



Department of Education Leadership,
Management and Policy

College of Human Development, Culture, and Media

PK-12 Programs
Graduate Student Handbook

2024-2025

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I. DEPARTMENT OVERVIEW

DEPARTMENT CHAIRPERSON WELCOME

Dear student,

Welcome! As a representative of the department and my colleagues, I want to welcome you to the university. Our department consists of diverse and accomplished staff and faculty members, from proven administrators to innovative scholars. Our aim is to help you realize your goals as a leader in education. To this end, we provide dedicated mentorship supported by meaningful learning opportunities and experiences.

The Handbook is designed to provide graduate students with information, resources, and policies and procedures for the Department of Education Leadership, Management and Policy at Seton Hall University. For doctoral students, in partnership with this handbook, please also reference the ELMP Doctoral Dissertation Handbook.

I wish you all the best along your academic journey. Please know that we in the Department are here to support you.

Onwards and upwards,

A handwritten signature in black ink, appearing to be 'Dr. Clemens', written over a horizontal line.

Dr. Clemens

DEPARTMENT BACKGROUND

The Department of Education Leadership, Management and Policy (ELMP) is dedicated to developing aspiring and current leaders who support equity and justice through practice, research, and policy. Graduates pursue leadership roles in various organizations, such as public and private PK-12 schools, higher education institutions, law enforcement agencies, and non-profit and policy organizations. The Department offers a robust portfolio of certificate, master's, education specialist, and doctoral programs. Each program is individualized to meet students' strengths and professional goals. Values like care, service, excellence, and visionary and ethical leadership are hallmarks of the programs. Seton Hall University, as a Catholic, research-focused institution, has a long-standing reputation for creating transformative leaders.

DEPARTMENT PERSONNEL

Faculty Members

Santiago Castiello-Gutiérrez, Ph.D., Assistant Professor
Rong Chen, Ph.D., Higher Education Director and Associate Professor
Randall Clemens, Ph.D., Department Chairperson and Associate Professor
James Corino, Contract Faculty
Kishon Hickman, Ed.D., Lecturer
Sooji Kim, Ph.D., Assistant Professor
David Reid, Ph.D., Ed.S.-Ed.D. Director and Associate Professor
Christopher Tienken, Ph.D., Associate Professor
Jennifer Timmer, Ph.D., Assistant Professor

Doctoral Secretary

Ann Rodrigues, Secretary

II. FAST FACTS AND RESOURCES

The following sections provide a quick guide to important information and resources for students.

ADVISEMENT AND COURSE REGISTRATION

From semester to semester, your advisor will contact you to plan for upcoming semesters and discuss program progress. After identifying a registration plan, they will provide your registration PIN. They will also provide pertinent information regarding upcoming milestones. You may also receive registration information from the department secretary. Please note: If you have holds on your account, some may prevent registration until resolved.

To register for classes, in [PirateNet](#), navigate to SHU Portal. At the top, click on "Academics." Under "Registration Tools," select "Registration Tools-New Look." On the registration page, click "Register for Classes." You will need an active PIN to register.

Please check your email and Canvas, the course management software, for announcements from your professors.

APA GUIDELINES

Academic programs in the department follow APA guidelines for style and grammar. Students ought to reference the [7th edition of the APA Formatting and Style Guide](#).

BILLING INFORMATION

Billing and payment information can be found on the [Office of the Bursar's website](#). To pay, login to PirateNet. Follow the directions located on the Bursar's website. For additional information regarding your billing, email bursar@shu.edu.

CAMPUS MAP

To navigate the campus, please reference the [university campus map](#). For a printable map of the campus, please click here:

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

If you find yourself struggling with your physical or mental health this semester, please feel free to contact me. The university also provides confidential services via Counseling and Psychological Services (CAPS). Call (973) 761-9500 or [visit the website](#).

COURSE MODALITIES AND CLASS TIMES

The department offers courses in hybrid and online modalities depending on the program. Hybrid courses include weekend class components. Classes meet 9:00 a.m. to 5:00 p.m. on Saturdays and Sundays. One course typically meets on two weekends. Online courses include asynchronous learning. Professors may include optional synchronous components. Please check Banner for class times, meetings, and locations.

DISABILITY SUPPORT SERVICES (DSS)

It is the policy and practice of Seton Hall University to promote inclusive learning environments. If you have a documented disability, you may be eligible for reasonable accommodations in compliance with University policy, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and/or the New Jersey Law against Discrimination. Please note, students are not permitted to negotiate accommodations directly with professors. To request accommodations or assistance, please self-identify with the [Office for Disability Support Services \(DSS\)](#), Duffy Hall, Room 67 at the beginning of the semester. For more information or to register for services, contact DSS at (973) 313-6003 or by e-mail at DSS@shu.edu.

ELMP BLOG

The [Department maintains a blog](#) with important information. Please take time to familiarize yourself with the site.

FINANCIAL AID

For financial aid information, navigate to [the Office of Financial Aid's website](#). If you plan on using financial aid, complete FAFSA as soon as possible. If you have questions, email financialaid@shu.edu or call (800)-222-7183.

GRADUATE CATALOGUE

The [Graduate Catalogue](#), along with content in the Handbook, provide guiding policies, procedures, and guidelines for academic programs.

HEALTH INSURANCE

The university requires insurance for full-time graduate students, which would include students who register for three courses totaling nine credits during a semester. If you need insurance, please check with [Health Services](#) to inquire about requirements and to

follow the steps to opt in. If you qualify and do not need insurance, the university requires proof of coverage to opt out. In such cases, expect email communication from the university with instructions. The website includes instructions to waive coverage.

PIRATENET AND EMAIL ACCESS

As a new student, please activate your SHU account via [PirateNet](#), the university's student portal. You should have received an automated email from the university with your login information and directions. PirateNet provides a central location where you can register for classes, sign up for a parking permit, view and pay your tuition, review financial aid, and more. It also provides access to Microsoft 365, your University email account, and other productivity tools. The university uses Canvas as its learning management software.

Your University email account is your primary contact point to SHU-related communication. You will receive key information such as details about courses and correspondence from professors through your SHU email account. To access email, look for the Outlook icon after you have signed on to PirateNet.

SETON HALL UNIVERSITY LIBRARIES

The university library, including the campus location and [website](#), contains a wealth of resources including search tools and classes. The resources will be useful throughout your time at Seton Hall.

STUDENT ID AND PARKING PASS

If you are taking courses on campus, it is important to obtain your student ID card and parking permit *before* classes start. For your ID, please see [university instructions](#).

Manage your parking permit via NuPark through PirateNet. See [Parking Services](#) for more information.

STUDENT SERVICES

[Seton Hall's Division of Student Services](#) provides a host of resources—some of which are listed in the Handbook. Take time to familiarize yourself with the various services provided to students.

TECHNOLOGY RESOURCES

The university uses Canvas, accessed through [PirateNet](#), as its course management software. Please update your Canvas settings to receive email notifications. Check your Seton Hall University email regularly. Email and Canvas announcements are our primary

modes of communication.

[Teaching, Learning, and Technology Center](#) (TLTC) provides resources and services to support technology in and out of the classroom.

Seton Hall uses [Microsoft Office 365's suite of services](#), which students may access through PirateNet. Access email through Microsoft Outlook and attend virtual meetings through Microsoft Teams.

The [university is an Adobe Creative Campus](#). Students have access to Adobe Creative apps as well as workshops through TLTC.

If you have questions about technology, please visit the [Department of Information Technology's website](#) or contact them via email, servicedesk@shu.edu, or phone, (973)-275-2222.

WRITING SERVICES

The [Online Writing Lab \(OWL\)](#), courtesy of the Writing Center, provides writing assistance for graduate students. Students may make online and in-person appointments.

III. PK-12 PROGRAM DESCRIPTIONS¹

The Department offers PK-12 certificate and graduate programs:

- New Jersey Department of Education Supervisor Certificate
- Education Leadership, Management and Policy M.A.E.
- Education Leadership, Management and Policy Ed.S.
- Education Leadership, Management and Policy Ed.D. (Ed.S. to Ed.D. Pathway)
- Education Leadership, Management and Policy Executive Ed.D.

NEW JERSEY DEPARTMENT OF EDUCATION SUPERVISOR CERTIFICATE

The certificate program prepares students to meet New Jersey Department of Education (NJDOE) requirements for certification to be a school supervisor in the state of New Jersey.

The 12-credit strand includes four courses:

- ELMP 6665 Curriculum Development and Assessment²
- ELMP 7772 Instructional Leadership
- ELMP 6666 Supervision of Instruction and Evaluation
- ELMP 7776 Culturally Sustaining Curriculum

Completion of the four courses leads, along with [NJDOE requirements](#), leads to eligibility for the supervisor certificate

EDUCATION LEADERSHIP, MANAGEMENT AND POLICY M.A.E.

The M.A.E. degree program prepares education professionals for leadership positions in PK-12 education. The program consists of coursework, a 300-hour internship, two on-campus residencies, and an Assessment Center. Completion of the program, along with [NJDOE requirements](#), leads to eligibility for the supervisor and principal certificates.

¹ **Certification attestation.** Please note, for students in programs including the New Jersey Department of Education Supervisor Certificate, Education Leadership, Management and Policy M.A.E., Education Leadership, Management and Policy Ed.S., and Externship course, in accordance with Title IV of the Higher Education Act, 34 CFR 668, as of July 1, 2024, all students are advised that the College's programs leading to licensure/certification meet the requirements of New Jersey, and that by enrolling in the program, each student attests that they plan to seek employment in New Jersey. Information on out-of-state reciprocity is available through the [New Jersey Department of Education](#) and [Division of Consumer Affairs](#) websites. Employment and certification requirements vary by state and students interested in out-of-state employment may need to pursue supplemental coursework. Students should contact the [College's Office of Fieldwork and Certification](#) for further information.

² During the fall of 2024, the department launched redesigned certificate, M.A.E., and Ed.S. programs. The programs include modified course names.

Course Schedule and Sequence

| | |
|------------|---|
| Semester 1 | ELMP 6665 Curriculum Development and Assessment ELMP 7772 Instructional Leadership |
| Semester 2 | ELMP 6666 Supervision of Instruction and Evaluation ELMP 7776 Culturally Sustaining Curriculum |
| Semester 3 | ELMP 6601 Organization and Admin of Education ELMP 6761 Finance in Administration |
| Semester 4 | ELMP 8981 Administrative Internship I Research for School Improvement |
| Semester 5 | Ethical Leadership ELMP 7763 Education Law |

EDUCATION LEADERSHIP, MANAGEMENT AND POLICY ED.S.

The Ed.S. degree program prepares education professionals who hold a master's degree for leadership positions in PK-12 education. The program consists of coursework, a 300-hour internship, two on-campus residencies, and an Assessment Center. Completion of the program, along with [NJDOE requirements](#), leads to eligibility for the supervisor and principal certificates.

Course Schedule and Sequence

| | |
|------------|---|
| Semester 1 | ELMP 6665 Curriculum Development and Assessment ELMP 7772 Instructional Leadership |
| Semester 2 | ELMP 6666 Supervision of Instruction and Evaluation ELMP 7776 Culturally Sustaining Curriculum |
| Semester 3 | ELMP 6601 Organization and Admin of Education ELMP 6761 Finance in Administration |
| Semester 4 | ELMP 8981 Administrative Internship I Research for School Improvement |
| Semester 5 | Ethical Leadership ELMP 7763 Education Law Introduction to Research ³ |

EDUCATION LEADERSHIP, MANAGEMENT AND POLICY ED.D. (ED.S. TO ED.D. PATHWAY)

The doctoral degree program in Education Leadership is designed to provide administrative and supervisory skills for potential and practicing administrators in pre-

³ The department shifts Introduction to Research to align with doctoral program schedules. As a result, Ed.S. students ought to expect to take the course sometime within semesters three to five.

kindergarten, elementary, secondary, and higher education institutions in New Jersey as well as other state department of Education settings. The program focuses on training informed leaders through the utilization of scholarly research and theoretical models which are applied to experiential situations.

Course Schedule and Sequence

| | | |
|----------|---|------------------|
| Fall 1 | ELMP 7773 Org Structures ELMP 8987 Diss Seminar I | |
| Spring 1 | ELMP 9962 Qual Methods ELMP 8616 Intermediate Stats | |
| Fall 2 | ELMP 8159 Curriculum Policy ⁴ ELMP 8988 Diss Seminar II | Comp Exam (Sept) |
| Spring 2 | ELMP 9981 Dissertation Advisement | |

EDUCATION LEADERSHIP, MANAGEMENT AND POLICY EXECUTIVE ED.D.

The Executive Doctorate in Education, a program designed for working professionals with leadership experience, prepares scholarly practitioners for positions at a variety of levels including school, district, community, and state. The program develops equity- and justice-based leaders to plan and enact meaningful change across settings. Faculty members emphasize the intersections of theory, policy, and practice and encourage students to apply learning across contexts to solve complex educational issues.

Course Schedule and Sequence

| | | |
|---------------------|---|------------------|
| Fall 1 | ELMP 7773 Org Structures ELMP 7765 Policy Analysis ELMP 8159 Curriculum Policy ⁵ | |
| Spring 1 | ELMP 8987 Diss Seminar I ⁶ ELMP 6005 Statistical Methods ELMP 7100 Selected Topics | Qual Exam (Jan) |
| Summer 1 | ELMP 8986 Qual Research Seminar ELMP 8616 Intermediate Stats ELMP 6664 Current Legal Issues | |
| Fall 2 ⁷ | ELMP 7000 Data Analysis ELMP 8988 Diss Seminar II ELMP 7768 Tech for Admins | Comp Exam (Sept) |

⁴ The Dissertation Mentor Coordinator will assign mentors.

⁵ The Bursar requires students to be enrolled in five credits to qualify for financial aid. Because students will begin the fall and spring semesters with two three-credit courses, they will qualify pending verification of attendance.

⁶ The program consists of three types of courses: content, methods, and student-driven research. Students will use Diss Seminar I and II and Culminating Research to prepare for their dissertation work. Assuming students meet all requirements and pass the comprehensive exam, they may defend their proposal during the Culminating Research course.

⁷ The Dissertation Mentor Coordinator will assign mentors.

| | |
|----------|--|
| Winter 2 | ELMP 8801 Interdisciplinary Studies for Admins |
| Spring 2 | ELMP 8984 Leadership Institute |
| | ELMP 9999 Culminating Research |
| Summer 2 | ELMP 7780 Equity Practices |
| | ELMP 7761 Managing Fiscal Affairs |
| Fall 3 | ELMP 9981 Dissertation Advisement |

EXTERNSHIP COURSE

The externship, which students complete through ELMP 9000, Practicum Externship, is a 150-hour semester-long field-based practicum at the school district level site, or an approved alternative site, for aspiring superintendents who are seeking the School Administrator endorsement. Such positions shall include superintendent, assistant superintendent, and director. The externship, in combination with [NJDOE requirements](#), leads to eligibility for the School Administrator Certificate. Before registering for Externship, students must meet with the director of the program to ensure they meet state requirements for certificate eligibility.

IV. DEPARTMENT AND PROGRAM POLICIES

ACADEMIC INTEGRITY

Academic Integrity is an important basic responsibility that is taken by all students in higher education.⁸ 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.

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 - ELMP graduate students must complete and pass the [university's academic integrity module](#). Students will receive instructions during coursework about when to complete the module. The timing will vary depending on the program. At the end of the module, take a screengrab of the final page that notes successful completion. Save the screengrab for your records and share it with the appropriate program administrator.

Artificial Intelligence and Academic Integrity

The use of artificial intelligence tools to assist with academic work without proper permission, documentation, and attribution, is a violation of the academic integrity policy.

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

⁸ Portions of this policy are adapted from Rutgers University Policy on Academic Integrity for Undergraduate and Graduate Students, 2004.

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. It also includes having another person—or an artificial intelligence software—write work that the student submits and claims 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 are 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. On April 12, 2023, the Department approved the addition of language to address artificial intelligence and academic integrity.

References

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<https://www.shu.edu/academics/upload/Graduate-Catalogue-2019-2020.pdf>

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.

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 (Note: this is not an option for students enrolled in the EDS-EDD program, as no electives are allowed in this program).

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.

CONTINUOUS ENROLLMENT

Candidates enrolled in a degree program are required to register each semester (fall and spring, and in certain situations summer) 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 in doctoral programs 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 doctoral 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 dissertation 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.

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.

TIME TO DEGREE

Master's and Education Specialists students must complete degree requirements within six years following the start of the program. Doctoral students must complete degree requirements within 10 years following the start of the program. 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.

V. DOCTORAL GUIDELINES

MENTOR ASSIGNMENT AND DISSERTATION COMMITTEES

For PK-12 doctoral programs, at the beginning of the fall semester of year two in the program, 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. Committees must meet the following requirements:

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).

QUALIFYING EXAMINATION

The Executive Ed.D. program includes a qualifying examination requirement. To register for the exam, students must have completed and passed the following courses, earning at least a grade of C:

1. ELMP 7765, Policy Analysis
2. ELMP 7773, Organizational Structures
3. ELMP 8159, Curriculum Ideology and Policy

Students who have not passed the required 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.

The exam consists of three sections: policy, organization, and curriculum. The maximum score on each of these three sections is 20 points. Students must earn an 80% on each of these three sections (16/20) to pass the section. Additionally, students must earn a cumulative score of 80% on the exam (48/60 for 3 sections). If a student does not score a minimum of 16 on anyone (or more) of the sections, they will be required to take only that section again (pending a cumulative score of at least 48/60). If a student does not

earn a cumulative score of at least 48/60, they will be required to re-take the entire exam (all three sections) regardless of the outcome of any one section.

If a student fails one or more sections of the exam 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.

COMPREHENSIVE EXAMINATION

PK-12 doctoral programs include a comprehensive examination requirement. In the fall of their second year 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 completed and passed the following courses, earning at least a grade of C:

1. ELMP 8616, Intermediate Statistics
2. ELMP 8986, Qualitative Research (Executive Ed.D.) or ELMP 9962, Advanced Qualitative Research (Ed.S.-Ed.D. pathway)

Students who have not passed the required 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.

DISSERTATION PROPOSAL

All students must complete and pass a dissertation proposal defense prior to collecting and analyzing dissertation data and submitting to IRB. Students are allowed to defend their dissertation proposal only after successfully 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.

INSTITUTIONAL REVIEW BOARD (IRB)

Internal Department Review

Per university guidelines, all doctoral students must submit to and receive approval from Seton Hall University's (SHU) Institutional Review Board (IRB) to conduct dissertation research. Studies fall into one of two categories: human subjects and not-human subjects research. Research projects involving the use of human subjects (e.g., interviews, surveys) must be approved or marked as exempt from review by the university IRB. Research projects using not-human subjects data, such as publicly available de-identified documents or datasets, must receive verification from SHU's IRB.

To support students and ensure the conduct of ethical research, the department uses a two-stage review process before students submit to the university IRB. First, dissertation mentors review required IRB documents and approve submission to the department's internal reviewer. Second, the department's internal reviewer evaluates and, if necessary, suggests revisions to the required documents. After review at both levels, doctoral students, in consultation with their mentors, incorporate changes and submit the application to the university IRB. For more details, see the Doctoral Dissertation Handbook and the [IRB website](#).

DISSERTATION 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:

1. Pass with no revisions
2. Pass with minor revisions (modifications within one or more chapters)
3. Pass with major revisions (rewriting of entire chapters)
4. 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.