2013-2014
STUDENT HANDBOOK
Doctor of Education (Ed.D.) in Educational Leadership

UPDATED JUNE 2013
IMPORTANT NOTES:

THE GRADUATE SCHOOL WEBSITE
HTTP://WWW.GRAD.WASHINGTON.EDU/
AND THE UW TACOMA WEBSITE
HTTP://WWW.TACOMA.UW.EDU/
SUPERSEDE INFORMATION IN THIS HANDBOOK.

ALL DOCTOR OF EDUCATION STUDENTS ARE RESPONSIBLE FOR
INFORMATION AND POLICIES CONTAINED IN THIS HANDBOOK.
THIS INCLUDES INFORMATION LINKED TO WEBSITES AND
DOCUMENTS.
TABLE OF CONTENTS

| Introduction                  | 4 |
| Education Program             | 5 |
| Nursing Program               | 6 |
| Accreditation                 | 6 |
| Advising                      | 7 |
| General resources             | 8 |
| Catalog                       | 8 |
| Time schedule                 | 8 |
| IT help desk                  | 8 |
| Enrollment services           | 8 |
| Tuition payment               | 8 |
| Financial aid and scholarships| 8 |
| Library resources             | 9 |
| Husky card                    | 10 |
| Public transportation and parking | 10 |
| Inclement weather             | 10 |
| Campus safety                 | 11 |
| NetID, MyUW and email         | 12 |
| Web registration instructions | 13 |
| Policies                      | 13 |
| Graduate School Memoranda     | 14 |
| Attendance                    | 14 |
| Enrollment                    | 14 |
| Maintaining graduate status   | 14 |
| On-leave status               | 15 |
| Reinstatement                 | 16 |
| Retention and dismissal       | 16 |
| Petitions                     | 17 |
| Course waivers and substitutions | 17 |
| Articulation agreement with MN program at UW Tacoma | 17 |
| Fingerprint and background check requirements | 18 |
| Diversity resources           | 19 |
| Ombudsman                     | 19 |
| Grading scale                 | 21 |
| Writing requirements          | 22 |
| Academic standards            | 22 |
| Academic grievance            | 22 |
| Disability Support Services   | 24 |
| Student learning goals        | 25 |
| Required course work          | 26 |
| Sample program plan           | 27 |
| Practicum                     | 28 |
| Capstone                      | 30 |
| Superintendent certificate option | 32 |
| Graduation requirements       | 33 |
| Commencement                  | 33 |
| Applying for graduation and hooding ceremony | 34 |
INTRODUCTION

Welcome to the Educational Leadership, Ed.D., doctoral degree at the University of Washington Tacoma. We are pleased that you have elected to develop your professional competencies as a leader through this degree program. This is a 97-credit, three-year cohort-based program. For students wishing to earn the P-12 Superintendent Certificate, six additional credits are required in order to meet all state competencies; therefore 103 credits are required. Courses are offered as two full days, Fridays and Saturdays, approximately once per month for 12 months out of the year. Students will participate electronically throughout the month, in preparation for the monthly face-to-face class sessions, to conduct discussions, and accomplish group work.

The program offers three, non-transcripted study options:

1. P-12 Educators with Superintendent Credential Option: This study option is primarily for P-12 public or private school principals and district-level leaders.
2. Nurse Educator Option: This option is for nurse educators from a variety of settings, such as community colleges, hospitals or public health settings. It is a focus on healthcare education, professional development for adults and best practice pedagogies for nursing education.
3. Higher Education Option: This option is for those who seek leadership roles in institutions of higher education, such as community colleges, four-year colleges and universities.

The program is designed to address conceptual issues of the roles educational leaders play in leadership, management, administration and political advocacy. The doctoral degree prepares students to develop strength in the dimensions of leadership, diversity, accountability, and learning. In addition, the program is designed with a belief in interdisciplinary learning about educational leadership. The cohort will study collaboratively in areas in which the content knowledge is common, and in which students may learn from cross-disciplinary scholarly discussions, such as specific leadership courses focused on systemic change, diversity and instruction. For more specialized knowledge, students will break into study options for courses, or parts of courses, such as educational law or finance, which are quite different in law and policy for P-12, nursing and higher education.

Faculty and administrators within the Education and Nursing programs have prepared this Ed.D. Student Handbook to support your successful entry, continuance and completion of your doctoral degree. The Handbook has been designed to provide easy access to information and resources that are essential to your success as a doctoral student. Read, keep and refer to this student guide, registration guides, and course catalogs regularly. Hard copies of the Handbook will not be passed out.
EDUCATION PROGRAM

Campus Location: WCG-324
Mailing Address: 1900 Commerce St, Box 358435, Tacoma WA 98402
Phone number: 253-692-4430
Email: uwted@uw.edu
Office hours: 9:00am - 5:00pm, Monday through Friday
The program director, advisors, and support staff are located in this office.
Please visit the Education website at http://www.tacoma.uw.edu/education-program for information regarding faculty email and office locations.

Director
Kären Landenburger, RN, Ph.D.
Professor
253-692-4474
karenl@u.washington.edu

<table>
<thead>
<tr>
<th>Vision</th>
<th>Mission</th>
<th>Values</th>
</tr>
</thead>
</table>

Vision

Mission
To prepare ethical and reflective educators who transform learning, contribute to the community, exemplify professionalism, and promote diversity.

Values
Education Program staff and faculty exhibit integrity by upholding the values of:

- Knowledge – Our discovery, development and dissemination of scholarship that informs theory and practice.
- Service – Our beneficial contribution to the community.
- Professional Excellence – Our dedication to helping teachers and leaders to help children as we advance the profession of education.
- Justice – Our ability to create and advance economic, social and educational opportunities and access while actively challenging inequity and injustice.
NURSING PROGRAM

Campus Location: CP-326
Mailing Address: 1900 Commerce St, Box 358421, Tacoma WA 98402
Phone number: 253-692-4470
Email: tnursing@uw.edu
Office hours: 9:00am - 5:00pm, Monday through Friday
The program director, advisors, and support staff are located in this office.
Please visit the Education website at http://www.tacoma.uw.edu/nursing for information regarding faculty email and office locations.

Director
Sharon Gavin Fought, RN, Ph.D.
Associate Professor
253-692-5674
sgfought@u.washington.edu

Mission

The Nursing Program shares the University of Washington Tacoma mission to provide upper division undergraduate and graduate education for the diverse citizens of the South Puget Sound region. The Nursing program supports the interdisciplinary mission of the campus through teaching and scholarly inquiry. Within the overall mission of the campus, the Nursing program focuses on the discovery and dissemination of knowledge that promotes health within an ethic of social justice. The curriculum emphasizes and fosters the integration of teaching, inquiry and service through a community of learners. Partnerships with the community assist the program in providing learning environments in which learners build upon their skills and knowledge to strengthen their understanding of local, national and global health issues.

ACCREDITATION

The Tacoma campus of the University of Washington is accredited as a unit of the University by the Northwest Association of Schools and Colleges. The Education Program’s certificates and endorsements are accredited through the Washington State Professional Educators Standards Board. As part of the top-ranked University of Washington School of Nursing at the Seattle campus, UW Tacoma Nursing Program shares accreditation by the Commission on Collegiate Nursing Education (CCNE). As such, the UW Tacoma Nursing Program adheres to the published standards of CCNE and the State of Washington as stated in Chapter 246-840 WAC.
ADVISING

Advisors are available to assist students and to provide them with the tools needed to progress through the completion of their graduate degree. Students may elect to meet with their advisor to prepare a program plan. The program plan outlines the courses the student will take to fulfill the requirements of the doctoral degree and the University. If a program plan needs to be changed the student should work with the advisor. It is the student's responsibility to meet and follow procedures as stipulated by the degree option, Education and Nursing Programs, and the Graduate School.

Adhere to registration dates and deadlines. If you deviate from your program plan, contact your advisor prior to registration to ensure you are taking the appropriate course(s). Review the Time Schedule and Registration Guide here: http://www.tacoma.uw.edu/current-students/time-schedule-registration-guide.

For questions, contact: Ashley R. Bradley, M.Ed., Program Coordinator and Academic Advisor, phone: 253-692-4367 or email: bradley8@uw.edu.

For a complete list of faculty and staff in the Education Program, go to: http://www.tacoma.washington.edu/directory/department_profile.cfm?dept_ID=11

For a complete list of faculty and staff in the Nursing Program, go to: http://www.tacoma.washington.edu/directory/department_profile.cfm?dept_ID=18
RESOURCES

Most general information for students can be found on the UW Tacoma web site. Please check under current students on the home page http://www.tacoma.uw.edu/ to review information available.

**Education Program:**
http://www.tacoma.uw.edu/education-program

**Nursing Program:**
http://www.tacoma.uw.edu/nursing

**The Graduate School:**
http://www.grad.washington.edu/index.shtml

**University of Washington Course Catalog:**
http://www.washington.edu/students/crsct/  
http://www.tacoma.uw.edu/enrollment-services/catalog

**Time Schedule Quick Search:**
http://www.tacoma.washington.edu/enrollmentservices/registration/timeschedule/search.cfm

**UW Tacoma Registration Guide:**
For important registration information for current quarters:
http://www.tacoma.uw.edu/current-students/time-schedule-registration-guide

**Information Technology Help Desk:**
http://www.tacoma.uw.edu/information-technology

**Academic Calendar:**
http://www.tacoma.washington.edu/enrollmentservices/calendar/

**Enrollment Services:**
http://www.tacoma.uw.edu/enrollment-services

**Tuition Payment:**
http://www.tacoma.washington.edu/cashier/tuition/

**Financial Aid and Scholarships:**
http://www.tacoma.uw.edu/financial-aid
Library Resources:  
http://libguides.tacoma.uw.edu/citations

The University of Washington Libraries is an extensive system sharing materials, resources, and services across the three campuses that comprise the University of Washington. UW Tacoma students have access to the entirety of the UW Libraries’ collections, electronic resources, and digital images.

A common catalog includes the resources of the 37 academic libraries consortium in which the UW Libraries is a member. Global interlibrary loan service is also available. Resources not located on the Tacoma campus are delivered free of charge via courier Monday – Friday and/or online.

The UW Tacoma Library’s resources and services are located in two buildings on campus:

- The Snoqualmie Building houses reference services, the media collection, a service desk, computers, laptop checkout, group study and presentation practice rooms, as well as the Teaching and Learning Center;
- The Tioga Library Building houses the 90,000 volume book collection, the checkout desk, holds and course reserves, and individual quiet study.

Subject Librarians for both the Higher Education/K-12 Leadership track and Nursing Leadership track are available to provide instruction in class, for groups and individuals. From the Library home page (www.tacoma.uw.edu/library) you can also access Research Guides that provide links to article databases, electronic journals, pertinent websites, search techniques, and other information to orient you to the research process. There are two guides useful to EdD students: EdD - Educational Leadership and Nursing & Health.

Library Writing Guides:  
http://libguides.tacoma.uw.edu/content.php?pid=73462&sid=543721

RefWorks Log-In and Guide:  
http://libguides.tacoma.uw.edu/citations

Teaching and Learning Center:  
http://www.tacoma.uw.edu/teaching-learning-center

Information Technology  
http://www.tacoma.uw.edu/information-technology
The Department of Information Technology provides computing, media and academic technology support across the UW Tacoma campus. You may want review Technology Requirements of the Online. You may also wish to review Canvas, the learning management system.
**Google Hangout**
With Google+ Hangouts you can hold study groups, conduct interviews, or collaborate on group projects face to face without geographic constraints. A Hangout is, essentially, a free web conferencing tool with room for up to 10 people. When starting your hangout you can choose your different friends to hangout with. It then opens the room and allows anyone from your selected circles to join in the hangout, collaborate on shared documents, share your screen with others, and view YouTube clips together while carrying a discussion at the same time. All you need is a webcam and microphone to get started.

With Hangouts there’s no need to download a separate application — a simple browser plug-in enables hangouts on any computer with a web browser, webcam, and microphone. (You can join a hangout without a webcam or microphone, but you'll have a more limited experience without them.)

**Husky Card (Student ID Card):**
Your Husky card is required for a variety of transactions and services on campus. In addition to identification, it also serves as your library card and your U-PASS (if you sign up for it). Lost ID cards can be replaced at the Office of the Registrar. A non-refundable $10 fee is charged for replacement ID cards. Husky cards can be used in the library, the campus copy center, the West Coast Grocery convenience store. The easiest way to add funds to your account is through the Online Card Office using Visa or MasterCard. You may also open an account or add funds to an existing account with cash in the following locations: WG108 computer lab or UW Tacoma Library.

**Public Transportation:**
The campus is conveniently located near the Tacoma Dome Transit Station, Pierce Transit, Sound Transit Express, and Downtown Connector buses stop along Pacific Avenue, right in front of campus.

Ride the Link. The new Link light rail is your connection to the Tacoma Dome, Freight House Square and FREE parking! Just leave your car in the T-Dome lot and hop the light rail to class. With trains running every 10 minutes Monday - Saturday and 10-20 minutes on Sundays. You are sure to find one that meets your needs!

**UWT Flex Pass:**
Good for as much as $4.75 in transit fare each time you use it, the UW Tacoma FlexPass offers a variety of travel options and only costs $43 for UW Tacoma students and $58 for UW Tacoma employees. Simplify your commute by purchasing a Flex Pass through the Cashier.

**Parking:**
As a UW Tacoma student, you are eligible to purchase discounted quarterly parking permits. For more information, contact the Office of Finance and Administration at 253-692-5660, or visit: [http://www.tacoma.washington.edu/cashier/parking/](http://www.tacoma.washington.edu/cashier/parking/)

**Inclement Weather:**
In the event of inclement weather, take the following steps for determining whether the campus is open, if your class will be held as scheduled, and the handling of assignments:
1. Call 253-383 INFO to find out if the campus has been closed. Information will also be posted on the UWT main web page. [http://www.tacoma.uw.edu/](http://www.tacoma.uw.edu/)

2. Check your UW email and/or your cell phone (sign up for text alerts at [http://www.tacoma.washington.edu/security/alert/](http://www.tacoma.washington.edu/security/alert/))

3. Call your instructor's number. Sometimes faculty may cancel class when the campus remains open. Individual instructors will determine how final exams, papers, etc., will be handled.

4. Call the Education Program Office, 253-692-4430 only after following steps 1 and 2.

**Campus Safety:**

Safety and Security Services works closely with the Tacoma Police Department in providing law enforcement and security for the campus community. The campus safety and security officers are employees of the State, however, they are not commissioned state officers.

The Tacoma Police Department has a sub-station located within Dougan Building, Room 180B.

If you observe anything that seems suspicious or out of the ordinary, contact Safety and Security Services at 253-692-4416 or contact the Tacoma Police Department by dialing 911 from any public telephone or dial 9-911 from any campus telephone. Report all thefts, property losses, and vandalism to Safety and Security Services as soon as possible. Some of the services available include:

- The Campus Safety Escort Program
- Emergency Vehicle Assistance
- Lost and Found

What to Do In an Emergency: If you have an emergency, dial 911 from any public telephone or dial 9-911 from any campus telephone.

Non-Emergency Business: Please report all campus thefts, property losses, vandalism, or suspicious activity to our office as soon as possible.

For more information about Campus Safety, go to: [http://www.tacoma.washington.edu/security/](http://www.tacoma.washington.edu/security/)

**Escort Service**

For your safety, the University of Washington, Tacoma encourages students, faculty, staff, and visitors to use the Campus Safety Escort Program. The service operates Monday through Thursday from 5:00pm to 10:30pm, except holidays, breaks and summer quarter. The program is staffed with contracted security personnel. This service is free of charge to anyone who requests it. DIAL #300 or #333 on a campus telephone and a Campus Safety Escort will walk you safely to your vehicle.

**First Aid Stations**

The main First Aid Station is located in DOU-180 Safety & Security Office. First Aid Stations are also located in each office suite on Campus, including the Library, Computer lab and the Harmon Building.
For general first aid services of non-emergency nature, call Safety & Security Officer on duty for first aid response by dialing #333. Students in need of first aid supplies of minor injury treatment should be sent to the Safety & Security Office.

Safety & Security Services has 3 trauma kits and burn jells on hand for emergency use. Each first aid kit has a CPR mask located inside of it. Each kit has a first aid reference guide located inside for use during emergencies.

This Safety message is a reminder to all that first aid supplies are available as needed. You can refer to the Emergency Action & Disaster Plan, (floor plans) for exact locations.

**NET ID, EMAIL & MYUW**

**UW NetID:**
All newly enrolled students must create a UW NetID. Visit the IT Connect webpage for instructions on how to set up your UW NetID.

**UW Tacoma Email Account:**
Every person who has a UW NetID has a default email address of your_uwnetid@u.washington.edu or your_uwnetid@uw.edu (they are equivalent). Official messages from the University are sent only to your UW email address. You can keep your UW email address after you graduate or no longer attend UW. For questions about UW email visit: [http://www.tacoma.uw.edu/information-technology/email](http://www.tacoma.uw.edu/information-technology/email), or contact the IT help desk at: tachep@uw.edu, or 253-692-HELP (4357).

**UW Tacoma Email Policy:**
The following policy statements concern the conditions under which faculty, staff, and students are expected to use the University of Washington email system. They do not prevent faculty, staff, or students from also using that system for other purposes, e.g., limited private use. These policies have been recommended by the All Directors group and approved by the Vice Chancellor for Academic Affairs.

- Faculty and staff are expected to use their UW NetID email accounts to disseminate information to students and communicate with their colleagues and students on internal business.
- NetID accounts are created for students upon admission to the university; and students are required to activate their email addresses for their NetID accounts before the first day of classes.
- Faculty and staff will use only the University of Washington student email system to communicate information relating to coursework, policies, event announcements, etc.
- Faculty and staff are not obligated to respond to students using non-UW email accounts.
- Students may be held accountable for any information contained within the official email communications, including instructor notices of changes in schedules and assignments. Although students may configure their UW emails to automatically forward to another email account, they should be ad-vised that some email systems may be un-able to handle large email files and may block delivery of UW email attachments.
MyUW:
MyUW is a customized Web portal site for use by students, staff and faculty of the University of Washington. Students can register for classes, check their grades, check their student loan status, apply for short-term loans and get online assistance through the site. A UW NetID is required to access MyUW.

MyUW Web Registration Instructions:
1. To access MyUW and register for classes, you must first create your UW NetID at http://www.washington.edu/itconnect/accounts/. This web page will guide you through the process. You will need your Student Number and PAC (Private Access Code), which can be found if you log back in to your submitted application. Your PAC will not be generated for you until after your Enrollment Confirmation Deposit has been paid. NOTE: Your NetID will also serve as your UW e-mail address.

2. Once you have created your UW NetID, log into MyUW using your UW NetID and password: http://myuw.washington.edu/.

3. From the Student Personal Services menu, select REGISTRATION.

4. The first registration step each quarter is always an address check.

5. The second registration step is selecting insurance/optional charges. This is required each quarter.

6. To register for courses, click on Registration. Enter the SLNs for the courses you wish to take, along with the ENTRY CODE (provided quarterly by advisor, Ashley Bradley) for each course. NOTE: ENTRY CODES can only be used once.

7. When you have finished, click on Update Schedule at the bottom of the Registration Screen. Your selections are scheduled only if all classes are available and there are no restrictions that would prevent you from registering. Messages will appear on the right side of the screen to alert you to any problems. Make any necessary revisions and resubmit.

POLICIES

The select information below is not an exhaustive list of policies for graduate students, just those that are often referred to during a student’s tenure.

Complete List of Graduate Student Policies and Procedures:
http://www.grad.washington.edu/policies/index.shtml
Please read and refer to the above website regarding various policies that govern the way graduate students progress through the various stages of their degree.

Specific Doctoral Policies:
In order to qualify for the doctoral degree, it is the responsibility of the student to meet the following Graduate School minimum requirements outlined here:
Graduate School Memoranda:
This is a list of memoranda that includes graduate program policies maintained by the Graduate School. Content is reviewed and modified as needed. Final decisions regarding implementation or continuation of policies receive the advice of the Graduate School Council. These policies apply to all graduate students (including those in the Ed.D. Program at UW Tacoma).

Attendance:
The 2013-2014 calendar with course dates was posted on the Ed.D. webpage a full year in advance of the program start, so that arrangements could be made to attend all classes. There may be extenuating circumstances yielding unavoidable absences, but all efforts should be made to minimize these. The work of the cohort together on the Friday-Saturday sessions is of paramount importance to the program. Missing one Friday-Saturday session means missing 16 hours of face-to-face instruction (out of about 48 or 33%) for one quarter. Faculty do not “give” students permission to miss class. However, students are adults with free choices about their lives. Faculty do appreciate being informed in advance of student absences. It is the prerogative of the faculty to determine how missed classes are handled. It is solely up to the student to find out from peers what was missed. Faculty do not typically give “extra credit” opportunities for missed work. Students should be aware that lack of participation will likely result in reduced learning, contributing, and a reduced grade for the course.

Enrollment Requirement:
For the doctoral degree, the enrollment requirement is 90 credits, 60 of which must be taken at the University of Washington. With the approval of the degree-granting unit, an appropriate master's degree from a regionally accredited institution may substitute for (30 credits) of enrollment. Doctoral Study requires an immersion in an academic field and its intellectual community. Degree-granting units may require a period of full-time and/or on-site study.

Only courses numbered 400, 500, 600, 700, and 800 can be applied to enrollment or course credit in the major field for advanced degrees (please see the Graduate Courses policy regarding courses numbered 499). Courses numbered 300 are not applicable to enrollment or course credit toward advanced degrees except when applied by permission of the graduate program coordinator or supervisory committee toward the graduate minor or supporting courses. Courses numbered below 300 are not applicable to enrollment or course credit for advanced degrees.

Full-Time Enrollment:
Full-time quarterly enrollment for graduate students is 10 credits.

Maintaining Graduate Status – Going On-Leave:
Taken directly from Graduate School Memoranda No. 9. To read the policy in its entirety, go to http://www.grad.washington.edu/policies/memoranda/memo09.shtml
To maintain graduate status, a student must be enrolled on a full-time, part-time, or official On-Leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. (Summer quarter On-Leave enrollment is automatic for all graduate students who were either registered or officially On-Leave during the prior Spring Quarter.) Any student who fails to register for classes or On-Leave status after being admitted to the UW will need to reapply to the Graduate School if he/she wishes to be considered for readmission by his/her program. Failure to maintain either continuous enrollment or On-Leave status constitutes evidence that the student has resigned from the Graduate School.

Policy and Procedures to Apply for On-Leave Status can be Found at: http://www.grad.washington.edu/policies/general/leave.shtml

Beginning September 28, 2011, students requesting on-leave status must submit an online Request for On-Leave Status via MyGrad Program. For a given quarter, students can submit the request as early as two weeks prior to the first day of instruction and must submit payment of the non-refundable fee no later than 11:59:59 p.m. PST on the last day of instruction. Leave is granted on a quarterly basis, though the following students may request up to four consecutive quarters of leave at one time: PCMI students, military personnel with deployment orders, and some UW Fulbright grantees (with the exception of military personnel with deployment orders, these students will be required to pay the fee for each quarter of leave requested).

To Return From On-Leave Status:
Graduate students who are on approved leave are eligible to register for the quarter immediately following the expiration of the on-leave period. It is the student’s responsibility to keep in contact with the program advisor and to update his/her program plan based on curricular changes made by the Education Program.

Re-Application Procedures:
A student previously registered in the Graduate School who has failed to maintain graduate student status but who wishes later to resume studies must file an application for admission by the regularly published closing dates. If the student is readmitted, registration will occur during the usual registration period. If the student has attended any other institution during the period when not registered at the University of Washington, official transcripts must be submitted. An application for re-admission carries no preference and is treated in the same manner as an application for initial admission, including the requirement of paying the application fee. In addition, students will be required to adhere to the program requirements in place at the time of readmission.

Students who wish to re-apply after being on inactive status may re-apply to the program by following the instructions listed below.

1. Complete the Graduate School application by the published deadlines at: https://www.grad.washington.edu/appForAdmiss/
2. Send a copy of your Graduate School application to the Education Program Office (address below). It is not necessary to re-submit transcripts, letters of recommendation, or goal statement. We will inform you of your status within two weeks after we receive your application.
Reinstatement:
Students previously registered in the Graduate School who have failed to maintain graduate student status (on-leave status was not secured or registration was not maintained) but wish to resume studies within the same degree program must file a request for reinstatement to the Graduate School. Requests will first be reviewed and approved by the department. Once the department has approved the request and the Graduate School has confirmed students’ eligibility for reinstatement, students will be notified to pay a non—refundable reinstatement fee before registering for the requested quarter of reinstatement.

Retention and Dismissal Policy:
The Graduate School has broad policies, procedures and guidelines regarding admission and retention which may be found at: [http://www.grad.washington.edu/policies/index.shtml](http://www.grad.washington.edu/policies/index.shtml) and in Memoranda 16 at [http://www.grad.washington.edu/policies/memoranda/memo16.shtml](http://www.grad.washington.edu/policies/memoranda/memo16.shtml). Policies set forward by the Education and Nursing programs fit within the general guidelines of the University of Washington Graduate School but may be more specific or stricter than those set by the Graduate School. It is expected that students meet all academic and professional guidelines as set by the University of Washington Tacoma Education and Nursing programs and the University of Washington Graduate School.

The Education Program Retention and Dismissal Policy can be found in its entirety on the Education website under Student Resources at [http://www.tacoma.uw.edu/education-program/student-resources](http://www.tacoma.uw.edu/education-program/student-resources).

Limit Enrollment Policy:
Students may not enroll in a course from which they withdrew (after the add/drop deadline) or completed but failed for a third time. If a student was referred to the council for low scholarship and/or unsatisfactory progress, the UW Tacoma Education and Nursing Graduate Faculty Council may decide a course cannot be taken more than once.

Electronic Devices Statement:
- All faculty, including part-time faculty have the authority to set guidelines for the use of electronic devices, including, but not limited to, cell phones, pagers, laptops and personal digital assistants.
- Electronic devices may only be used in the classroom with the permission of the instructor.
- Activities that are non-relevant to the course, such as checking/sending email, texting, playing games, and surfing the web, are considered disruptive activities when class is in session.

Graduate School Degree Requirements:
In addition to completing the above program requirements stipulated by the Education Program,
all graduate students must adhere to the Graduate School’s degree requirements found at: http://www.grad.washington.edu/policies/doctoral/requirements.shtml

**Instructions for Submitting Doctoral Degree Request:**
Students must submit doctoral degree requests via the website and adhere to the published deadlines: https://www.grad.washington.edu/student/mastapp.aspx

**Petition to the Dean of the Graduate School:**
For information about submitting a petition to the Dean, click here: http://www.grad.washington.edu/students/petition.shtml

**Petitions for Course Waivers or Substitutions:**
All requests for petition of course waivers or substitutions must be submitted to Graduate Advisor, Ashley Bradley, by email: bradley8@uw.edu. Petitions are reviewed and voted upon by the Ed.D. Coordinating Committee. Petitions can take up to four weeks or longer for processing. Students will be sent an email when any action is taken on a petition. **NOTE:** The four leadership courses, TEDLD 570, TEDLD 571, TEDLD 572, TEDLD 573, cannot be waived.

**Auditing a Course:**
If you intend to audit a course must first register using MyUW, and then go in person to the Office of the Registrar to elect the audit grade option. You may select the audit option through end of the second week of the quarter. Enrollment in courses as an auditor is by consent of the instructor involved and is conditioned on space availability. Permission to audit is ordinarily granted for lecture classes only. As an auditor, you may not participate in class discussion or laboratory work and your registration may be canceled at the discretion of the instructor. Audited courses are not recorded on your permanent record. To receive credit for an audited course, you must register for the class for credit in a subsequent quarter. Courses audited may not be changed to credit registrations after the second week of the quarter. Auditors, except ACCESS program students, pay standard tuition and fees and must be regularly admitted and registered in the course. Although credits for audited courses will not be listed on your transcript, they will be included in the billing on the fee statement. Such credits count in the calculation of fees.

**Articulation Agreement with MN Program at UW Tacoma:**
UW Tacoma Master of Nursing program students may request to waive Ed.D. courses that duplicate prior knowledge, as part of the student’s completed master’s program, as allowed by the Graduate School, with permission of their supervisory committee. For example, we estimate that approximately a maximum of 15 Ed.D. credits could be waived:

1. TEDLD 580__TNURS 520 (3 credits)

   **REQUIREMENTS:** To waive 3 credits of TEDLD 580, students must receive a 2.7 GPA or higher in TNURS 520.

2. TEDLD 581__TNURS 521 (3 credits)
REQUIREMENTS: To waive 3 credits of TEDLD 581, students must receive a 2.7 GPA or higher in TNURS 521.

3. TEDLD 587__TNURS 511 AND 512 (3 credits)

REQUIREMENTS: To waive 3 credits of TEDLD 587, students must receive a 2.7 or higher in TNURS 511 AND TNURS 512.

4. TEDLD 601_TNURS 503 (1-6 credits)

REQUIREMENTS: Students must show evidence of meeting two out of the three *TEDLD 601 objectives; AND Students must also provide evidence that demonstrates how they met their own objectives of fieldwork, as written while in their program.

*TEDLD 601 Course Objectives:
Upon successful completion of this course, the student will be able to:
1. Analyze and evaluate personal strengths and weaknesses as a leader, and apply strengths to improve areas of personal weakness anticipated or experienced in the field setting;
2. Collaborate, and in some cases provide peer mentorship, with colleagues in the development of collective leadership knowledge and skill;
3. Demonstrate evidence of expanded personal capacity in leadership experience (breadth) and expertise (depth).

NOTES: The Ed.D. Program Advisor and Coordinator will process articulation waivers for TEDLD 580, TEDLD 581, and TEDLD 587. The Ed.D. Coordinating Committee will review evidence for TEDLD 601, recommend waiver of 0-6 credits, and/or possible substitution of alternate credit bearing activity to support the student’s professional development.

Although students will be offered this waiver opportunity, they will be strongly encouraged to investigate the course material and if there is any doubt as to their competence in the content, they will be encouraged to take the course.

Fingerprint Records and Background Checks:
Fingerprint records and background checks are required by Washington State law for:
- Applicants who do not possess a valid Washington teaching certificate at the time of application (RCW 28A.410.010).
- New employees of a school district, an educational service district, state school for the deaf, state school for the blind, and their contractors who have regularly unsupervised access to children be fingerprinted for a background record check. (RCW 28A.400.303
DIVERSITY RESOURCES

The University of Washington, Tacoma is committed to promoting respect for the rights and privileges of others, understanding and appreciating human differences, and the constructive expression of ideas.

This commitment celebrates all human characteristics and status, including but not limited to:

- Age
- National origin
- Creed
- Race
- Color
- Religion
- Disability
- Sexual orientation
- Sex/gender
- Status as a disabled veteran
- Marital status
- Vietnam-era veteran

If you believe you have been discriminated against on the basis of one or more of the factors or characteristics listed above, the circumstances should be reported to:

UW Tacoma Assistant Chancellor of Equity and Diversity
Office of the Chancellor, GWP 326
(253) 692-4861

University Ombudsman and Ombudsman for Sexual Harassment
GWP 428
(253) 692-4476, (206) 543-6028 or (206) 543-0283

The Chancellor’s Task Force on Human Diversity:
The Task Force provides leadership in and development of strategies to assist the campus as a whole to identify issues of diversity and strategies to address them, and to promote diversity across campus in positive, constructive ways.
http://www.tacoma.washington.edu/diversity/task_force.cfm

Ombudsman:
Role of the Ombudsman
The University Ombudsman is appointed by the President in consultation with student, staff, and faculty representatives. The appointment is confirmed by the Senate Executive Committee. A neutral third party, the University Ombudsman does not advocate for the University or for either party to a dispute. The objective is to provide a process for achieving a fair and reasonable settlement. Working within existing policies and procedures, the Ombudsman seeks to address disagreements in an informal manner. If formal mechanisms are desired, the staff of the Ombudsman’s Office can direct individuals to the appropriate University offices.
According to University policy, the Ombudsman is expected to:

- Act as a source of information and assistance to all members of the University community concerning University-related academic and non-academic rules, regulations, and procedures.
- Receive complaints from students and members of the faculty and staff with regard to alleged inequities. (No employee shall suffer loss of pay for reasonable time spent in bringing a complaint to the Ombudsman. No individual shall be retaliated against for using the services of the Ombudsman.)
- Bring the complaint to the attention of the appropriate University official, if it has not already been heard.
- Seek to resolve the difficulty between the aggrieved individual and the University official involved.
- Make recommendations to the President and appropriate authorities about desired or necessary changes in University rules, regulations, and procedures.

**Diversity Oriented Student Clubs and Committees:**
There are various student clubs and committees that focus on diversity. New student clubs are formed throughout the year. For an updated list or information on how to start a new student club, contact (253) 692-4481 or UWTLIFE@U.WASHINGTON.EDU.
**Ed.D. Grading Scale:**
Correspondence between number grades and letter grades is as follows:

<table>
<thead>
<tr>
<th>Numeric Grade Point</th>
<th>Percentage Scale Conversion</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>100-98%</td>
<td>A</td>
</tr>
<tr>
<td>3.9</td>
<td>97%</td>
<td>A</td>
</tr>
<tr>
<td>3.8</td>
<td>96%</td>
<td>A-</td>
</tr>
<tr>
<td>3.7</td>
<td>95%</td>
<td>A-</td>
</tr>
<tr>
<td>3.6</td>
<td>94%</td>
<td>A-</td>
</tr>
<tr>
<td>3.5</td>
<td>93%</td>
<td>A-</td>
</tr>
<tr>
<td>3.4</td>
<td>92%</td>
<td>B+</td>
</tr>
<tr>
<td>3.3</td>
<td>91%</td>
<td>B+</td>
</tr>
<tr>
<td>3.2</td>
<td>90%</td>
<td>B+</td>
</tr>
<tr>
<td>3.1</td>
<td>89%</td>
<td>B+</td>
</tr>
<tr>
<td>3.0</td>
<td>88%</td>
<td>B</td>
</tr>
<tr>
<td>2.9</td>
<td>87%</td>
<td>B</td>
</tr>
<tr>
<td>2.8</td>
<td>86%</td>
<td>B-</td>
</tr>
<tr>
<td>2.7</td>
<td>85%</td>
<td>B-</td>
</tr>
<tr>
<td>2.6</td>
<td>84%</td>
<td>B-</td>
</tr>
<tr>
<td>2.5</td>
<td>83%</td>
<td>B-</td>
</tr>
<tr>
<td>2.4</td>
<td>82%</td>
<td>C+</td>
</tr>
<tr>
<td>2.3</td>
<td>81%</td>
<td>C+</td>
</tr>
<tr>
<td>2.2</td>
<td>80%</td>
<td>C+</td>
</tr>
<tr>
<td>2.1</td>
<td>79%</td>
<td>C+</td>
</tr>
<tr>
<td>2.0</td>
<td>78%</td>
<td>C</td>
</tr>
<tr>
<td>1.9</td>
<td>77%</td>
<td>C</td>
</tr>
</tbody>
</table>

**NOTE:** 2.7 is the lowest acceptable grade for an Ed.D. graduate student

**Grading Policies for Graduate Students:**
The University of Washington Tacoma uses a numerical grading system at both the graduate and undergraduate levels of instruction. Graduate students must follow the grading system as outlined by the graduate school. If you believe you have been improperly graded please follow the grade appeal procedure as outlined in Academic and University Policies.

**Grading System for Graduate Students:**
A cumulative GPA of 3.00 or above is required to receive a degree from the Graduate School. A graduate student's GPA is calculated entirely on the basis of numeric grades in 400- and 500-level courses. The grades of S, NS, CR, NC, and N are excluded, as are all grades in courses numbered 600, 601, 700, 750, and 800, and in courses at the 100, 200, and 300 levels.

Failure to maintain a 3.00 GPA, either cumulative or for a given quarter, constitutes low scholarship and may lead to a change-in-status action by the Graduate School. Failure to maintain satisfactory performance and progress toward a degree may also result in a change-in-status action by the Graduate School. A minimum grade of 2.7 is required in each course that is to be counted toward a graduate degree. A minimum of 3.0 is required for graduation.

For more information: [http://www.grad.washington.edu/policies/general/grading.shtml](http://www.grad.washington.edu/policies/general/grading.shtml)
Writing Requirements:
All assignments must adhere to the guidelines outlined in the Publication Manual of the American Psychological Association, 6th Edition (APA). APA format is not simply how to write references, but it includes essay writing, gender-neutral language, grammar, etc. Students may purchase the APA Manual in the University Bookstore and use it as a reference tool. There are also copies of the manual in the Library.

Academic Standards:
Excerpted from the Admissions Reference Information
Revised 10/29/98. Information Provided Subject to Change

Students are expected to meet the traditional standards of honesty and truthfulness in all aspects of their academic work at UW Tacoma. In particular, all work submitted to an instructor in fulfillment of course assignments, including papers and projects, written and oral examinations, and oral presentations and reports, must be free of plagiarism. By plagiarism is meant using the creations, ideas or words of someone else without formally acknowledging the author or source through appropriate use of quotation marks, references, and the like. Plagiarizing is stealing someone's work and presenting it as one's own original work or thought. [Sources of work to be cited include books, journals, the Internet, movies, class lectures, or any other idea taken from others.] Student work in which plagiarism occurs will not ordinarily be accepted as satisfactory by the instructor, and may lead to disciplinary action against the student submitting it. Any student who is uncertain whether his or her use of the work of others constitutes plagiarism should consult the course instructor for guidance before formally submitting the course work involved.

For a complete text please review the following manuals:
Student disciplinary proceedings for misconduct, including plagiarism and cheating, fall under the provisions of the Student Conduct Code contained in the University Handbook, Part III, Chapter 1 (1996) and Chapter 478-120 WAC. For a complete text refer to the following web page: www.washington.edu/faculty/facsenate/handbook/Volume3.html

Academic Grievance:
(Excerpted from Graduate School Memorandum No. 33)
Revised May 2007

Graduate students who believe they have been subjected to unfair treatment in the administration of academic policies may, except as noted below, seek resolution of their complaints under this Academic Grievance Procedure. Graduate School Memorandum No. 33 applies to, but is not limited to, the application of departmental, college or Graduate School policies, deviations from stated grading practices (but not individual grade challenges), unfair treatment, and related issues.

Exceptions:

1. Students contesting individual grades or academic evaluations should refer to the Change of Grade Procedure contained in the University Handbook, Vol. Four, Part III, Chapter 2, Section 2.
2. Students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran should refer to the Resolution of Complaints Against University Employees Procedure contained in University of Washington Administrative Policy Statement 46.3.

3. Student disciplinary proceedings for misconduct, including plagiarism and cheating, fall under the provisions of the Student Conduct Code contained in the University Handbook, Vol. Three, Part III, Chapter 1 and Chapter 478-120 WAC.

Timing:
Students seeking resolution of their complaints under this policy must initiate either an informal conciliation or file a formal complaint within three months of the complained of incident. Former students may also utilize this procedure, subject to this same time limit.

Informal Conciliation:
The student is encouraged, but not required, to attempt to resolve a grievance initially with the faculty or staff member(s) most directly concerned. If the student attempts informal conciliation, the student must initiate this process within three months of the complained of incident by requesting the Director of the UW Tacoma Education Program conciliate the grievance.

If discussion with the faculty or staff member(s) concerned, facilitated by the Director, does not resolve the grievance, the student may request The Graduate School to assist in an informal resolution. In such a case, the dean of The Graduate School shall designate an associate dean as the informal conciliator for The Graduate School. The associate dean may either facilitate conciliation directly or involve the Office of the Ombudsman. If the associate dean attempts informal conciliation directly, he or she may not be involved in a subsequent formal complaint.

If the student is dissatisfied with the informal conciliation, he or she may file a formal complaint with the dean of The Graduate School within 10 days of the conclusion of the attempted informal process.

Formal Complaint:

Filing:
Within three months of the complained of incident or, if informal conciliation was attempted, within 10 days of the conclusion of the attempted informal process, a student may file a formal complaint with the dean of The Graduate School.

Chair of the Academic Grievance Committee:
The dean of The Graduate School shall designate an associate dean of The Graduate School as Chair of the Graduate School Academic Grievance Committee (“Committee”). If the associate dean attempted to facilitate informal conciliation directly in a particular case, then the dean of The Graduate School shall appoint another associate dean or a graduate faculty member as Chair of the Committee in that case.

For further information about the Academic Grievance Procedure: http://www.grad.washington.edu/policies/memoranda/memo33.shtml

Disability Support Services:
UW Tacoma is committed to making physical facilities and instructional programs more accessible to students with disabilities. Disability Support Services (DSS) functions as the focal point for coordination of services for students with disabilities. In compliance with Title II or the Americans with Disabilities Act, any enrolled student at UW Tacoma who has an appropriately document physical, emotional, or mental disability that substantially limits one or more major life activities [including walking, seeing, hearing, speaking, breathing, learning and working], is eligible for services from DSS. For more information, please contact the DSS office:
STUDENT LEARNING GOALS

By the completion of the program, students will:

- Demonstrate competence in scholarly inquiry to address problems of practice related to educational leadership, policy, and learning.
- Apply theories of leadership to develop and maintain positive, successful, organization structures and cultures.
- Exhibit core professional values and guiding principles including commitments to ethical leadership, social justice, and respectful interaction with others of similar and diverse backgrounds and perspectives.
- Articulate and advance the mission and vision of the organization.
- Create, implement, and evaluate systems-level plans to create learning environments that advance student success.
- Model effective communication in the context of complex environments, changing policy environments, and diverse constituents, advocating for the organization in the community.
- Evaluate one’s own and others’ leadership and managerial skills and attributes to address problems of organizational improvement, financial and human resources management and resource allocation, and technology and information systems.
## REQUIRED COURSE WORK

### Part I

#### Prerequisite Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 or higher</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>100 or higher</td>
<td>Introduction to Research</td>
</tr>
</tbody>
</table>

#### Program Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEDLD 570</td>
<td>Leadership I: Theory and Research</td>
<td>5</td>
</tr>
<tr>
<td>TEDLD 571</td>
<td>Leadership II: Systems Leadership</td>
<td>5</td>
</tr>
<tr>
<td>TEDLD 572</td>
<td>Leadership III: Diversity in Education</td>
<td>5</td>
</tr>
<tr>
<td>TEDLD 573</td>
<td>Leadership IV: Instructional Leadership</td>
<td>5</td>
</tr>
<tr>
<td>TEDLD 574</td>
<td>Assessment in Educational Systems</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 575</td>
<td>Human Resources in Educational Institutions</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 576</td>
<td>Education Law and Governance</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 577</td>
<td>Educational Finance and Economics</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 580</td>
<td>Research and Systematic Inquiry in Education I</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 581</td>
<td>Research and Systematic Inquiry in Education II</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 582</td>
<td>Research and Systematic Inquiry in Education III</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 583</td>
<td>Research and Systematic Inquiry in Education IV</td>
<td>5</td>
</tr>
<tr>
<td>TEDLD 587</td>
<td>Challenges in Practice I: Curriculum, Assessment, &amp; Program Implementation</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 588</td>
<td>Challenges in Practice II: Supervision and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 589</td>
<td>Challenges in Practice III: Crisis and Conflict in Systems</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 590</td>
<td>Student Development in Higher Education (Higher Ed/Nurse only)</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 591</td>
<td>Leading Professional Learning</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 593</td>
<td>Critical Elements of Literacy (P-12 only)*</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 594</td>
<td>Seminar in the School Superintendency (P-12 only)*</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 595</td>
<td>Issues and Best Practices for Special Programs (P-12 only)</td>
<td>3</td>
</tr>
<tr>
<td>TEDLD 601</td>
<td>Field Practicum and Reflective Seminar</td>
<td>6 [2-6]</td>
</tr>
<tr>
<td>TEDLD 602</td>
<td>Field Practicum and Reflective Seminar</td>
<td>6 [2-6]</td>
</tr>
<tr>
<td>TEDLD 603</td>
<td>Field Practicum and Reflective Seminar</td>
<td>6 [2-6]</td>
</tr>
<tr>
<td>TEDLD 801</td>
<td>Capstone Project (2;4;4;7)</td>
<td>17 [2-7]</td>
</tr>
<tr>
<td>TEDLD 802</td>
<td>Reflective Seminar (1;1;1)</td>
<td>3 [1-2]</td>
</tr>
</tbody>
</table>

**Total Credits**: 97*

*For those who wish to earn the P-12 Superintendent certificate, 6 additional credits are required in order to meet all state competencies, therefore, 103 credits will be required.
## SAMPLE PROGRAM PLAN

**KEY:** P-12 = P-12 superintendent credential study option; HE = Higher Education study option; NE = Nursing Education study option.

<table>
<thead>
<tr>
<th>Year</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Year 1</strong></td>
</tr>
<tr>
<td></td>
<td>TEDLD 570: Leadership I: Theory and Research (5)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 580: Research and Systematic Inquiry in Education I: Applied Statistics and Critique of Educational Research (3)</td>
</tr>
<tr>
<td></td>
<td><strong>Year 2</strong></td>
</tr>
<tr>
<td></td>
<td>TEDLD 575: Human Resources in Educational Institutions (3)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 576: Education Law and Governance (3)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 577: Educational Finance and Economics (3) (Aug-Sept inter-term)</td>
</tr>
<tr>
<td></td>
<td><strong>Year 3</strong></td>
</tr>
<tr>
<td></td>
<td>TEDLD 589: Challenges in Practice III: Crisis and Conflict in Systems (3)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 801: Capstone Project (2)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 591: Leading Professional Learning (3)</td>
</tr>
<tr>
<td><strong>Autumn</strong></td>
<td><strong>Year 1</strong></td>
</tr>
<tr>
<td></td>
<td>TEDLD 571: Leadership II: Systems Leadership (5)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 581: Research and Systematic Inquiry in Education II: Appraising Evidence for Practice (3)</td>
</tr>
<tr>
<td></td>
<td><strong>Year 2</strong></td>
</tr>
<tr>
<td></td>
<td>TEDLD 601: Field Practicum &amp; Reflective Seminar I (6)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 582: Research and Systematic Inquiry III: Designs and Methods (3)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 593: Critical Elements of Literacy (P-12) (3) *</td>
</tr>
<tr>
<td></td>
<td><strong>Year 3</strong></td>
</tr>
<tr>
<td></td>
<td>TEDLD 801: Capstone Project (4)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 802: Capstone Seminar (1)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 590: Student Development in Higher Education (HE &amp; NE) (3)</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>TEDLD 595: Issues and Best Practices for Special Programs (P-12) (3)</td>
</tr>
<tr>
<td><strong>Winter</strong></td>
<td><strong>Year 1</strong></td>
</tr>
<tr>
<td></td>
<td>TEDLD 572: Leadership III: Diversity in Education (5)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 574: Assessment in Education Systems (3)</td>
</tr>
<tr>
<td></td>
<td><strong>Year 2</strong></td>
</tr>
<tr>
<td></td>
<td>TEDLD 602: Field Practicum &amp; Reflective Seminar II (6)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 588: Challenges in Practice II: Supervision and Evaluation (3)</td>
</tr>
<tr>
<td></td>
<td><strong>Year 3</strong></td>
</tr>
<tr>
<td></td>
<td>TEDLD 801: Capstone Project (4)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 802: Capstone Seminar (1)</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td><strong>Year 1</strong></td>
</tr>
<tr>
<td></td>
<td>TEDLD 573: Leadership IV: Instructional Leadership (5)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 587: Challenges in Practice I: Curriculum Assessment, and Program Implementation (3)</td>
</tr>
<tr>
<td></td>
<td><strong>Year 2</strong></td>
</tr>
<tr>
<td></td>
<td>TEDLD 603: Field Practicum &amp; Reflective Seminar III (6)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 583: Research and Systematic Inquiry in Education IV: Proposal Development (3)</td>
</tr>
<tr>
<td></td>
<td>TEDLD 594: Seminar in the School Superintendency (P-12) (3)*</td>
</tr>
<tr>
<td></td>
<td><strong>Year 3</strong></td>
</tr>
<tr>
<td></td>
<td>TEDLD 801: Capstone Project 7</td>
</tr>
<tr>
<td></td>
<td>TEDLD 802: Capstone Seminar (1)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>32 credits</td>
</tr>
</tbody>
</table>

**Total credits = 97 (103 for P-12 certificate)**

*For those who wish to earn the P-12 Superintendent certificate, 6 additional credits are required in order to meet all state competencies, therefore, 103 credits will be required.*
PRACTICUM

Overview:
The practicum, which occurs in the second year of the program, is an advanced leadership experience that focuses on creating solutions to problems of practice, complemented by peer and faculty supported reflective seminars. The practicum is individually organized in a professional setting, within a student's specific area of interest and professional goals. The practicum is developed within the context of a student’s past experience and knowledge gained in the first and second year of the program.

For students seeking certificate options, attainment of professional competencies (e.g. the Interstate School Leaders Licensure Consortium Standards for P-12 superintendent candidates) will be assessed. The program will provide support in selection as well as supervision as needed per context.

Ed.D. faculty will work with the students to create a plan that establishes a set of competencies that fit the career goals of the student, in line with the professional competencies for leadership as selected.

Most commonly, students will work with their *preceptors to find new and challenging leadership opportunities within the institution or system in which they are employed. However, if that is not desirable, other locations are acceptable. Practicum leadership activities will be above and beyond the current expectation of the student’s job description.

The practicum will consist of a minimum of 162 hours per quarter exclusive of reflective seminar, for 3 quarters, or a total of 540 hours (inclusive of reflective seminar). Students register for 6 credits per quarter, which includes the normal Fri-Sat sessions of the program, in which practicum case studies will be presented and successes and challenges discussed in small and large group reflective conversations. Students will keep logs and reflective journals about their experiences and may be expected to post discussions electronically.

For students in the P-12 option, the practicum is aligned with state guidelines for the school superintendent certification. The program requires 540 hours of work in the superintendent setting. Students will work with a mentor on day-to-day activities. This may require taking on job-embedded projects, shadowing and gradually taking on more independence. The program will provide supervision through reflective seminars and site visitation as needed. Students will be required to experience multiple leadership settings. Students will create written analyses and reflections of activities reported through a portfolio process.

For nurse educator students and those in other higher education settings, the program will work with the preceptors to set up authentic, high-level educational leadership experiences. Professional guild guidelines and ratios of practice to supervision will be followed as relevant. A handbook of basic leadership competencies and individual goals for growth will be shared with appropriate parties. There will be a plan with responsibilities of the student, name of mentor and identified role of mentor as determined by the student and mentor.
Field work objectives must be reviewed and approved by field work preceptors and faculty. Both faculty and preceptors will evaluate student progress. Students will be assessed on a formative basis at least quarterly and summatively at the end of the practicum experience.

*Preceptor is defined as: An expert who gives guidance and advice and shares knowledge.
CAPSTONE

Overview:
In the final year of study, students will complete a 20 credit practice-based capstone project, in which students address an actual problem of practice. The capstone project synthesizes coursework and field-based study into a comprehensive product. This work is accomplished through independent, group and cohort based work with mentors from the University and the field. Capstone must be a project in addition to the student’s normal work expectations, which specifically demonstrates integration of knowledge and expertise learned throughout the program at a higher level than that of their current employment. Capstone may include components of: program evaluation, literature review of extant research and policy, data collection and analysis, proposal for program improvement or other solution to the problem, and implementation of proposed solutions. A comprehensive report including all of the above will be written and delivered to the University as well as to the employer in whose domain it was conducted. In addition, a publishable article, based on the problem of practice and solutions, will be completed.

Capstone projects are required to be authentic, problem-based and inform current practice or policy. Although there is latitude in the design of this project, all projects must include the following common elements: conceptual grounding in theory and literature, clearly articulated problem of practice, data gathering and analysis, written product, and professional presentation. Students must complete a formal report to the organization in which the work was completed and to faculty, as well as a draft of a professional article reporting the project’s results. The problems to be investigated will be highly complex; therefore, students may elect to conduct their capstone projects within a small group. In the final analysis, students will be evaluated individually for their achievements. The assessment will be broadly organized by the Ed.D. program and will be implemented by the student’s *Capstone Committee, according to UW Graduate School requirements for the practice doctorate.

Spring quarter 2014, students take TEDLD 583: Research and Systematic Inquiry in Education IV: Structures of Inquiry in Applied Research. This 3 credit class focuses on the design of the capstone project as a structured inquiry process.

Capstone projects are initially created in the form of a proposal, which must be officially approved and forms signed by the faculty prior to beginning work on the project.

The capstone experience (TEDLD 801 Capstone Project and TEDLD 802 Capstone Seminar) consists of 20 credits over the 4 quarters in year three. During the academic year monthly face-to-face Friday and Saturday sessions will include discussions, coaching, case presentations, and other helpful support for this process.

Students should communicate clearly and early with their employers about release time or alternate work schedules that might be needed for the capstone work. However, because capstones are situated within the expressed needs of the community, experience informs the program that when employers have a stake in the outcome, they are willing to problem-solve barriers to project completion.
*Capstone Committees*

The Ed.D. Program provides faculty advisory support for students during their capstone experience, according to the Graduate School guidelines. Each student will have a 3-member capstone supervisory committee. This includes a Committee Chair from a list of eligible UW Tacoma graduate faculty, at least one other faculty member, and possibly one community member on each committee, whom will add a robust, practical perspective to the capstone project. In selecting a committee, students may consider other UW Tacoma faculty (e.g., from the Milgard School of Business, Interdisciplinary Arts and Sciences) who are members of UW graduate faculty, and who have relevant knowledge, to serve on committees. Committees must be approved by the Ed.D. Program.
SUPERINTENDENT CERTIFICATE OPTION

For students who wish to earn the P-12 Superintendent Certificate, six additional credits are required in order to meet all state competencies; therefore, 103 credits will be required. The following six credits, or two courses, must be completed:

- TEDLD 593: Critical Elements of Literacy (3 credits)
- TEDLD 594: Seminar in the School Superintendency (3 credits)

Students will work with Professor and Faculty Advisor, Dr. Rich Knuth, to complete all requirements of the superintendent certificate. For more information, Dr. Knuth can be reached at rk4@uw.edu, 253.692.4729.
GRADUATION REQUIREMENTS

According to the requirements for a practice doctorate, the following milestones will mark the path toward completion:

- Successful completion of required coursework (62 credits minimum)
- Successful completion of Practicum (18 credits), at proficiency level, according to competencies published in program handbook.
- Defend the Capstone proposal, in order to move forward with the project. Sign off by student’s Practice Doctoral Supervisory Committee
- Defense of completed Capstone Project (17 credits). Sign off by student’s Practice Doctoral Supervisory Committee.
- Completion of evidence of meeting program student learning outcomes at proficiency level, through portfolio or other approved evidentiary process.
- GPA of 3.0 overall and no less than 2.7 in any one course.

Checklist:
For information about Graduate School policies and procedures, visit their website (listed below). Graduate School minimum requirements for the master's degree is available on their website.

http://www.grad.washington.edu/area/currstuds.htm

- Satisfy the degree requirements that are in force at the time the degree is to be awarded.
- Complete a minimum of 45 graduate quarter credits.
- Register as a graduate student (minimum of 2 quarter credits) during the quarter you plan to complete the degree. You must maintain registration through the end of the quarter in which the degree is conferred.
- Remove any X, N, or I grades posted on your transcript for courses needed to satisfy degree requirements.
- Receive a grade of 2.7 or better on all coursework used to satisfy degree requirements, and a minimum cumulative grade point average of 3.0.
- Complete Graduate School coursework requirements including residency requirements as stipulated in the General Catalog.
- Complete all coursework, including approved petitioned transfer courses, within a six-year time period. The timeframe/clock begins on the first day of the quarter that the Graduate Student takes a course in the program to which she/he is admitted. Quarters spent On-Leave and out of status are counted in the six years. Transfer credits must have prior approval.
- Fulfill all requirements of the final Culminating Experience.
- Complete and pass the Comprehensive Examination.

UW Tacoma Commencement:
On this Web site: http://www.tacoma.uw.edu/events/commencement you will find information regarding the ceremony, registering for Commencement, purchasing your cap and gown, graduation announcements and other information to assist you as you plan for Commencement. If you need additional information or have questions, please contact Steve Smith, Commencement Coordinator, at smithsl@u.washington.edu or (253) 692-4404 The following
Applying for Graduation:
The following information will provide graduate students in the Education Program, Tacoma, with essential graduation requirements and procedures. Students are expected to contact the Ed.D. advisor for the most current information. Please note that the information in the UW General Catalog supersedes the information contained in this handbook. It is your responsibility, as a student, to see that all requirements of the Graduate School and the Education Program at UWT are met. If you have any questions contact Sara Contreras at 253-692-4431, email: saracc@u.washington.edu.