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## The Doctor of Educational Leadership (Ed.D.) Detail Sheet

### Non-Traditional Route C: Focus on P-12 Leadership – Face-to-Face Option

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*The College of Professional & Continuing Education (CPCE) at Rowan University offers the Ed.D. degree to area teachers, supervisors, principals, college and university administrators, and other candidates in related fields. This program focuses on developing authentic leaders. Graduates are prepared to assume leadership roles in schools, colleges, universities, educational associations, and educational advocacy groups.*

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#### Overview of the Program

##### There are three pathways to an Ed.D. at Rowan University:

*(With the exception of the brief section below, this particular sheet addresses only the Non-Traditional Route C –face-to-face option. See [www.rowan.edu/cpce](http://www.rowan.edu/cpce) and click on “Academic Services” for the information related to other non-traditional options listed below.)*

##### 1. Traditional Route: Educational Leadership across Multiple Settings

- a. Courses offered: Traditional 16-week, non-accelerated, face-to-face format
- b. Meeting location: Main Rowan Campus in Glassboro, NJ
- c. Admissions coordinated by: The Graduate Office at Rowan University
- d. Entry points: Fall or Spring terms every year
- e. Contact: Elizabeth Henderson in Educational Leadership at 856-256-4744

##### 2. Non-Traditional Route A: Focus on P-12 Leadership – Hybrid Option

- a. Courses offered: Normally 8-week, accelerated, hybrid (60% online and 40% face-to-face) format
- b. Meeting location: Jamesburg, NJ (on site at NJPSA)
- c. Admissions coordinated by: CPCE Academic Services (The interview portion of admissions is coordinated by Educational Leadership. For questions about interviews, please contact Ms. Elizabeth Henderson at 856-256-4744.)
- d. Entry point: Fall 2009
- e. Contact: CPCE Academic Services at 856-256-5435 or [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu) (preferred)

##### 3. Non-Traditional Route C: Focus on P-12 Leadership – Face-to-Face Option

- a. Courses offered: Normally 8-week, accelerated, and offered in a face-to-face format
- b. Meeting location: Rowan University, Camden Campus, Camden, NJ
- c. Admissions coordinated by: CPCE Academic Services (The interview portion of admissions is coordinated by Educational Leadership. For questions about interviews, please contact Ms. Elizabeth Henderson at 856-256-4744.)
- d. Entry point: Fall 2009
- e. Contact: CPCE Academic Services at 856-256-5435 or [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu) (preferred)

- **Note:** Non-Traditional Route B: Focus on Community College Leadership – is not scheduled to be offered again until the 2011-2012 academic year. More details will be posted when available.
- Criteria and required courses for the 3 pathways are *essentially* the same, but the timeline, admission deadlines and the exact course sequence *may* differ. See the “Course Sequence and Degree Timeline” section of the appropriate Detail Sheet for the suggested non-traditional course sequences.
- The two non-traditional routes listed above are offered through the College of Professional & Continuing Education. Further details are in the section below.

#### Overview of the Coursework

- 60 graduate credit hours (14 courses outside of dissertation) in approximately 8 consecutive semesters. (depending upon dissertation completion.)
- With the exception of a few semesters, this is a part-time program.
- The Non-Traditional Route C program is an accelerated program with all coursework offered in a face-to-face format.
  - 12 of the 14 courses are accelerated into 8-weeks. 2 of the 14 courses will be offered across 12 weeks\*\* but the coursework itself will still be offered in the 8-week model. The remaining 4 weeks will focus on the research component of the course. .

*\*\* In order to provide the student with a balanced course load, 2 of the 14 courses are offered within a 12-week block. These courses are research-based and structured with a field-based component which allows students the time necessary to collect data for the dissertation project.*

- All classes will be offered in a face-to-face format. Classes are tentatively scheduled to meet once each week on Thursday evenings from 5:00-9:00 PM at the Rowan University Camden Campus. Exact dates for the class meetings will be included in the Rowan Section Tally ([banner.rowan.edu/reports/reports.pl?task=Section\\_Tally\\_CPCE](http://banner.rowan.edu/reports/reports.pl?task=Section_Tally_CPCE)) each term, along with all other details for that particular class.

## Overview of the Coursework Continued

- With few exceptions, 2 courses will be offered each term such that most students should be able to complete the program (including summers) within 3 years. A tentative sequence chart for the 2009-2010 year is included in this document along with the full list of required courses. Once admitted, students will receive updated and personalized sequence charts from their CPCE Administrative Advisor.
- **All Required Courses/Coursework Categories:** Coursework is divided into 4 major categories with 3 distinct benchmarks.
  - 18 credits (6 courses) in core classes that must be completed before moving into the next phase of the program (Benchmark I)
    - EDSU 28.715: Leadership Theory (3 s.h.)
    - EDAM 27.701: Organizations as Cultures: Theory & Applications (3 s.h.)
    - EDAM 27.704: Changing Organizations (3 s.h.)
    - EDST 24.504: Action Research in Education (3 s.h.)
    - EDAM 27.505: Selected Topics in Educational Leadership: Professional Learning Communities (3 s.h.)
    - EDSU 28.706: Diversity in Educational Leadership (3 s.h.)
  - 12 credits (2 courses) in applied fieldwork
    - EDAM 27.720: Leadership, Applications, Fieldwork & Seminar (9 s.h.)
    - EDAM 27.719: Leadership Research Project Proposal (3 s.h.)
  - 18 credits (6 courses) in other required coursework
    - EDST 24.723: Conducting & Analyzing Survey Research for Educational Leadership (3 s.h.)
    - EDST 24.724: Conducting & Analyzing Qualitative Research for Educational Leadership (3 s.h.)
    - EDAM 27.713: Forces of Change in American Society (3 s.h.)
    - EDAM 27.735: Promoting Effective Learning (3 s.h.)
    - EDAM 27.750: Applied Ethics in Educational Leadership (3 s.h.)
    - EDAM 27.752: Advanced Leadership (3 s.h.)
  - 12 credits in Dissertation

**Total = 60 credits for the program**
- **Benchmarks:** The program includes 3 benchmarks:
  - Benchmark I: Progress Review
    - This review takes place after completion of the 6 core courses.
    - This benchmark includes a brief (15 min) presentation, a 6-8 page paper and a leadership portfolio.
  - Benchmark II: Dissertation Proposal
    - This review takes place before the official dissertation phase.
    - This benchmark serves as the formal plan for the dissertation.
  - Benchmark III: Dissertation and Symposium
- Complete listings of all courses, as well as **course descriptions**, are included in the Ed.D. Course Description Sheet which is available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce). (Click on “Academic Services” and then the appropriate program).

*Complete information about the above benchmarks and other Ed.D. procedures and policies are included in the Ed.D. Student Handbook, which is distributed by the Educational Leadership Department to all matriculated students during their first term.*

## Program Entry Points

- The program uses a cohort approach and therefore entry points are limited. Students may start the program in the following upcoming modules:
  - Fall 2009, Online Module 1 (the first 8 weeks)

*On a case-by-case basis, there may be some opportunity to join the cohort in either the second 8 weeks of the start module or the following module. Please consult the CPCE Administrative Advisor for more information.*

## Course Sequence and Timeline

The Doctor of Educational Leadership (Ed.D.) Program is offered in an accelerated format. All courses will be delivered in face-to-face modules. Every module will be 8 weeks. (2 classes will span 12 weeks – see “Overview of Coursework” in this document for more details.) Including summer terms, and depending upon the completion of your dissertation, the degree (14 courses) can usually be completed within 9 consecutive semesters (approximately 3 years).

This document includes the sequence for the first 4 of 14 required courses. All required courses are listed in the “Course Overview” section above. As already mentioned in that section, after admission, the CPCE Administrative Advisor will provide the students with updated course sequences as needed. It is expected that Ed.D. students in the non-traditional route will follow this sequence and will be able to take 2 courses per term in order to stay on track for their degree.

## Course Sequence and Timeline Continued

### Course Sequence for Students Beginning the Program Fall 2009, Module 1 (the first 8 weeks) Non-Traditional Route C: Focus on P-12 Leadership – Face-to-Face Option

#### Year One

	Fall 2009	Spring 2010	Summer 2010
1 <sup>st</sup> 8 Weeks	EDSU 28.715: Leadership Theory (3 s.h.)	EDAM 27.735: Promoting Effective Learning (3 s.h.)	EDAM 27.505: Selected Topics in Educational Leadership: Professional Learning Communities (3 s.h.)
2 <sup>nd</sup> 8 Weeks	EDSU 28.706: Diversity in Educational Leadership (3 s.h.)	EDST 24.504: Action Research in Education (3 s.h.)	EDAM 27.704: Changing Organizations (3 s.h.)
			<b>Benchmark I</b>

*NOTE: All courses are subject to run based upon meeting enrollment minimums. (s.h. = semester hours)*

*Students are expected to follow the Personalized Course Sequence they are given. Personalized course sequences are determined with your CPCE Administrative Advisor during the admissions process. Only those who follow this sequence can be promised that all coursework will be in the timeline and format outlined above. It is important to know that a "missed class" may not be available to make up in a timely manner and may significantly delay the award of your degree/endorsement/program. If your enrollment plans change and you will fall out of sequence, you must notify both your CPCE Administrative Advisor and Academic Advisor as soon as possible.*

### Benefits of the Doctor of Educational Leadership (Ed.D.)

- The program is designed for the working adult who needs an essentially part-time option but still wants the fastest route to their degree.
- The sequence is set for the entire length of the program and therefore students will always know their schedule well in advance.
- With few exceptions the schedule allows students to take 2-3 courses and earn at least 6 credits each term.
- If the outlined schedule is followed each term, students will meet the minimum credit hours required in order to be eligible for federal aid money.
- Tuition is competitive and all CPCE courses are discounted from regular Rowan rates.
- The schedule is both flexible and convenient. The coursework is divided into 8, 1-week blocks. (The 12-Week courses include this 8-week plan and simply add 4 additional weeks of research and fieldwork.)
- The program provides students with ample opportunity for vital professional networking and ongoing support.
- Pulling from different areas, the program provides students with a tightly woven interdisciplinary plan of study.
- The program was designed by professionals who want to make a difference regardless of whether they remain in the classroom or not. You WILL use what you learn on a daily basis.
- The Ed.D. application process does not require the submission of any standardized tests.
- All CPCE students have access to Rowan on-campus and online student resources.
- CPCE students will have access to not only their faculty advisor but also a special CPCE Administrative Advisor.

### How to Apply

Regardless of which pathway you choose, all applicants will apply using the Ed.D. Application Form. Forms are available to download from [www.rowan.edu/colleges/cpce/forms.cfm](http://www.rowan.edu/colleges/cpce/forms.cfm). When you submit your application, be sure to indicate on the front cover which pathway/cohort you wish to pursue. Please include this same information in the upper right-hand corner of any other materials you submit in order to ensure proper processing. Only those applying to the non-traditional pathways will forward their application materials to CPCE.

#### **Admission Requirements for the Doctor of Educational Leadership (Ed.D.) Program:**

- ✓ Master's degree from an accredited institution of higher learning
- ✓ \$50 application fee
- ✓ Ed.D. application form (Please do not use the Graduate School application form.)
- ✓ One official transcript from *all* colleges attended
- ✓ Three Letters of Recommendation
- ✓ Professional portfolio (Details are included in the Ed.D. application form.)
- ✓ Those selected to continue with the process will be invited to an interview with the faculty admissions committee.
- ✓ No standardized tests are required!

Plus

- ✓ Those applying for the Focus on P-12 Leadership should include copies of teaching certificates held.

*Please be sure you send your application to the correct place!*

## **Application Deadlines and Submission Information**

- 1. Traditional Route: Educational Leadership across Multiple Settings**
  - a. Application due: June 15 for Fall 2009 & December 15 for the Spring 2010 start
  - b. Submit application (for traditional program only) to: The Graduate School, Rowan University, 201 Mullica Hill Road, Glassboro, NJ 08028.
  - c. Decisions will be made by the end of July for Fall 2009 and by the end of January for Spring 2010.
- 2. Non-Traditional Route A : Focus on P-12 Leadership – Hybrid Option**
  - a. Application due: The application deadline has been extended to July 15 for the Fall 2009 start. If space permits, further extensions may be available; contact CPCE.
  - b. Submit application to: Rowan University, Enrollment & Extension Services, College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, FAX: 856-256-5638. Note: Please do not submit materials for CPCE programs to the Undergraduate Admissions Office or the Graduate School as this will delay processing. CPCE Admissions is coordinated by Enrollment & Extension Services (Enrollment Team) at CPCE. Any questions you have about your CPCE application should be directed to 856-256-5435 or [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu).
  - c. Decisions will be made by the end of July 2009/beginning August.
- 3. Non-Traditional Route C: Focus on P-12 Leadership – Face-to-Face Option**
  - a. Application due: The application deadline has been extended to July 15 for the Fall 2009 start. If space permits, further extensions may be available; contact CPCE.
  - b. Submit application to: Rowan University, Enrollment & Extension Services, College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, FAX: 856-256-5638. Note: Please do not submit materials for CPCE programs to the Undergraduate Admissions Office or the Graduate School as this will delay processing. CPCE Admissions is coordinated by Enrollment & Extension Services (Enrollment Team) at CPCE. Any questions you have about your CPCE application should be directed to 856-256-5435 or [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu).
  - c. Decisions will be made by the end of July 2009/beginning August.

Applications must be complete by these deadlines in order to receive a decision by the decision deadline listed above/before the semester begins. If a decision has not yet been reached, students may begin the course as a non-matriculated student while the process completes (if approved by CPCE in consultation with the Program Coordinator).

## **Health Immunization Requirements**

Students matriculated in this program are required to comply with the Health Immunization Requirements of Rowan University. Please refer to the CPCE website for more information: <http://www.rowan.edu/colleges/cpce/forms.cfm>.

## **Transfer Credit Policy**

- Given that the Doctor of Educational Leadership (Ed.D.) Program at Rowan University has recently restructured to a 60-credit program, no transfer credit is allowed.

## **CPCE Registration & Course Information**

CPCE students are Rowan students taking Rowan courses; however, you will often follow different administrative deadlines and processes. This is especially true for registration and course information as detailed below.

- **CPCE Registration Plan:** As a special service, The CPCE Enrollment Team manually registers all matriculated CPCE students for all of the CPCE courses that are required for their program. Registration will follow the Personalized Course Sequence (PCS) that all CPCE students receive from their CPCE Administrative Advisor during the admissions process. Proper CPCE registration is highly dependent upon a correct PCS; therefore, it is very important that you keep this document handy and follow it carefully throughout your academic program at Rowan. Further details and step-by-step instructions for how to trigger CPCE registration are included in the CPCE Student Guide & Agreement and the CPCE admission decision packet.
- **CPCE Course Information & the Section Tally:** All CPCE course details such as start and end dates, meeting times and locations (if applicable), pre-reqs, as well as costs and texts can be found each term in the CPCE Course Section Tally located at [www.rowan.edu/cpcecoursesearch](http://www.rowan.edu/cpcecoursesearch).
  - Knowing how to navigate the Section Tally will help you find the information you need more quickly. For further instructions about how to locate details such as costs, texts, or pre-reqs for each CPCE course, please visit [www.rowan.edu/coursesearch](http://www.rowan.edu/coursesearch).
  - CPCE students should use the information in the Section Tally and not the Rowan Self Service site to make sure they have all necessary details about CPCE courses. (This is because CPCE course *details* do not appear properly in the Rowan Self Service site).
  - The Section Tally is also the tool to use if you are searching for additional classes you need to take outside of your CPCE program. Consult with your Academic Advisor for assistance.

- **CPCE start and end dates** vary by course and often do not match the start and end dates for the official Rowan semesters. To be sure you always know when your CPCE course begins and ends, you should check the “Part of Term.” “Part of Term” is the 5<sup>th</sup> column appearing in the Section Tally and it identifies when a CPCE course begins and ends. (To find start and end dates for any future classes not yet listed in the Section Tally, click on the CPCE Part of Term in the header row of the CPCE Registration-Related Deadline Chart at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>.)
- **CPCE Registration-Related Deadlines:** CPCE has its own set of registration, payment, and drop deadlines. Sometimes there are even different schedules/deadlines for *each* course.
  - Deadlines are organized according to the “Part of Term” in which the CPCE course occurs. CPCE classes may be offered within a number of special CPCE “Parts of Term.” “Part of Term” is the 5<sup>th</sup> column appearing in the Section Tally ([www.rowan.edu/cpcecoursesearch](http://www.rowan.edu/cpcecoursesearch)) and it identifies when a CPCE course begins and ends. By matching the “Part of Term” for your course from the Section Tally to the one listed in the CPCE Registration-Related Deadline Chart available at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines>, you will always be aware of the CPCE registration deadlines.
- **Changing CPCE Registration:**
  - If you need to drop or withdraw from a CPCE course, or change your registration in any way, please contact your CPCE Administrative Advisor or the CPCE Enrollment team right away at [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu) to make sure this is handled properly and within appropriate deadlines. (Online dropping/adding is not possible with CPCE courses.)
  - A change to registration usually means a change to your PCS. Any time your Administrative Advisor changes your PCS a new one is sent to you, your Academic Advisor, and the CPCE Enrollment Team. Registration is then adjusted and a new registration confirmation is email sent to you. In this way, we all continue to work together to keep you on track for your educational goals.
  - **CPCE Information & Communication:** Many helpful handouts, including the CPCE Student Guide & Agreement, online or partner student expectations, and Rowan network and email instructions (Tech Guide) are available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce) under “Forms.”
    - Once a student is registered for a course/program, all official communication from Rowan University is sent only to the Rowan email; therefore, it is imperative that this is the email address you use and monitor daily as a CPCE student.

If you ever have any questions about CPCE registration, please contact your Administrative Advisor or the CPCE Enrollment Team at [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu).

## CPCE Costs

- To make our programs even more accessible, with rare exceptions, all CPCE courses are discounted from the regular Rowan rates!
- CPCE costs are assigned according to either the specific program or the course level and delivery type.
- For the most up-to-date information about costs and aid, please see the “CPCE Costs, Billing, & Payment Information” documents at [www.rowan.edu/colleges/cpce/forms/cfm](http://www.rowan.edu/colleges/cpce/forms/cfm).

## A Note about Financial Aid

For an undergraduate-level student (including post-baccalaureate) 6 credit hours per term is the minimum required to qualify for federal financial aid. For a graduate-level (or doctoral) student, 4.5 credit hours per term is the minimum. (These are both considered part-time status.) Financial aid is therefore not applicable for those terms in which the total number of credits for which a student is registered is fewer than 6 (for undergraduates) or 4.5 (for graduates). Check the chart in this Detail Sheet and your Personalized Course Sequence (PCS) that you receive during admissions to determine in which terms you have enough credits to be eligible to receive federal aid. Most CPCE programs are set up such that matriculated CPCE students *will* meet the minimum credit hours required each term to qualify for federal financial aid, but there are a few exceptions.

Students are encouraged to apply for financial aid as soon as possible (even before receiving admission decisions) and in each year/term in which they will be eligible. If you wish to apply for financial aid, please visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) right away. Rowan’s code is 002609. Students should stay in touch with the Financial Aid Office at 856-256-4250, [financialaid@rowan.edu](mailto:financialaid@rowan.edu) to ensure proper and timely processing. CPCE students are Rowan students so the aid process is the same regardless of whether the class/program is accelerated, off-campus, online, or on-campus. **NOTE:** Aid cannot be packaged or applied to your account until you are officially matriculated into the program. Aid also cannot be retro-actively applied to a previous term. For more details about financial aid, please consult the CPCE Student Guide & Agreement and the CPCE Financial Aid Quick Guide which are available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce) under “Forms.”

*Doctoral student loan limits are included within the lifetime graduate student loan limits.*

### **INTERESTED IN A CLASS BUT NOT THE WHOLE PROGRAM?**

Join the Rowan community as a non-matriculated student\* and get credit for just the class(es) that interest you!

The six core courses for the Doctor of Educational Leadership (Ed.D.) program are open to non-matriculated graduate students and even then, only by special permission. In addition, you may browse and register for some of Rowan's many other course offerings\*\* by visiting the Rowan Section Tally at [http://banner.rowan.edu/reports/reports.pl?task=Section\\_Tally](http://banner.rowan.edu/reports/reports.pl?task=Section_Tally). A CPCE course is easily identifiable in Rowan's official Section Tally by a letter that is included after every course section number. To sign up for a course as a non-matriculant, please contact the CPCE Administrative Advisor, using the contact information below. (Some courses may not be available to non-matriculated students.) Remember, CPCE has its own set of registration related deadlines. Please visit the website at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines> for the appropriate schedule and registration plan.\*\*\*

\*Usually limited to 9 credits total for graduates and 24 total (11/term) for undergraduates.

\*\* Provided necessary pre-requisites and/or restrictions are met.

\*\*\* No refunds are possible after the official CPCE drop period.

Please remember financial aid is not possible any term in which a student is a non-matriculated student.

### **Doctor of Educational Leadership (Ed.D.) Contact Information**

#### **Katie Grillo**

CPCE Administrative Advisor

(Provides assistance from initial inquiry to matriculation)

Phone: 856-256-5130 Email: [grillo@rowan.edu](mailto:grillo@rowan.edu)

#### **Educational Leadership Department**

(Provides academic assistance after initial registration through graduation clearance.) The Ed Leadership Department/Ed.D. Program will assign students an official Faculty Advisor via email during their first matriculated term.

Please contact: Elizabeth Henderson

Phone: 856-256-4744 Email: [hendersone@rowan.edu](mailto:hendersone@rowan.edu)

*The information in this document was updated 08/04/09.*

*This information is tentative and subject to change.*