



## **College of Education & Human Services**

Department of Education Leadership,  
Management & Policy

Ed.S-Ed.D. Program Handbook

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## **I. Description of the Program & Contacts**

This Handbook is designed, in partnership with the ELMP Doctoral Dissertation Handbook, to provide students with information on policies and procedures that govern the Ed.S-Ed.D. Program in the Department of Education Leadership, Management and Policy at Seton Hall University. This handbook is effective as of July 1, 2022. **For clarifying questions about anything in this handbook or the program in general please contact:**

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### **About the Ed.S-Ed.D. Program**

The Ed.S-Ed.D Program is designed specifically (and only) for students with an earned Ed.S. from Seton Hall University. This degree is designed to provide administrative and supervisory skills for potential and practicing administrators in elementary and secondary school systems. The program focuses on training informed leaders through the utilization of scholarly research and of theoretical models, which are applied to experiential situations.

## II. Courses and Sequence

*Important Note: Due to the unique nature of this program, each of the courses listed below are required to earn the degree. No substitutions or electives are allowed. Depending on the number of credits from previous degrees, students may need to take additional courses, but all students must take these courses below:*

Semester I - Fall

Course #1 - Curriculum Policy Ideology and Leadership

Course #2 - Organization Structures

Semester II - Spring

Course #3 - Advanced Qualitative Research Methods

Course #4 – Intermediate Statistics

Semester III - Summer

Course #5 – Dissertation Seminar I

Semester IV - Fall

Course #6 - Dissertation Seminar II

Semester V - Spring

Course #7 - Dissertation Advisement I

### III. Dissertation Mentor Assignment & Dissertation Committees

At the beginning of the fall semester of year 2 in the program (semester IV), all students will be assigned a dissertation mentor. In the summer, students will be asked to submit a potential dissertation topic and methodological approach which will help faculty pair students and mentors.

All dissertation committees are required to have a minimum of three members: one mentor (chair) and two other members. Students can have up to five individuals on their committee.

- 1. All committees must have at least one full-time Seton Hall University ELMP faculty member.*
- 2. All members of the committee must have an earned doctorate.*
- 3. All non-ELMP faculty committee members must be approved by the dissertation mentor and complete the "off-campus dissertation committee member" form found in the Doctoral Dissertation Handbook (this does not include approved external dissertation mentors)*

#### **IV. Comprehensive Exam**

In the fall of their second year (semester IV) students have their first opportunity to register for and take the comprehensive exam.

All students must take and pass both sections of the comprehensive exam (statistics and research) before moving forward to a dissertation proposal defense.

In order to be eligible to register for the exam, all students must have successfully completed and pass the following courses:

*a. ELMP8616: Intermediate Statistics*

*b. ELMP9962: Advanced Qualitative Research*

Students who have not passed both of these courses (including students with an incomplete and/or who have not taken the course) will not be permitted to register for the exam until they take and pass both courses.

Students who are eligible to register for and take the exam must be officially registered in classes or advisement in order to take the exam.

If a student conditionally passes one or both sections of the exam, they must remediate their exam to a full pass before proceeding to their dissertation proposal defense. All students must adhere to and comply with the processes and timelines outlined in the notification letter during the remediation process..

If a student fails one or both sections of the exam, they must re-take the section(s) they failed. If a student fails that section(s) a second time, they will be dismissed from the program.

Students have the right to appeal to the ELMP Department Chair (see policy below) for a third attempt to pass the exam. Each appeal is handled on a case-by-case basis and submitting an appeal is not a guarantee that the appeal will be granted. If a student fails the third attempt at the exam, they will be dismissed from the program without the right to appeal.

## **V. Dissertation Proposal**

All students must complete and pass a dissertation proposal defense prior to collecting and analyzing dissertation data and submitting to IRB (if necessary).

Students are allowed to defend their dissertation proposal only after successfully fully passing both sections of the comprehensive exam (statistics and research).

Students should work with their dissertation mentor and other committee members in preparation for the defense.

All members of the committee must be present for the proposal defense.

After the proposal defense, all committee members must sign the Dissertation Proposal Defense Form (see form in Doctoral Dissertation Handbook).

Dissertation proposal defenses can occur anytime between August 16 and May 15. Proposal defenses cannot be held over the summer.

## **VI. Institutional Review Board (IRB)**

### ***PRE-IRB***

Pre-IRB scientific review is required for all students submitting an IRB application. A memo detailing all of the specific requirements will be sent to all students and mentors early in the fall semester each year. The Pre-IRB process in no way removes any input or oversight by the student's mentor. Mentor approval is required prior to submitting for pre-IRB review. Submission of IRB documents for pre-IRB scientific review can be done at any time after the student has met the following requirements:

- 1) the student has successfully passed his/ her dissertation proposal defense; and*
- 2) the student's mentor has reviewed and signed the application forms*

Students must submit their full pre-IRB application (see detailed instructions below) by Monday at 5 pm in order to receive feedback by the following Monday (approximately 10 days before the university deadline).

No submissions will be reviewed during July and August (when the university IRB does not meet) or when the university is closed, such as winter break.

### ***Completing a Human Subjects Review Application [IRB]***

Federal regulations require that, prior to undertaking any data collection on human subjects; all studies must be reviewed and approved by Seton Hall University's Institutional Review Board (IRB). Information about this process, deadlines, and forms are all online at the website:

<http://www.shu.edu/offices/institutional-review-board-index.cfm>

For information on the IRB process, please visit the IRB website at <http://www.shu.edu/offices/institutional-review-board-index.cfm> or contact:

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## VII. Final Oral Defense

The defense of the dissertation provides an opportunity for the entire dissertation committee to question the candidate about his/her work and to vote on the quality of that work.

The defense is public, meaning that it can be attended by other members of the Seton Hall faculty or student body and, where judged reasonable by the Committee, by others from outside the University. It is the responsibility of the Mentor to monitor the participation of any visitors to the defense in terms of the propriety of their questions or comments. Only members of the dissertation committee, however, vote in executive session on the success of the oral defense at its conclusion.

After the defense, the committee will decide on the outcome. Options include:

*Pass with no changes*

*Pass with minor changes (modifications within one or more chapters)*

*Pass with major modifications (rewriting of entire chapters)*

*Fail*

The first two categories above require that the student complete any changes under the supervision of the mentor ONLY. The third category requires that the entire dissertation committee approve and supervise the changes.

Final defenses may be held between August 16 and May 15.

## **VIII. Department and Program Policies**

### ***1. ELMP Policy on Class Attendance***

Student attendance in courses is crucial to academic success and maintaining a high-quality educational environment. As such, all students must attend at least 75% of the in-seat hours of all courses for which they are registered. Individual programs may choose to set more stringent attendance requirements. A student who is unable to attend 75% or more of a course must either:

- (a) take that course again in its entirety at another scheduled time; or
- (b) take another course if the course in question is an elective.

If a student is unable to attend at least 75% of the in-seat hours for a class and cannot meet the aforementioned conditions, the student will not receive credit for the course.

Rare exceptions to this policy will only be considered for severe illness, family emergency, extraordinary job requirements, military service or other circumstances deemed exceptional and/or extraordinary. In all cases, a student must submit in a timely manner (no later than one week after the missed class if at all possible) a written request for consideration of the exception to their course instructor and the ELMP department chair. The decision of the chair will be final. Failure to adhere to this policy can be considered grounds for dismissal from the program and/or failure of the course in question.

### ***2. ELMP Policy on Academic Dishonesty***

Academic Integrity is an important basic responsibility that is taken by all students in higher education.<sup>1</sup> An integral part of academic integrity is honesty and the freedom to express oneself without using the work of someone else and calling it one's own. A breach of academic integrity constitutes a serious offense and members of the University community. The Department of ELMP will not tolerate any form of academic dishonesty. Infractions will be appropriately penalized: students should understand that suspension or expulsion from the University is a possible result.

All ELMP faculty members are aware of and have provided input on the Academic Integrity Policy. Faculty are encouraged to express both orally and in written form the importance of academic integrity and to give the students clear guidelines and expectations of what is acceptable behavior regarding the use of someone else's work in course syllabi. Students must use the latest edition of the American Psychological Association's Manual of Style (unless another citation style is specified by the course instructor) to properly cite another author's work and to reference sources that do not come from the student directly. Academic Requirement - All ELMP graduate students must take and pass Indiana University at Bloomington's plagiarism certification test and tutorial by following the below link in order to maintain academic integrity and avoid plagiarism problems in all required work. All students must provide evidence of success to the department by the end of the first semester to the program administrator. Students who have not submitted a certificate will not be registered the next semester. <https://plagiarism.iu.edu/mainLogin.php>

Breach of Academic Integrity Listed below are typical violations of academic integrity. The examples used are provided as illustrations. These violations are merely examples and do not cover the entire

spectrum of offenses.

- 1-A - Cheating – Cheating is defined as use of inappropriate and unacknowledged use of materials, information, study aids, or any written or verbal material that has not been authorized by the author or faculty member for use. This includes students using another person’s work (or part of their work) and claiming it as their own. Cheating can take the form of use of cell phones or other electronic devices to convey information via text messaging, picture taking, or conversing electronically while taking tests or exams. These acts are prohibited and are considered in violation of this document. Students must also have written permission to use another person’s work or provide proper reference notation citing the original author(s).

- 1-B – Fabrication – Fabrication is the falsification of information in the production of intellectual work. Fabrication also involves the invention of information without the permission of the author.

- 1-C - Facilitating Academic Dishonesty – Students who allow their work to be used by other students either knowingly or out of negligence are also in violation of the academic integrity policy. Students who submit papers submitted in other courses are committing academic dishonesty. It is commonly referred to as self-plagiarism.

- 1-D - Plagiarism –Plagiarism is the act of presenting the words, ideas or images of another as your own. Whether deliberate or intentional, credit must be given to creators or authors. In order to prevent plagiarism every direct quotation must be properly identified and cited in the paper with full reference to the author. Parenthetical notation must be used to cite another person’s work. Paraphrasing should have a reference to the original author in the text and be referenced at the end of the student’s paper. With the use of Internet sources, see the proper referencing of electronic media in the APA Manual of Style. A reference page or bibliography section of cited authors should be used in all written manuscripts. (APA, American Psychological Association, 2020)

Any violation of academic honesty is a serious offense and is therefore subject to an appropriate penalty. Violations are classified by severity according to the nature of the offense. For each level of offense, a corresponding set of sanctions and future steps is recommended. Sanctioning bodies are not bound by these illustrations, which are intended as general guidelines. Examples are cited below for each level of offense. These examples, too, are illustrations and are not to be considered all-inclusive. Low Level - These offenses happen because of inexperience or lack of knowledge of academic standards by the persons committing the offense. These infringements are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. The following are some examples:

- Working with another student on an assignment unless the instructor explicitly authorizes such work.

- Failure to cite or give proper acknowledgment in a limited section of an assignment.

Recommended sanctions for low level offenses are listed below; one or more of the following consequences may be chosen in each case:

- An assigned paper or research project on a relevant topic.

- Revision and resubmission of the original assignment with a penalty to the assignment grade.
- A make-up assignment at a more difficult level than the original assignment.
- No credit may be given for the original assignment.

Incidents of low-level offenses will be maintained in the student's record.

Moderate Level – These violations are those characterized by dishonesty of a more serious nature or which affect a more significant aspect or portion of the course work. The following are some examples:

- Quoting directly or paraphrasing a moderate proportion of source material without acknowledging the source.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
- Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data, and/or to writing the report must be acknowledged.
- Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking, without acknowledging such assistance in a paper, examination, or project. For more information see the Doctoral Student Policy.

The recommended sanction for moderate level offenses is one year of academic probation. One or more of the following consequences may be chosen in each case:

- The student will receive an F for the work.
- An assigned paper or research project on a relevant topic.
- Revision and resubmission of the original assignment with a penalty to the assignment grade.
- A make-up assignment at a more difficult level than the original assignment.

Incidents of moderate level offenses will be maintained in the student's record. High Level Offense – High level offenses include dishonesty that affects a major or essential portion of work done to meet course requirements. Multiple violations at a low or moderate level may be considered a high-level offense. Examples include:

- Copying on examinations.
- Acting to facilitate copying during an exam.
- Using prohibited materials, e.g., books, notes, or calculators during an examination without

permission from the instructor.

- Collaborating before an exam to develop methods of exchanging information and implementation thereof.
- Altering examinations for the purposes of regrading.
- Acquiring or distributing an examination from unauthorized sources prior to the examination.
- Plagiarizing major portions of a written assignment.
- Using a purchased term paper or other materials.
- Removing posted or reserved material or preventing other students from having access to it.
- Citing sources that do not exist.
- Using unethical or improper means of acquiring data.

In the case of high-level offenses, the faculty must refer the case to Academic Standards Committee in order to determine appropriate consequences. The normal sanction to be sought for all high-level offenses or repeated violations of low or moderate offenses is a minimum of a one semester suspension from the University and a failing grade for the course. Notation of suspension will be placed on a student's transcript and remain permanently. The Academic Standards Committee may also consider expulsion from the program. Severe Level Offenses – These offenses represent the most serious breaches of intellectual honesty. Examples of serious level offenses include: All academic integrity infractions committed after return from suspension for a previous academic integrity violation.

- Infractions of academic integrity resembling to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript).
- Having a substitute take an examination or taking an examination for someone else.
- Fabrication of evidence, falsification of data, and/or presenting the ideas of another as one's own within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other graduate work.
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- Willful violation of a canon of the ethical code of the profession (APA, AAMFT, ACA, NASP, etc.) for which a graduate student is preparing.

In the case of severe-level offenses, the faculty must refer the case to Academic Standards Committee in order to determine appropriate consequences. The normal sanction for all severe level offenses and a repeat infraction at high level offenses is permanent expulsion from the University.

Notation of expulsion will be placed on a student's transcript and remain permanently. IV. Administration of the Academic Integrity Policy If the instructor suspects evidence of a violation of a medium level offense or higher, the student will be notified, and the case and all supporting documents will be sent to the Department Chair and Academic Standards Committee. The instructor will write a report documenting the nature of the violation and provide supporting documentation. The committee will meet in a timely matter to review the allegations. The student reserves the right to be heard by the Academic Standards Committee. The Committee reserves the right to contact the student and instructor for follow up information. The decision of the Committee will be final, and the student reserves the right to appeal the process, which is described in the Student Handbook. Responsibility for administering the Policy on Academic Integrity rests with the Department Chair and the Academic Standards Committee of the Department.

The above sanctions are general recommendations. The Academic Standards committee will consider each case in context looking at all factors. The committee reserves the right to suspend or expel a student at any level of offense if the committee deems that consequence appropriate.

Any member of the academic community may present evidence of academic dishonesty to the instructor. If a student reports a breach of the policy, the instructor of the course is expected to cooperate in the investigation. If a student reports a violation by another student, the student making the allegation is expected to cooperate fully and submit any evidence or written report to the committee. The identity of the student making the allegation will remain anonymous throughout the process except to the faculty on the Academic Standards Committee. Students may continue to participate in a course or research activities until the case has been adjudicated. Under no circumstances should a student be offered a choice of either dropping a course or facing disciplinary action. A grade of I (Incomplete) should be assigned, pending resolution of this matter, and no penalties should be imposed until this complaint is resolved. All disciplinary proceedings are confidential. Faculty members and students are cautioned not to discuss cases of academic dishonesty outside of the proceedings prescribed by the policy. Adopted by ELMP Faculty March 11, 2020 and is effective summer semester 2020. This supersedes the previous policy that was adopted on January 15, 2013.

### References

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National Association of School Psychologists. (2020, January 31). Retrieved from Professional Conduct Manual/ Principals for Professional Ethics. Bethesda, MD: <http://www.nasponline.org/pdf/Profession>

Rutgers University. (2020). Rutgers University Student Affairs. Retrieved from Academic Integrity: <http://academicintegrity.rutgers.edu/academic-integrity-policy/levels-of-violations-and-sanctions/>

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### **3. ELMP Policy on Continuous Enrollment**

#### Maintaining Continuous Registration

Candidates enrolled in a degree program are required to register each Fall and Spring semester until all requirements for the degree are satisfied. Failure to register for more than one consecutive semester without being granted a leave of absence is interpreted as a resignation from the program.

Upon the completion of classes, students must continue to enroll in Dissertation Advisement with their mentor until completion of their dissertation. Note: Candidates who are expected to finish their dissertation at the beginning of a semester should inquire with their mentor about Thesis Continuation. Those candidates might be eligible to enroll in THCN 8999 Thesis Continuation (Doctorate) for their final course.

*Important Note:* All students must be registered during the semester in which they complete each of the aforementioned programmatic requirements, including taking the comprehensive exam, proposal defense, and final oral defense.

#### *Leave of Absence*

A student who is unable to attend the University during a regular semester because of illness, family emergency, extraordinary job requirements, military service or other factors may be granted a leave of absence without penalty. The student must submit a written request for a leave to their program director and to the ELMP Department Chair.

Except in the case of military service, a leave of absence ordinarily will be limited to one year.

All students are responsible for ensuring they are registered for a given semester. Registration on the web is available for all students. Students are encouraged to use this convenient method of registration after consulting their program director for course selection and to get their PIN number.

### **4. ELMP Policy on Time to Degree**

Students must complete their programs of study within 10 years following the date of their initial admission. If a student fails to complete their program within that time period, they will be dismissed. The student will then have to reapply for admission as a new student (which is not guaranteed) and is subject to all current course requirements in the program of study. Students may be subject to retaking courses, examinations, and/or any parts of the program that the program's faculty deem necessary.

### **5. K-12 Policy on Failure of Comprehensive Exam**

If a student fails either section of the comprehensive exam on the first attempt, the student will have the option to retake that section(s) of the exam. If failed a second time, the student will be dismissed

from the program. Students may appeal to the ELMP Department Chair for a third and final attempt to take the exam. Explicit rationale and reasoning must be provided to the chair in writing and submitting an appeal for a third attempt does not guarantee a third attempt will be granted. Appeals will be considered on a case-by-case basis.

### **6. Maintaining Academic Standards**

#### Maintaining Good Academic Standing

A grade point average of 3.0 is considered the minimum standard for satisfactory completion of coursework. Students must maintain a 3.0 GPA (or greater) to continue in the program. Any student earning an F in a specific course must retake that course.

### **7. Policy on Student Right of Appeal**

All students have the right to appeal the policies above. All appeals must be submitted in writing (electronic) to the ELMP Department Chair. All appeals should include what specific policy is the subject of the appeal and rationale that should be considered by the chair. Submitting an appeal does not guarantee a change in ruling. All appeals are handled on a case-by-case basis.