



GENERAL INFORMATION: Each Educational Leadership doctoral student will be required to pass a qualifying examination. The exam should be scheduled by the dissertation chair upon completion of the required core EDLD courses and at least half of the program electives. The examination will draw from the candidate's individualized program. The examination is considered to encompass a review of knowledge and skills gained in the program, but may also include preparation for the dissertation. The dissertation chair will coordinate the work of the committee in developing the exam, scoring exam questions, and determining the final score for the examination. The examination is divided into two sections: written and oral.

SCHEDULING AND COMPLETING THE WRITTEN PORTION OF THE QUALIFYING EXAMINATION: Each term, two weekends (an original and alternative) will be scheduled for the written portion of the exam. Please check with the Educational Leadership Doctoral Program (ELDP) office for these dates. On the selected weekend, the ELDP office will send students their exam questions on Friday between 3-4 pm. For the written portion, students may use any resources, except for other students or faculty, to complete their responses. Students must follow APA citation and referencing guidelines. Students must also sign and submit the WKU Educational Leadership Doctoral Program Honor Pledge with their completed responses (part of **Qualifying Exam Questions and Scoresheet**). Students must submit an electronic copy of their responses to both their dissertation chair and the ELDP office between 8-9 am the following Monday.

DEVELOPING AND DISSEMINATING QUALIFYING EXAMINATION QUESTIONS: In collaboration with the other dissertation committee members, the dissertation chair should develop 3-5 questions. *Sample questions from previous qualifying exams are available from the ELDP office upon request*. In addition to the questions developed by the dissertation committee, the written portion MUST include the following core EDD program questions as questions one and two:

1. In terms of maximizing your leadership knowledge, skills, and dispositions, please provide an assessment of your growth including any significant changes in your capacity to lead. For areas you indicate as growth, cite specific supporting evidence. For areas needing further growth, provide evidence of planning to enhance these areas.
2. Relative to your expertise as a knowledgeable and critical consumer of research, assess your ability to review, analyze, and evaluate data and research. Cite specific areas and associated evidence of your research strengths. For areas needing further development, provide evidence of planning to enhance these areas.

Qualifying Exam Questions and Scoresheet: will already provide the questions above, plus additional information for students regarding completing their exam. The dissertation chair should work with ELDP program staff to collect the additional 3-5 questions and add them to the template one week in advance of the scheduled exam date. The completed template will be returned to the chair to verify accuracy prior to being released to the student.

SCHEDULING AND COMPLETING THE ORAL PORTION OF THE QUALIFYING EXAMINATION: The content of the oral portion of the exam is at the discretion of the chair and committee members. After reading and evaluating the written section of the examination, the dissertation committee members will meet, if they deem necessary, with the student to discuss and clarify the written responses. The committee may also choose to use this meeting as a time to approve the student's dissertation proposal prospectus. The meeting is not conducted in an "open" setting; only committee members should be in attendance. The chair should coordinate with the ELDP office to schedule the meeting.

SCORING PROCESS: The ELDP office will work with the dissertation chair to disseminate student written examination responses to each dissertation committee member for evaluation. The chair and committee have discretion regarding which members will score each question. However, for program evaluation purposes, the ELDP director will also read and score questions one and two. The chair should follow the guidelines on **Qualifying Exam Questions and Scoresheet** for collecting committee scores and signatures.