to the program. Re-admission decisions will be delivered by the Program Director. Upon readmission, a revised plan of study will be devised with the student and the Program Director. Re-admitted students may need to wait until the next cohort group to join the program in progress. Students progress through the program with the approval of the Program Director. Clearance to proceed through the program is given only if the student has met the following requirements: successfully completed course prerequisites; an overall GPA of 3.25 or better for all graduate work completed with no incomplete grade; an approved supervisory committee (if appropriate); and an approved program of study on file in the graduate office (if appropriate).

Please note due to the accelerated nature of this doctoral program students will not be allowed to progress through the program with more than one incomplete grade at a time. Students must demonstrate mastery of the content of each course in order to move forward with their cohort. If a student falls behind, a meeting with the Program Director should be arranged to organize an appropriate plan of action to help the student remain on track. Students will be permitted to repeat a course no more than two times and within a 4 year period (or the next two offerings of the course, whichever is less). In addition, a student who has completed the required coursework, but has not made a final dissertation submission shall include in the required full-time load a minimum of three credit hours of dissertation per semester, including Summer term, until completion of the degree. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work.

## Dissertation Chair and Committee

During the third semester of the program, the student selects a Dissertation Chair. The Dissertation Chairs for all students are approved by the Program Director and the Dean of the College of Professional Studies. Once the Dissertation Chair has been approved, the student selects the Dissertation Committee. The Dissertation Committee is approved by the Dissertation Chair, the Program Director, and the Dean of the College of Professional Studies. Approval of Dissertation Chair and Committee are completed on the Dissertation Committee Appointment Form. Once approved, the Committee is in place and the form is kept in the student’s file. The Dissertation Chair and Committee will collaborate with the instructors of LS 845: Advanced Research I, LS 855: Advanced Research II, and LS 865: Advanced Research III to be in charge of the student’s work until the completion of all requirements for the degree.

The Dissertation Chair must be a full-time member of the Leadership Studies Department. The Dissertation Committee will consist of a minimum of three members of the graduate faculty, two of whom must have Full or Associate Graduate Faculty Status, one of whom is a representative-at-large of the graduate faculty drawn from outside the Department of Leadership Studies. Additional members may be appointed and/or selected if deemed desirable. The representative-at-large is responsible for ensuring that University policies are followed, and that decisions made by the Dissertation Committee reflect the collective judgment of the committee. Therefore, the graduate faculty representative must be someone who is free of conflicts of interest with other members of the committee. If questions arise they should be referred to the Dean of the College of Professional Studies Dean.

## Research Program

In this practitioner-based program, you will complete an action research based dissertation. The program is designed to work on the action research and the dissertation within the coursework so you should be starting your literature collection and project ideas in the very first semester.

Proposal: A student enters doctoral candidacy in the third semester of the program and begins the dissertation phase of the program. This involves proposal writing, the proposal approval, dissertation research and writing, and the dissertation defense. The dissertation phase is embedded into coursework and supported by the Dissertation Chair and Committee throughout. The intent is to provide the student with regular and specific feedback regarding their progress on the dissertation. The proposal for the doctoral dissertation is a crucial early step in the process. The proposal is submitted at a time when the theoretical and methodological foundations for the research being proposed are clear in the student's mind, but before the action research project, analysis, or writing has been completed.

Proposal Requirements: In Semester 3, students complete the Research Proposal Application and submit to their Dissertation Chair. The Dissertation Chair will facilitate review of the proposal application through the Dissertation Committee. If needed, a Proposal Defense will be scheduled. Once the proposal is reviewed, committee members provide the student with feedback about proceeding with the proposed research or making revisions to the proposal before proceeding. The Chair and Committee members sign-off on the Research Proposal Application and a copy is held in the student’s file. The Chair acknowledges on the form, if applicable, that the student was given feedback from the Committee. A general consensus of committee members (50%+1) is required for proposal approval.

The research proposal should be written following the template provided. Below is information to most effectively present your research in consultation with your faculty advisors.

1. General Information
	1. Title of dissertation
	2. Student’s name
	3. Committee Chair
	4. Committee Members
2. Abstract (300 word maximum)

The abstract should be a summary of the action research study including context/background, significance, and methods. The abstract should enable the reader to ascertain the general plan of investigation without further review of the proposal. It is probably best to write the abstract after the rest of the proposal has been completed.

1. Action Research Project (500 word maximum)

The specific actionable problem of study should be stated explicitly in this section. This involves definition of any crucial terms or concepts connected with the problem. One of the best ways to state the problem is to list one or more questions that the study is intended to answer.

1. Review of Literature (1,000 word maximum)

This should be a very general review of the literature surrounding the actionable problem and the concepts connected to the problem. It may discuss the prior studies in the same area, a field situation to which the study relates, or the theoretical/conceptual framework out of which the study arises. This section should make clear why the study is of value in extending organizational theory, technology, or practice: i.e., the contribution to present knowledge which the proposed study will make. A well-organized literature review will flow from the main area of study into concepts incorporating multiple citations from different authors per paragraph and will situate the study within related professional literature.

1. Theory of Improvement (300 word maximum)

This section should explain how you plan to improve the actionable problem of study. How did you decide on his intervention or model as a potential way to improve the problem?

1. Method of Study and Measurement (500 word maximum)

This section should explain exactly how the study is to be conducted. What will you be measuring? How will you measure it? How will you collect the data, from where, and when?  Explain how the tenets of action research are met/included in your study.

Inevitably, some aspects of the technique must be developed as the study proceeds, but this statement should be as definite as possible. Three points must be considered: sources of data, data collection procedures, and data analysis and presentation procedures.

Writing the Dissertation: Please refer to the WVSU EdD Dissertation Manual and Template for specific guidance. The Department of Leadership Studies requires the use of the American Psychological Association (APA) Style Guide.

Preparing the Dissertation for Submission: There are three “parts” that compose the completion of the dissertation: (a) The dissertation document or product, (b) the dissertation defense, and (c) submitting the final dissertation document through ProQuest. The dissertation is a document or product submitted to the academy demonstrating the student’s ability to conduct individual research and/or contribute to the development of knowledge. The dissertation is a representation of a student’s academic work and also a reflection on the major professors, the EdD program, the Department of Leadership Studies, the College of Professional Studies, and West Virginia State University. Please see the Dissertation Template and Manual for requirements including the required formatting check (see Formatting Check Application). Once a student has submitted the dissertation, it will be available for other scholars worldwide, thus professional, consistent presentation of such work is essential.

Preparing to Defend the Dissertation: All doctoral students must complete and file the Application for Dissertation Defense to the EdD Program Director at least 10 working days prior to the defense. Once the form has been accepted and approved by the Program Director, the dissertation defense will be advertised in WVSU Campus News. The final defense will be attended by the student, the Dissertation Committee, and other interested faculty and students. The defense shall be publicized and open to the public. Committee members will have priority in the questioning; other faculty members may participate at the discretion of the Dissertation Chair, who will act as moderator, and will guide the direction of questioning. The exam will consist primarily of a defense of the dissertation but may include questions of a more general nature respective to the student’s study. The decision as to whether the student passes or fails the defense rests with the committee. A favorable majority vote by the committee is required to pass. The Authorization Page approval signatures must be original and in ink. Defenses may NOT be held during the last 3 weeks of the semester in which the student plans to graduate.

Graduation: Please see the WVSU website for graduation application requirements and due dates. Note that the graduation application is due early in the semester in which you anticipate finishing your degree.

Steps in the Action Research Project\*

Define an Actionable Problem

Engage with Literature

Develop a Theory of Improvement

Develop Methods/Measures

(Dissertation Proposal happens here)

Implementation

Findings

Conclusions

Completion (dissertation and defense)

\*Steps of the Action Research Project and Proposal are detailed in LS 825. The above example was created to illustrate Participatory Action Research using an Operational Model.

Parts of the Dissertation\*

Chapter 1 – Introduction

Chapter 2 – Review of the Literature

Chapter 3 – Methods

Chapter 4 – Findings

Chapter 5 – Conclusions

\*These are described in more detail in the Dissertation Template and Manual.

## Institutional Review Board (IRB)

The West Virginia State University Internal Review Board (IRB) ensures the safety of human subjects participants in research conducted by university faculty, staff, and students. The board consists of faculty members from each of the four colleges, in addition to at least one member of the community who offers additional expertise. The IRB reviews research proposals] in order to determine their compliance with regulations set by the Department of Health and Human Services, and with any other applicable government and university policies. The IRB may require additional reporting by investigators after the onset of research and has the authority to suspend research projects that do not fully comply with standards protecting human and animal participants.

All research conducted by WVSU faculty, staff, and students must go through the IRB.

The IRB will determine such exemptions and will respond to all research projects within two weeks of the proposal.

For additional information on the WVSU IRB, please visit the following website: <https://www.wvstateu.edu/research/institutional-review-board-by-daton.aspx>

Admission Requirements

The following materials are required for application to the Ed.D. program**:**

* APPLICATION FORM: Complete the Application for Admission.
* APPLICATION FEE: An application fee of $50 (resident) or $75 (non-resident) must accompany each application for admission. The application fee cannot be waived or deferred and is not refundable.
* TRANSCRIPTS: Provide an official transcript from each college or university attended and degrees earned. Graduates of West Virginia State University must provide official WVSU transcripts. Transcripts must be sent directly from the institution to the EdD Program Director.
* MASTERS DEGREE: An earned Master’s degree, with a GPA of 3.25 or above, is a prerequisite for admission to the program. Please provide proof of program completion.
* STATEMENT OF PURPOSE**:** Complete a 3-5-page Statement of Purpose, describing your professional work history, personal qualities, pertinent life experiences, aspirations, and awards/recognitions. Please consider the foundational tenets of the EdD in Leadership Studies program including fairness, diversity, and social justice as they relate to the Statement of Purpose criteria.
* RESUME/CURRICULUM VITAE: Submit resume or vitae documenting successful professional and educational experiences, community service and professional development. You are to include contact information, at least three personal references, and a detailed work history.
* LETTERS OF RECOMMENDATION: Three letters of recommendation are to be included with the application. At least two of the letters are to be professional affiliates and no more than one letter is of a personal relationship (family, clergy, community member, etc).
* TEST SCORES**:** If applicable, TOEFL scores will be submitted.
* Interviews are planned during the admissions process.  A department member will contact you with interview parameters and possible dates and times.

## Course Credit Transfer

Students in the WVSU Ed.D. program may transfer no more than six semester hours of relevant course credit to the program. To be eligible for the credit transfer, the student must have earned a grade of "B" or better, the course(s) are relevant to the content of the program, replicate an existing WVSU course offering and reflect at least the same amount of course credit. Credit transfers must be requested in writing in a completed WVSU Application for Credit Equivalency Form to the Program Director, then Dean, for approval. The form will then be forwarded to the Office of the Registrar for application of requested credit hours.

## Performance Expectations and GPA

Students are expected to display academic excellence throughout the program in disposition, writing, speaking and other communications skills. Work is expected to be completed in a timely manner and be of the highest quality, commensurate with expectations of the professors and University standards. A GPA of 3.25 or higher is expected throughout the program. Failure to perform to these standards will be communicated to the student by oral or written notices and continued performance failure may result in suspension or exclusion from the program.

## Incomplete Grade

Because of the accelerated structure of this program, students will not progress with more than one incomplete grade. If a student fails to complete assignments or a class, a meeting with the Program Director will be arranged for appropriate action to assist the student to regain success. It is the duty of the student to communicate with the program faculty about current or potential issues that may arise.

## Doctoral Student Dispositions

In addition to the WVSU Professional Dispositions for Graduate Students (below), doctoral students will exhibit knowledge and skills necessary for exemplary practice in leadership. Additionally, effective leadership calls for students to exhibit certain dispositions. Dispositions are personal attributes, beliefs, values, and inclinations or orientations that are evident in a leader’s actions, demeanor, and approach to problems. The WVSU EdD program emphasizes fairness, diversity, and social justice. Students in this program demonstrate that they value and are committed to the following: 1. Fairness, diversity, and social justice, collaboration. 2. Networking with colleagues and stakeholders for organizational improvement. 3. Action research and the use of research literature for organizational problem-solving and decision-making. 4. Cultural proficiency in working with diverse coworkers, staff, and stakeholders and in promoting equity-based policies and practices. 5. Systemic reform using systems thinking as a change agent, with an interest in the big picture and large-scale improvement.

## Student Orientation

At the beginning of the program, the students be introduced to the program through participation in a student centered orientation consisting of social interaction with cohort members, Ed.D. staff and WVSU officials. This orientation will review academic requirements, social dispositions, and touring of facilities if held in person.

## Technical Requirements

This is an online course, which means you are expected to be familiar with the university’s learning management system (LMS), WVSU Online. If you are unfamiliar or uncomfortable with the WVSU Online, please contact the Center for Online Learning at 304-766-3300 to schedule training. Additionally, it means that you are expected and/or required to meet the minimum technical requirements for the course. You can access the WVSU Online log on from the WVSU Homepage or directly at [https://myonline.wvstateu.edu](https://myonline.wvstateu.edu/).

Login ID

Your username and password for WVSU Online is the same as your WVSU email log in information (i.e., everything before the @ sign in your email is your username). Example: If your email is janedoe2@wvstateu.edu, your username is janedoe2.

Password

Your password is the same as the password for your WVSU email and myState.

If you cannot log in, try resetting your password at the [WVSU Change Password page](https://mystate.wvstateu.edu/reset).

Be sure to login to your WVSU Online course during the first day of class and resolve any technical issues immediately during the first day of class. There may be reading assignments, online assignments, quizzes, or discussion forums that will begin during the first couple of days of the semester. Unresolved technical issues after the first few days of class are not valid excuses for not completing assignments. All assignments and course interactions will utilize Internet technologies.

Computer Requirements

This course requires that you have access to a computer that can access the Internet. It is important that you have access to a reliable high-speed Internet connection to be able to perform the required online activities of this course. It is also important that you have a backup plan for securing an Internet connection if your personal connection fails. Loss of Internet services is not an excuse for late assignment submission or for missing an exam. In addition, you need to make sure your computer is up-to-date with Java, Shockwave, Adobe Reader, and a current Web browser. These are free updates and should be done prior to the first week of class.

* You will need to have access to, and be able to use, the following software packages:
	+ A web browser (Internet Explorer, Mozilla Firefox, Google Chrome, Safari)
	+ Adobe Acrobat Reader (free)
	+ Microsoft Word
	+ Microsoft PowerPoint

If you do not own a copy of Microsoft Office and plan to use Open Office or another other word processing program instead, please be sure to save and upload all assignments in Microsoft WORD format or Rich Text Format (.rtf).

You are responsible for having a reliable computer and Internet connection throughout the course.

Technical Assistance

Location of your course: [https://myonline.wvstateu.edu](https://myonline.wvstateu.edu/)

For technical assistance with WVSU Online, please submit a help request to the COL Help Desk via email at col-helpdesk@wvstateu.edu.

You may also contact the WVSU Center for Online Learning Monday through Friday during business hours. If you do not have editing access to your course or otherwise need assistance, please email us at col@wvstateu.edu with the course name and section number.

Interaction

The WVSU EdD in Leadership Studies was designed to include regular and substantive interactions for students to students and for students to instructors. For additional information, please see the following: <https://www2.ed.gov/policy/highered/reg/hearulemaking/2018/distandinnovfactsheet.pdf>

## Graduation

Please see the WVSU website for graduation application requirements and due dates. Note that the graduation application is due early in the semester in which you anticipate finishing your degree. Students must successfully complete all program requirements prior to graduation. These include successful completion of all coursework, minimum overall GPA of 3.25, approval of proposal, successful dissertation defense, and electronic submission of dissertation.

# GRADUATE STUDENT HANDBOOK INFORMATION

## Affirmative Action, Equal Opportunity, and Title IX Policies and Procedures

West Virginia State University, “the University,” is an Equal Employment Opportunity (EEO) and Affirmative Action (AA) institution of higher education that is committed to providing working and learning environments that are free of discrimination, harassment, coercion, intimidation, or bullying. Information regarding policies and procedures on Affirmative Action, Equal Employment Opportunity, and Title IX may be found at: <https://www.wvstateu.edu/about/title-ix/eeo-aa.aspx>

## Graduate Student Rights and Responsibilities

Student rights and responsibilities listed below are detailed in the [West Virginia State University Board of Governors Policy 23.](https://www.wvstateu.edu/wvsu/media/About/p23.pdf)

**Freedom of expression and assembly**. The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms the student has certain rights and responsibilities to abide by policies, rules and regulations of the Board of Governors, the institution, and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.

**Freedom of association.** Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications.

**Right to privacy**. The student is entitled to the same safe-guards of the rights and freedoms of citizenship as are afforded those outside the academic community.

**Student Responsibility of citizenship**. The student is expected, as are all citizens, to respect, and abide by local ordinances and state and federal statutes, both on and off the campus. As a member of the institution’s educational community, the student is expected to abide by the code of student conduct which clarifies those behavioral standards considered essential to its educational mission;

**Disciplinary proceedings**. Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven guilty of any charge.

## Freedom of Expression Policy

Statement: Our nation is at its best when individuals demonstrate integrity, scholarship and freedom of expression. Freedom of expression is one of our most cherished freedoms. Citizens with developed critical-thinking skills are necessary to preserve any democracy, and viewing fine art can develop critical thinking. West Virginia State University recognizes that both graduate students and members of the general public share the right to express themselves and to freely assemble. West Virginia State University holds this First Amendment right in high regard. West Virginia State University understands the need to provide opportunities of free expression and to remain neutral to the content and viewpoint conveyed. West Virginia State University permits free expression and expressive activities, though the University may regulate the time, place and manner of expression as outline in the Freedom of Expression Policy below. Through such regulation, the University can ensure an equal opportunity for all persons, preserve order within the University community, protect and preserve University property and provide a secure and safe environment for its members and those exercising freedom of expression.

The purpose of this policy is to promote and facilitate graduate student expression and to respect graduate students’ constitutional rights while allowing the University to make any necessary arrangements, such as arranging march routes, providing security, and reserving free expression areas to ensure that such activities do not interfere with University’s mission, normal operations and does not infringe on the rights of others.

Nothing in this policy permits the University to regulate the content of expressive activity protected by the First Amendment. The University maintains a position of neutrality as to the content of expression and any written materials distributed on campus under this policy.

Policy

West Virginia State University defends the right to free expression, including the freedom to express dissent, within the context of the law and the responsibility for one’s actions. The University protects the free expression of all members of the University community, including invited and uninvited members of the general public. Limitations placed on free expression are those dictated by laws; those necessary to ensure protection of the safety and rights of others, and those that ensure the normal functioning and operation of the University. Persons participating in expressive activities are encouraged to consider self-restraint to a level that is consistent in preserving an organized society.

Time, Place and Manner

# WEST VIRGINIA STATE UNIVERSITY POLICIES

Administrative and Board of Governors policies are found at the following link: <https://www.wvstateu.edu/faculty-staff/university-policies.aspx>

## Equal Opportunity and Nondiscrimination Statement

West Virginia State University is an equal opportunity/affirmative action institution and does not discriminate against any person because of race, color, religion, sex/gender, national origin, ancestry, age, blindness, disability, pregnancy, genetic information, sexual orientation, gender identity, veteran or military status or other category that is protected under federal, State, or local anti-discrimination laws as protected characteristics.

The University is committed to providing equal enrollment and educational opportunities to a diverse student population. Furthermore, the University ensures equal access to education programs and activities, including, but not limited to, admissions, residence life, financial aid, athletics, course offerings, scholarships, student employment, social/recreational programs and any other identified non-academic-related criteria.

## Student Accessibility Resources

The Student Accessibility Resources Office (SAR) strives to collaborate with and empower individuals who have disabilities through efforts to eliminate barriers to access and participation within our institution when possible as well as coordinate accessibility, accommodations and related resources that enable equal access to an education, our programs and services and university life. Policies, procedures, forms, and contact information for the SAR can be found at: <https://www.wvstateu.edu/sar.aspx>

## Graduate Student Complaint Process

When a graduate student encounters a problem on campus that he/she does not know how to resolve, he/she should always try to work the problem out by first discussing it with those involved. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems are resolved when a graduate student makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns.

If, however, an issue or problem still exists, a graduate student may initiate the formal complaint procedures at WVSU. All formal complaints must be put in writing using the official WVSU Graduate student Complaint Form. This form is available in the Office of Enrollment Management and Student Affairs (130 Ferrell Hall), in the Office of Student Life & Engagement (103 University Union), in Deans’ offices, and in Vice Presidents’ offices.

The complaint process is based upon the following definitions:

* **Formal Complaint:** A concern or formal charge of dissatisfaction with a person, service, or process that requires clarification, investigation, and/or resolution.

 **Level I Complaint:** A verbal complaint that is resolved. Level I complaints will not be tracked.

 **Level II Complaint:** A written complaint, based upon the formal complaint definition that requires a graduate student’s signature. If a form is submitted without a graduate student’s name, the complaint will not be considered. Level II complaints will be tracked by the appropriate Vice President to ensure an action has been taken.

* **Exclusions:** The Graduate Student Complaint Procedures do not apply to grade appeals, complaints of sexual harassment, or graduate student to graduate student complaints. Please refer to the Graduate Student Handbook for procedures regarding these complaints. In addition, outcomes of grade and/or disciplinary appeal processes are not subject to further consideration through this process.
* **Instructions for Filing a Written Complaint:** Complete the Student Complaint Form and deliver it to Room 516 of Wallace Hall. You may submit an electronic copy to the WVSU Graduate Coordinator. A copy of the signed document will be given to the graduate student.

## Family Educational Rights and Privacy Act

Policies, procedures and forms regarding the Family Educational Rights and Privacy Act at West Virginia State University are found a the following link:  <https://www.wvstateu.edu/academics/registrar/ferpa.aspx>

Satisfactory Academic Progress for Graduate Students Receiving Financial Aid

Federal regulations require that West Virginia State University monitor the academic progress of graduate students who receive federal, state, and institutional financial aid. When graduate students accept financial aid, they also accept the responsibility to make Satisfactory Academic Progress (SAP). This progress is based on the number of attempted and earned credit hours you enroll in per semester, your term and cumulative GPA, as well as the length of enrollment at West Virginia State University in addition to any courses taken at other institutions. See the below criteria required to maintain SAP:

|  |
| --- |
| **Graduate Students** |
| **Academic Standing** | **Overall GPA** | **Hours Passed vs. Hours Attempted** |
| First Time and Continuing | 3.00 | 67% |

Graduate students who fail to maintain SAP requirements will be ineligible to receive financial aid. Graduate students can find a detailed description of the revised [Satisfactory Academic Progress Policy](http://wvstateu.edu/WVStateU/media/icons/Images/Financial%20Aid/Financial%20Aid%20Documents/SAP-POLICY.pdf) on the University Web Page.

## Academic Dishonesty Policy for Graduate Studies

Academic honesty and integrity lie at the heart of any educational enterprise. West Virginia State University (WVSU) is committed to the values of academic honesty and integrity, and the ensuring that these values are reflected in behaviors of the graduate students, faculty, and staff.

WVSU is committed to the prevention of academic dishonesty. To reinforce that commitment, information, including definitions and examples of academic dishonesty, will be published in the WVSU Graduate student Handbook and the university catalog. The intention of this information is to prevent acts of academic dishonesty. Prevention is the primary goal of the University in general and the Office of Academic Affairs in particular.

Academic dishonesty is any attempt by a graduate student to: 1) submit work completed by another person without proper citation or 2) give improper aid to another graduate student in the completion of an assignment, such as plagiarism. No graduate student may intentionally or knowingly give or receive aid on any test or examination, or on any academic exercise that requires independent work. This includes, but is not limited to using technology (i.e., instant messaging, text messaging, or using a camera phone) or any other unauthorized materials of any sort, or giving or receiving aid on a test or examination without the express permission of the instructor.

When there is evidence that a graduate student has disregarded the University’s Academic Dishonesty Policy, that graduate student will be subject to review and possible sanctions. Graduate students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises.

One form of academic dishonesty is plagiarism. Plagiarism is intellectual larceny: the theft of ideas or their manner of expression. Graduate students are urged to consult individual faculty members when in doubt. Because faculty and graduate students take academic honesty seriously, penalties for violation may be severe, depending upon the offense, as viewed by the committee selected by the appropriate Dean to review such matters. The minimum sanction for cases of proven cheating is left to the instructor. Instructors will explain procedures for taking tests, writing papers, and completing other course requirements so that graduate students may understand fully their instructor's expectations.

One of the objectives of WVSU is to promote the highest standards of professionalism among its graduate students. The integrity of work performed is the cornerstone of professionalism. Acts of falsification, cheating, and plagiarism are acts of academic dishonesty, which show a failure of integrity and a violation of our educational objectives; these acts will not be accepted or tolerated. The following definitions and guidelines should be followed:

1. Falsification is unacceptable. Falsification includes but is not limited to

1. creating false records of academic achievement;
2. altering or forging records;
3. misusing, altering, forging, falsifying, or transferring to another person, without proper authorization, any academic record;
4. conspiring or inducing others to forge or alter academic records.

2. Cheating is also unacceptable. Cheating includes but is not limited to

a. giving answers to others in a test situation without permission of the tester;

1. taking or receiving answers from others in a test situation without permission of the tester;
2. having possession of test materials without permission;
3. taking, giving, or receiving test materials prior to tests without permission;
4. having someone else take a test or complete one’s assignment;
5. submitting as one’s own work, work done by someone else;
6. permitting someone else to submit one’s work under that person's name;
7. falsifying research data or other research material;

copying, with or without permission, any works, (e.g., essays, short stories,

1. Plagiarism as a form of cheating is also unacceptable. Plagiarism is the act of presenting as one’s own
creation works actually created by others. Plagiarism consists of following:
2. taking ideas from a source without clearly giving proper reference that identifies the original source of the ideas and distinguishes them from one’s own;
3. indirectly quoting or paraphrasing material taken from a source without clearly giving proper reference that identifies the original source and distinguishes the paraphrased material from one’s own compositions;
4. directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as one’s own creation.

Acts of falsification, cheating, plagiarism, and other forms of academic dishonesty are grounds for failure of a course. The University reserves the right to impose more severe penalties for any of these forms of academic dishonesty. The penalties may include, but are not limited to, suspension from the University, probation, community service, expulsion from the University, or other disciplinary action the reviewers believe to be appropriate.

## Academic Dishonesty Procedures

Graduate students accused of plagiarism and other forms of academic dishonesty will be given due process. When an instructor believes that a graduate student has committed plagiarism or other acts of academic dishonesty, the following steps will be taken:

1. A faculty member who has sufficient reason to believe that a graduate student is guilty of academic dishonesty will notify and subsequently meet with the graduate student within five calendar days from the time the alleged academic dishonesty is discovered.
2. Prior to the initial meeting of the faculty member and the accused graduate student, the faculty member should check the files on academic dishonesty kept in the office of the Vice President for Academic Affairs to determine whether the graduate student has been previously disciplined for academic dishonesty. The University reserves the right to impose more severe disciplinary action against a graduate student who is a repeat offender or who has previously been found guilty of egregious incidents of cheating.
3. At the initial meeting the graduate student will be given the complete and detailed charges in writing, and an opportunity to respond to the faculty member regarding the charges.
4. If the graduate student wishes, he/she may submit a written response to the charges. This response must be delivered to the aforementioned faculty member within five calendar days of the initial meeting.
5. If the graduate student admits to the charge of academic dishonesty, and the offense is his/her first offense, he/she will be asked to sign a statement consenting to the punishment imposed. Consent statements will be filed with the appropriate records in the Office of the Vice President for Academic Affairs. For first offenses, the punishment will be at the discretion of the instructor. If the graduate student refuses to sign the consent form, the faculty member will proceed to the next step in the process.
6. The faculty member will notify the graduate student whether or not the matter will be taken to the next step in the process within five calendar days of receiving from the graduate student a written response to the charges. The graduate student shall file his/her written response with the Office of the Vice President for Academic Affairs.
7. If the graduate student does not respond within the time indicated, the faculty member must proceed to the next step in the process. If, upon receiving the written response, the faculty member does not accept the graduate student’s explanation, the faculty member is required to send the matter forward to the next level of review.
8. If the case is a repeat offense, the faculty member is also required to send the matter forward to the next level of review.
9. If the case is not a repeat offense and, upon receiving the written response the faculty member does not accept the graduate student’s explanation, the faculty member is required to send the matter forward to the next level of review.
10. Once the graduate student has been duly notified of the charges, he/she will not be permitted to drop the course, but will continue as a graduate student, completing and submitting all work required throughout the remainder of the semester.
11. The faculty member will notify the department chair and the Dean of his/her findings, and within five
calendar days of the notification of the graduate student, forward to the Dean a written explanation of the circumstances, along with copies of any pertinent evidence.
12. The Dean will review the explanation and any supporting evidence, and may at his or her discretion, interview the accused graduate student and/or the faculty member for purposes of clarification and adherence to the University’s Academic Dishonesty Policy. If the matter cannot be resolved at that level to the satisfaction of the faculty member bringing the charges, within five calendar days it will then be forwarded to the College’s Academic Dishonesty Committee.
13. A five-member committee on academic dishonesty will be appointed by the respective Dean of each school at the beginning of the academic year. It will be comprised of three full-time tenured faculty, one exempt employee of the University, and one junior or senior level graduate student. In the event that the alleged dishonesty occurred on the graduate level, the graduate student member will be a graduate student. The Dean will appoint the chair of the committee. In order for its actions to be official, at least three members of the committee must be present when decisions are made. The verdict will be decided by the majority, in this case two votes of three. If four or more members are present, the majority shall be three or more votes.
14. A faculty member who has brought or is in the process of bringing charges against a graduate student for academic dishonesty in the current academic year will not be eligible to serve on the committee. The Dean will appoint a replacement.
15. The committee will meet to review cases and to hear any testimony it considers relevant to the matter on dates requested by the Dean. At the meeting, the graduate student will be allowed the opportunity to appear and respond to the charges and answer any additional questions from the committee. All proceedings will be electronically recorded, and the recording will be entered into the academic dishonesty records maintained in the Office of the Vice President for Academic Affairs. In the event of academic dishonesty allegedly occurring during summer sessions or during final work at the conclusion of a semester, the alleged dishonesty charge will be reviewed during the committee’s first meeting in the ensuing semester (fall or spring). In the interim, the graduate student will receive a grade of “I.”
16. The committee review shall be informal, with neither party represented by an advocate. Witnesses may be asked and/or permitted to make a statement to the committee if the committee is informed prior to the meeting. The meeting shall not be open to the public. If the graduate student wishes, he or she may have an associate present for consultation purposes only. Lawyers, parents, or any form of professional advocate may not serve as an associate.
17. The committee shall meet privately at the close of the meeting to decide whether a majority believes a preponderance of evidence supports the allegation of falsification, cheating, or plagiarism.
18. If the allegation is sustained, the committee will also determine whether the standard minimum penalty of failure in the course shall be accompanied by an additional penalty or penalties. If the allegation is not sustained, the graduate student is not guilty of violating the Academic Dishonesty Policy.
19. The records of the proceedings, both written and electronically recorded, are to be kept in the files on academic dishonesty maintained in Office of the Vice President for Academic Affairs.
20. The committee shall notify, in writing, the graduate student, the instructor, and the Dean within five calendar days of having reached its decision. The decisions of the committee may be appealed on procedural grounds only. All appeals should be made to the Vice President for Academic Affairs, who will then have the following options:
21. affirm the decision and the penalty imposed by the committee;
22. affirm the decision, but amend the penalty; or
23. vacate the decision and order a new hearing with a different committee. After a careful review of the record of the proceedings, the Vice President for Academic Affairs will render the final decision of the University.

ACADEMIC DISMISSAL AND REINSTATEMENT

When a graduate student is academically dismissed from WVSU, he/she is not eligible to register with any campus or program of the University. To become eligible for registration once again, he/she must complete the Application for Readmission prior to the desired date of reinstatement. Applications for Readmission must be filed by the following deadlines:

Fall Semester

April 1st - Graduate students who have been out one or more semesters and want to return for the Fall Semester.

June 15th - Current semester graduate students on dismissal at the end of the Spring Semester and want to return for the Fall Semester.

Spring Semester

November 1st - Graduate students who have been out one or more semesters and want to return for the Spring Semester.

January 5th - Current semester graduate students on dismissal at the end of the Fall Semester and want to return for the Spring Semester.

Applications received after the deadlines indicated above will be considered for the next session. Applications may be obtained online: <http://www.wvstateu.edu/wvsu/media/Research/readmission_application.pdf>, or by writing to the Office of the Registrar, West Virginia State University, P.O. Box 1000, Institute, WV, 25112.

A graduate student wishing to transfer to another program at WVSU must wait until reinstatement has been granted before applying for admission to that program. WVSU will not normally grant reinstatement until at least one semester has elapsed from the time of the graduate student's dismissal.

A graduate student who is reinstated after academic dismissal will be on academic probation. The same conditions of probation may be imposed on any graduate student who seeks admission by transfer from another university or college and whose record at the previous school warrants this action.

Any appeal concerning the regulation governing academic probation or academic dismissal shall be directed to the Office of the Provost and Vice President for Academic Affairs, which is empowered to grant relief in unusual cases if the circumstances warrant such action.

No graduate student on academic probation is permitted to register for more than twelve (12) semester hours. The graduate student on academic probation should carry twelve (12) academic semester hours in order to absolve academic probation in one semester. Graduate students on probation are urged to work with a faculty advisor before registering in order to take full advantage of the exceptions and special provisions.

## International Students

WVSU recognizes that a vibrant and rich population of students is necessary and vital to provide an important and substantive educational experience. We want to provide an open global enrollment opportunity that encourages both domestic and international students to be part of the graduate student experience. International students should contact the Office of International Affairs at <http://wvstateu.edu/International/International-Students.aspx> to begin the application process.

## Diversity

Diversity is defined as the “Difference among groups of people and individuals based on race, ethnicity, socioeconomic status, gender, language, exceptionalities, religion, sexual orientation, and geographic region in which they live.”  (NCATE glossary of Professional Standards: [http://www.ncate.org](http://www.ncate.org/) ). It is the expectation of this class to explore differences in diversity across a broad spectrum of circumstances, and to apply our activities in a way that is respectful and promotes equity to all.

## Professional Dispositions

Graduate students will possess, display and pursue the acquisition of:

1. Attitudes that include (a) valuing of difference, (b) appreciation for inclusivity, (c) valuing of inclusive and culturally sensitive language, and (d) respect and recognition of cultural differences.
2. Awareness of own biases and prejudices and ability to suspend these in order to be nonjudgmental.
3. Awareness of oneself as an ethnic and cultural being.
4. Awareness of own background/experiences and how they influence learning process and attitudes.

# STUDENT RESOUCES

There are a number of valuable resources available to all WVSU Students. Some helpful links are listed below to explore in more detail.

[ACHIEVE:](https://wvstateu.edu/current-students/office-of-retention-and-student-success/achieve-at-state/resources-for-students.aspx) ACHIEVE provides you with a central location to connect to the people and services that can help you finish what you start at State - all accessible from the side navigation menu of your ACHIEVE Home page.

[Bookstore:](https://bookstore.wvstateu.edu/) For textbooks, WVSU apparel and other branded merchandise.

[Career Services](https://www.wvstateu.edu/current-students/career-services-and-cooperative-education.aspx): offering programs and services that help students identify and make informed decisions about career and academic goals, develop professional skills and promote lifelong career management.

[Center for Online Learning](https://www.wvstateu.edu/academics/online-programs/center-for-online-learning/student-resources.aspx): Documentation, guidance, information, and resources intended to assist you in your online courses.

[Counseling and Wellness Services](https://www.wvstateu.edu/current-students/counseling-and-accessibility-services.aspx): Mental Health services including counseling, mental health programming, the Collegiate Recovery Community, and the Yellow Jackets on the Move health and wellness initiative.

[FamilyCare Health Center](https://www.wvstateu.edu/current-students/familycare-health-center.aspx): On-campus primary care, women’s health, and family planning services.

[Office of International Affairs](https://www.wvstateu.edu/international/international-students.aspx): West Virginia State University's Office of International Affairs (OIA) is the university-wide resource for information regarding academic exchanges, overseas opportunities, and international research for students, faculty, and staff. The OIA supports international university students coming to WVSU for academic or professional goals.

[Library](https://www.wvstateu.edu/current-students/library.aspx): The Drain-Jordan Library houses nearly 150,000 book volumes, e-books, e-journals, government documents and a wealth of non-print and archival resources.

[Scholarship Portal](https://www.wvstateu.edu/admissions/scholarships.aspx): WVSU offers scholarships on the basis of academic merit, financial need, leadership, extracurricular activities, community service, or any combination of these items.

[Student Advocacy](https://www.wvstateu.edu/current-students/student-advocacy.aspx): The Office of Student Advocacy (OSA) provides support and guidance to students by familiarizing them with university policies and procedures, assisting with problem solving, and empowering students to overcome barriers to their success.

[Student Life and Engagement](https://www.wvstateu.edu/current-students/student-life-and-engagement.aspx): Student Life and Engagement houses many leadership, service, and student engagement opportunities including WVSU’s fitness center and game room, intramural sports, student clubs and organizations, and cultural events and activities.

[Office of Veterans Education Benefits and Resources](https://www.wvstateu.edu/academics/veterans.aspx): WVSU’s Office of Veterans Education Benefits and Resources engages and supports military students and veterans so they can thrive while completing their education and pursuing career goals.

[Financial Aid Office](https://www.wvstateu.edu/admissions/financial-aid.aspx): The Office of Financial Aid and Scholarship includes step-by-step checklists and yearly deadlines for assistance. Additionally, WVSU’s policy on monitoring Satisfactory Academic Progress (SAP) can be found here including GPA, Pace, Maximum Time Frame, Financial Aid Suspension, and Appeal Process. Graduate students must maintain a cumulative GPA of 3.0 on all graduate courses.

[Office of Civil Rights and Title IX](https://www.wvstateu.edu/about/title-ix.aspx): West Virginia State University is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sex discrimination, including sexual misconduct, stalking, and relationship violence and sexual harassment. Every member of the University community is prohibited from engaging in sex discrimination; retaliating in any manner against an individual for reporting, in good faith, any of these forms of conduct; interfering with procedures to investigate a complaint of sex discrimination; and making an intentionally false accusation of sex discrimination. Information on [reporting procedures](https://www.wvstateu.edu/about/title-ix/reporting.aspx), [resources for help](https://www.wvstateu.edu/about/title-ix/get-help.aspx), [Title IX investigation procedures,](https://www.wvstateu.edu/about/title-ix/title-ix-wvsu-investigation-procedure.aspx) and [training information](https://www.wvstateu.edu/about/title-ix/title-ix-training.aspx) are located within this office and website.

[Office of the Registrar](https://www.wvstateu.edu/academics/registrar.aspx): The Office of the Registrar to is support students and maintain the academic integrity of the institution. This office handles [transcripts and degree verification](https://www.wvstateu.edu/academics/registrar/transcripts.aspx); [Family Educational Rights and Privacy Act (FERPA) release forms](https://www.wvstateu.edu/academics/registrar/ferpa.aspx); and [Withdraw, Grade Appeal and other student forms](https://www.wvstateu.edu/academics/registrar/student-forms.aspx). Students who have experienced a catastrophic circumstance and need to withdrawal from a previous semester should contact the Office of the Registrar Directly.

[Office of Student Accounts](https://www.wvstateu.edu/current-students/cashier-s-office.aspx): The Office of Student Accounts manages financial transactions and billing between students and the University. This office includes 1098-T tax information, parking passes, and student ID cards.

[Student Accessibility Resources](https://www.wvstateu.edu/sar.aspx): The Student Accessibility Resources (SAR) office collaborates with students who have disabilities to determine available accommodations and institutional responsibilities.

Other useful handbooks that are available to you include:

WVSU Catalog: Including information on Academic Procedures, Grading Policies, Degree Requirements, and Areas of Study.

[Housing and Residence Life](https://www.wvstateu.edu/current-students/residence-life-services.aspx): Including move-in information, Housing Requirements, and Contractual Agreements.

Emergency Procedures Guide/Safety Manual : Detailing emergency procedures and emergency management materials.

# APPENDIX A – APPLICATION

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**WEST VIRGINIA STATE UNIVERSITY**

**DOCTOR OF EDUCATION IN LEADERSHIP STUDIES**

* **APPLICATION FORM:** Complete the Application for Admission online. Make sure the PDF copy of the document is saved before submission.
* **APPLICATION FEE:** An application fee of $50 (resident) or $75 (non-resident) must accompany each application for admission. The application fee cannot be waived or deferred and is not refundable.
* **TRANSCRIPTS:** Provide an official transcript from each college or university attended and degrees earned. Graduates of West Virginia State University must provide official WVSU transcripts. Transcripts must be sent directly from the institution to the EdD Program Director.
* **MASTERS DEGREE:** An earned Masters degree, with a GPA of 3.25 or above, is a prerequisite for admission to the program. Please provide proof of program completion.
* **STATEMENT OF PURPOSE:** Complete a 3-5-page Statement of Purpose, describing your professional work history, personal qualities, pertinent life experiences, aspirations, and awards/recognitions. Please consider the foundational tenets of the EdD in Leadership Studies program including fairness, diversity, and social justice as they relate to the Statement of Purpose criteria.
* **RESUME/CURRICULUM VITAE:** Submit resume or vitae documenting successful professional and educational experiences, community service and professional development. You are to include contact information, at least three personal references, and a detailed work history.
* **LETTERS OF RECOMMENDATION:** Three letters of recommendation are to be included with the application. At least two of the letters are to be professional affiliates and no more than one letter is of a personal relationship (family, clergy, community member, etc).
* **TEST SCORES:** If applicable, TOEFL scores will be submitted.
* Interviews are planned during the admissions process.  A department member will contact you with interview parameters and possible dates and times.

**APPLICATION FOR ADMISSION**

**Doctor of Education in Leadership Studies**

**West Virginia State University**

**PERSONAL DATA**

Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A# (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI: \_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address: Street or P.O. Box: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Additional Personal Data** (Disclosure of additional personal data is **optional** and will in no way affect a decision concerning your application.)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ Birthplace (State): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Pronouns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever served in the U.S. Armed Forces? Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

Are you eligible for veteran’s benefits? Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

**Emergency Contact Information (Optional).**

(Last, First, Middle): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street or P.O. Box: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_ County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business/Other Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ethnicity (Optional):**Please check one of the following that best describes your ethnicity:

\_\_\_\_\_\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_\_\_\_\_\_ Asian

\_\_\_\_\_\_\_\_\_\_ Native American Indian or Alaska \_\_\_\_\_\_\_\_\_\_ White

\_\_\_\_\_\_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_\_\_\_\_\_ Race/Ethnicity Unknown

\_\_\_\_\_\_\_\_\_\_ Black or African American

\_\_\_\_\_\_\_\_\_\_ Non-Resident Alien \_\_\_\_\_\_\_\_\_\_ Resident Alien

**References:**

List the three (3) people you have asked to write letters of recommendation. They should be familiar with your educational and/or professional work and be able to evaluate your potential success as a doctoral student.

Name Position Email Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Enrollment Data:**

[ ]  Check here to acknowledge that you understand this program functions as a cohort and continuous enrollment is required.

State of Residency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If resident of WV, how long have you lived in WV? \_\_\_\_\_\_\_\_\_

**Academic History**

College(s) Attended (Undergraduate):

College/University City State Date of Graduation Degree Major

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you ever been enrolled in school under any other name(s)? Yes\_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_

If so, please provide full name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a U.S. Citizen? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ If not, please indicate immigration status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VISA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Include a copy of both sides of your I-551 card)

Have you been suspended or expelled for academic or disciplinary reasons? Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_

If you answered yes to the previous question, please attach an explanation of the incident which led to disciplinary action, the action taken, including date and official reason and other disciplinary actions.

If you have been suspended, are you currently eligible to return to that institution? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_

**Application checklist:**

 I am enclosing official transcripts from the institutions where my degrees were earned.

 I have enclosed the $50 (resident of WV) or $75 (non-resident) graduate application fee.

 I have completed/am enclosing a written Statement of Purpose.

 I have uploaded /am enclosing a resume or curriculum vitae.

 I have uploaded/am enclosing/have requested three (3) letters of recommendation.

 I have requested an official score report for TOEFL, if applicable

**I certify that all statements in this application are complete and true and I give the aforementioned institutions permission to use this information for statistical and reporting purposes. I further understand that any willful misrepresentation of information given in this application may be grounds for denial of my admission or dismissal.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please forward the complete application packet to**

Department of Leadership Studies

ATTENTION: EdD Program Director

West Virginia State University

928C Wallace Hall,

Box 1000, Institute, WV 25112

Note: West Virginia State University adheres to the principles of equal opportunity without regard to race, color, gender, age, creed, national origin or disability. This policy extends to all programs and activities supported by the University.

West Virginia State University, in adhering to its commitment to maintain a safe and tranquil environment and assist the members of the University Community to provide for their own safety, publishes and disseminates information by publishing Crime Statistics for the present and two previous calendar years. For information about crime statistics, please use the link: <http://www.wvstateu.edu/administration/public-safety2.aspx> For additional information, contact a Public Safety representative at (304) 766-3353 or Fax (304) 766-5193 or writing to Department of Public Safety, PO Box 1000, Campus Box 124, Institute, WV 25112-1000.

# APPENDIX B – FORMS

Financial aid: <https://www.wvstateu.edu/admissions/financial-aid.aspx>

Graduation and Commencement Information and Application: <https://www.wvstateu.edu/academics/commencement.aspx>

Registrar: <https://www.wvstateu.edu/academics/registrar/student-forms.aspx>

See the Registrar’s website for student forms including Credit Equivalence Application Form, Withdraw Form, Change of Address Form, etc.

Additional forms are available at the Doctorate of Education in Leadership Studies website

Proposal application

Dissertation Chair form

Dissertation Committee form

Dissertation Template and Manual