



Kean University
Nathan Weiss Graduate College

Setting the Standard for Excellence

Ed.D. in Educational Leadership Program

Doctoral Student Handbook

2022-2023

Table of Contents

Welcome Letter	3
Part I: Completing Your Doctoral Program	4
Program Overview	4
Faculty	4
Department of Educational Leadership	4
Adjunct Faculty	4
Introduction	5
Completing Your Course of Study	5
Program Requirements	5
Course Sequence	6
Doctoral Courses	6
Course Descriptions	7
Credit Requirements and Time Limits	9
Academic Integrity and Plagiarism	9
Grades Grievance Procedures	9
Leave of Absence	10
Clinical Practicum in School District Administration	10
Graduation Application and Commencement	10
Doctor of Education Commencement Regalia	11
Deadline Dates for Filing Graduation Application	11
Graduation Dates	11
PART II: Completing Your Doctoral Dissertation	12
Dissertation Topics and Scope	12
“Key Players” in the Dissertation Process	12
Dissertation Process Summary	12
Getting Started: Timeframe for Finding Chair/Developing Topic	15
Dissertation Committee: Composition and Requirements	15
Committee Member Responsibilities and Grievances	16
Changing Committee Members	16

Protection of Human Subjects	16
Dissertation Proposal	17
Dissertation Proposal Presentation	17
Final Dissertation	17
Final Defense	17
Final Document Submission	19
Review by APA Editor	20
Editorial Style	20
Print Quality and Font	20
Margins	21
Pagination	21
Paper and Print Quality	21
Binding the Dissertation	21
General Requirements	21
Elements of the Dissertation	22
Title Page	22
Signature Page	22
Copyright Page	23
Abstract	23
Dedication (if preferred)	23
Acknowledgements (if preferred)	23
Table of Contents	23
List of Tables	23
List of Figures	24
Body of the Manuscript	24
References	24
Appendices	24
Appendix A - Format for Oral Defense	25
Appendix B - Title Page	28
Appendix C – Organization of the Dissertation	32

Welcome Letter

Dear Students,

I would like to take this opportunity to welcome you to the Ed.D. program at the Kean University College of Education. It is my sincere desire that your experience here will be a positive one and that you will grow as both a practitioner and a scholar. Please know that as a Department, we are here to assist you in any way possible so that your experience is a positive one.

The Ed.D. program in Educational Leadership seeks to develop visionary school leaders and transformational change agents, capable of making sound decisions pertaining to shifts in educational policies. Our doctoral program is a unique blend based on a scholar-practitioner model and sets ambitious learning outcomes for our students. Emphasizing theory, research, and practice, our distinguished and experienced faculty will provide you with a well-rounded educational experience.

This student handbook is written to guide you through your doctoral studies and the dissertation process. In the handbook, you will find information on faculty, course requirements, program policies, and dissertation procedures. Please take the time to carefully read and acquaint yourself with our policies and procedures. Should you have any further questions you can contact the Ed.D. Program Coordinator, Dr. Rafael Inoa.

It is our goal that you will receive your doctoral degree from Kean University and become a leader who will make a difference in your school community. To this end, we look forward to working with you throughout the program. Your success is important, as you will have a direct impact on the educational environment.

Best regards,

Steven LoCascio, Ed.D.
Director, Department of Educational Leadership

Part I: Completing Your Doctoral Program

Program Overview

The Kean University Ed.D. in Educational Leadership Program is dedicated to developing the next generation of educational leaders. With a focus on K-12 public school administration, the doctoral program prepares future administrators with the knowledge and skills needed to effectively lead school districts and educational organizations.

The curriculum, based on an innovative, interdisciplinary, professional oriented model, integrates coursework and practical experience, culminating in a full-year internship in a school district or education agency.

The Kean Ed.D. in Educational Leadership Program is designed to create an advanced and diverse learning environment which supports personal and professional growth.

Faculty

Courses are taught by faculty members from the Department of Educational Leadership and the College of Education.

Department of Educational Leadership

Steven LoCascio, Program Director, Ed.D., Indiana University of Pennsylvania

Efthimia N. Christie, Assistant Professor, Ed.D., Seton Hall University

Soundaram Ramaswami, Assistant Professor, Ph.D., Rutgers University

Rafael Inoa, Assistant Professor, Ph.D., Seton Hall University

Marnie G. McKoy, Lecturer, Ed.D., Seton Hall University

Carolyn Marano, Assistant Professor (WKU), J. D., New York Law School

Lauren Wells, Ph. D., Equity in Action Presidential Fellow, University of California Los Angeles

Adjunct Faculty

Ann Walko, Ed.D., Retired Associate Professor, Kean University

Courtney Pepe, Ed. D., Director of Instructional Technology, Perth Amboy Public Schools

Danny Robertozzi, Ed.D., Superintendent, Clifton Public Schools

Ed Izbicki Sr., Ed.D., Business Administrator, Garfield Public Schools

Kenneth King, Ed.D., Assistant Superintendent (retired), East Orange

Mary A. Garofalo, Ph.D., Educator, Passaic County Public Schools

Paula Howard, Ed. D., Former Assistant Superintendent, Orange Public Schools

Robert Zywicki, Ed. D., Superintendent, Mount Olive Public Schools

Roberta Freeman, Ed. D., Chief Academic Officer, Long Branch Public Schools

Shirley Fonseca, Ed. D/CI, Special Education Supervisor, Newark Board of Education

Stephanie Dorais, Ph. D., Assistant Professor, Kean University

Stephen Yurchak, Ed. D., Superintendent, Arlington School District

Introduction

This doctoral student handbook consists of two sections: *Completing Your Doctoral Program* and *Completing Your Doctoral Dissertation*. Each section describes the requirements, program elements, policies, procedures, and protocols that apply to all doctoral students from the time of admission to commencement. Please take time to review this handbook as you begin your studies and refer to it throughout your courses of study.

Completing Your Course of Study

It is the student's responsibility to follow the requirements, program elements, policies, procedures, and protocols contained in this handbook and in the [Kean University 2021-2022 Graduate Catalog](#). In addition, all students must meet the standards of academic integrity as found in the [Kean University Academic Integrity Policy](#). Violation of these standards results in disciplinary action. Students are expected to comport themselves professionally and ethically throughout their doctoral studies including all course work, the full-year administrative internship, and the dissertation research process.

This section of the handbook provides students with an overview of the Ed.D. in Educational Leadership Program and the process and procedures to be followed.

Program Requirements

The Doctor of Education (Ed.D.) in Educational Leadership Program requires that students complete 90-credits beyond a Bachelor's Degree. Up to 36 graduate credits are accepted for a Master's degree in Educational Administration. These credits will transfer to the Ed.D. Program upon the approval of the Program Coordinator and the Executive Director of the Department of Educational Leadership. If a student holds a Master's degree outside the approved prerequisite graduate programs, they will not be awarded the full 36 graduate credits. Students without an approved Master's degree may be provisionally accepted into the Ed.D. Program, but they will be required to complete Master's level courses in Educational Leadership, as they enroll in Doctoral level courses within the time specified by the Department. The prerequisite requirements are clearly articulated in the acceptance letter for all provisionally accepted students.

The Ed.D. Curriculum is comprised of 18 courses (3 credits each) for a total of 54-credits. Upon successful completion of 54-credits, students must maintain their status as matriculated students until they successfully complete and defend their dissertation. ***To maintain their matriculation status, students must register for a 2-credit course, Dissertation Continuation EDD 7103, while they work on their dissertation. This requirement is implemented in the Fall, Spring, and Summer I semesters until the successful defense of their dissertation.*** Students are expected to attend classes twice a week. Two courses will be offered every semester and in Summer I, for the whole cohort to take. Since it is a cohort model, students have to adhere to the scheduled/offered courses. Classes may also be scheduled on a Saturday at the discretion of the Department and availability of faculty.

Course Sequence

The course sequence applies to students who enter with an equivalent Master's degree totaling 36 credits. The course sequence that is offered may be subject to change. Students will be notified should this occur. In addition, upon completion of the 54 credits listed below, students must maintain their status as matriculated students by registering for EDD 7103, Dissertation Continuation, a 2-credit course for the Fall, Spring, and Summer 1 semesters until they successfully defend their dissertation.

Doctoral Courses

FOUNDATIONS – 18 CREDITS		
EDD 6001	Political Policy Analysis	3 credits
EDD 6002	Legal and Policy Issues in Education	3 credits
EDD 6005	Organizational Theory and Change	3 credits
EDD 6101	Personnel Administration and Negotiations	3 credits
EDD 6102	Educational Finance and Resource Allocation	3 credits
EDD 6103	Program Assessment & Evaluation	3 credits
LEADERSHIP – 12 CREDITS		
EDD 6004	Educational Leadership and Decision Making	3 credits
EDD 6104	Instructional Leadership	3 credits
EDD 6105	Leadership and Diversity Issues	3 credits
EDD 6003	School and Community Partnership	3 credits
RESEARCH METHODS- 9-12 CREDITS		
EDD 6302	Educational Research	3 credits
EDD 6330	Introduction to Statistical Methods	3 credits
EDD 6331	Qualitative Research Methods	3 credits
EDD 6340	Advanced Quantitative Statistics	3 credits

ADMINISTRATIVE PRACTICE- 6-9 CREDITS		
EDD 6201	Clinical Practicum in School District Administration I	3 credits
EDD 6202	Clinical Practicum in School District Administration II	3 credits

DISSERTATION- 6-8 CREDITS		
EDD 7101	Dissertation Seminar	3 credits
EDD 7102	Advanced Dissertation Seminar	3 credits
EDD 7103	Matriculation Continued	2 credits

Course Descriptions

EDD 6001 Political Policy Analysis (3 credits)

Doctoral students study and analyze the dynamics of the political process in educational communities as these dynamics apply to the development of policy.

EDD 6002 Legal and Policy Issues in Education (3 credits)

Doctoral students address legal issues in public education with special emphasis on New Jersey schools.

EDD 6003 School and Community Partnerships (3 credits)

Doctoral students explore the relationship between school districts and community organizations and how this relationship impacts teaching and student learning.

EDD 6004 Educational Leadership and Decision Making (3 credits)

Doctoral students explore research on educational leadership and decision making, and apply this research to the operation of an educational community.

EDD 6005 Organizational Theory and Change (3 credits)

Doctoral students study the history and application of organizational theory. Students also study the strategies for successful organizational change.

EDD 6101 Personnel Administration and Negotiations (3 credits)

Doctoral students address issues of personnel administration and collective bargaining in the context of public schools.

EDD 6102 Educational Finance and Resource Allocation (3 credits)

Doctoral students study the aspects of obtaining, managing, and expending funds.

EDD 6103 Program Assessment and Evaluation (3 credits)

Doctoral students develop an understanding of the principles of assessment with an emphasis on the context and format of standardized tests. Students also systematically analyze assessment data to facilitate evidence-based educational decision-making.

EDD 6104 Instructional Leadership (3 credits)

Doctoral students explore, analyze, and identify strategies and skills that promote effective instructional practices. Students also focus on performance based practice and assessment for documentation of learning and achievement.

EDD 6105 Leadership and Diversity Issues (3 credits)

Doctoral students use data-based research findings to inform their understanding of successful learning outcomes for all students. Diverse learning abilities are explored including gifted and special needs students.

EDD 6201 Clinical Practicum in School District Administration I (3 credits)

Doctoral students work independently for at least 10 hours per week under the direction of a mentor in a public school district central office for 15 weeks. Projects and activities that lead toward proficiency with NELP standards are completed.

EDD 6202 Clinical Practicum in School District Administration II (3 credits)

Doctoral students spend at least 10 hours per week working under the supervision of a mentor in a public school district central office. Projects and activities that lead toward proficiency with NELP standards are completed.

EDD 6302 Educational Research (3 credits)

Doctoral students develop a deeper understanding of the principles of research methodology through the study and analysis of the latest and most current research in all areas of education and community organizations.

EDD 6330 Introduction to Statistical Methods (3 credits)

This first course in Statistics will introduce statistical concepts and methods that will be needed for data analysis. Doctoral students learn the language of statistics and the use of appropriate statistical procedures; they also gain domain knowledge and analysis skills to interpret data and draw valid inferences. In learning these procedures, students will also gain proficiency in Software Package for the Social Sciences (SPSS).

EDD 6331 Qualitative Research Methods (3 credits)

This course will introduce doctoral students to the philosophy and methods of qualitative research. Through an examination of the evolution of qualitative research methods and through the practice of different strategies of inquiry, students will develop the skills necessary to design and conduct qualitative research.

EDD 6340 Advanced Quantitative Statistics (3 credits)

This second course in Statistical Analyses will build upon fundamental quantitative statistical concepts and introduce new constructs, concepts, and methods through the use and application of SPSS in order to facilitate advanced data analyses and model building.

EDD 7101 Dissertation Seminar (3 credits)

Doctoral students develop an understanding and apply the principles of advanced research design in order to facilitate the development and submission of a doctoral dissertation proposal. Action research methodology that focuses on education issues are emphasized.

EDD 7102 Advanced Dissertation Seminar (3 credits)

Doctoral students develop and apply the skills and knowledge gained in Dissertation Seminar in order to facilitate the completion and defense of a doctoral dissertation. Action research methodology that focuses on education issues are emphasized. Prerequisite: EDD 7101 or permission of program coordinator.

EDD 7103 Matriculation Continued (2 credits)

Doctoral students enroll to maintain status as matriculated students while completing their dissertations.

Credit Requirements and Time Limits

It is expected that students will complete the Ed.D. course requirements in 3 years. Students are required to complete all course work (54 credits) prior to defending their dissertation. While it is possible to complete the dissertation within a 3 ½ year time frame, most candidates require more time. **A 7-year limit has been set for the completion of all requirements for the degree.**

After the 7-year limit, students may get a one year extension, based on the recommendation from the Department. Periodically, the graduate office will send notices regarding student status, and if the office does not hear from the student, the student's status may be discontinued. During this 7-year period, if students need to take time off due to personal emergencies, they may do so by requesting a leave of absence from the Department and the Graduate Office. The leave of absence may be granted up to 1 year. **It should also be noted that unless the student is granted formal leave, they are required to register for Dissertation Continuation (EDD 7103) each semester after the completion of course work, until the oral defense of their dissertation.**

The seven-year time-to-degree period begins with the start of the first semester following admission to the Ed.D. in Educational Leadership Program.

Academic Integrity and Plagiarism

Kean University is committed to nurturing in its students the growth of intellectual reasoning, academic and professional values, personal and research ethics, and social responsibility. Kean University provides academically rigorous undergraduate and graduate programs that adhere to the twin principles of honesty and academic integrity. These principles are essential to ensuring

and maintaining excellence in the quality of its academic institutional programs and facilitating the intellectual development of its students. Therefore, academic dishonesty in any form – written or non-written, media or technology – seriously compromises the mission of Kean University to provide quality programs and opportunities for optimum development of all students.

Maintaining high standards of academic integrity is the obligation of all members of the Kean community – students, faculty, and administrators. It ensures the application of the highest academic standards and principles of conduct, honesty, and truth. An individual's work must reflect that person's own efforts and achievements. The University maintains that all members of the academic community are expected to employ the highest standards of academic integrity in their work. Any violation of such will be subject to a sanction based on the infraction, which may include a reprimand, reduction in grade, failing grade, suspension, or dismissal from the university.

Doctoral students violating the academic integrity policy will appear before the Doctoral Committee on Academic Standards as the first step in the process.

For the complete Academic Integrity Policy, please refer to the [Academic Integrity Policy](#).

Grades Grievance Procedures

Students must maintain a minimum grade point average (GPA) of 3.0 while completing the Ed.D Program. A GPA below 3.0 will result in academic probation and formal notification from the Director of Graduate Admissions. Appeal procedures for grades can be found in the [Kean University 2021-2022 Graduate Catalog](#).

Leave of Absence

Students who must leave the University temporarily either for medical or personal reasons may request a leave of absence. A leave of absence must be requested through the Office of Graduate Student Services. Included in the request should be the length of the leave and the circumstances surrounding the request. Leaves are typically granted for one or two semesters.

Students who have completed their course work, who are writing their dissertations and are enrolled in EDD 7103 – Dissertation Continuation, may request a one semester leave of absence for medical or personal reasons. During this leave of absence, students are not permitted to be in contact with their Dissertation Chair. This one semester leave of absence will be granted once. If a student fails to request a leave of absence, the student may have to re-apply to the University. If the student believes their leave will last longer than the maximum leave allowance (one academic year), the student will have to file a Re-Admission Application at the time they wish to resume their studies.

Clinical Practicum in School District Administration

During the beginning of the third year (fall), students will commence a full-year administrative field study under the guidance of a school superintendent or agency director and under the direction of a faculty advisor from the Department of Educational Leadership. The Clinical Practicum in School District Administration requires the completion of 300 hours of field work over two semesters. Students will have to complete a comprehensive portfolio that represents their progress toward meeting the Council for the Accreditation of Educator Preparation (CAEP) Standards for School District Leadership. This portfolio, which has multiple components, will be evaluated by the faculty advisor against a scoring rubric and requires a rating of proficient or better.

The CAEP standards are derived from and aligned with standards adopted by the National Educational Leadership Preparation (NELP) for the assessment of educational leaders. These standards have been adopted by the New Jersey Department of Education as the basis for licensure of school leaders.

The application for Clinical Practicums can be found on the [Departmental Forms](#) site under Ed.D. Field Application.

Graduation Application and Commencement

All students must file a Doctoral Graduation Application Form with the Office of Graduate Student Services prior to the application deadline stated below. The Doctoral Graduation Application Form must be obtained from the Office of Graduate Student Services, Office of the Registrar - Administration Building, 1st Floor (908) 737-5910 or visit [Office of the Registrar's Forms and Policies](#) and [Graduation Information](#). Failure to comply by the deadlines will delay the granting of the diploma. A graduation fee of \$100 must be paid to the Business Office and the receipt must be submitted with the application to the Graduate Student Services (Office of the Registrar - Administration Building, 1st Floor 908-737-5910).

Doctor of Education Commencement Regalia

Graduates who intend to participate in the May commencement ceremony should order their cap and gown by March 31st. Students have the option of ordering a standard black gown with a doctoral tam or a fine quality gown that is light blue with black velvet panels on the front and black velvet chevrons on the sleeves. The standard gown can be ordered through:

Customer Service | Oak Hall Cap & Gown
3812 Blue Ridge Drive | Roanoke, VA 24018
800-456-7623 Office| 540-387-2034 Fax
www.oakhalli.com

You should ask for the custom regalia for the Kean University Doctor of Education. Before calling, complete the measuring guidelines on their website. Again, orders must be placed by March 31st. It is recommended that this be done in conjunction with the filing of a Graduation Application Form.

Make sure that all grades and transcripts are on file in the Office of Graduate Student Services prior to the established graduation application date for each semester.

Deadline Dates for Filing Graduation Application (as of January 8th, 2022)

- January 2022 Application Now Closed
- May 2022 Application Now Open - DUE FEBRUARY 4
- August 2022 APPLICATION WILL OPEN FEBRUARY 4
- Also look at the [Kean Calendar](#)

Graduation Dates

The following defense deadline dates provide guidelines for successful completion of the defense to be eligible to meet the requirement for graduation.

- **January Graduate**, the candidate must successfully defend by November 1st and submit their final proofread dissertation by December 15th.
- **May Graduate**, the candidate must successfully defend by April 1st and submit their final proofread dissertation by May 1st.
- **August Graduate**, the candidate must successfully defend by June 1st and submit their final proofread dissertation by July 15th.

PART II: Completing Your Doctoral Dissertation

Dissertation Topics and Scope

The dissertation topic should be one that students feel passionate about, as they will spend a great deal of time conducting their action research. Students will engage in action research, which explores a problem or opportunity that exists in their school district and culminates with an action plan with specific recommendations for educational improvement. The research question(s) addressed in the dissertation should be deemed appropriate, significant, and relevant to educational leadership by the student's Dissertation Chair and Committee Members.

Students are expected to address current educational issues grounded in theory. The appropriateness of the action research topic, research question(s), and research methodology are conceptualized in the research and dissertation seminars and finalized in consultation with the Dissertation Chair.

The dissertation should demonstrate (a) mastery of theoretical, empirical, and applied literature relevant to the topic studied, (b) methodological knowledge relevant to the area of inquiry, (c) the ability to integrate research findings in a convincing, practical, and clear conclusion, and action plan, and (d) the ability to write clearly and concisely in the style adopted by the profession. In other words, the dissertation should be a sophisticated piece of written scholarship that demonstrates the ability to frame and address an educational issue and provide recommendations that can be adopted by practitioners.

“Key Players” in the Dissertation Process

Each dissertation committee will be comprised of at least three individuals: the doctoral dissertation chair and two additional dissertation committee members. The dissertation chair must be a Kean University faculty member from the Department of Educational Leadership **OR** the College of Education. One committee member can come from outside of the Department of Educational Leadership or the College of Education; however, prior approval of the Program Coordinator and Dissertation Chair is required. An outside member must be from another higher education institution and possess an earned doctorate from an accredited university. The Program Coordinator will recommend and aid the students in the selection of their chairs.

Dissertation Process Summary

The sequence of tasks required to successfully complete the dissertation is listed below with approximated program deadlines. Note that individual Dissertation Chairs may set earlier due dates. *It is recommended that students complete tasks earlier than the program deadlines.* Many of these tasks are described in detail in separate sections of this handbook. Forms must be submitted to verify some of these achievements. The required forms are available online at [Doctoral Forms](#).

The following dissertation tasks should be accomplished by the end of the Educational Research (EDD 6302):

- Develop possible topics/questions through exploration of relevant literature
- Develop a robust annotated bibliography; identifying research articles from top tiered journals
- Explore Institutional Review Board (IRB) requirements of Kean University AND the school district or education agency where research will be conducted
- Write a preliminary research proposal
- Complete Human Subjects Research training provided by the Collaborative Institutional Training Institute (CITI) program. CITI: <https://about.citiprogram.org/en/homepage/>. To determine which course(s) need to be completed, please refer to the Kean IRB website: [Training: Overview of Training Requirements](#).

The following dissertation tasks should be accomplished by the end of the Advanced Quantitative Statistics (EDD 6340) and/or Qualitative Research (EDD 6331):

- Develop proficiency in statistical methods and qualitative methods
- Expand methodology chapter

The following should be completed by the end of your second year (Spring & Summer I semester):

- In consultation with the Program Coordinator select dissertation chair (spring semester)
- Complete the [Dissertation Chair Form](#) and submit to the Program Coordinator
- In consultation with dissertation chair and Program Coordinator recruit two additional committee members
- Complete the [Doctoral Committee Form](#) and submit to the Program Coordinator

The following dissertation tasks should be accomplished by the end of the Dissertation Seminar (EDD 7101):

- Prepare Kean IRB application with dissertation chair
- Obtain IRB approval/site authorization from research site (school district/education agency)
- Submit [Kean IRB application](#) (ONLY after successful proposal hearing)
- Write final draft of Chapter 2 (chair/committee approved)
- Under the guidance of the dissertation chair, schedule the dissertation proposal hearing with the full committee at least two weeks prior to the proposal presentation date.
- Present dissertation proposal to committee
- Submit signed [Approval of Dissertation Proposal](#) form to the Program Coordinator on the day of the proposal presentation. Attach your IRB approval letter and PPT presentation to the form.

The following dissertation tasks should be accomplished by the end of Advanced Dissertation Seminar (EDD 7102):

- Write final drafts of Chapters 1 and 3 for approval by dissertation chair and committee members.
- Start collecting and analyzing data (ONLY after IRB approval)
- Make sure the following forms have been signed and submitted to the Program Coordinator:

- [Doctoral Student Information Form](#)
- [Dissertation Chair Form](#)
- [Doctoral Committee Form](#)
- [Approval of Dissertation Proposal Form](#)
- IRB Approval Form (you would have received this from the IRB)

The following dissertation tasks should be accomplished while maintaining student status (EDD 7103):

- Continue to refine and complete Chapters 1, 2, and 3 with your dissertation chair and committee.
- Continue with data analysis and write chapters 4 & 5 until approved by the chair and committee members.
- Follow all suggestions of your dissertation chair and committee members in preparation for oral defense.

Preparing for the Oral Defense of Dissertation

- File Doctoral Graduation Application Form with the Office of Graduate Student Services. For more information, visit the [Graduate Degree Candidates](#) page or contact the [Nathan Weiss Graduate College](#).
- Submit the signed [Approval for Oral Defense Form](#) to the Program Coordinator at least two weeks prior to the defense date
- Schedule the oral defense in consultation with the dissertation chair, committee members, and the Program Coordinator
- Submit dissertation abstract to Program Coordinator at least two weeks prior to the final defense date
- Submit dissertation to committee members for review
- In collaboration with dissertation chair finalize dissertation, abstract, and PowerPoint presentation

Oral Defense of Dissertation

- Provide hard copy of your abstract and PowerPoint to all in attendance at your defense
- Present dissertation to dissertation chair, committee members, fellow students, and interested members of the Kean Community
- Respond to questions posed by dissertation chair, committee members, fellow students, and interested members of the Kean Community
- Bring three (3) copies of the dissertation signature page and the [Final Dissertation Oral Defense Form](#) to the defense to obtain signatures after defense
- Submit signed *Final Dissertation Oral Defense Form* to the Program Coordinator on the day of the dissertation defense
- If required, revisions must be clearly articulated on the *Final Dissertation Oral Defense Form* (or on a separate paper attached to the form) along with due dates for revisions

After the Dissertation Defense

- Make final revisions to the dissertation (depending upon defense outcome) within the time specified by the committee (within 2 weeks).
- Submit chair-verified dissertation to an APA Style Editor for review (allow four weeks)

for this process and another week for obtaining signatures and making copies)

- Following APA editing services are suggested:
 - <https://edit911.com/>
 - <https://proofreadingpal.com/>
- English editing services:
 - <https://proofreadingpal.com/>
 - <https://www.aje.com/>
- Obtain signature-verification on the signature page of the dissertation from the dissertation chair that defense revisions are accepted.
- Submit a copy of your signature page to Graduate Student Services. This provides documentation of a successful defense.
- Submit the dissertation document for publishing through [UMI/ProQuest/Dissertation Abstracts International](#) or www.etsdadmin.com.
- Students should arrange for the binding of their dissertation on their own through Staples, OfficeMax, www.thesisondemand.com, or a similar professional business.
- A bound copy of the dissertation should be submitted to the program coordinator and your dissertation chair **within six weeks of oral defense**.

Getting Started: Timeframe for Finding Chair/Developing Topic

Students are advised to consider possible dissertation topics from the beginning of their graduate experience. Through coursework, conversation, and review of the literature, it is expected that a topic will emerge that is suitable for the student to pursue as a dissertation. Serious efforts to find a suitable topic with the dissertation chair should begin no later than the spring of a student's second year in the program.

Dissertation Committee: Composition and Requirements

As indicated above, each dissertation committee will be comprised of at least three individuals: the dissertation chair and two additional dissertation committee members.

The dissertation chair must be a member of the faculty of the Department of Educational Leadership OR the College of Education. The second member of the dissertation committee must be a faculty member at Kean University. On occasion it will make sense for a student to have a third full committee member from another department within the university or from another university. If a third committee member outside of the Department is desired, the student must submit a copy of this potential member's curriculum vitae (CV) for approval by the Program Coordinator and the Executive Director of the Department of Educational Leadership.

During the second year of the program students should meet with the Program Coordinator to discuss their topic and seek advice on (a) the topic of the dissertation and (b) faculty/others to serve as dissertation chairs and committee members. The Program Coordinator is responsible for maintaining accurate records to ensure the distribution of research supervision is spread equitably among the members of the faculty. If a student asks for a faculty member who is already chairing more than 4 dissertations, the student will be advised to select another chairperson.

Committee Member Responsibilities and Grievances

All committee members are expected to attend the proposal presentation/defense and the final dissertation defense. Committee members must also be available to attend any additional meetings called by the dissertation chair.

If a student feels that the conduct of any committee member is inappropriate or not helpful, the student should first discuss this grievance with the dissertation chair. If the grievance remains unresolved and threatens to impede completion of the dissertation within deadlines, the student should consult with the Program Coordinator to resolve the problem.

If a student feels the conduct of the dissertation chair is inappropriate or not helpful, the student should discuss the grievance with the Program Coordinator. When the Program Coordinator is serving as the dissertation chair, the grievance should be taken to the Executive Director of the Department of Educational Leadership.

Changing Committee Members

Changes in committee members are rare and require the approval of the Program Coordinator. Chairs or committee members who leave Kean University may continue to serve on the committee if that is mutually acceptable. If it is not, students can discuss potential replacements with the Program Coordinator. If a student wishes to change committee members, this request should be made in writing to the Program Coordinator. The letter should indicate compelling reasons for the change. If approved, new committee members must complete the relevant forms for appointment to the Committee. If the Program Coordinator is a member of your dissertation committee that you want to replace, your concerns should be discussed with the Executive Director of the Department of Educational Leadership.

Protection of Human Subjects

Every dissertation study must have clearance from the Kean University Institutional Review Board (IRB). This requirement includes all research, from data analysis to research involving surveys, focus groups, and interviews.

The IRB application must be approved by the dissertation chair before submission to the University IRB Committee. Students should keep in mind that if their research involves students, teachers, or school administrators, the school district will most likely require its own IRB application and approval.

The IRB Application Form, instructions, deadlines, and other important information are available through Kean's Office of Research and Sponsored Programs website: [IRB & Research Compliance](#).

Students and their dissertation chairs are jointly responsible for submitting the IRB application. The dissertation chair serves as the student's faculty sponsor on the IRB Application Form. If

data is not collected within 1 year of receiving IRB approval, students will need to request an extension through the Office of Research and Sponsored Programs.

Dissertation Proposal

The dissertation proposal (the first three chapters of the dissertation) is often presented as a PowerPoint. The proposal is regarded as a contract, binding both to the student and the University. If the student does not complete the project as outlined in the proposal – for example, if the student discovers the chosen methodology will not work – the student must discuss with the dissertation chair and committee members how any changes caused by a change in methodology will be addressed. Conversely, if the research is carried out as outlined in the proposal, the student is protected from demands for major additions or revisions later in the process. Given that it is not possible to know in advance everything about a given literature, the student should expect some changes in the structure or focus of the project. However, these changes should be minor and should be consistent with the scope of the research outlined in the proposal.

Typically, students will work with the dissertation chair on a number of drafts before the rest of the committee sees the dissertation proposal. However, some committees may adopt a more collaborative strategy, working together throughout the development of the dissertation proposal. The student should make sure that all of their committee members are given sufficient time (**at least 3 weeks**) to read and reflect upon the proposal prior to the presentation. The chair has the right and responsibility to NOT approve the dissertation based on its failure to meet department expectations, as outlined in this handbook.

Dissertation Proposal Presentation

Students are responsible for scheduling the proposal presentation with their dissertation chair and committee members. The presentation of the dissertation proposal is designed to ensure that students have a workable plan for their research that meets the standards of scholarship appropriate to earning a doctoral degree. The presentation also allows the committee to come to a clear agreement about the structure and scope of the research. The proposal presentation is an opportunity for the student to strengthen their research design and address any concerns or limitations prior to undertaking their research. Upon approval of the dissertation proposal, students must submit the signed *Approval of Dissertation Proposal* form along with a copy of the proposal PPT and IRB certification letter to the Program Coordinator.

Final Dissertation

Eligibility requirements for defending the dissertation consists of completing all required coursework with a minimum of a 3.0 cumulative grade point average.

The dissertation should present a critical review and synthesis of relevant literature that ends with clear conclusions about, and implications for, the issue that has been researched. As a significant piece of scholarship, the final dissertation should be organized, well written, and thoroughly researched.

Final Defense

When the dissertation chair and committee members are satisfied with the dissertation, they will inform the student that they may proceed to the final defense of the dissertation. It is up to the candidate to confer with the dissertation chair and committee members to finalize the date and time for the defense. It is up to the candidate to ensure a date that enables all committee members to participate in the defense.

The Program Coordinator will send an email inviting other students and faculty to the oral defense. A one-page abstract of the dissertation, that includes the problem statement, the research question(s), an overview of the methodology, and a summary of the findings and implications will be sent to all students and faculty along with the notice of the date, time, and location of the oral defense. A sample format for the dissertation abstract is included in the Appendix (see Appendix A – Format for Oral Defense).

The purpose of the final defense is to assess the student's knowledge of their subject and the ability to analyze, synthesize, and integrate the relevant literature, prior research, and their own research. The dissertation abstract and PowerPoint should be provided to all in attendance.

The formal oral defense typically takes 30-45 minutes. Students are encouraged to develop a PowerPoint presentation consisting of **no more than 20 slides**. The formal presentation will be a synopsis of the research that includes what led to the student's interest in the issue, how the student approached the literature and framed their research questions and hypotheses (if appropriate), followed by a cogent discussion of the methodology they used, what they found, what their findings infer and imply, the limitations of their research, their recommendations or action plan, and what future research they propose.

This formal presentation is followed by questions and comments from the members of the dissertation committee. After the committee has had the opportunity to ask questions, the dissertation chair will invite those in attendance to ask questions. Students should be prepared to discuss all aspects of their research.

After the student has responded to all questions, the dissertation chair will excuse the student and others in attendance while the committee deliberates. When a majority (two of the three) of members achieves a consensus, the student is invited back to the meeting and informed of the results.

The student will need to bring the *Final Oral Defense of the Doctoral Dissertation* form to the defense. In addition, students should **bring three copies of the signature page (making sure it is the same heavy weight cotton paper [25% cotton] that the dissertation will be printed on)** to the dissertation to the defense. The two committee members should sign the oral defense form and the signature pages after the defense is successfully completed.

The dissertation chair withholds their signature on the signature page and the oral defense form until all revisions have been made by the student and approved. They also withhold their

signature until the student has had the dissertation edited by an APA editor. Once the dissertation is edited, the dissertation chair reviews the document, and their signature then represents acceptance of the final dissertation.

After the oral defense, the dissertation committee will have four options for evaluating the dissertation.

1) **Pass** - This evaluation will be given to a student if the defense is satisfactory and if there are only typographical or format changes to be made to the document.

2) **Pass with Minor Revisions** – This evaluation will be given to a student when the oral defense is satisfactory but there are some corrections to the dissertation that need to be made of an editorial nature or that are otherwise so minor that the Committee Members would not need to reconvene to discuss the corrected version of the dissertation with the student. The student would have **2 weeks** to present the corrected version of the dissertation to the dissertation chair and committee members. **If after this time period the student has not satisfactorily made all of the requested revisions, the student would be required to register for EDD 7103, Dissertation Continuation, until the needed revisions to the dissertation are completed by the Dissertation Committee.**

3) **Pass with Major Revisions** – This evaluation will be given to a student when the oral defense is satisfactory but there needs to be substantial additions or changes in the dissertation that would require another meeting of the Committee to discuss the revised version of the dissertation with the student (e.g., substantial additional data analyses or revision of the discussion section). **The student would have 12 weeks to present the revised version of the dissertation to their committee members during which time the student must register for EDD 7103, Dissertation Continuation, until the needed revisions to the dissertation are completed by the Dissertation Committee.**

4) **Fail** – This evaluation will be given to a student if, based on Dissertation Committee consensus, the oral defense was unsatisfactory or the dissertation as presented failed to achieve the expected standards of scholarship, which cannot not be remedied by a revision (e.g., incorrect use of a theoretical model or a situation requiring additional data collection). Whatever the specific reasons, a major rewrite of the dissertation would be required.

In the unlikely case that this happens, students will be provided with a clear explanation of why they failed. Students will also be provided with the opportunity to discuss the decision with the Program Coordinator and Department Chair. Once this discussion has taken place, the dissertation chair will inform the student, in writing, about what must be done to remedy the deficiencies. The student will also be required to register for EDD 7103 Dissertation Continuation until the needed revisions to the dissertation are completed and approved by the Dissertation Committee. Failure in a second defense would constitute failure to achieve the scholarship standards of the program and would effectively terminate the degree.

A student has the right to appeal an academic evaluation. The procedures for such a grievance are provided in the Kean University Graduate Student Catalog.

Final Document Submission

Students are required to submit their dissertation for publication through *Dissertation Abstracts International/UMI Dissertation Publishing/ProQuest*. Students who upload their dissertations for publication must complete the copyright page. Students must include the signature page of their dissertation when uploading. In addition, students must provide a copy of the signature page to Graduate Student Services. This indicates successful completion of all degree requirements and allows for online approval of publication through [UMI/ProQuest/Dissertation Abstracts International](http://www.umi.com) or www.etsdadmin.com.

Review by APA Editor

Following a successful defense and the approval of any modifications to the dissertation by the student's dissertation chair and/or committee (verified by signatures on the signature page of the dissertation), students should submit their dissertation to an APA editor for final editing and formatting. Once the APA editing is complete, the dissertation chair will sign the signature page in preparation of binding.

Editorial Style

The most current version of the *APA Publication Manual* is the authority both for writing style and typing instructions. The *APA Publication Manual* includes a description of formatting dissertations.

The student's committee members, especially the dissertation chair, have the responsibility for ensuring the dissertation's compliance with Kean's standards for scholarship. Committee members will provide editing suggestions regarding clarity and organization, in addition to content. It is not the responsibility of the dissertation chair or committee members to make grammatical or style edits to a student's dissertation. Students are responsible for submitting their dissertation, upon final approval, to an APA style editor for final APA edits.

Most errors in editorial style occur because students do not realize there are rules for organization, hyphenation, etc. As a grammar text, the *APA Manual* is far from comprehensive, but it nevertheless does an excellent job of covering many points that seem to give students most trouble (e.g., headings, indentation of long quotations, citations of published references, and reference format). Some of the rules are largely universal today; others take a position where several forms are acceptable among grammarians (e.g., a comma after the penultimate item in a series). Look at the APA manual as to how chapter headings and subheadings should be used in the manuscript.

Respect for diversity includes consideration of bias in language. The *APA Manual* also provides guidelines for reducing such bias. Specific examples are given to help guide revisions of text. Recommendations address gender, sexual orientation, racial and ethnic identity, physical challenges, and age.

Print Quality and Font

The final dissertation document requires letter-quality printing. The font should be **12 point** with typeface of **Times New Roman**, although other fonts are approved by APA. Check with your Dissertation Chair if any questions or concerns arise.

Margins

A **1" left margin** should be used, half of which will be taken up by binding and a **1" margin for all other edges**. Page numbers must be included within these margins. The right margin should not be justified. The words at the end of a line should not be hyphenated. (See the *APA Manual* for additional guidance.)

Pagination

All pages starting with the Copyright notice page and ending with the List of Tables and/or List of Figures require a lowercase Roman numeral at the bottom and center of the page. Arabic numbers are used for the rest of the document starting with the Body of the text or the first page of Chapter 1. These page numbers go in the upper right-hand corner and the font should be formatted the same as in the rest of the dissertation. Starting with the "Manuscript title page," page numbering and ordering follow *the APA Publication Manual* guidelines for manuscripts.

- Dissertation title page (separate page, no page number)
- Signature page (separate page, no page number)
- Copyright notice page (separate page, numbered page i)
- Abstract (separate page, numbered page ii)
- Dedication (optionally included after the final dissertation defense on separate page, numbered page iii)
- Acknowledgement (separate page, numbered page iv)
- Table of contents (start on a separate page, numbered v)
- List of Tables (start on a separate page, numbered vi)
- List of Figures (start on a separate page, numbered vii)
- Body of text - Chapters (start on a separate page, numbered page 1)
- References (start on a separate page, numbered sequentially after text)
- Appendices (start each on a separate page, numbered sequentially after references)

Paper and Print Quality

The final copies of the dissertation for binding should be printed or photocopied onto a **heavy weight cotton paper (25% cotton)**. If the student takes their dissertation to a retail/office facility to have the text copied onto the appropriate paper, make sure that:

- the highest quality machine is used,
- the paper is inserted so that the watermark on the paper is in the correct direction

Binding the Dissertation

Students should provide 2 copies of their bound dissertation to the Department. Students may bind their dissertation through Staples, OfficeMax, www.thesisondemand.com, or a similar professional business.

General Requirements

The [Publication Manual of the American Psychological Association \(APA\), latest edition](#) will serve as the basic reference manual for the dissertation style. The following instructions follow APA format and should serve as a guide in the preparation of the doctoral dissertation.

Elements of the Dissertation

- Title Page
- Signature Page
- Notice of Copyright
- Abstract
- Dedication (if preferred)
- Acknowledgements (if preferred)
- Table of Contents
- List of Tables
- List of Figures
- Dissertation Chapters
- References
- Appendix A
- Appendix B
- Appendix C, etc.

NO RUNNING HEAD

Title Page

The dissertation document has a title page that identifies the document as a dissertation. The title of the dissertation, which is a descriptive title of no more than 10 words in length, appears centered at the top of the page, above the candidate's name. The candidate's name appears on the title page as recorded with the Kean University registrar. The names of the dissertation chair and committee members are included on the title page. The statement "Submitted in Partial Fulfillment of the Requirements for the Doctor of Education Kean University" appears below the names of your committee members. The month and year of graduation appears at the bottom of the title page.

A sample of the Title Page is provided in Appendix (see Appendix B – Dissertation Title Page, Signature Page, Copyright Notice Page).

Signature Page

The signature page, while very similar to the title page, contains additional information not found on the title page and includes the signatures of your dissertation chair and committee members. Students are required to bring three copies of this page to their defense to obtain the required signatures.

In addition to the title of the dissertation, followed by the student's full name, the signature page contains the following statement:

Dissertation presented to the Nathan Weiss Graduate College, Kean University, in partial fulfillment of the requirements for the degree of Doctor of Education in the Department of Educational Leadership Under the guidance of [Typed Name of Dissertation chair] and approved by [provide three lines for the signatures of committee members].

Under the lines for the signatures appears the city where the defense took place: Union, New Jersey and under that the date of the oral defense.

A sample of the Signature Page is provided in Appendix B – Dissertation Title Page, Signature Page, Copyright Notice Page.

Copyright Page

If the dissertation is copyrighted, this notice should follow the title page. The copyright symbol © should be accompanied by the full legal name of the author and the year in which the copyright is secured. This notice should begin 4 ½ inches from the top of the page. The following format is recommended:

© Copyright by Mary Jones, 20XX
All Rights Reserved

A sample of the Copyright Page is provided in Appendix.

Abstract

The abstract of the dissertation must begin on a new page and should adhere to the guidelines presented in the APA manual. The heading “Abstract” should be centered followed by the title of the dissertation. An Abstract is a succinct **one-page summary** of the research conducted. It should address the major research questions, participants, methods, key results, and conclusions. It should be a single paragraph and should not include any formulas, diagrams, or other illustrations.

Dedication (if preferred)

Acknowledgements (if preferred)

Table of Contents

A sample Table of Contents is provided in Appendix C. Information in the Table of Contents should begin with the Abstract, Dedication, Acknowledgement, List of Tables, and List of Figures, followed by the chapter titles and all major and minor headings. A heading should be presented exactly as it appears in the body of the dissertation. The subheadings should be indented. All the headings should be given page numbers, at the right side of the page, connected by dotted lines. Double space should be used throughout the Table of Contents. See the example provided in Appendix C – Organization of the Dissertation.

List of Tables

Tables and figures are incorporated appropriately into the text of the dissertation. Depending on the size of the tables/figures, they can be placed in the same page with the text that references them or in a separate page following the reference in the text. Figures must be placed on a separate page immediately after the page on which they are referred. Following the Table of Contents, a List of Tables is presented in numerical order, with their title and page number.

List of Figures

If figures are included in the text, a List of Figures with their titles and page numbers is also provided.

Body of the Manuscript

The sections of the manuscript are regarded as chapters and each of these chapters begins on a new page. The usual chapter headings are Introduction; Review of the Literature; Methodology; Results/Findings; and Summary, Conclusions, and Action Plan. Each of these headings follow the chapter numbers.

References

References should follow the last chapter of the manuscript, preceding the appendices. The reference list must be double spaced, and entries should have a hanging indent.

Example:

Snyder, M. R. (2007). The Education of Indentured Servants in Colonial America.
Journal of Technology Studies, 33(2), 65-72.

*See *APA Manual* for additional examples.

Appendices

Relevant information not contained in the body of the dissertation may be included in the Appendix. For example, the results section might not include all of the statistical analyses that

were computed or all of the tables or figures for non-critical data presentations. The analyses and tables/figures may be included in the Appendix. In addition, copies of a survey administered or interview questions and focus group guidelines should be included in the Appendix.

Appendix A
Format for Oral Defense

ABSTRACT

Student's Name

Committee Chairperson's Name

Dissertation Title

Date of Defense

Abstract:

Problem Statement

Research Question

Methodology

Key Findings

This should be one page in length. This will be handed out at the oral defense and will be sent, electronically, to other Ed.D. students and faculty, at least 1 week in advance of the defense.

Appendix B

Dissertation Title Page, Signature Page, Copyright Notice Page

[Dissertation Title Page]

Title of the Dissertation
[Double Spaced in title case]

By

Name of the Student

Dissertation Committee

Dissertation Chair

Committee Member I

Committee Member II

Submitted in Partial Fulfillment of the Requirements for the
Degree of Doctor of Education
Kean University
20XX

[Signature Page]

Title of the Dissertation
[Double Spaced in title case]

By

Name of the Student

Dissertation presented to the
Nathan Weiss Graduate College,
Kean University, New Jersey
in partial fulfillment of the requirements
for the degree of

Doctor of Education in the
Department of Educational Leadership

Under the guidance of

Name of the Dissertation Chair

and approved by (signatures of all members)

Union, New Jersey

Month, Year

[Copyright Notice Page]

© 20XX

Your Full Legal Name

All Rights Reserved

[Center this notice in the lower third of the page. The circled “c” must be in lower case. The proper form of this page secures your copyright. The year listed is when you submit your final dissertation document.]

Appendix C
Organization of the Dissertation

[Organization of Dissertation – Sample]

Dissertation Title Page

Signature Page

Copyright	i
Abstract	ii
Dedication	iii
Acknowledgements	iv
Table of Contents	v
List of Tables	vi
List of Figures	vii
Chapter 1 Introduction	xx
Background	xx
Statement of the Problem	xx
Purpose of the Study	xx
Research Questions	xx
Hypothesis [depends on dissertation]	xx
Significance of the Study	xx
Research Design	xx
Rationale of the Research Design	xx
Assumptions	xx
Limitations/Delimitations	xx
Definition of Terms	xx

Chapter Summary	XX
Chapter 2 Review of the Literature	XX
Introduction	XX
Historical Information/ Descriptive Information [if applicable]	XX
Conceptual /Theoretical Framework	XX
Review of Selected Literature	XX
Chapter Summary	XX
Chapter 3 Methodology	XX
Introduction	XX
Research Setting	XX
Participants/ Sample	XX
Data Collection/Management	XX
Data Analysis	XX
Validity/Reliability OR Trustworthiness	XX
Positionality	XX
Ethical Considerations	XX
Chapter Summary	XX
Chapter 4 Results/Findings	XX
Introduction	XX
Analysis of data	XX
Discussion of Results [as related to the research questions]	XX
Chapter Summary	XX
Chapter 5 – Summary, Conclusions, and Action Plan	XX

Introduction	XX
Summary and Discussion of Results	XX
Action Plan/Recommendations	XX
Future Research	XX
Conclusion	XX
References	XX
Appendices	XX

Note: The above Table of Contents is a sample; dissertations may deviate from this organization as long as a clear argument for doing so can be made. **Introduction** need not be a subheading in each chapter, but there should be an introductory paragraph.