Student Handbook
Fall 2017

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https://gseis.ucla.edu/education/academic-programs/educational-leadership-program/
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Dear Cohort 25 Student,

We want to welcome you to the Educational Leadership Program (ELP). The handbook (found under Resources on our website: [http://gseis.ucla.edu/education/academic-programs/educational-leadership-program/](http://gseis.ucla.edu/education/academic-programs/educational-leadership-program/)) is one of the first materials you need to read as a new student. It is our hope that you will thoroughly review it now and will continue to refer to it as a resource, while you move through the program. It will help you to navigate the program.

During the coming three years you will be with your cohort continuously. You will take the same courses at the same time as part of a learning community. We hope that your cohort will provide a wonderful network of support for you and a source of learning.

No electives are required for the program as the ELP course sequence has been designed and continuously reviewed to offer a coordinated set of courses that will expand your learning. Coursework in Years Two and Three will provide assistance for the development of your dissertation.

Keep in mind that you have a variety of resources available to you. The ELP Office can help with questions about tuition, financial aid, course readers, nominating a doctoral committee, scheduling rooms, Preliminary and Final Oral Exams, and other elements. You will have dissertation support in Years Two and Three. The faculty and program staff are happy to be of help as you move forward.

We and the other members of ELP’s core faculty (Katie Anderson-Levitt, Tina Christie, Robert Cooper, Diane Durkin, Kevin Eagan, Mark Hansen, Matthew Madison) look forward to getting to know you and to working with you. It is our hope that you will enjoy and benefit in many ways from your experiences at UCLA – and that you will use your learning to improve outcomes at your own workplace – and beyond.

Sincerely,

Linda P. Rose, Ph.D.  
Adjunct Professor  
Co-Director, ELP

Robert Rhoads, Ph.D.  
Professor  
Co-Director, ELP
It is the responsibility of the student to know and follow all of the rules and policies described in the Educational Leadership Program Handbook (Fall 2017). The handbook can also be obtained on the ELP website (http://gseis.ucla.edu/education/academic-programs/educational-leadership-program/). It is also the student’s responsibility to review the Graduate Division Standards & Procedures for Graduate Study at UCLA (https://www.gdnet.ucla.edu/gasaa/library/spfgs.pdf).
ELP MISSION STATEMENT & CORE COMPETENCIES

The UCLA Educational Leadership Program (ELP) is committed to promoting innovative and change-oriented educational leaders. We fully embrace the public service mission of UCLA as a leading public research university and the social justice vision of the Graduate School of Education and Information Studies. What distinguishes ELP from other leadership programs is its unique melding of theory, practice, and experiential learning. The program combines a commitment to PreK-16 expertise, access and equity, and rigorous student-focused teaching and learning. ELP’s collaborative, cohort-based model embodies the theory that knowledge is constructed not imparted.

ELP is guided by a nationally acclaimed faculty who not only develop theory but also work in the multicultural urban settings close to UCLA. The ELP faculty believe the following skills and dispositions are critical to today’s educational leaders:

a. Commitment to merging theory and practice to address leadership challenges in educational organizations

b. Commitment to advancing social justice

c. Appreciation and understanding of diversity

d. Intercultural understanding and communication ability

e. Ability to persuade using logical and data-supported arguments

f. Advanced professional and scholarly writing ability

g. Ability to critically analyze research

h. Ability to conduct rigorous empirical inquiry and to use the data to understand complex issues

i. Ability to build teams and work collaboratively in complex organizations

j. Self-reflection and self-appraisal skills

ELP promotes these skills and dispositions through cohort experiences that build educational leadership holistically. Intimate, one-on-one and small group exchanges with faculty allow these competencies to grow in a supportive community, to create a cohort of leaders prepared to change organizations from within.
THREE-YEAR PROGRAM OF STUDY

The Educational Leadership Program is designed to allow students to complete their doctorates in three years. This section describes the courses you will take and the milestones you need to complete in order to finish the program.

COURSES
All courses below are required. Electives or prior coursework cannot substitute for required courses. ELP students are not required to take electives. The curriculum is subject to change, but we will notify you of any amendments as needed.

YEAR ONE

Ed. 272 Case-Study Research in Education Policy and Practice (4 units): Students learn to use several qualitative methods to collect data – observation, interviewing, developing a protocol and survey, and focus groups. Students learn to maintain field notes, analyze data, and address ethical issues in data collection.

Ed. 411 Procedures in Evaluation (4 units): Students learn assessment methodologies appropriate for evaluation problems. This may include writing evaluation proposals, developing program monitoring procedures, selecting appropriate evaluation design strategies, coping with ethical considerations in evaluation, framing decision context, and reporting evaluation results.

Ed. 442B Legal Aspects of Educational Management and Practice (4 units): Students are introduced to legal analysis and will examine the structures and types of laws governing educational systems in the U.S. Parts of the course may be online.

Ed. 451 Foundations of Organizations and Leadership (4 units): Students gain familiarity and facility with traditional and modern conceptions of leadership and organizations. Students apply these conceptions to problem situations and organizational development and reform issues.

Ed. 452A/B Educational Enterprise (4 units each): Students study the organization and politics of education across the spectrum from elementary school through graduate education. Emphasis is on history, educational philosophies, economics, management, the organization and conduct of educational systems, public policy and law, pressures for reform and institutional response, and topical issues like assessment, equity, and access.

Ed. 454A Action Research (4 units): Students study action research processes to understand how to conduct action research. Students complete an entire cycle of action research at their own workplace – formulating and studying a problem, shaping the research questions and design and carrying out the research, recording and analyzing the data, creating a report and feedback process, and documenting their own thoughts and actions.

Ed. 455 Written Persuasion (4 units): A writing workshop that addresses analysis, synthesis, writing voice and style.
*During the summer between Year One and Two dissertation groups work with faculty for three class sessions.

**YEAR TWO**

*Ed. 230A Introduction to Research Design and Statistics (4 units):* Students gain an understanding of statistics as they are used in research and evaluation. The course is designed to help students to become intelligent consumers of research as it applies to their own professional arenas.

*Ed. 296I Theoretical Perspectives in Education (2 units):* The instructor and students explore theory and its application to study of educational settings and institutions.

*Ed. 296J Introduction to Survey Research Methods (2 units):* This course offers an introduction to conceptual and methodological issues involved in survey-based research.

*Ed. 296K Research Design of the Dissertation (2 units):* This course is designed to equip students with the tools needed to design a research study that addresses a specific real-world educational problem.

*Ed. 456 Altering the Structure and Culture of Schooling (4 units):* Students learn how organizations operate as systems and how the core processes support, and are supported by, organizational culture. Students learn about key concepts of organizational design and managing change.

*Ed. 499A/B/C Advanced Directed Field Experience (4 units each)* Instructors work with students individually and in groups to prepare dissertation proposals. In fall, students focus on their problem statements. In winter, students work on their literature review and securing a committee chair. Spring quarter is spent on the research design.

**YEAR THREE**

*Ed. 450 Issues in Educational Leadership (4 units):* This course spans Fall through Spring. The leadership and career-oriented issues are selected by the cohort.

*Ed. 458A/B/C Dissertation Practicum (2 units each):* Students meet monthly to discuss their dissertation progress. Discussions provide additional guidance and instruction on surveys and quantitative methodology, qualitative methodology, statistics, and written persuasion.

*Ed. 599 A/B/C Independent Study (6 units each):* Students work with their doctoral committee chairs on their dissertations. Please note, there are no class meetings for Ed. 599.
# An Overview of Required ELP Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Year</th>
<th>Quarter</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content Courses</strong></td>
<td></td>
<td></td>
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<tr>
<td>Ed. 451 Foundations of Organizations &amp; Leadership</td>
<td>One</td>
<td>Retreat/Fall</td>
<td>4</td>
</tr>
<tr>
<td>Ed. 452A The Educational Enterprise</td>
<td>One</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>Ed. 452B The Educational Enterprise</td>
<td>One</td>
<td>Winter</td>
<td>4</td>
</tr>
<tr>
<td>Ed. 442B Legal Aspects of Educational Management and Practice</td>
<td>One</td>
<td>Spring</td>
<td>4</td>
</tr>
<tr>
<td>Ed. 456 Altering the Structure &amp; Culture of Schooling</td>
<td>Two</td>
<td>Spring</td>
<td>4</td>
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<tr>
<td>Ed. 296I Theoretical Perspectives in Education</td>
<td>Two</td>
<td>Fall</td>
<td>2</td>
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<tr>
<td><strong>Research Methods and Educational Practice</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ed. 272 Introduction to Qualitative Methods</td>
<td>One</td>
<td>Winter</td>
<td>4</td>
</tr>
<tr>
<td>Ed. 454A Introduction to Action Research</td>
<td>One</td>
<td>Winter/Spring</td>
<td>4</td>
</tr>
<tr>
<td>Ed. 411B Procedures in Evaluation</td>
<td>One</td>
<td>Winter</td>
<td>4</td>
</tr>
<tr>
<td>Ed. 230A Introduction to Research Design and Statistics</td>
<td>Two</td>
<td>Winter</td>
<td>4</td>
</tr>
<tr>
<td>Ed. 296J Introduction to Survey Research Methods</td>
<td>Two</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>Ed. 296K Research Design of the Dissertation</td>
<td>Two</td>
<td>Winter</td>
<td>2</td>
</tr>
<tr>
<td><strong>Writing and Dissertation Preparation and Support</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Ed. 455 Writing and Inquiry</td>
<td>One</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>Ed. 499 Preparation</td>
<td>Summer</td>
<td>Before Year Two Fall/Winter/Spring</td>
<td>4 per quarter</td>
</tr>
<tr>
<td>Ed. 499A/B/C Advanced Directed Field Experience</td>
<td>Two</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ed. 458A/B/C Dissertation Practicum</td>
<td>Three</td>
<td>Fall/Winter/Spring</td>
<td>2 per quarter</td>
</tr>
<tr>
<td>Ed. 599 Dissertation Preparation (Independent Study)</td>
<td>Three</td>
<td>Fall/Winter/Spring</td>
<td>6 per quarter</td>
</tr>
<tr>
<td><strong>Leadership and Career Development</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ed. 450 Leadership Seminar</td>
<td>Three</td>
<td>Fall/Winter/Spring</td>
<td>4</td>
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ELP MILESTONES

In addition to completing the required courses, all students must successfully complete and pass the following requirements to be awarded the Ed.D. degree:

- First Year Screening Examination
- Second Year Qualifying Exam
- Dissertation
  - Nominate the Doctoral Committee
  - Preliminary Oral Defense
  - Institutional Review Board/Office of the Human Research Protection Program online application and approval
  - Final Oral Defense
  - File the Dissertation (online)

FIRST YEAR SCREENING EXAMINATION

All first year ELP doctoral students are required to take the screening examination in spring of the first year. Students who have an Incomplete or a grade of “F” or “U” in an ELP class cannot take the exam. The exam is intended to assess student mastery of first-year content coursework and to evaluate individual progress in the program. This exam has two components: a written examination followed by an oral interview.

Written Examination

Format and Content. Students have a total of four hours to answer one question in this computer based, in-house essay examination. The screening examination is an open-book test. Students have a choice of questions drawn from material covered during first year content courses (not research methods courses). To maintain anonymity each student is assigned an examination code number. Answers must be typed, double-spaced, and adhere to page limits.

Evaluation. Each anonymous exam response will be read “blind” and evaluated by two faculty members. If there is a discrepancy between readers a third reader will be assigned. Each question will earn an overall evaluation of either pass or fail. A late exam will automatically earn a failing grade. Grades are based on how thoroughly the student answers the question using evidence and on how well the answer is written.

Oral Interview

Format and Content. The interview is intended to provide students with feedback on their first year performance in addition to testing knowledge of course content and exam content. The interviews are approximately twenty minutes in length. These are the topics that will be discussed:

1. Students’ responses to the written portion of the screening exam including any questions, issues, or comments related to the content.

2. Students’ perceptions about their own academic strengths and weaknesses.
3. Students’ overall performance (academic, participation, collaboration) in ELP including specific recommendations and suggestions for improvement.

**General Information**

*Eligibility.* All first year doctoral students who are in good academic standing in the program (completed or enrolled in all ELP Year One courses with a cumulative GPA of 3.0 or higher) will be scheduled to take this examination. Students with one or more incomplete grades in an ELP course or a grade below a “B-” or a “U” in one or more ELP courses are not eligible to sit for the screening examination. **Grades below a “B-” are not passing.**

*Overall Evaluation.* Scores from the written examination and oral examination are combined to determine the student’s final overall evaluation. Students may receive an overall grade of pass with pass or fail on the screening examination.

*Results.* Several weeks after the examination, students will receive in the mail a letter from the Department of Education Chair stating their exam results. This letter is accompanied by feedback given by readers (faculty) in response to the students’ written answers.

*Failed Exams.* Students who do not pass the exam will be given one additional opportunity (at the next sitting) to pass the exam. A second fail on the exam will result in termination from the program and UCLA.

**Doctoral Written Qualifying Examination**

All second year ELP students in good standing (no Incompletes, grades below a “B-” or “U” grades, cumulative GPA 3.0 or above) are required to take the qualifying examination in the spring quarter of the second year. The purpose of this examination is to test student mastery of all content courses studied during Year One and Year Two and students’ ability to analyze a research-based article. *(Note: Students who take the exam after May of Year Two must have completed all courses taken (with a B- or better) prior to the quarter they take the exam.)*

**Written Examination**

*Format and Content.* The Qualifying Examination is a take-home, three-day examination. The examination questions are emailed to students at 9:00 a.m. on a Friday and are due by 11:00 a.m. the following Monday. Students must answer one essay question and complete one article critique. When applicable, students have the option of answering from either a K-12 or higher education perspective. Exam answers are anonymous. To maintain anonymity each student is assigned an examination code number. Answers must be typed, double-spaced, and adhere to the page limit.

*Evaluation.* Each exam response will be read and evaluated by two faculty members. If there is a discrepancy between readers a third reader will be assigned. Each
question will earn an overall evaluation of either pass or fail. A late exam will automatically earn a failing grade. If a student passes one of the two questions they may retake the one failed question within two weeks of receiving their exam results. The new question will draw from the same subject matter as the question that was originally failed. If the student does not choose this option, or if the student fails both questions, s/he must re-take the entire qualifying examination at the next sitting. Students who fail the examination twice are subject to termination. A favorable vote by two-thirds of ELP’s core faculty is necessary to permit a student to take the exam a third time.

**General Information**

**Results.** Several weeks after the examination, students will receive a letter from the Department of Education Chair with exam results. This letter is accompanied by feedback given by professors in response to the students’ written answers.

**The Ed.D. Dissertation**

During the summer between years one and two, students work in small groups with faculty to begin to identify possible topics and then problems that will serve as the main focus for their dissertation. Students will supplement their classroom learning with additional readings that directly relate to their dissertation problem. The faculty expectation is that chosen problems will engage students and provide them with an intellectual challenge.

Students develop a draft of elements of a dissertation proposal through ED 499 courses in Year Two. The draft includes elements of three chapters: chapter one (introduction, discussion of the problem, research questions), chapter two (the literature review), and chapter three (the research design). A critical part of the proposal is developing a clear statement of purpose, which identifies a significant problem students wish to explore within a realistic time frame (one year). Once students have completed a clear problem statement during the fall quarter of year two, they write about the existing relevant literature in the winter quarter. In the spring quarter, students add research design and methods to the drafts of their proposal.

Students are required to complete a dissertation that is singly authored and is based on their own independent research. The dissertation aims to produce student learning and knowledge as a product of helping to solve real problems in educational practice. By working on real issues, students learn to apply research methods and theory in the service of improving educational practice, which in turn produces new knowledge.

The dissertation is an integral part of the entire doctoral program. Students complete required courses during the first two years—learning about theories and research methods as well as a variety of other topics. In year one and year two students learn to use research methods, including action research. Concurrently, students gain knowledge about how to use research tools to conduct their dissertation research. Second year students take courses in research design and statistics, qualitative research, evaluation, and survey methods. Additionally, second-year students participate in a three-quarter Advanced Directed Field Experience (Ed. 499 series) in which they write a draft of a proposal for their dissertation. These courses provide a foundation for students to successfully complete independent research.
THE DOCTORAL COMMITTEE

During year two in the Ed. 499 series, students are encouraged to discuss their study problem with potential chairs in the Department of Education. After students pass the qualifying exam at the end of year two, they can officially nominate their doctoral committee chair and three other committee members. Doctoral committees are comprised of ladder faculty members and may also include one adjunct faculty member who can augment the committee with their real-world educational experiences.

The composition of the committee is as follows:

*The Chair* – An assistant professor, associate professor, professor, or professor emeritus of the Department of Education, professor-in-residence of the Department of Education

*OR*

*Co-Chairs* – One must be an assistant professor, associate professor, professor, or professor emeritus. The other chair can be any of the above or an adjunct professor

*Members of the Committee* – Members of the committee may include any of the following: professor emeritus, professors, associate professors, assistant professors, and/or one *adjunct professor

- Two of the four required members must be associate professors, professors, research professor, and/or professor emeritus (or any combination of these)

- Three of the four members may be from the Department of Education; one of the four members must be from another UCLA department (for example, Information Studies, Social Welfare, Public Health, Biology, Psychology, Management, Sociology, or Anthropology). At the discretion of your chair, the fourth member can be from Education.

Once all four committee members have agreed to serve, the student must notify the ELP office about the composition of their doctoral committee. The ELP office will submit a Nomination of Doctoral Committee Form to Graduate Division for approval. After the Doctoral Committee is approved and the doctoral chair consents, the student can schedule the Preliminary Oral Examination. It takes several weeks for Graduate Division to approve committees.

The doctoral committee must be reconstituted if any of the following events occur: a faculty member leaves UCLA but does not retire from UCLA, the member is an adjunct professor and leaves or retires, or if a member indicates that s/he no longer wishes to serve on the committee. The ELP staff will file a Reconstitution Form upon notification by the student.

*approved by the Committee on Degree Programs*
Protocol for working with a committee:

- Chair(s) reads all drafts and the student generally does not give drafts to other committee members except with approval from the chair prior to the Preliminary Oral Examination and the Final Oral Examination.

- Students may work with a committee member who has a specific skill or knowledge relating to the student’s dissertation topic.

**Preliminary Oral Examination**

After passing the Written Qualifying Examination and successfully appointing a doctoral dissertation committee, (approved by the UCLA Graduate Division) students work with their chairs to refine elements of their dissertation proposals. When the Chair (or co-chairs) indicates the project is ready to move to the preliminary oral exam stage, the student arranges a time for the examination with all four members of their committee. ELP staff will reserve a room and complete any required paperwork once the student notifies them of the exam date and time. The Preliminary Oral Examination cannot be held before Graduate Division has approved the student’s doctoral committee. Students wishing to take the Preliminary Oral Exam must have completed all courses required for the degree up to the quarter of the Preliminary Oral Exam with a minimum passing grade of “B-” and cumulative GPA of 3.0, passed their doctoral written qualifying examination, and had their doctoral committee appointed by the Graduate Division.

The exam is scheduled for a two-hour block of time, but may take less time. Committee members are present during the examination. Though one committee member can participate from a distance (not a chair). The exam is closed to all others. In advance of the orals, the student discusses the context of the exam with the chair(s). At the beginning of the orals, the committee may send the student out of the room. When the student is invited back into the room the committee and student discuss the project. The committee makes recommendations for the student to follow. Students are advised to audio record the session to be able to revisit the conversation at a later time. Following the meeting, the student may write a Memorandum of Understanding (MOU) to submit to the committee chair. After the chair approves the MOU, it is given to the other committee members.

The University’s grading policy is Pass or Fail. The exam is rated as a pass if three members pass the student. Upon majority vote of the Doctoral Committee, the Preliminary Oral Examination may be repeated once.

Students advance to doctoral candidacy after they pass the Preliminary Oral Examination. The University charges two Doctoral in-Candidacy Fees (A and B) after the student passes the examination (fees are subject to change) which covers expenses for filing the dissertation. Fees appear on BruinBill, accessed through MyUCLA http://www.my.ucla.edu/.
Doctoral students who conduct research on human subjects for their dissertations must obtain permission from the Office of the Human Research Protection Program (OHRPP) before they can start their study. OHRPP serves as the administrative arm for federally mandated compliance committees responsible for reviewing all research protocols that involve the use of human and animal subjects. The North General Institutional Review Board reviews all research conducted by students and faculty members of the School of Education. Based on whom the subjects are, the content of the dissertation, and the level of risk assumed by participants, students’ IRB applications can be considered exempt, expedited, or require a full committee. Whatever the level of review, all students must submit an IRB application online after they pass their Preliminary Oral Examination prior to beginning their research. On advice of their chairs, students may submit their IRB application prior to the Preliminary Oral Exam.

OHRPP requires that students complete the Collaborative Institutional Training Initiative (CITI) prior to submitting any materials to OHRPP. It takes several hours to complete. This is completed in Year One in Ed. 454A. You will find the certification program at the following site:

http://ohrpp.research.ucla.edu/certification

All OHRPP applications and supplementary materials must be submitted online via 

Contact Information:
Human Subjects Protection Program (OHRPP)
10889 Wilshire Blvd, Suite 830
Box 140648
Los Angeles, California 90095-1406
(310) 825-7122

**FINAL ORAL EXAMINATION**

When the chair or co-chairs determine the dissertation is complete, the Final Oral Examination can be scheduled with all the members. The student notifies the ELP Office to secure a room and necessary forms.

Final Oral Examinations are scheduled for two hours, but may take less time. The student and committee attend. With the prior permission of the Chair(s), individual(s) from the research site or others may attend but are not part of the deliberations.
The Final Oral Examination’s outcome is at the doctoral committee’s discretion. The grading policy is Pass or Fail. Three of the four committee members must approve the grade of pass. The outside member (if there is one) must give a pass. Passing the exam does not denote that the project is ready to be filed online through the Graduate Division. Changes may be required as dictated by the doctoral committee. The chair reviews and approves these changes before the dissertation can be approved for online submission.

**Dissertation Filing**

All students need to refer to the “Policies and Procedures for Thesis and Dissertation Preparation and Filing” document to learn more about proper formatting and procedures for filing the dissertation online. This document can be accessed at:

[https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf](https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf)

Students may also wish to attend an information meeting regarding dissertation procedures and formatting. These meetings are offered several times each quarter and information is available here: [https://grad.ucla.edu/gasaa/library/thesismtg.htm](https://grad.ucla.edu/gasaa/library/thesismtg.htm)

Graduate Division publishes filing dates for each quarter, which is included in the link for dissertation meetings above. Students must be registered for the preceding quarter in order to use a filing fee (in lieu of registration). All dissertations are filed online and faculty signatures are done online.

Some dissertations may need editing before they can be filed. APA must be used.
## Dissertation Benchmarks*

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Statement of the problem</th>
<th>Fall</th>
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<tbody>
<tr>
<td></td>
<td>Literature review</td>
<td>Winter</td>
</tr>
<tr>
<td></td>
<td>Research design</td>
<td>Spring</td>
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<tr>
<td></td>
<td>Work on proposal draft</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Take and pass written Qualifying Exam</td>
<td>April</td>
</tr>
<tr>
<td></td>
<td>Select doctoral committee chair and members</td>
<td>April-October</td>
</tr>
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<tr>
<th>Year 3</th>
<th>Give committee names to ELP office</th>
<th>May-October</th>
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<tbody>
<tr>
<td></td>
<td>Schedule Preliminary Oral Examination with committee – contact ELP staff to assist with rooms and equipment. Give proposal copies to members at least two weeks before the exam</td>
<td>May-December &amp; on</td>
</tr>
<tr>
<td></td>
<td>Take Preliminary Oral Examination – bring audio recorder and get orals signature form from ELP staff on the day of the exam</td>
<td>June-December</td>
</tr>
<tr>
<td></td>
<td>Write a MOU about what was decided at the orals – have chair review it and give a copy to each committee member</td>
<td>June-December</td>
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<tr>
<td></td>
<td>File IRB forms with OHRPP online after getting approval from chair and ELP staff</td>
<td>Spring-Summer</td>
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<tr>
<td></td>
<td>Collect data</td>
<td>Fall-Winter</td>
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<tr>
<td></td>
<td>Analyze data. Discuss format of Chapter IV with chair. Write findings Chapter (IV).</td>
<td>Winter</td>
</tr>
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<td></td>
<td>Complete findings section</td>
<td>Winter</td>
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<td>Discuss Chapter IV drafts with the chair(s)</td>
<td>October-June</td>
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<td></td>
<td>Write conclusions and include a segment related to the impact of the dissertation on practice (Chapter V)</td>
<td>Winter-Spring</td>
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<td>Have Chapter V drafts reviewed by chair</td>
<td>Winter-Spring</td>
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<td></td>
<td>Revise dissertation as needed and re-submit to chair</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Receive approval from chair to schedule the final oral examination with the committee</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Submit dissertation to all committee members with approval of the chair</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Schedule Final Orals with your committee – contact ELP staff to reserve a room and equipment</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Take and pass the Final Oral Exam – pick up Final Oral Exam form from the ELP office to be signed by committee prior to meeting</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Make final changes to the dissertation and format according to the Thesis and Dissertation Guidelines available at: <a href="https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf">https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf</a></td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Submit dissertation electronically at: <a href="https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/">https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/</a></td>
<td>Spring</td>
</tr>
</tbody>
</table>

* These are optimal times. Some students complete their dissertations in summer or fall of year four.
TIME TO DOCTORAL DEGREE (Ed.D.)

The Department of Education has established normative times for ELP students:

<table>
<thead>
<tr>
<th>Task</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass the Screening Exam</td>
<td>Year One (Spring)</td>
</tr>
<tr>
<td>Prepare Dissertation Proposal Drafts</td>
<td>Year Two</td>
</tr>
<tr>
<td>Pass the Written Qualifying Exam</td>
<td>Year Two (Spring)</td>
</tr>
<tr>
<td>Pass the Preliminary Oral Qualifying Examination</td>
<td>Summer-Fall of Year Three</td>
</tr>
<tr>
<td>Complete Coursework</td>
<td>End of Year Three</td>
</tr>
<tr>
<td>Pass the Final Oral Examination</td>
<td>Spring of Year Three/ Summer or Fall of Year Four</td>
</tr>
<tr>
<td>File the Dissertation</td>
<td>Spring of Year Three/Summer, Fall of Year Four</td>
</tr>
</tbody>
</table>

The ELP Program and the Office of Student Services are authorized to alert students when they are not making timely progress toward their degree as evidenced by exceeding the normative times indicated above. If warranted, a student may be placed on probation or recommended for termination. Students who need clarification regarding any aspect of the program should speak to the ELP Program Director(s) or Student Affairs Officer.

All students must be continuously registered and enrolled during their three years (nine quarters). Students who do not file the dissertation at the end of nine quarters must continue to be registered as students of the ELP program and continue to pay full tuition. The Graduate Division’s handbook states, “unless granted a formal leave of absence, graduate students are expected to be registered every term, including the term in which their degree is to be awarded. A student must be registered in order to take any University examination with the exception of students who are permitted by payment of the Filing Fee (for the master’s comprehensive or doctoral final oral examination). Students must be registered during the regular academic quarter when they take the Written Qualifying Examination and Preliminary Oral Examination for the doctorate. To be eligible to take such examinations in the summer, the student must have been registered in the immediately preceding Spring term.”

If students have completed all requirements for the degree except filing the thesis or dissertation and/or the Final Oral Examination, they may be eligible to pay the Filing Fee (once) instead of registering, if they were registered the preceding quarter.

To be eligible to take the Final Oral Examination, file a thesis or a dissertation, or to receive a degree during the summer, students must pay the Filing Fee (if eligible) or be enrolled in ELP. The Filing Fee can only be submitted once.
Failure of students to register as required will constitute presumptive evidence that they have withdrawn without leave from the Graduate Division, and that to be readmitted, they must re-apply formally.

The maximum time limit for completing the Ed.D. in Educational Leadership is five years (fifteen quarters).

**Advisement in the Educational Leadership Program 2017-18**

**Advisement about the dissertation:**
- Year One: Discuss with ELP Core Faculty (Professors Kathryn Anderson-Levitt, Robert Cooper, Tina Christie, Diane Durkin, Kevin Eagan, Mark Hansen, Matthew Madison, Rob Rhoads, Linda Rose).
- Year Two: Discuss with your Ed. 499 instructor (and fellow). Discuss with other UCLA Department of Education faculty with expertise in your area of interest. Check faculty’s web pages on the Graduate School of Education and Information Studies (GSE&IS) website.
- Year Three: Discuss with your doctoral committee chair or co-chairs.

**Advisement about selecting a doctoral committee chair(s):**
- Year Two: Discuss with your Ed. 499 instructors.
- Year Three (and beyond): Discuss with the ELP Co-Directors and Core Faculty.

**Advisement about electives:**
- No electives are required for ELP.

**Advisement about your academic progress:**
- For questions about a specific course, meet with the course’s instructor(s).
- For questions about your progress in the program, talk to Linda Rose.
- For questions about incomplete grades or incomplete grades that became “F’s,” consult with Shan Boggs.

**Advisement about the content of Program examinations:**
- First Year Screening Exam: Linda Rose (in Ed. 454A), and Shan Boggs.
- Second Year Qualifying Exam: Ed. 499B instructors (Diane Durkin, Linda Rose and Kathryn Anderson-Levitt).

**Advisement about mechanics of Program examinations:**
- Talk to Shan Boggs

**Advisement about career goals or focus and job searches:**
- Talk to ELP Core Faculty
Advisement about goals for doing the Educational Leadership Program:

- Talk to Linda Rose or Shan Boggs

ASSIGNMENTS, GRADING, AND COURSE MATERIALS

Submitting Assignments
ELP assignments should be typed, double-spaced and use a 12-point font. All materials submitted should be able to be photocopied. Names and page numbers should be on all work unless otherwise directed. Please include the date submitted, the draft version of the work, the title of the assignment, and the professor of the class. Professors may provide further instruction for submitting assignments. Many instructors expect students to use APA style (American Psychological Association Manual, Sixth Edition). Most professors will accept assignments via email, but some may prefer paper copies. Please confirm with each instructor. Proofread and edit all assignments before submitting them. All dissertations must use APA.

Grading
ELP grades are processed as soon as a course is complete. Grades are available on the MyUCLA website (http://www.my.ucla.edu/) under the “classes” section approximately two weeks after each class has ended. To view grades, log-on to MyUCLA with your UCLA Log-on and password. Please review your grades every quarter as clerical errors do occur. ELP staff will assist with grade changes if necessary. Grades of “B” and “B-” suggest that coursework improvements are necessary. A grade below a “B-” is not a passing grade and the course must be repeated. Students must maintain a cumulative GPA of 3.0 or higher to be considered in good standing with the program.

UCLA’s Standard of Scholarship, as found in the Graduate Division handbook is as follows:

“UCLA requires at least a ‘B’ (3.0) average in all courses taken in graduate status at the University, and in all courses applied toward advanced degrees. This standard applies to all graduate students, including candidates in graduate-level certificate programs. In courses graded on an S/U basis, a grade of ‘S’ (Satisfactory) shall be awarded only for work, which would otherwise receive a grade of ‘B’ or better.

A student is considered in probationary status and subject to dismissal if the cumulative scholarship in all work attempted in graduate status falls below a ‘B’ (3.0), or if the student’s work in any two consecutive terms falls below a ‘B’ (3.0) average. The Dean of the Graduate Division determines a student’s eligibility to continue graduate study. If allowed to continue in probationary status, the student is required to make expeditious progress toward improvement in scholarship. If a student is allowed to continue as a graduate student, this action does not constitute an exception to policies governing any other situation in which a minimum cumulative grade point average of 3.0 is required (e.g., an apprentice personnel appointment).” Students who receive a grade below a ‘B-’ must re-take the course.
**Incomplete Grades**

The Graduate Division Policy:

“Once an Incomplete grade is assigned, it remains on the transcript along with the passing grade students may later receive for the course. The instructor may assign the ‘I’ grade when work is of passing quality but is incomplete for a good cause (such as illness or other serious problem). It is the student’s responsibility to discuss with the instructor the possibility of receiving an ‘I’ grade as opposed to a non-passing grade.

If an ‘I’ grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not reenroll in the course; if they do, it is recorded twice on the transcript. If the work is not completed by the end of the next full term in residence, the ‘I’ grade lapses to an ‘F,’ ‘NP,’ or ‘U’ as appropriate. The College or school may extend the deadline in unusual cases (not applicable to graduate students).”

“When initially assigned, ‘I’ grades remain on the permanent record but are excluded from the GPA. When the required work is completed, the assigned grade will appear under the term during which the ‘I’ grade was satisfied.

The student should have the department send a UCLA Report of Academic Revision to the instructor, who upon completion of the work, submits the grade to the Registrar’s Office. Once the grade is received, a confirmation is issued to the department and/or instructor and a processing fee is then charged to the student’s account. (For ELP students, ask the instructor to do the UCLA Report of Academic Revision.)

The Report and grade assigned must be on file in the Registrar’s Office by the end of the student’s next registered term to prevent the ‘I’ grade from lapsing to an ‘F,’ ‘NP,’ or ‘U.’

A student may confirm that a grade has been received via the MyUCLA website [http://www.my.ucla.edu/](http://www.my.ucla.edu/) under the “classes” section. The student should be sure to check the term during which the final grade appears under the ‘I’ grade. If the grade is not recorded, the student should check with the individual instructor to insure that the form with a final grade and proper date of completion assigned has been forwarded to the Registrar’s Office.”

Students cannot take the Screening or Qualifying Exam if they have an Incomplete, an “F,” (anything below a B-) or “U” in any ELP course. Likewise, students cannot take their preliminary orals or final orals if they have an Incomplete, an “F,” (anything below a B-) or “U” in any ELP course.

(The above information is provided by UCLA’s Graduate Division. For more details visit Standards & Procedures for Graduate Study at UCLA: [https://grad.ucla.edu/gasaa/library/spfgs.pdf](https://grad.ucla.edu/gasaa/library/spfgs.pdf))
Evaluating Classes and Professors
The University requires that all courses be anonymously evaluated by students. Evaluations are conducted online through CCLE (Common Collaboration and Learning Environment). Students will receive email reminders to complete evaluations at the end of each quarter. ELP continuously uses student feedback to improve courses. We value what students report on evaluations so the more specific and constructive your feedback, the more likely we will take your comments to heart. When students include personal opinions, venting or attacks on faculty in course evaluations, it undermines any substantive feedback provided by yourself or other students. When faculty or administrators see substantive and constructive comments, they are more likely to use course evaluation results. If there are urgent concerns about a class or professor, please direct them immediately to the Co-Director, Linda Rose.

Textbooks
Where possible, ELP faculty order books for the UCLA Textbook Store before each quarter begins and the staff sends announcements in advance so students can consider other purchasing options if they wish, such as www.dealoz.com, www.amazon.com, or www.half.com. The number of required texts varies per class.

Readers
Some professors use readers (bound and photocopied articles) for their courses. ELP orders and pays for them. Students may pick up their readers in the ELP Office on the first day of class each quarter. Some readings may be on CCLE.

COURSE NORMS
- Meet assignment deadlines. Grades will be affected for assignments that are submitted late or that are incomplete.
- Be prepared to discuss course readings in class discussions and in groups.
- Participate in discussions and encourage others to participate. Do not monopolize the conversation. Avoid sidebar discussions.
- Keep discussions grounded in the text—personal opinions have their place, but should not dominate the discussion.
- Keep a focus on the topic stated by the instructor.
- Show respect for the rights and views of others.
- Separate people from their ideas—don’t make expressions of disagreement personal.
- Maintain confidentiality—the classroom must be a safe environment to express one’s self openly.
- Class sessions start on time—please make every effort to arrive on time.
- Avoid instant messaging, surfing the Internet, and social networking sites.
- Please turn off cell phones.

Absence Policy
- Notify faculty before missing a class
- More than one absence may result in the final grade being lowered half a grade (i.e. “A” to “A-”)
Three absences (almost one-third of a four-unit course) may result in the student receiving no credit for the course.

**UCLA: WHAT YOU NEED TO KNOW**

**MYUCLA**

( [HTTP://WWW.MY.UCLA.EDU/](http://www.my.ucla.edu) )

MyUCLA is an on-line system provided to UCLA students for the purpose of reviewing information that is on file with the University. Functions available on MyUCLA are listed below. There is also an easy to use tutorial through the “Help” button on the top right of the website. (For additional assistance contact myucla@college.ucla.edu or (310) 206-4525.)

- **Course enrollment.** The ELP staff enrolls students in all ELP classes. If you would like to take an elective course that is not an ELP course, you need to enroll on your own through MyUCLA. You can find the course number under the “classes” section. If you decide to drop an elective, you must use MyUCLA and follow the guidelines for dropping a course.

- **“Holds”** are listed on MyUCLA. Holds are the University’s way of freezing a student’s records in the case of an administrative problem. A hold is an alert that a fee has not been paid, or that clerical problems have occurred. Examples are tuition non-payments, late library return charges and advancement to candidacy fees. If you do not resolve and pay these fees, you will not be enrolled in classes and will not be able to use University services, such as the library.

- **Financial Aid.** Summaries and document tracking are also listed on MyUCLA and the website: [www.financialaid.ucla.edu](http://www.financialaid.ucla.edu)

- **Contact Information.** You can change your contact information on MyUCLA. Please note that doing so does not update ELP files. Please contact ELP directly with any contact information changes.

- **BruinBill Account information.** Student account information is not mailed, so students need to view their accounts on MyUCLA. Any fees assessed by the University, including tuition, will appear on BruinBill. Payment is done through BruinBill using a credit card or e-check. Students are held accountable for late charges when fees posted on BruinBill are overlooked and not paid. Please check and reconcile your BruinBill account monthly to avoid late charges.

- **Grades.** Students can view grades and overall progress reports through MyUCLA in the “classes” section of the website.
FINANCIAL AID INFORMATION

UCLA Financial Aid and Scholarships Office
UCLA’s Financial Aid and Scholarships Office has a website full of useful information to help guide you through the financial aid process. The address is: www.financialaid.ucla.edu. Jennifer Fernandez is the Financial Aid Counselor for ELP students. You can reach her at (310) 825-4595 or jfernand@saonet.ucla.edu.

Applying for Aid
In order to apply for financial aid, you will need to complete the Free Application for Federal Student Aid (FAFSA). Apply at www.fafsa.ed.gov or follow the links on the Financial Aid Office’s website.

Before attempting to complete the FAFSA, apply for or request your FSA ID by going to https://fsaid.ed.gov/npas/index.htm. The federal ID will allow you to sign your application electronically and do a FAFSA renewal.

Processing Period
When FAFSA data is submitted to the federal processor, student information will be verified by a series of federally mandated data matches (Social Security Number, date of birth, name information, Selective Service status, INS status, citizenship status and default information). If a student does not pass some of the data matches, UCLA will follow up for additional documentation via email.

Electronic Financial Aid Notification (FAN)
The electronic Financial Aid Notification (FAN) is the official notice of financial aid eligibility for the academic year. Any time the Financial Aid Office generates a new FAN for you to view or accept; you will receive an email through MyUCLA. When you log in to the FAN, you will be guided step-by-step to complete the process.

*It is imperative that you maintain a valid email address on MyUCLA, so that you receive all communications from the Financial Aid Office.

You can review your FAN at any point by logging on to MyUCLA www.my.ucla.edu.

Types of Financial Aid Available
Direct unsubsidized loans are available to all students regardless of income. You are responsible for paying the interest during all periods.

Loan amounts are determined by UCLA.

Direct PLUS loans are for graduate and professional students who want a low-cost loan backed by the federal government. Payments of principal and interest begin within 60 days of final loan disbursement. This loan can be offered to help meet the costs of education. Adverse credit histories will negatively impact a Plus loan application.
A signed master promissory note must be on file before loan funds are disbursed to UCLA. Information regarding the master promissory note is available on the FAN.

All new UCLA loan borrowers must complete a Debt Management Session with the Student Loan Office and sign Master Promissory Notes for loans.

**FINANCIAL AID DISBURSEMENTS AND REFUNDS**

Once you are enrolled, accept your awards on the FAN and complete the necessary loan documents, your financial aid will disburse to your BruinBill account equally over the Fall, Winter, and Spring quarters. Any remaining balance after quarterly charges are paid will be refunded to you. Your refund will be deposited to your bank account if you sign up for Bruin Direct. You can obtain the Bruin Direct application from the Main Cashier’s Office or on the web at [www.sfs.finance.ucla.edu](http://www.sfs.finance.ucla.edu)

**Financial Aid Office:** A129 Murphy Hall (310) 206-0400

**Loan Office:** A227 Murphy Hall (310) 825-4595

**TUITION**

Students pay tuition (not UCLA tuition) to ELP through MyUCLA since ELP is self-supporting and not a state supported program. Tuition covers costs relating to coursework, the first-year retreat, some course materials, summer instructional processes and special workshops and events. *Tuition is subject to change annually* and is paid in three installments. An installment is due prior to the start of each quarter through BruinBill. Late fees will be assessed for missed deadlines. Books and parking are not included in the tuition. Many students obtain financial aid to cover program costs.

To pay tuition, log on to MyUCLA [http://www.my.ucla.edu](http://www.my.ucla.edu) and go to BruinBill.

The BruinBill system will walk you through paying tuition. You may pay either by credit card or e-check. If you receive financial aid, your tuition will be deducted from your financial aid funds, and the difference will be direct deposited into your bank account if you signed up for Bruin Direct. You can obtain the Bruin Direct application from the Main Cashier’s Office or on the web at [www.sfs.finance.ucla.edu](http://www.sfs.finance.ucla.edu). A paper refund check will be mailed to students who are not enrolled in Bruin Direct.

You will receive an e-bill from Student Accounting when tuition is posted prior to each quarter. ELP staff will send out reminder emails about paying tuition on time. If you do not pay tuition by the deadline, *late charges may be imposed.*

(For BruinBill assistance contact myucla@college.ucla.edu or Student Accounting (310) 825-9194.)

*Student Accounting will provide late fee information through MyUCLA.*
**TUITION DEADLINES FOR 2017-2018:**

Fall
- August 19 (Cohort 25)
- September 2 (Cohort 24)
- September 20 (all others)

Winter
- December 18

Spring
- March 19

**ELP Tuition Policy**

- Students must pay tuition by the **deadline** every quarter they are enrolled. Students who do not enroll will be considered out of status by the university.
- Students will be notified when tuition is posted and sent reminders about tuition due dates.
- Students will be dropped from courses if tuition is not paid on time. Students who wish to continue in ELP will need to re-apply for admission. If you encounter difficulties in paying your tuition, please speak with Shan Boggs at least two weeks before the tuition due date.

* Students receiving financial aid should discuss fall deadlines with the ELP Office.

**ELP TUITION REFUND POLICY**

**2017-18**

All tuition is due for each quarter by the deadline set for each cohort. To receive a full refund of the tuition paid by the student for the quarter, the following policy applies*:

**Year One**
The student must withdraw from all of his or her courses (withdraw from UCLA) by 45 days after the start of his/her first ELP class. No refund will be given if the student withdraws after 45 days.

**Year Two, Three, and Beyond**
The student must withdraw from all of his or her courses (withdraw from UCLA) by 60 days after the start of his/her first ELP class. No refund will be given if the student withdraws after 45 days.

*(Please contact Shan Boggs if you have questions.)*

* Students who have been approved for a student loan for the quarter in question must contact the Financial Aid Office to discuss the status of their loans.

**CAMPUS RESOURCES**

**Bruin Card**
The Bruin Card is UCLA’s official identification card. It is free and all students should obtain one. Please visit [www.bruincard.ucla.edu](http://www.bruincard.ucla.edu) for instructions on how to apply. You cannot pick up your card until you have been registered for classes in August. Time is provided during the New Student Retreat to obtain a Bruin Card. Your Bruin Card also functions as your library card. The Bruin Card Office is located on the first floor of Kerckhoff Hall.
**Graduate Resource Center** is a one-stop resource, referral and information center for graduate students, offering programs and workshops on a variety of topics, drop-in counseling, a web and in-house resource library, and meeting and study space. The Graduate Student Resource Center is also the home of the Graduate Writing Center. Appointments are made through their online reservation system. All graduate and professional students are welcome. They are located in B11 of the Student Activities Center. For information on upcoming events or to schedule an appointment with a writing consultant visit [http://gsrc.ucla.edu/](http://gsrc.ucla.edu/).

**Graduate Student Lounge** is located on the second floor of Moore Hall (Room 2027). The Graduate Student Lounge offers education graduate students a comfortable place to relax and meet with other students. There is a small kitchen area with microwaves, refrigerators, and an ice machine connected to the lounge.

**Parking Services**
UCLA Transportation handles evening and weekend parking passes. Parking regulation is strictly enforced at UCLA. You will need to have a Bruin Card and be registered for classes during the quarter for which you would like to obtain parking. ELP will provide you with parking pass applications you can mail back to Parking Services or you may apply in person. Parking Services is located in the Strathmore Building on Westwood Boulevard. They are open Monday to Friday, 7:45 a.m. - 5:00 p.m. If you do not obtain a parking permit you will need to pay every time you come to campus. The daily rate is $12. Be advised, however, that daily parking is not guaranteed. Visit [https://main.transportation.ucla.edu/](https://main.transportation.ucla.edu/) for additional information. The closest lots to Moore Hall are Lot 2, Lot 4, and Lot 9 (top). For short-term parking, there are pay stations in Lots 2 and 4. Many ELP students purchase an evening/ weekend parking pass.

**Photocopies** may be made in Powell Library. UCLA Document Services (located at 555 Westwood Plaza, Level B) is open Monday to Friday, 8 a.m. - 5 p.m., for large copy jobs, binding, and other printing services. Visa or MasterCard must be used for payment.

**LIBRARIES AND TECHNOLOGY**

**Computers**
ELP students who are interested in purchasing computers from the UCLA computer store will get a discount when presenting their Bruin Cards at the time of purchase. **Laptops** are not required for the program, but many students use them to take notes in class.

**Computer Lab**
There is a computer lab in 3120 Moore Hall. Passwords are required and distributed by the Educational Technology Unit (ETU) staff during their regular business hours. ETU is located in 3051 Moore Hall.

**Equipment Check-Out**
The Educational Technology Unit (ETU) has equipment that can be checked out to support faculty and students in instruction and research related activities within GSE&IS. Equipment available for checkout includes **LCD data projectors, Macintosh laptops,**
camcorders, digital still cameras, portable overhead projectors, slide projectors, and wireless lapel microphones. Visit:

https://portal.gseis.ucla.edu/administrative-support-units/educational-technology-unit/equipment-checkout/equipment-reservation-request

and learn more about the individual products, and the policies and procedures surrounding the checkout process. ETU is located in Moore Hall 3051, and is open Monday-Thursday 8 a.m. – 6 p.m. and Friday 8 a.m. – 4 p.m. during the Academic Year. Their phone number is (310) 825-1911.

ELP has two LCD projectors and laptops available for students to use during dissertation orals or during classes.

**LISTSERV**
ELP maintains a group email list for each cohort. Members include students, faculty, and staff. The LISTSERV is intended for staff to relay administrative messages, faculty to provide assignment directions, and students to share academic information. Please note that when you hit “reply all” to a LISTSERV message everyone on that distribution list will receive your message. If you have a new email address or are not receiving email on a regular basis, please notify the ELP staff.

**Libraries**
UCLA’s University Library is a campus-wide network of libraries serving programs of study and research in many fields. Its principle components are the Young Research Library (YRL), the College Library, and eleven subject libraries. YRL primarily serves the scholarly needs of faculty and graduate students in the humanities and social services, the Graduate School of Education and Information Studies (GSE&IS), and the School of Public Policy and Social Research. Education books and dissertations are shelved in Charles E. Young Library (YRL) while Psychology books are in the Biomedical Library. You may also want to use the Management Library or the Law Library. Please review http://www.library.ucla.edu/ for more details. Your Bruin Card is your library card. Gabriella Gray is the librarian for GSE&IS and is available to you as a resource. She can assist you with any questions you may have regarding the library. Her email is gsgray@library.ucla.edu and her number is (310) 825-4567.

**ESSENTIAL INFORMATION FOR ELP STUDENTS FROM A TO Z**

**SOME OF THESE ELEMENTS ARE DISCUSSED IN GREATER DETAIL IN OTHER PARTS OF THE HANDBOOK.**

**APA MANUAL, 6TH EDITION**
Class papers and the dissertation must follow the guidelines set out by the APA Manual (American Psychological Association Manual). This includes using APA style for footnotes. Many cohorts use bibliographic software such as EndNote, RefWorks, or Zotero to help them compile their APA citations.
BOOKS AND OTHER CLASS MATERIALS
Books are available for purchase in the bookstore or online. You will be informed when books are available. Some classes use readers (sets of articles) instead of books. These are distributed in class or are available in the ELP office.

CAMPUS SAFETY
UCLA’s Police Department is available at (310) 825-1491 for any emergency.

UCLA has Community Service Officers available to walk with students, staff and visitors between campus buildings from dusk to 1 a.m. 365 days a year. This service is provided free of charge. To utilize the service, call (310) 794-WALK (9255) fifteen minutes before you need to leave and a dispatcher will make the arrangements for you.

CHANGE OF NAME, ADDRESS, OR EMPLOYMENT
Please inform the ELP Office of any changes to your name, address, phone number, or employment status. Please notify the ELP Office immediately if you change your email address. Any name changes have to be done officially with UCLA.

CLASS ATTENDANCE
Attendance is important and contributes to each student's overall success in class and ELP. Attendance also plays a role in course grades. Please notify faculty before missing a class. A course grade may be lowered half a grade (i.e. “A” to “A-”) for more than one absence. Three absences (almost one-third of the course) may result in lack of credit for the course.

CLASS PERFORMANCE
ELP values students' contributions to discussions as part of the learning process. Participation in class is part of each student's grade in each class. On-time arrival is also imperative to good class performance.

COMMENCEMENT
The Graduate School of Education and Information Studies holds its own commencement ceremony each year in the middle of June. Doctoral candidates who have completed final oral examinations by the Friday before commencement are eligible to participate. Each doctoral student is "hooded" by the chair of his/her doctoral committee at the ceremony. Information about commencement is sent to each graduating student. His/her chair must sign a form by the start of May that gives the student permission to participate in commencement.

DISSERTATION
All students complete a dissertation that focuses on improving educational practice. Projects are often oriented towards action research. Students begin to form their ideas about their projects during their first year in the program. Students develop a proposal for their dissertations during Year Two. All Ed.D. dissertations must be singly authored and contain original research.
DOCTORAL COMMITTEE
After passing the Qualifying Exam at the end of year two, students officially select their doctoral committee chairs and other committee members. Doctoral committees are comprised of ladder faculty members and may also include one adjunct faculty member who can augment the committee with their real-world educational experiences.

DISSERTATION FILING
All dissertations must be prepared and filed electronically according to the standards set by UCLA Graduate Division in the Thesis and Dissertation Formatting and Filing Guide (available at https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf).

ELECTIVE COURSES
ELP students are not required to take any elective courses.

ELP CLASSROOMS
Moore Hall 3140 and 3320 are the two classrooms ELP cohorts normally use. Each room is wireless. If you need to reserve a room for a group meeting, please email your request to the ELP office (miyoshi@gseis.ucla.edu) or call (310) 206-1673.

Please do not leave laptops, purses, wallets, and other valuables unattended in the classrooms since thefts do occur.

ELP OFFICE
The office is located in 1029 Moore Hall. The hours are 8 a.m. - 5 p.m. on Mondays, Tuesdays, and Fridays and 9 a.m. – 6 p.m. on Wednesdays and Thursdays. Please contact the staff at (310) 206-1673 if you wish to make an appointment outside of office hours.

EMAIL ADDRESS
ELP students are eligible for a FREE Bruin On-line email account. Visit https://www.bol.ucla.edu/ for more information. This gives the student an email address (@ucla.edu). Be sure to contact the ELP office if you change your email address. ELP generally contacts students via email instead of postal mail.

ENROLLMENT
The ELP staff enrolls students for classes with their cohort prior to each quarter. ELP students must be continuously enrolled. Students who are not enrolled during a quarter and who do not have a leave of absence are considered out-of-status and must apply for readmission. All enrolled students must pay full ELP tuition. Students will be dropped from their courses if tuition is late.

FINAL ORAL EXAMINATION
When a doctoral chair concludes that the student's dissertation is complete, the student schedules a one-and-one-half hour session with all the members of his/her committee. If the members of the committee approve the project at the examination, they will electronically sign the “Committee Approval” page on the dissertation filing site once you have begun the electronic filing process.
FINANCIAL AID
Financial aid materials can be obtained from the financial aid office located in Murphy Hall, Level A, Room 129J or on the web at: https://www.financialaid.ucla.edu

Aid is generally disbursed about a week before the quarter begins. You can apply for aid for the upcoming year any time before June but the paperwork takes four to six weeks to process. If you apply for aid in March, you are more assured of receiving your loan checks by the start of classes in the fall.

GRADES, GRADE POINT AVERAGE (GPA), AND GRADING POLICIES
To check grades, visit MyUCLA http://www.my.ucla.edu and go to the “classes” section of the website.
University transcripts can be obtained by calling the Registrar's Office at (310) 825-1091 (then select option 6). Your GPA in the program includes grades in courses you take as an ELP student. Incompletes that become “F”s” are also included in the GPA. While a “B-” (2.7) is acceptable for class credit, all graduate students must maintain a “B” average (3.00) or better to be in good standing. A student receiving a “B-” in a course should consult with the professor about ways to improve his/her class performance. A student whose GPA is below a 3.00 for any one quarter is automatically placed on probation by UCLA and is subject to dismissal from the program and the university. UCLA’s grading system ranges from “A+” to “F.”

HEALTH CARE AT UCLA
Students in self-supporting professional degree programs at UCLA (such as ELP, the Executive MBA Program, or Fully Employed MBA Program) do not have access to UCLA student health programs.

INCOMPLETES (I)
In exceptional circumstances a student may be unable to complete a course at the end of a quarter. If the professor concurs, the time to finish the course may be extended. Courses must be completed by the end of the following quarter or the Incomplete (“I”) automatically lapses to a grade of "F." If an "I" is given for the spring quarter, the course must be completed by the end of the following fall quarter. ‘I’ grades remain on the permanent record but are excluded from the GPA. When the required work is completed, the assigned grade will appear under the term during which the ‘I’ grade was satisfied. (The student should ask the instructor to do the UCLA Report of Academic Revision.) The professor will submit the grade to the Registrar’s Office. The university charges a small fee to the student’s account to process the revision. Students with incompletes in required courses cannot take the screening or qualifying examinations or graduate.

Please note that incompletes may delay a student's progress in the program. ELP does not readmit students to the program that have outstanding incomplete grades or grades of “F,” ”(any grade below a B-) or “U.”

LEAVE-OF-ABSENCE POLICY
University and school policy encourages students to make steady progress toward completing their program. Thus, a leave-of-absence will be granted only under unusual
circumstances and will not be granted to students because they are temporarily less directly engaged with faculty or have completed all required coursework.

The amount of time and support students receive from faculty will naturally fluctuate throughout their degree programs. Such fluctuations in student contact with department faculty and staff or university resources, however, do not warrant a leave-of-absence during quarters when there is less contact or engagement.

For specific reasons such as severe illness, family obligations, military deployment, and financial hardship students may formally request a leave-of-absence for one to three quarters by gaining approval from an ELP Co-Director and the Office of Student Services, and completing a university leave-of-absence form. All applications must be completed and leave granted prior to the start of the UCLA quarter.

If a student anticipates using as much as 12 or more hours of university resources and/or faculty time (excluding the library) per quarter, the student is not eligible for a leave-of-absence and must register. Any use of faculty time is to be considered, including meetings, reading and suggesting revisions to drafts of dissertations.

A student who takes a leave-of-absence must return to a cohort that is at the point in the program where the student was when the leave began. A student who fails to return to the university the quarter after being on an official leave-of-absence, or who leaves the university without an official leave-of-absence, must apply for re-admission to ELP and the university. **Leaves-of-absence are only available to continuing graduate students in good standing (3.0 minimum GPA).** A doctoral student with an approved doctoral committee must obtain the doctoral committee chair’s approval for the leave-of-absence.

**LIBRARIES**

UCLA has extensive library facilities. Most graduate students use the Young Research Library (YRL). Education books and many Education dissertations are shelved in YRL. You may also want to use the Management Library (Anderson Graduate School of Management, E202 Anderson Complex) or the Law Library (Public Policy Building). For more information about UCLA’s libraries, visit [http://www.library.ucla.edu/](http://www.library.ucla.edu/).

To use the library’s resources remotely, you will need to configure access through the proxy server. Instructions are available here: [http://www.bol.ucla.edu/services/proxy/](http://www.bol.ucla.edu/services/proxy/). The proxy server is especially useful for downloading journal articles and other research materials.

The Department of Education contact person at YRL is Gabriella Gray. Her telephone number is (310) 825-4567 and her email address is gsgray@library.ucla.edu.

**LIBRARY CARDS**

Students use their Bruin Cards as library cards in the libraries.

**LOST AND FOUND**

There is a Lost and Found in the Facilities Office in the basement of Moore Hall.
**MyUCLA**
MyUCLA is accessible at [http://www.my.ucla.edu](http://www.my.ucla.edu). To use MyUCLA you need to know your student login ID and password. You can use MyUCLA to check your grades, register (or drop) an elective, and pay tuition through the BruinBill section of the website. Any questions regarding MyUCLA can be directed to the Registrar's Office. Their telephone number is (310) 825-1091.

**Office of the Human Research Protection Program (OHRPP)**
After students pass the Preliminary Oral Examination, they complete the forms and requirements to do research at UCLA through OHRPP. All applications are completed online through webIRB. Information about the process is available at [http://ohrpp.research.ucla.edu/](http://ohrpp.research.ucla.edu/). ELP will help guide students through the approval process as necessary.

**Parking**
Evening permits can be purchased on a quarterly or annual (Fall through Spring) basis. These permits allow students to park after 4:30 p.m. during the week and all day on the weekends. Parking permits are required in UCLA lots on Saturdays and Sundays. The cost is approximately $141 per quarter (2017-18). Lots 2, 6, and 9 are closest to Moore Hall. Lot 4 is also convenient and located off Sunset Blvd. Parking permits can be purchased at Parking Services, 555 Westwood Plaza, Suite 200, or ask in the ELP office for a parking permit application.

**Preliminary Oral Examination**
The Preliminary Oral Examination is scheduled after the student's doctoral committee has been appointed and after the chair indicates that the dissertation proposal is ready to defend. Students wishing to take the Oral Qualifying Examination must have completed all courses required for the degree with a minimum passing grade of “B-” and cumulative GPA of 3.0, passed their doctoral written qualifying examination, and had their doctoral committee appointed by the Graduate Division. The exam is an opportunity for the student to defend his or her proposal and for the faculty to discuss the proposal and make suggestions. All committee members must attend. The exam lasts one-and-one-half to two hours. If the proposal is approved, the committee members sign the oral examination form (obtain from the ELP office prior to the exam) and the student is ready to continue on with his or her project.

**Qualifying Examination (Written)**
This is a take-home examination students complete over the course of three days at the end of the second year. To be eligible students must not have any incomplete grades or grades of “F” or “U.” Students prepare for the examination in Education 499A/B/C during Year Two. The focus of the exam is on the knowledge associated with Year One and Year Two courses. Students must pass all parts of the examination to pass the exam. Students who do not take the examination at the end of Year Two are expected to take it at the start of Year Three. The exam is not offered in the winter quarter.
RECREATION
Students can purchase a Recreation Pass at the Wooden Center to gain access to UCLA's many recreational facilities. For information, call (310) 206-8307.

RETREAT FOR FIRST YEAR STUDENTS
ELP begins with a residential weekend-long retreat that marks the beginning of the cohort experience. Students embark upon their first course while having the opportunity to get to know other members of the cohort and the faculty. Attendance is mandatory.

SATURDAY CLASSES
Saturday classes are from 9 a.m. - 5 p.m. or 9 a.m. – 12:30 p.m. or 1:30 p.m. - 5 p.m., unless otherwise stated.

SCREENING EXAMINATION (YEAR ONE)
Near the end of the first year in ELP, students will complete an in-house screening examination. Laptops are required to complete the exam. Students who do not have their own may check one out from ETU. The exam consists of a written essay response and an interview with ELP faculty. Students must receive a pass on the examination to continue in the program. Students who fail the exam will be given one additional opportunity (at the next sitting) to pass the exam.

STUDENT ID NUMBER
This is a nine-digit student ID number assigned by UCLA. It is not the same as a social security number. It is on your Bruin Card.

TUITION
Students are billed by the university through BruinBill, which is found on the MyUCLA website: http://www.my.ucla.edu This is done in three installments each academic year. Course registration is subject to cancellation if students miss tuition deadlines. Students must pay full tuition and be enrolled each quarter that they are taking classes or working with faculty.
# Important Dates for ELP Students

## 2017-2018

### Fall 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19, Friday</td>
<td>Fall Quarter Tuition Due (Cohort 25)</td>
</tr>
<tr>
<td>September 2, Saturday</td>
<td>Fall Quarter Tuition Due (Cohort 24)</td>
</tr>
<tr>
<td>September 4, Monday</td>
<td>Labor Day (UCLA closed)</td>
</tr>
<tr>
<td>*September 5, Tuesday</td>
<td>Last day to submit filing fee for fall term graduation (Continuing students after Year Three ~ not enrolled for fall term)</td>
</tr>
<tr>
<td>September 20, Wednesday</td>
<td>Fall Quarter Tuition Due (Cohort 23 and Continuing students)</td>
</tr>
<tr>
<td>September 23, Saturday <em>(date subject to change)</em></td>
<td>Challenge Course (Cohort 25)</td>
</tr>
<tr>
<td>October 6-9, Friday-Monday</td>
<td>Fall Qualifying Exam (Cohort 24)</td>
</tr>
<tr>
<td>*October 13, Friday <em>(date subject to change)</em></td>
<td>Last day to file dissertation for fall term graduation (Continuing students after Year Three ~ not enrolled for fall term)</td>
</tr>
<tr>
<td>November 11, Saturday</td>
<td>Veterans Day (UCLA closed)</td>
</tr>
<tr>
<td>November 22-26, Wednesday-Sunday</td>
<td>Thanksgiving (UCLA closed, 23-25)</td>
</tr>
<tr>
<td>*December 4, Monday</td>
<td>Last day to submit filing fee for winter term graduation (Continuing students after Year Three ~ not enrolled for winter term)</td>
</tr>
<tr>
<td>*December 15, Tuesday <em>(date subject to change)</em></td>
<td>Last day to file dissertation for fall term graduation (enrolled Continuing students after Year Three)</td>
</tr>
</tbody>
</table>

### Winter 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>December 18, Monday</td>
<td>Winter Quarter Tuition Due (All Cohorts)</td>
</tr>
<tr>
<td>January 15, Monday</td>
<td>Martin Luther King, Jr. (UCLA closed)</td>
</tr>
<tr>
<td>*January 19, Friday <em>(date subject to change)</em></td>
<td>Last day to file dissertation for winter term graduation (Continuing students after Year Three ~ not enrolled for winter term)</td>
</tr>
</tbody>
</table>
### Presidents’ Day (UCLA closed)

- **February 19, Monday**

### Spring 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>March 19, Monday</td>
<td>Spring Quarter Tuition Due (All Cohorts)</td>
</tr>
<tr>
<td>March 30, Friday</td>
<td>Cesar Chavez (UCLA closed)</td>
</tr>
<tr>
<td>March 31, Saturday</td>
<td>Year One Screening Exam (Cohort 25)</td>
</tr>
<tr>
<td>April 6-9, Friday-Monday</td>
<td>Spring Qualifying Exam (Cohort 24)</td>
</tr>
<tr>
<td>*April 13, Friday (date subject to change)</td>
<td>Last day to file dissertation for spring term graduation (Continuing students after Year Three ~ not enrolled for spring term)</td>
</tr>
<tr>
<td>May 28, Monday</td>
<td>Memorial Day (UCLA closed)</td>
</tr>
<tr>
<td>June 8, Friday</td>
<td>Last day to have Final Oral Exam to attend commencement ceremonies (Cohort 23)</td>
</tr>
<tr>
<td>*June 15, Friday (date may change)</td>
<td>Last day to file dissertation for spring term graduation (Cohort 23 and enrolled Continuing Students after Year Three)</td>
</tr>
<tr>
<td>June 16, Saturday</td>
<td>UCLA Commencement (Cohort 23)</td>
</tr>
</tbody>
</table>
EDUCATIONAL LEADERSHIP PROGRAM CONTACT INFORMATION
1029 MOORE HALL, BOX 951521, LOS ANGELES, CA 90095-1521
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