Department of Educational Leadership & Policy Analysis

Student Handbook

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2017

The Department of Educational Leadership & Policy Analysis'

mission is to create, evaluate, exchange, and apply knowledge about leadership, learning, and organizational performance to prepare scholars and scholar practitioners who cultivate equity and educational opportunity in a diverse and changing world. The department advances this mission through a comprehensive set of graduate programs, faculty scholarship, and a wide variety of faculty service activities. In executing its mission, ELPA pursues the following strategic directions.

Expand and enhance the focus on equity, diversity, and difference in instruction, as well as within the faculty, staff, and student body.

Provide professional development opportunities and research-based support to the profession that advances the quality of administrative practice and policy.

Continue to build on and integrate our strengths in research productivity, extramural funding, and high quality teaching, including the expanded use of technology in administrative practice.

The Department offers the following degrees and programs.

Ph.D. (Doctor of Philosophy)
Wisconsin Idea Executive Ph.D. Cohort
Educational Specialist Certificate

Master of Science
Master of Science in Global Higher Education

The department's programs are organized around three tracks.

Higher, Postsecondary and Continuing Education focused on the effective administration of postsecondary institutions

Educational Policy stressing effective formation and analysis of policies governing the administration of all educational institutions

K-12 Leadership emphasizing the effective administration of primary and secondary institutions

All three degrees offered by the department are intended to provide graduates with professional knowledge and skills essential for educational leadership, and to prepare persons for leadership positions at all levels of education: preschool, elementary, secondary, special education, vocational and technical schools, and colleges and universities, both public and private.

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Academic Misconduct

The full text of the state statute governing academic misconduct, UWS 14, Student Academic Disciplinary Procedures, as well as the UW-campus procedures for implementing the provisions of UWS 14 - http://www.students.wisc.edu/doso/docs/uws_chapter_14.pdf

Academic Opportunities

- Network The Wisconsin Collaborative Education Research Network (the Network) aims to create a collaborative, interdisciplinary network that advances and elevates education   by connecting people, mobilizing knowledge, translating research, and facilitating innovation. The Network intends on achieving this, in part, by creating an integrated online repository of educational resources and professionals. In 2014, the Network   began through combined efforts of the State of Wisconsin's Department of Public Instruction, University of Wisconsin-Madison's School of Education and Wisconsin Center   for Education Research to build relationships and share resources for the transformation   of preK-16 education.
- ITP Program (Interdisciplinary Training Program) At many large universities, graduate programs in education and the social sciences are located in different areas of campus. This results in few natural opportunities for graduate students in different schools or   departments to network, brainstorm and support each other's research interests.
- The Wisconsin Center for Education Research's (WCER) Interdisciplinary Training Program (ITP) in the Education Sciences provides a rare opportunity for graduate students from   several disciplines to create a research community. A select group of students from   sociology, economics, psychology, political science, and social welfare learn to design,   carry out, and analyze specialized research in education issues.
Perhaps most importantly, they learn to produce evidence about what education programs and policies can benefit students.
- Doctoral Research Program   The DRP at UW-Madison offers a cross-disciplinary program   of professional enrichment designed for School of Education graduate students, who   intend to pursue careers as researchers in education and education-related fields. The   program consists of an introductory course on problems and approaches in education   research followed by a set of modular course offerings focused on meeting the   professional development needs of graduate students. The program is open to anyone in   the School of Education who is interested in developing their skills as researchers and   pursuing the educational opportunities and close contact with faculty the program   provides.
- WCER The Wisconsin Center for Education Research (WCER) is one of the oldest, largest,   and most productive university-based education research centers in the world. WCER is   committed to improving educational outcomes for the nation's diverse student   population, positively impacting education practice, and fostering collaboration among disciplines and with practitioners.
- American Education Week Held each year in November.

Adding/Dropping Classes

WARNING! PAY ATTENTION TO THE DEADLINES

Students should consult the Office of the Registrar's website for essential information and important deadlines. Courses may be added, dropped, or swapped through MyUW Student Center at: my.wisc.edu, before and during the first 2 weeks of a semester (the first week in the general 8-week summer session). Find further instructions to add, drop, or swap courses after these deadlines at: http://registrar.wisc.edu.

International students are not allowed to drop below full-time enrollment unless they have first received authorization from International Student Services (ISS). This will ensure that they   remain in compliance with Department of Homeland Security (DHS) visa regulations. ISS is located at 217 Armory and Gymnasium (Red Gym), 716 Langdon Street, and may be contacted at 608-262-2044, iss@studentlife.wisc.edu. For more information visit the ISS website at http://iss.wisc.edu. International students holding graduate assistantships, fellowships, and   traineeships must meet minimum enrollment requirements.

Advising

Expectations and responsibilities in the advising relationship.

-checking in with faculty if you are signed up for an independent study

-two-week turnabout window on submitted work

-students should respond fully to feedback prior to requesting additional feedback

-come to meetings prepared

-good times/reasons to check in with your advisor

Students are assigned an advisor upon admission to the department.

Ph.D. students wish to change advisors, you need to find a faculty member who is willing to accept you as their advisee. An advisor agreement form is required to change advisors. Once signed, the form is returned to the Student Services Coordinator. The form is available at http://elpa.education.wisc.edu/docs/WebDispenser/elpa-documents/advisor-agreement-form0AB2B3EBD46DE779F2F669AA.pdf?sfvrsn=7

Attendance Policy

Each individual ELPA faculty member determines their attendance policy.

It is against university policy to attend classes without being enrolled. Faculty and instructors   may require enrolled students to attend scheduled meetings of a class and/or to participate in   other course-related activities, including distance learning. Students are responsible for materials

presented in such meetings or activities. Because courses are designed and conducted in diverse ways, faculty and instructors should inform students in writing at the   beginning of each course if there are specific expectations for attendance/participation,   including whether any component of the grade is based on such attendance/participation.

Bus Pass

Campus Map

Campus Safety

Capstone Requirement (HPCE Master's Only)

Certification Programs K12

Office of Child Care and Family Services

Counseling and Consultation Services

Course Descriptions (The Guide)

Degree Completion and/or Verification Letters

Ph.D. Students: If you have completed all degree requirements and deposited your dissertation and are waiting until the next degree conferral date to receive your degree, you may request and receive a letter indicating that all requirements have been completed.

Diplomas

Diplomas are mailed out approximately eight (8) weeks after your school/college has notified the Office of the Registrar that you have completed all your degree requirements.

Diplomas are NOT mailed out for students who have a hold(s) on their record. Please clear up any holds on your record as soon as possible so that you may receive your diploma in a timely manner. You can find information about holds in your Student Center. If you clear your hold after the commencement date, please contact us at degreeaudit@em.wisc.edu to have your diploma mailed out.

Dissertation Defense (see Final Oral Exam)

Dissertator Status

Educational Specialist Certificate Program

Email Address Requirements

Enrolling in Classes

Enrollment Deadlines

Enrollment Holds

Enrollment Requirements/Full-Time Enrollment Status at a Glance

Enrollment Schedule

Enrollment Verification

Exams – Qualifying Exam, Preliminary Exam (dissertation proposal), Final Oral Exam

Faculty and Staff

Fellowships and Scholarships

Field Experience/Practicum K12 Leadership

HPCE Field Experiences are also available. Students should contact their academic advisor for further information regarding HPCE field experience opportunities.

Final Oral Exam Ph.D. (also called Dissertation Defense)

Finances and Money
Office of Student Financial Aid
http://finaid.wisc.edu/

Bursar's Office (tuition related concerns)
http://www.bussvc.wisc.edu/bursar/bursar.html

Student Employment
http://www.wisc.edu/student-life/employment.php

Funding for International Students

Funding Resources and Links

Global Higher Education Master's Program

Grading System

Graduate Assistantships

Graduate School Funding Opportunities

Graduate School Policies, Procedures and Forms

Graduate School Resources and Individual Development Plan

Graduate Student Lounge

The ELPA graduate student lounge is located on the 3rd floor of the School of Education. To request access to the lounge follow the QR code posted on the door of the lounge.

Graduation and Commencement

Grievances and Appeals

In addition, the following administrative offices have procedures available for addressing various concerns:

Division of Student Life (for all grievances involving students)
75 Bascom Hall
608-263-5700

Office for Equity and Diversity (for discrimination or harassment issues)
179A Bascom Hall
608-262-2378

Employee Assistance (for conflicts involving graduate assistants and other employees)
256 Lowell Hall
608-263-2987

Ombuds Office for Faculty and Staff (for graduate students and post-docs, as well as faculty and staff)
523-524 Lowell Center
608-265-9992

Ombuds Office for Medical School and Public Health (for students, faculty, and staff in the MSPH)
2262 Health Sciences Learning Center
608-265-9666

Graduate School (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
217 Bascom Hall
500 Lincoln Drive
Madison, WI 53706-1380
608-262-2433

Guide to Preparing your Dissertation (formatting)

Housing (University)

ID Card

Incomplete Grades

Independent Study

Independent study requires approval from faculty. Students requesting an independent study meet with a particular faculty to determine the content of the independent study. An independent study is designed to allow students to complete work that is unique. An independent study cannot be taken to substitute for a class that is regularly offered. Independent studies range from 1-3 credits. Permission to enroll in independent studies is required.

International Student Services

Job/Career Placement and Planning

Requesting Letters of Recommendation From Faculty

Students needing letters of recommendation from faculty should contact faculty well in advance of the application deadlines and provide your resume, areas of strength, a position description, and submission instructions.
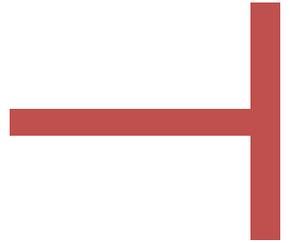
Job Center

Late Enrollment

ELPA does not support late enrollment unless there are extenuating circumstances. "I forgot" is not an extenuating circumstance.

L.E.A.D.S.

L.E.A.D.S. is the graduate student organization in the Department of Educational Leadership and Policy Analysis (ELPA).

Leave of Absence

Licensure (Eligibility and how to apply for an administrative license)

To be eligible for a Wisconsin administrative license, you need to complete a certification program, be eligible to hold a Wisconsin teaching license, have three years of classroom teaching experience.

The department offers certification programs for principal, director of special education and pupil services, director of instruction, and superintendent.

All DPI license applications are online, however, prior to being able to complete the online application, you need UW-Madison to submit an endorsement for your license. To obtain the endorsement, you need to contact the Student Services Coordinator in ELPA who will forward your name to the University Certifying Officer who completes the official endorsement. Once DPI enters your information into their database, you will be able to complete the online application.

Listserve

The Department of Educational Leadership & Policy Analysis runs a low traffic listserve to update present and future students, faculty, and alumni on available courses, conferences, financial aid opportunities and other news from the Department and field.

Joining the Department of Educational Leadership & Policy Analysis listserve will provide you helpful announcements from the Department, as well as keeping you informed of some news and employment opportunities both on campus and in the field of educational leadership. The average number of postings has been less than one a day.

To subscribe, e-mail join-elpacommunity@lists.wisc.edu.

To unsubscribe, e-mail leave-ELPAcommunity@lists.wisc.edu.

Maximum Credits Per Term

McBurney Resource Disability Center

The McBurney Center mission is to utilize our expertise in disability and higher education, and work in partnership with the University of Wisconsin community.

Minimum Standards and Progress Toward Degree

Ph.D.

A minimum of seventy five graduate credits must be completed in the Doctor of Philosophy degree program with an overall GGPA of at least 3.00. The student must maintain a minimum overall GGPA of 3.00 in educational administration coursework between admission and the time of the Preliminary Examination.

The [Ph.D. qualifying examination](#) must be passed as a partial requirement for completion of the Ph.D. degree. The student may take the exam after the completion of at least 18 credits in Educational Leadership & Policy Analysis coursework and must have satisfied this requirement prior to scheduling the preliminary exam. Students have the option of completing a take-home written exam or writing a qualifying paper.

The preliminary examination must be passed within seven years from the date of admission to the program. The dissertation must be satisfactorily completed within five years of passing the preliminary examination.

The Graduate School requires that after completion of the preliminary examination and all program requirements the student enroll for at least three graduate credits each semester as a "dissertator" until completion of the final oral examination.

Any student who fails to maintain satisfactory progress toward the degree will be declared "inactive." Students declared "inactive" will be ineligible for any final examination or degree in the Department. "Inactive" students must have a new graduate program approved and must meet the new program and examination requirements in effect at that time.

Students declared "inactive" for three years may be dropped from the Ph.D. program. Students who have been dropped must seek readmission and meet all existing admission, program, and examination requirements.

Doctoral degree students who have been absent for ten or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; however that coursework will not count toward Graduate School credit requirements.

Master's
Graduate students must maintain a minimum overall GGPA of 3.00.

Master's degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; however that coursework will not count toward Graduate School credit requirements.

Master's Degree Concentrations
Global Higher Education Master's
Master's K12 Leadership
Master's Higher, Postsecondary and Continuing Education
Master's Educational Policy

Minor (Ph.D.) (no Master's minor)

Option A (external): Requires a minimum of 12 credits in a minor program (single disciplinary or multi-disciplinary). Fulfillment of this option requires the approval of the minor program.

Option B (distributed): Requires a minimum of 12 credits in one or more programs forming a coherent topic, and can include coursework in the program. Fulfillment of this option requires the approval of the major program.

Multicultural Graduate Network

The Multicultural Graduate Network is your resource for social networking, learning and professional development. Housed within the Graduate School at the University of Wisconsin-Madison, we focus on the needs of graduate students of color, and also serve as an inclusive network for ALL graduate students!

National Education Conferences

UCEA

The University Council for Educational Administration (UCEA) is a consortium of higher education institutions committed to advancing the preparation and practice of educational leaders for the benefit of schools and children.

AERA

The American Educational Research Association (AERA), founded in 1916, is concerned with improving the educational process by encouraging scholarly inquiry related to education and evaluation and by promoting the dissemination and practical application of research results.

ASHE

The Association for the Study of Higher Education (ASHE) promotes collaboration among its members and others engaged in the study of higher education through research, conferences, and publications, including its highly regarded journal, The Review of Higher Education. ASHE is committed to diversity in its programs and membership, and has enjoyed extraordinary success   in involving graduate students in Association activities.

Overload Requests

Beginning Fall 2014, the maximum credit load for graduate students is 15 credits (Fall/Spring) and 12 credits (Summer). During the summer the 12 credit maximum applies where the equivalent is 1 credit per week, regardless of the summer session. The enrollment system counts all credits when determining credit load; this includes courses taken as pass/fail or audit and undergraduate level courses (below 300). If you wish to go over the maximum credit limit, a credit overload is required.

Parking

Ph.D. (Doctor of Philosophy)
Strands:
K12 Leadership
Higher Postsecondary and Continuing Education
Educational Policy

Portfolio Requirement (K12 Master's and Certification Only)

In accordance with PI 34, the Department has a portfolio requirement for all certification students. Students seeking initial certification as Principal, Director of Instruction, Director of Special Education and Pupil Services, or Superintendent must participate in practicum classes and labs to successfully complete and submit their own individual electronic portfolio to a faculty committee for review. The electronic format for the ELPA portfolio was developed collaboratively by ELPA faculty and the School of Education's EPCS (Education Placement and Portfolio Services) office. The format is designed as a learning tool to assist students in conceptualizing and demonstrating educational leadership.

Posting of Degrees

It takes some time for your degree to be posted and appear on your record after your date of graduation. The amount of time is variable depending on the school or college within the university that is granting your degree. It could be a couple weeks, or it could be as long as three months after the end of your final term.

Preliminary Exam (Ph.D.)

The Ph.D. preliminary exam must be passed as a partial requirement for completion of the degree. The student must have completed or must expect to complete the research requirements during the semester in which the preliminary exam is taken. The student's program plan, research requirement plan, and minor option plan must have been approved by the Department prior to taking the preliminary examination. The preliminary examination is an oral examination based on the departmentally approved program requirements and the dissertation proposal. The Examination Committee is composed of three faculty members, two of which must be from the Department of Educational Leadership & Policy Analysis.

Professional Development at UW-Madison

Program Plans

During your first or second semester, a program plan should be developed in consultation with your advisor and submitted to the Student Services Coordinator for approval. Program plans are simply a plan and change be changed as needed.

Proposal Defense (see Preliminary Exam)

Qualifying Exam

Questions

Contact ELPA Student Services Coordinator 608-263-2701 or ssmith@education.wisc.edu

Registrar's Office

Research

Education and Social/Behavioral Science Institutional Review Board (IRB)

The University of Wisconsin-Madison is committed to protecting the rights and welfare of individuals participating as subjects in its research. The ED/SBS IRB office is home to an Institutional Review Board (IRB) charged with reviewing human subjects research. The ED/SBS IRB reviews all human research protocols in accordance with federal regulations, state laws, and local and University policies. The IRB is composed of members from various disciplines within the education, social, and behavioral sciences as well as community members.

Social Sciences Computing Cooperative SSCC

- The Social Science Computing Cooperative supports researchers at UW-Madison who use statistical analysis in their work. We provide a complete research computing environment focused on statistics plus the expert help you need to use it. This includes:
- Statistical consultants who are experts on the most popular statistical software and can answer many methodological questions
- Training on statistical computing, including workshops and an extensive Statistical Computing Knowledge Base.
- Powerful and easy-to-use Windows and Linux based servers with the most popular statistical software installed and ready for use, plus many specialized packages
- Secure data storage suitable for most sensitive research data
- A dedicated help desk staffed by IT professionals, with immediate access to the system administrators who run the servers

Doctoral Research Program

The DRP provides professional development and enrichment for doctoral students preparing for careers in educational research. Students selected for the program work with diverse faculty, participate in seminars, plan a public lecture series on educational issues, and take course modules designed to advance their research.

Residence for Tuition Purposes

Scheduling Ph.D. Exams (Qualifying, Preliminary, Final Oral)

During the fall and spring term, all preliminary PH.D. exams, final oral Ph.D. exams and reviews of qualifying exams must be scheduled between the first day of the semester though commencement. During summer, preliminary exams, final oral Ph.D. exams and reviews of qualifying exams must be scheduled during the eight-week summer session (typically the third Monday in June through the first Friday in August).

Special Student Status Credits

A maximum of six credits of special student course work will be accepted into all programs as long as the minimum number of graduate credits required by the Graduate School are completed. Special student credits completed in access of six will need to be converted to graduate credits with the student paying the different in tuition.

Statement on Diversity and Respect

Student Privacy Rights (FERPA)

Textbook Information

Time to Completion

Timetables

ELPA provides students with departmental timetables well in advance of the University posting the entire University timetable. When available, ELPA timetables are posted at http://elpa.education.wisc.edu/elpa/academics/current-student-information/department-timetables

Transcripts

Transfer Graduate Coursework from Other Institutions

The Graduate School does not transfer credits. A student's program may decide to accept coursework completed outside of the students graduate career at UW-Madison when those courses are rigorous and meet the expectations of a graduate work for the degree. Coursework earned five or more years prior to admission to a master's degree or coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy Graduate School minimum credit requirements. See the Satisfying Requirements with Prior Graduate Coursework from Other Institution(s) section of the Prior Coursework policy.

Travel Support (ELPA and Graduate School)

Department Funding

In recent years the Department has been able to provide some financial assistance to students presenting at conferences of professional organizations and associations. The amount of funding available each year depends on a number of factors including the number of students requesting support, travel and registration costs, and the interest earned by Department accounts at the UW Foundation. Historically, the Department has provided students with travel support ranging from $150-400 for one conference annually, with preference given to students who will present a paper or who have been chosen to represent the Department at a national conference (e.g. UCEA Graduate Student Research Seminar), or whose travel is related to dissertation research.

The department will inform students when applications are being accepted and will provide students with the application form. Awards are made twice during the academic year and cover conference presentations between July 1-December 30 and January 1-June 30.

Graduate School Research Travel Awards & Conference Presentation Funds

Tuition and Fee Information

University Health Services

UW-Madison/UW-Whitewater Master's Cooperative Program in K12 Leadership

Wisconsin Idea Executive Ph.D. Cohort in K12 Leadership

Withdrawal

Writing Center

The University of Wisconsin-Madison's Writing Center helps undergraduate and graduate students in all disciplines become more effective, more confident writers. We believe that writing is a powerful tool not only for communicating existing ideas but also for discovering new ones; that learning to write is a life-long process; and that all writers benefit from sharing work in progress with knowledgeable, attentive readers. Our methods—multi-faceted, flexible, and above all, collaborative—reflect our respect for the individual writer, whose talents, voice, and goals are central to all our endeavors.