



Department of Educational Leadership
Handbook of Policies & Procedures

School of Education
Cambridge, MA
Cambridge College, 2009

This copy of the Handbook is current as of April 2009. Any subsequent updates may be found online at <http://www.cambridgecollege.edu/edleadership/?q=handbooks>.

TABLE OF CONTENTS

	Page
INTRODUCTION	4
About Cambridge College	4
Accreditation & Authorization	4
About the School of Education	4
About the Department of Educational Leadership	4
DEPARTMENTAL POLICIES & PROCEDURES	5
Advising	5
Coursework	6
<i>Course Waivers</i>	6
<i>Independent Studies</i>	7
<i>Grading</i>	7
Degree Completion	7
<i>Late Completions</i>	7
<i>Active Candidacy</i>	8
<i>Leaves of Absence or Withdrawal</i>	8
<i>Degree Conferral</i>	9
DEPARTMENTAL LOGISTICS	9
Technology & Research Resources	9
<i>Internet</i>	9
<i>MyCC Web Portal</i>	9
<i>Email</i>	10
<i>Online Library</i>	10
<i>Technical Support</i>	10
DOCTORAL PROGRAM POLICIES & PROCEDURES	10
Program Options	10
<i>Dual-Degree Status</i>	11
Admission to the Doctoral Program	12
<i>Basic Eligibility Requirements</i>	12
<i>Application Requirements</i>	12
<i>Access to Application Records</i>	12
<i>Basis of Admission</i>	13
<i>Admission Decisions and Appeals</i>	13
<i>Re-Applying for Admission</i>	13
<i>Intent to Matriculate</i>	14
<i>Deferring Matriculation</i>	14
Transfer of Credit	14
Changing Academic Programs	16
Coursework and Program Requirements	16
<i>Practicum</i>	16
<i>Licensure</i>	16
<i>CAGS-level Coursework</i>	16
<i>Doctoral Courses and Substitutions</i>	17
<i>Introduction to the Dissertation (EDL 900)</i>	17

<i>Dissertation Research and Advising Coursework</i>	17
<i>White Paper</i>	18
<i>Doctoral Degree Conferral</i>	18
<i>Hooding and Commencement Ceremony</i>	19
DOCTORAL LOGISTICS	19
National Institute for Teaching Excellence (NITE)	19
Transportation	19
Computers	20
Research Fee	20
Citation Software	20

INTRODUCTION

The purpose of this handbook is to supplement the policies and procedures found in the Cambridge College Academic Catalog by providing information that is more specific and detailed for students and faculty in the Department of Educational Leadership.

About Cambridge College

The mission of Cambridge College is to provide academically excellent, time-efficient, and cost-effective higher education for a diverse population of working adults for whom those opportunities may have been limited or denied. Cambridge College is a learning community where working adults build their education on a lifetime of learning through practices that honor and empower them. Our teaching and learning model is based on our extensive experience serving adult students.

Accreditation & Authorization

Cambridge College is accredited by the New England Association of Schools and Colleges, Inc (NEASC) through its Commission on Institutions of Higher Education. All Cambridge College degree programs are authorized by the Massachusetts Board of Higher Education.

About the School of Education

The School of Education serves working professionals who are returning to higher education. Our adult education format empowers students to bring their own personal and professional life experiences into the classroom. It provides students with the opportunity to study educational philosophy, content, and pedagogy and their impact on individuals, groups, and communities. The School puts strong emphasis on student-centered curriculum, peer learning, and the linkage between theory and practice. This educational model supports adults in remaining lifelong learners.

About the Department of Educational Leadership

The Department of Educational Leadership offers a Master of Education (MEd), Certificate of Advanced Graduate Studies (CAGS) and Doctor of Education (EdD) programs, which are focused on educational leadership, with concentrations available in school administration, curriculum and instruction, and special education administration. The goal of the department is to provide students with opportunities to master new areas of practice, broaden their knowledge and skills, and participate at the highest levels of educational research, change, and reform. The faculty and staff are committed to helping students making a systemic difference at the local, regional, and national level of the educational system.

DEPARTMENTAL POLICIES & PROCEDURES

Advising

All non-academic advising (course options, course loads, transfer credits) is conducted by the Department Director and Assistant Dean, who provide each student with an individualized worksheet to help with this process. Academic advisors are assigned based upon the student's program of study:

- MED-level: Students completing the proseminar sequence are assigned an academic advisor, which is the instructor leading the first professional seminar (EAD 691 or EUA 691).
- CAGS-level: Students completing the CAGS research sequence will be assigned a Research Advisor, typically the instructor leading the first professional research course (ECL 800). For doctoral students, this advisor may continue on as the student's dissertation advisor only if approved by the Assistant Dean.
- EDD-level: Dissertation advisors conduct all academic advising, including the dissertation, white paper, supplemental coursework, and concentration electives. Students are assigned a dissertation advisor during *EDL910 Dissertation I*. Preliminary dissertation advising is available for students who enroll in *EDL900 Dissertation Orientation* prior to the summer residency.

Academic advisors will determine individually when and how often to meet with advisees. Students should note that Cambridge College faculty are not required to be in contact with advisees during inter-term periods. They should make note of the start and end dates for each term and plan with their advisor to meet deadlines accordingly.

Outlined below are the roles and responsibilities of the various people/offices available to students in the Educational Leadership Department.

Faculty:

- Provides course advising
- Maintains authority over course grading
- Gives referrals to student academic support services (SASS)

CAGS Research Seminar or MEd Proseminar Leader:

- Acts as primary academic advisor
- Works with students to chart their academic path
- Provides professional development advising
- Guides students in the development of the ARP/ILP
- Answers basic questions regarding Practicum and Pre-Practicum experiences
- Gives referrals to student academic support services (SASS)

Practicum Coordinator:

- Provides detailed information for students anticipating practicum

- Assigns College Supervisors for each licensure student (see Practicum Handbook)
- Maintains all practicum records (in collaboration with the Department and Licensure Offices)
- Signs practicum forms and documents

Dissertation Advisor:

- Acts as primary academic advisor for doctoral students; assigned during the summer residency
- Guides students in the development of the dissertation
- Chairs the dissertation committee
- Guides the development of the white paper and evaluates final product
- Gives referrals to student academic support services (SASS)

Department Director:

- Answers questions about policies and procedures
- Provides logistical advising for how and when degree requirements may be met

Assistant Dean, School of Education:

- Oversees all programs within the Department of Educational Leadership
- Provides supplemental academic advising
- Reviews and resolves student issues
- Maintains authority to waive certain program requirements and approve transfer credits
- Signs academic forms and documents

Dean, School of Education:

- Oversees all programs within the School of Education
- Provides regulatory oversight
- Maintains policies and standards of the College
- Final arbiter of student issues

Coursework

Course Waivers

Students may request to waive a required course and replace it with another course. Research, dissertation and practicum seminars may not be waived under any circumstances. The Assistant Dean must give approval for all course waivers, and will use the following criteria:

1. The number of credits is the same.
2. Course content is appropriately aligned with the student's degree program.
3. Student has met any prerequisites of the course.
4. Course instructor approves of the student's enrollment in the course (it must be open to non-majors).
5. The student's academic advisor gives approval.

Students in a master's degree program at Cambridge College may enroll in 700-level CAGS courses offered in the School of Education, with a course waiver from the Assistant Dean. However, they may not enroll in 800-level CAGS courses until they apply and are admitted to the CAGS program. The basis of admission for the CAGS program is a conferred master's degree.

Independent Studies

Students may with the approval of the advisor conduct an independent study to fulfill credits. An independent study must be at the appropriate level and organically linked to the program of study. It is the student's responsibility to organize the independent study, including finding a faculty advisor, developing the format, timeline and content. When necessary, students may complete supplemental courses through distance learning. The student and instructor must complete the proper paperwork (see the Faculty Resources webpage) for the independent study and submit it to the Assistant Dean.

Grading

See *Academic Catalog* for complete Cambridge College grading policy. All doctoral-level and CAGS-level coursework is graded on the scale of A, A-, B+, B, INC (incomplete), or NC (no credit). All doctoral-level dissertation work (e.g., EDL 900, 920, 930, 940, 941, 942) is graded on a scale of CR or NC (credit or no credit). Advisors are authorized to translate a grade of "credit" into an equivalent letter grade, if requested by the student.

Degree Completion

Late Completions

MED-level: EAD 800 is a three-credit course focused on the completion of the Independent Learning Project (ILP). If the ILP is not completed in the term in which a student is enrolled in EAD 800, he receives an INC and must register for EAD 801 in the term when he is ready to receive advising and complete the ILP. He will be charged a fee for this course, but not full tuition. He must complete the ILP within the term in which he is registered for EAD 801 or he will have to take it again, each time paying the fee. Upon completion, EAD 801 receives a grade and will show up on his transcript, replacing the incomplete for EAD 800. If the student does not complete the ILP within three years of registering for EAD 800, he must register for EAD 800 and pay full tuition again when he is ready to return and complete the work.

CAGS-level: ECL 807 is a one-credit course focused on the completion of the Action Research Project (ARP). If the ARP is not completed in the term in which a student is enrolled in ECL 807, she receives an INC and has the following term to complete the ARP. If the ARP is completed in the following term, the faculty changes the INC to a grade. If the ARP is not completed in the following term, the INC changes to an NCI.

In that case the student would sign up for ECL 807 in the term when she is ready to receive advising and complete the ARP. The student is charged tuition for each enrollment in ECL 807.

EDD-level: EDL 940 (3 credits) is a course specifically focused on the completion of the dissertation. If the dissertation is not completed in the term in which a student is enrolled in EDL 940, he will receive an INC, which can remain for up to seven years from EDL 910 (Dissertation I). He must then register for EDL 941 (4 credits) in the term when he is ready to receive advising on the dissertation, and any terms thereafter. Upon completion of the dissertation, EDL 941 receives a grade and will show up on his transcript.

Active Candidacy

“Active Candidacy” for late degree completers (from academic catalog): “Students are expected to complete their degree requirements by the scheduled graduation date. Students must be registered in the term in which they plan to graduate. Students who a) have not been cleared for graduation by that date or b) have only to finish incomplete courses or ILP/Capstone must register for “active candidacy” for the following term(s) and pay applicable fees (see Tuition and Fees).” Students in these situations do not necessarily need to be registered for a course or a capstone extension (i.e., EAD 801 or EDL 941) in order to graduate in a particular term; in some cases they may simply register for “active candidacy” by setting “active degree candidate” as the department in a MyCC course search. Students should consult with the department about which option is appropriate for them.

Leaves of Absence or Withdrawal

Leaves of absence should be taken only for personal, medical or family emergencies. Students who are on temporary leave are not expected nor permitted to continue active research on their dissertations, ARP or ILP during this time, and their advisors will be instructed not to continue advising the student during the period of absence.

Students who encounter a need to withdraw from Cambridge College temporarily or permanently should first speak with their academic advisor. The next step is to notify the Department of Educational Leadership in writing, which will review the situation and give written approval for a set amount of time.

At the end of the set period, the student will again need to notify the Department of Educational Leadership in writing either to re-enroll in the program or to extend the leave of absence. All financial obligations must be fulfilled before registering for a new term. Students who want to continue receiving financial aid must contact the Financial Aid Office to re-apply for aid. After five years’ absence from the College, students must submit a new application for admission to return to their programs.

Degree Conferral

The degree conferral date occurs three times per year, shortly after the end of each term. A student who completes all the requirements for his/her academic program and successfully completes the graduation clearance process before the conferral date may obtain an official transcript from the Registrar's Office at any time after the degree conferral date. Exact conferral dates may be found in the Academic Catalog.

Students should follow these steps to be cleared for degree conferral:

1. Complete an audit of his/her academic record; making sure that each course is recorded accurately, with the correct instructor and grade. Also, students should make sure the primary advisor is listed correctly. If anything needs to be changed, they should contact the Registrar's Office.
2. Contact the Bursar's Office and the Financial Aid Office to make sure that all of bills are paid or covered by financial aid.
3. Submit an Intent to Graduate form to the Registrar's Office by the stated deadline for the desired graduation date. This form must be signed by the student and the advisor.
4. Those who have received student loans should participate in an exit interview (found at <http://www.exitinterview.com/Base/School.aspx>).

Candidates who have completed all academic requirements are notified by the Registrar's Office. Their academic records are closed and the degree conferral date is placed on their final transcripts. Candidates who have not satisfied the academic requirements are informed of their incompletes and next steps.

DEPARTMENTAL LOGISTICS

Technology & Research Resources

Internet

All Cambridge College campus locations are wireless. Instructions for accessing the internet may vary by site and will be provided as needed by the IT department.

MyCC Web Portal

MyCC is a critical tool for communication between students and instructors about course assignments and resources. Using MyCC will facilitate the work of cohorts in sharing and consolidating their collective work on courses and research.

The server can be found at <https://campusweb.cambridgecollege.edu/ics/>. To log in, the student ID number acts as the User ID, and the pin number (found on the pin letter received upon acceptance to the program) acts as the password. The password can be changed upon initial login.

Email

Important announcements from the Department of Educational Leadership faculty and staff are sent to students' Cambridge College email accounts; therefore, students must check their accounts at least weekly. Personal email accounts will not be used. The email server is Microsoft Office Outlook Web Access (OWA). Students may access the login site from MyCC or from the College home page (www.cambridgecollege.edu), under Student Services.

Online Library

The Cambridge College Online Library (CCOL) is an outstanding resource for students. This library not only provides them with instant access to periodicals and scholarly research AND many electronic books, but it provides a number of research resources, such as digital dissertations, designed to assist them in research and writing. The Library may be accessed from the MyCC Web Portal:

1. log into the MyCC Portal homepage
2. click the "Academics" tab
3. click on the link "Online Library" or "eGlobal Library"

For help logging into the CCOL, students should contact eGlobal Support at 1-888-533-4357 or send an email to help@egloballibrary.com. Tech support is available 10 am-7 pm Eastern Time, Monday through Friday. If students have technical problems while using the CCOL, they should click the button "Technical Support" for help.

Technical Support

The most efficient way to obtain technical support is to log into the online Help Desk: <http://helpdesk.cambridgecollege.edu:8282/>. Students may troubleshoot through the "solutions" link or may place a request for help. This site is a critical resource and should be checked prior to calling the Help Desk. If students cannot find a solution to their technical difficulties at the online Help Desk, they may call the Help Desk at 800-877-4723 X 1159.

DOCTORAL PROGRAM POLICIES & PROCEDURES

The purpose of this section is to supplement the departmental policies and procedures by providing information that is more specific and detailed for doctoral students and faculty. Where overlap is found between the two sections, doctoral students and faculty should follow the doctoral-specific policy.

Program Options

The doctoral program is committed to Cambridge College's mission of providing academically excellent, time-efficient, and cost-effective programs. As such, students are given maximum flexibility to continue with their working lives while taking courses in the summer, evenings, weekends, and online. Dissertation research and writing is integrated with coursework to foster synergy towards the completion of

the doctorate. All students have intensive one-on-one time with their doctoral advisor in order to structure their academic schedule, develop a dissertation focus, and gain valuable support for timely completion of the doctoral degree.

While completing the doctoral program, students have the option to earn a certificate of advanced graduate studies (CAGS) with or without licensure endorsement in the areas listed below. Students must earn a CAGS in order to earn a licensure endorsement from Cambridge College. Please see the Academic Catalog for the specific requirements and scheduling. Each option has implications for the number of allowable transfer credits and for the required course of study (see **Transfer of Credit** section).

- CAGS Concentrations:
 1. Educational Specialist in Curriculum & Instruction
 2. School Administration
 3. Special Education Administrator
 4. No CAGS

- Licensure Endorsement Options:
 1. Superintendent/Assistant Superintendent
 2. Principal/Assistant Principal (PreK-5, 6-8 or 9-12)
 3. Supervisor/Director
 4. Special Education Administrator (all levels)
 5. No licensure endorsement

Dual-Degree Status

Dual-degree students are those who are seeking to earn a CAGS as part of their doctoral program. Students should make note of the following distinctions:

1. CAGS students who apply and are admitted to the doctoral program prior to the CAGS being conferred automatically become dual-degree. Upon admission to the doctoral program, these students must submit an official change of program form to the Registrar's Office prior to the CAGS conferral date in order to retain their dual-degree status.
2. Doctoral students who have a CAGS in Educational Leadership from Cambridge College, which was conferred prior to the date of admission to the doctoral program, cannot be considered dual-degree and may not earn a licensure endorsement or a CAGS concentration while enrolled in the doctoral program.
3. Doctoral students who have a CAGS or other post-master's degree from another institution may only be considered dual-degree and earn a CAGS with or without licensure by following the transfer credit limits as listed in the Transfer of Credit section of the handbook.

Admission to the Doctoral Program

Basic Eligibility Requirements

1. Master's degree
2. Five years of progressively responsible professional experience in education or related field

Admission to the Ed.D. Program is selective and is based upon a holistic review of each candidate meeting the basic eligibility requirements. The Admission Committee is looking for successful completion of prior coursework and work experience, effective and excellent past performance and future capacity in the field in which the student is applying, and an alignment of candidate's capabilities and aspirations with the Ed.D. Program at Cambridge College.

Application Requirements

For detailed descriptions of requirements, please see the doctoral admissions website. Applicants who have previously applied to another program at Cambridge College need to submit new materials for the doctoral admission process. Application materials may not be transferred from one degree program to another, nor will they be returned to the applicant. Applicants are encouraged to keep a copy of their portfolios for their own records.

The following items should be received in the Department of Educational Leadership by the admissions deadline:

1. Non-refundable application fee
2. Official transcripts from all undergraduate and graduate-level coursework
3. Curriculum vitae or resume
4. Letter of reference from faculty advisor
5. Letter of reference from work supervisor
6. Essay describing purpose in applying to Ed.D. program
7. Portfolio of scholarly and professional work
8. Request to transfer credits with course descriptions, if applicable
9. Qualifying assessment
10. Phone interview

International applicants: due to the comprehensive nature of the doctoral application, a TOEFL score is not required for admission to the program. All international students should, however, contact the International Office (800-877-4723 ext 1124) to begin the paperwork necessary in order to study in the United States.

Access to Application Records

The doctoral program in educational leadership at Cambridge College, following the Family Educational Rights and Privacy Act (FERPA), allows enrolled students to

view their educational records, including application materials, unless they have waived their rights on a consent form. Such access to application records is not allowed in other cases, since FERPA does not apply to the records of applicants for admission who have not yet received an admission decision, are denied acceptance to Cambridge College, or to those who are admitted to Cambridge College but do not enroll in courses. A student is considered enrolled on the first day of classes.

Basis of Admission

The basis of admission for doctoral study is a master's degree. Applicants who have not completed a master's degree may be admitted to the doctoral program pending the successful completion of the degree. These students must submit final transcripts to the Department of Educational Leadership prior to registering for their first course in the doctoral program. Students who do not complete their master's degree prior to the first day of classes will be asked to defer their admission until they are able to submit proof of completion of their basis of admission. The Admissions Committee retains the right to re-consider an offer of admission if the official transcript does not reflect its academic standards.

Admission Decisions and Appeals

All admissions decisions of the Admissions Committee will be submitted as recommendations to the Dean of the School of Education, who gives final approval. The Dean has the right to view admission files and subsequently veto a decision of the Committee based upon his or her review, if compelling reasons are present.

The Admissions Committee does not discuss its decisions with applicants. Appeals must be addressed directly to the Dean of the School of Education within one week of receipt of a rejection letter.

Re-Applying for Admission

Because of the competitive nature of doctoral study, the Admissions Committee does not encourage an applicant to re-apply unless she is able to demonstrate a significant change in her suitability for the doctoral program at Cambridge College (e.g. completion of a CAGS, revised or new research paper, demonstration of increased leadership capacity, etc). Applicants who are denied admission to the doctoral program may re-apply after one year (for example, a person who applies and is not admitted in spring of 2009 may reapply in spring 2010). Those who wish to re-apply for admission are strongly encouraged to contact the Department of Educational Leadership well in advance of the application deadline.

Those re-applying must submit a new application form and a \$100 re-application fee. In order to demonstrate improvement in their suitability for the doctoral program, they must also submit a current resume, a revised personal statement, official transcripts of any courses completed since the last date of application, one new letter of recommendation, and an addendum to their portfolio showing the work they have accomplished over the past year. Applicants have the option of submitting an entirely new portfolio in lieu of an addendum, if this is their

preference. They will also need to complete a new qualifying assessment and phone interview. The applicant will be reviewed by a minimum of two Committee members who were not the primary readers of the initial application.

Applicant files are kept for two years after the original date of application. Anyone who wishes to re-apply or re-activate an incomplete file after two years must submit an entirely new application packet, including all materials listed under the Application Requirements section.

Intent to Matriculate

Applicants who are offered admission to the doctoral program must submit an intent to matriculate form (included in the acceptance packet) along with a \$100 tuition deposit within seven days of notification in order to hold a spot in the program. The payment will be applied toward the student's tuition bill. Students transferring from the CAGS program into the doctoral program must also submit the tuition deposit.

Deferring Matriculation

Students who have been admitted to the doctoral program in a given term and subsequently encounter personal or professional obstacles to beginning coursework may request to defer matriculation for one term, renewable each term for a maximum of three terms. Students who do not begin coursework after three terms forfeit the original offer of admission and must re-apply and be admitted to the doctoral program in order to enroll in a future term (see section on re-applying for admission). Students should request an initial deferral by choosing this option on the Intent to Matriculate form and may renew their deferrals by sending a request by email to the department director. Students who do not enroll or request a deferral by the start of their initial term automatically forfeit the offer of admission and must re-apply and be admitted in order to enroll in a future term.

Transfer of Credit

The Ed.D. Program at Cambridge College requires 70 credits. Students may fulfill part of these 70 credits by transferring post-master's¹ coursework that they have completed prior to admission into the doctoral program. Students request transfer credit approval during the admission process by submitting the necessary request form, official transcripts, and corresponding course catalog descriptions and/or course syllabi. Students who have completed their post-master's work in the CAGS in Educational Leadership program at Cambridge College do not have to submit a transfer credit request; credits will be reviewed and applicable credits transferred automatically. Additional transfer credit information and policies may be found in the Cambridge College Academic Catalog.

¹ Post-masters credits are defined as any graduate-level coursework from an accredited institution that is completed *after* the receipt of a first graduate degree. Transcript reviews are conducted to determine acceptability of post-masters credits.

Doctoral students seeking a CAGS concentration with or without licensure must follow the transfer credit policies for CAGS students outlined in the Cambridge College Academic Catalog.

Doctoral students who are not seeking a CAGS concentration may transfer up to 33 credits. Applicants with an earned *Cambridge College CAGS in Educational Leadership* will automatically qualify to transfer 33 credits from the CAGS to the Ed.D upon acceptance and do not have to complete the Request for Transfer form or submit course descriptions. All other applicants seeking transfer credit will be reviewed on an individual basis and notified upon admission how many credits will transfer and which courses will be replaced.

Please note the following:

- All credit transfers are subject to the approval of the Assistant Dean.
- Credit transfers may only replace CAGS-level courses.

All transfer credits must meet the following criteria:

- Completed within ten years of application to the doctoral program. Note: Credits completed beyond ten years will be reviewed on a case-by-case basis by the Admission Committee in the context of the applicant's professional and scholarly experience. They will not be accepted under any condition for students who are seeking licensure.
- Earned from an accredited institution of higher education authorized to grant graduate degrees.
- Earned grade of B or better (B- is not acceptable). Note: Grades must be on the ABC scale; any other indications, such as P, CR, or S, must be confirmed as equivalent to B or better.

The following credits are not eligible for transfer:

- Professional development, Continuing Education Units (CEU), or Graduate courses for which no degree credit is given by the offering institution. Note: Those courses taken while enrolled as a special student at Cambridge College prior to enrollment in a degree program may be evaluated and counted as transfer credit.
- Courses completed at other institutions while enrolled in the doctoral program at Cambridge College or during a leave of absence from the college. Note: Simultaneous registration at another institution at the semester of initial enrollment must be disclosed. Credits taken during this first term **ONLY** may be assessed for transfer credit when completed.

Changing Academic Programs

Any student who wishes to make a change of academic program should first consult with his or her academic advisor. All changes, including any resulting course waivers or changes in transfer credits, must be approved by the Assistant Dean. Students must obtain their signatures on a *Request to Change Academic Program* form and submit it to the Registrar's Office.

Those wishing to change academic programs have the following options:

- Transfer into another CAGS concentration. If changing licensure options, the student must coordinate with the department and practicum coordinator to make sure that the appropriate measures are taken to fulfill the licensure requirements of the new program.
- Drop the Ed.D. and complete only the CAGS.
- Drop the CAGS portion of the dual-degree EdD program and complete the doctorate only.
- Add the CAGS portion to the EdD program (see policies on dual-degree eligibility).

If seeking licensure, the student must coordinate with the Practicum Coordinator and Licensure Office to make sure that the appropriate measures are taken to fulfill the licensure requirements of the new program (see Practicum Handbook).

If the student transferred credits under their old concentration, they may no longer apply; conversely, new transfer credits may be accepted at this time.

Coursework and Program Requirements

Practicum

Students seeking a CAGS are required to complete a practicum as part of their doctoral program. The CAGS research instructor and the Practicum Coordinator will assist each student through the process. Non-licensure students may complete an individualized practicum, and should consult with their seminar leaders for guidance.

Licensure

Students seeking administrative licensure should consult the Practicum & Licensure website for the most up to date information.

CAGS-level Coursework

Students must complete CAGS coursework as outlined in their program concentration chart. Students who are not completing the CAGS may have more flexibility in their course requirements, but must consult with their advisor and/or the department before making course choices.

Doctoral Courses and Substitutions

Doctoral students must complete EDL 830 (Schools & Social Justice) plus two doctoral-level electives in addition to the research and dissertation advising courses. They may choose any two doctoral courses from those being offered. If a doctoral student finds a CAGS-level course that is more appropriate for her dissertation topic, with advisor approval, she may request a substitution for one of her doctoral electives. These requests must be made in writing to the Assistant Dean.

Dual-degree students are automatically waived out of one doctoral elective and need only one additional elective, which cannot be substituted with a CAGS-level course. These students should consult with their advisor to determine which doctoral elective to take. Students whose CAGS from Cambridge College was conferred prior to the date of admission to the doctoral program are not considered dual-degree and do not qualify for the waiver.

Introduction to the Dissertation (EDL 900)

Students may enroll in EDL 900 in any term after they have completed the CAGS research sequence (ECL 800, ECL 801, ECL 807*) while enrolled at Cambridge College or its equivalent from another institution has been accepted for transfer credit. They must complete EDL 900 before they can start EDL 910.

*Students may enroll in EDL 900 concurrently with ECL 807 (Action Research Project); however, the ARP must be completed and graded before the first day of EDL 910.

Doctoral Research Residency

Students are required to complete one summer residency in Massachusetts, completing a minimum of nine (9) credit hours. Students officially become part of their doctoral cohort and begin formulating their dissertation proposals during the summer residency. The required coursework during the residency is EDL840, EDL850, and EDL910.

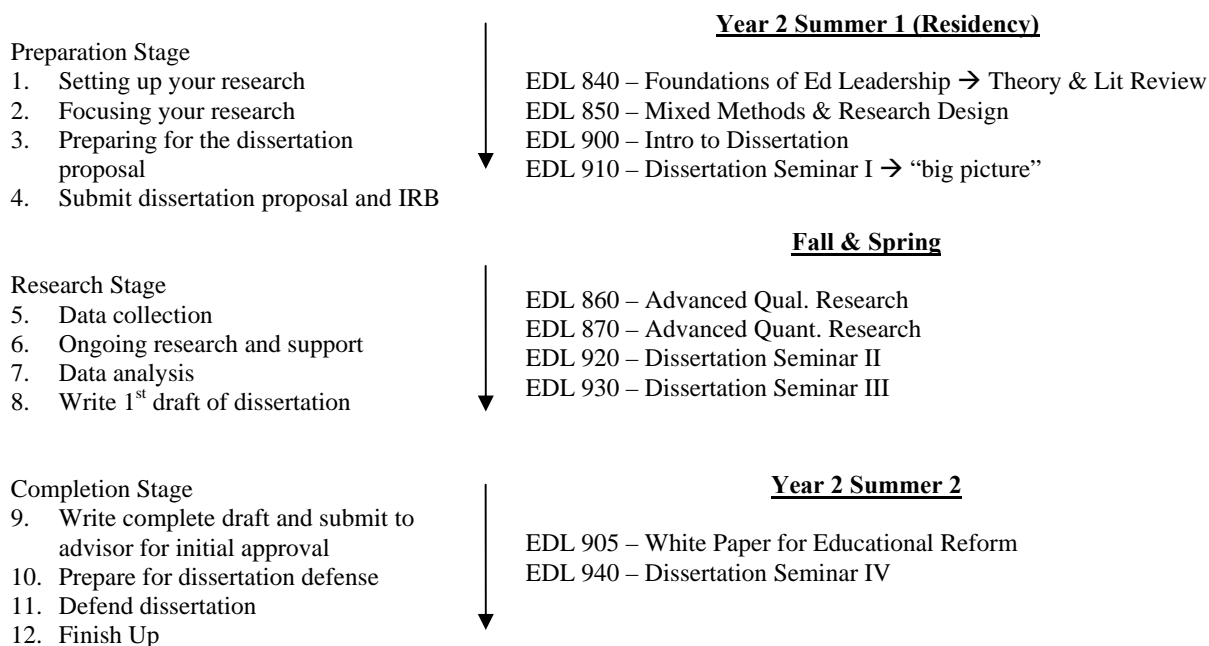
Dissertation Research and Advising Coursework

After successful completion of the summer residency, doctoral students may continue the research and advising sequence. These courses include EDL 860, EDL 870, EDL 920, EDL 930, and EDL 940. EDL 860 and 870 may not be completed in the same term.

Dissertation conceptualization, research, and writing are supported by linking and integrating doctoral coursework to the student's particular academic focus. The following diagram shows how the stages of the dissertation interact with the coursework and advising sequencing. Students take elective coursework as well, and these may be used to further support the themes of the dissertation.

Dissertation Completion Timeline

Please see the *Dissertation Handbook* for dissertation policies, procedures, and formatting requirements.



White Paper

The white paper links theoretical and policy perspectives of educational reform to doctoral students’ dissertation research. It provides opportunities for students to formulate and implement educational reform initiatives at the classroom, school, and district level based on individual research. It is the practical culminating outcome of students’ dissertation research and findings and synthesizes the programmatic features of social justice, educational reform, and transformational leadership. Students complete this requirement in their final summer through EDL905.

Doctoral Degree Conferral

The Dean of the School of Education gives final authorization to the Registrar to confer the Doctorate of Education the Department of Educational Leadership verifies the following:

1. Student has followed College procedure for requesting degree conferral.
2. Student has completed all required coursework with grades of B or better.
3. Student has successfully defended the dissertation.
4. Student has submitted an electronic dissertation to UMI/Proquest or has received approval to delay publication if seeking copyright status.
5. Student has submitted two bound copies of the dissertation to the Department of Doctoral Studies.
 - a. The dissertation has been professionally edited.
 - b. The dissertation has been bound according to College specifications.

Hooding and Commencement Ceremony

Doctoral degree recipients are expected to participate in the hooding and commencement ceremony after their degree conferral date. Two ceremonies are held per year, in Savannah, Georgia in February and in Cambridge, Massachusetts in June. Students must be cleared financially and academically by the spring term conferral date in order to participate in the hooding and commencement ceremony for that academic year. More information will be made available to graduating students in the term prior to their Commencement date.

DOCTORAL LOGISTICS

National Institute for Teaching Excellence (NITE)

Although the Ed.D. Program is not a NITE program, many of the services and resources provided by the NITE program are available to the Ed.D. students during the summer residency. Ed.D. students are not considered NITE students but work cooperatively with NITE students and administration. The NITE website provides answers to many questions students may have about housing and logistics: (<http://www.cambridgecollege.edu/ccnite/>)

Accommodations

During summer residencies, students are provided with the option of renting a room, either private or shared, in the College's residential facilities. A meal plan is included in the cost of the room.

During fall and spring course weekends, Cambridge College reserves a block of rooms at a hotel in respective proximity to each course location. Students may reserve private or shared rooms at a reduced rate. Some meals are included in the cost of renting the room. Parking vouchers are typically provided.

Transportation

During the summer residency, students are responsible for checking the NITE website for specific information.

During fall and spring course weekends, students are responsible for arranging their own transportation from the airport to the hotel upon arrival. The College will arrange for a shuttle to take students from the hotel to the airport at the end of the course weekend, for a reduced fee.

Computers

The use of computers is an integral part of the Ed.D. courses. Therefore, all students enrolled in the Ed.D. Program are expected to bring their own laptop to classes. The IT Department provides computer specifications so that students may access the wireless network.

Research Fee

Cambridge College charges incoming doctoral students a one-time research fee to covers internal costs such as access to and upgrade of the online library, research support, citation software, and access to Harvard's Gutman library.

Citation Software

During the program, doctoral students will be provided with access to RefWorks, a web-based citation software. Faculty will provide appropriate training during research courses.