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Student Information for Master’s Degree
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Students are responsible for informing themselves regarding individual Department and Graduate School policies and procedures.

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NOTE: While every effort is made to ensure its accuracy, this document is not an irrevocable contract and changes may occur without notice.
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Overview – Master of Science in Educational Leadership

The Department of Educational Methodology, Policy, and Leadership (EMPL) offers a Master of Science (M.S.) degree in Educational Leadership (EDLD) which focuses on the development, implementation, and generation of improved outcomes in the organization, management, and leadership of K-12 education. EMPL does not have a higher education specialization. This degree is intended for individuals who wish to pursue careers in central school administration; student support services; staff and community relations; as program coordinators; or for those who seek college advisor positions.

Educational Methodology, Policy, and Leadership is committed to ensuring that graduates acquire at least three fundamental abilities: (a) Technical knowledge of systems operations, (b) Conceptual perspectives for interpretation, and (c) Human interaction for implementation. EMPL is positioned in its degree offerings and faculty expertise to lead the change process through new areas of inquiry and field-based practice.

The goal of EMPL is to develop effective, highly-regarded, and influential leaders in educational practice, policy, and scholarship. Students pursuing the Master of Science degree in Educational Leadership have different goals. Some students wish to obtain a M.S. degree to obtain an administrative position, advance their career or return to the work force, while other students wish to situate themselves to obtain a doctoral degree.

Degree Description

The degree focuses on several dimensions of research leadership in Pre-K-12 educational systems including: (a) development of policies that guide programs, (b) creation of organizational structures and functions to facilitate change, and (c) measurement and analysis of educational outcomes to enact accountability. The goal of the M.S. degree is to develop researchers and scholars who can apply theoretical frameworks, methodological approaches, and analytical skills to improve educational performance.

Emphasis Areas

The M.S. degree in Educational Leadership focuses on one of five major areas of emphasis. Students must select one of these emphasis areas when entering the M.S. degree:

- **Policy and Leadership**
  - Click HERE for detailed information on Policy and Leadership

- **Quantitative Research Methods**
  - Click HERE for detailed information on Quantitative Research Methods

- **Literacy Leadership**
  - Click HERE for detailed information on Literacy Leadership

- **Educational Technology and Virtual Schools** (*Not offered 2015-16*)
  - Click HERE for detailed information on Ed Technology and Virtual Schools

- **Global Education Leadership** (*Not offered 2015-16*)
  - Click HERE for detailed information on Global Educational Leadership
Degree Structure
The M.S. experience is designed to cultivate state-of-the-art skills, knowledge, and habits of mind, those that challenge students to develop their intellectual capabilities fully. The degree actively promotes a unity of purpose among students and faculty, which results in collective ownership and shared understanding of both process and goals. The degree includes rigorous intellectual challenge, collaboration and teaming, and a high-quality learning environment, all designed to elevate professional practice.

Cognitive Apprenticeship Model
The focus of EMPL is on using data for decision-making, outcomes, and accountability, as well as policies and organizations. The cognitive apprenticeship model is set within research-based learning and provides students with a mental model to frame problems using appropriate analyses and interpretations. The cognitive apprenticeship model requires active engagement by students, who assume a facilitative role by working in teams. This requires both flexibility and a willingness to assume a range of roles during their coursework, as students will sometimes take the lead, and on other occasions support others who take a leadership role.

Distributed Education
EMPL’s Master of Science degree approach adds diversity to student groups, exposing students to real-life problems that require real-life solutions. This degree does not shy away from the many and complex challenges faced by educators today, but rather embraces these problems and brings them into the curriculum as learning opportunities. This learning model also brings Master’s students into direct contact with numerous skilled and highly experienced professionals working throughout the state. Furthermore, this model affords access to current issues and important research opportunities in the field.

Advising
Advising is an important professional responsibility of faculty in EMPL. Advising focuses on the following critical activities:

- Orienting the student to EMPL
- Assisting students in degree planning
- Ensuring that applicable department, college, and graduate school policies and requirements are presented, discussed, and adhered to
- Monitoring student progress toward degree completion

A faculty advisor will be assigned to each student upon entry into the department. Faculty recommends advisor assignments based on congruence of the applicant’s major professional interests with the faculty.

It is the student’s responsibility to contact the advisor for advising appointments, or to engage with the advisor during his or her office hours.
Earning a Master’s Degree at the University of Oregon

Master’s degree candidates must fulfill all requirements of the Graduate School, as well as all additional requirements set by the College of Education, and the Department of Educational Methodology, Policy, and Leadership.

Time Limit for Degree Completion
All requirements for the master’s degree must be completed within a (5) five-year time period. The five-year time will begin with the term of admission to this master's degree. For example: a student admitted in Fall 2015 will have a completion deadline of Summer 2020.

The beginning date of the five-year time period will be adjusted to an earlier date to include any graduate credits, approved for transfer into the degree, that were taken before the date of admission. For example: a master's student admitted for Fall 2015 who has approved transfer credits taken at this or another university in Fall 2014 will have a completion deadline of Summer 2019.

Residency, Grades/GPA, & Credit Hour Requirements
See: Master’s Degree Minimum Requirements

See: Residency Requirements

Graduate Residency
Every graduate degree at the University of Oregon has a residency requirement, which must be fulfilled by every graduate student in order to complete a degree. The residency requirement is a Graduate School requirement.

The residency requirement provides significant advantages to graduate students because it enhances the quality of the academic experience. For example, students’ competency is enhanced by close familiarity with the university's libraries, technology, specialized collections, and research shop resources.

Enrollment Requirements
For a master’s degree, the Graduate School requires a minimum of 45 credits to be completed of which at minimum 24 credits (applicable to degree requirements) must be taken at the University of Oregon. These terms of study must be as full-time student status, which is 9 credits of graduate level courses per term. The EMPL department requires a minimum of 48 credits, total.

Students enrolled in a graduate degree must attend the university continuously, except for summers, until all degree requirements have been completed. When students are unable to remain continuously enrolled, they must be approved for on-leave status (maximum of three academic terms). During the term in which the degree is received, students must register for at least 3 graduate credits. For more information see General Requirements and Policies. Students must be enrolled in a minimum of 3 graduate credits.
In addition, students must enroll in **all research and writing courses for GRADED option**. As per the Graduate School, no more than 12 credits can be enrolled as Pass/No Pass. It is the student’s responsibility to track their enrollment credit totals and types.

### General Requirements Overview

**MASTER OF SCIENCE (M.S.) – EMPL**

**FALL 2015**

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<th>Requirement</th>
<th>Value/Details</th>
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<td>Total credits required by EMPL Department:</td>
<td>48</td>
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<tr>
<td><strong>Transferable Credits</strong></td>
<td>Up to 15 graded, related, graduate-level credits taken within 15 years of admission to this degree, from this or another accredited US institution may be considered for transfer as electives into this degree. Cannot be used to replace required courses.</td>
</tr>
<tr>
<td>Minimum credits in major</td>
<td>30</td>
</tr>
<tr>
<td>Minimum credits in residence</td>
<td>30</td>
</tr>
<tr>
<td>Minimum GRADED credits in residence*</td>
<td>24* (*ALL research &amp; writing courses must be taken graded)</td>
</tr>
<tr>
<td>Minimum 600- level credits in residence</td>
<td>9</td>
</tr>
<tr>
<td>Maximum P/NP credits</td>
<td>12</td>
</tr>
<tr>
<td>Does not include Terminal Project</td>
<td></td>
</tr>
<tr>
<td>Minimum GPA to remain “in good standing”</td>
<td>3.0 (B)</td>
</tr>
<tr>
<td>Time limit for degree completion</td>
<td>5 years* (*Department limit)</td>
</tr>
<tr>
<td>Registration and continuous enrollment minimum credits per term</td>
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</tbody>
</table>

For detailed information on Graduate School requirements, please see:

UO Graduate School Requirements
Transfer of Credit

Master's students may request to transfer a maximum of 15 graduate credits into their Master's degree, using the Graduate School’s Transfer of Graduate Credit form. This request must be submitted no later than the end of the term prior to completion of the degree. In addition, the following conditions must be met:

- The grade(s) earned must be A+, A, A-, B+, B, or P;
- The course(s) must be relevant to the degree as a whole; and
- The student's home department and the Graduate School must approve the transfer.

Transferring Graduate Credit FROM the University of Oregon

A maximum of 15 graduate credits earned at the University of Oregon while classified as a post-baccalaureate graduate student, Pre-Master's, or Post-Master's, or taken through Community Education Program (CEP) or Summer Session may be considered for transfer, dependent upon school or department endorsement and Graduate School approval. This falls within the 15 credit maximum transfer. Transfer credit from the University of Oregon will be counted toward the requirement of 24 credits in UO graded graduate courses.

Transferring Graduate Credit TO the University of Oregon

Graduate credit earned while enrolled in another accredited graduate school may be counted toward the Master’s degree, provided the courses meet the described conditions above and were not used to satisfy the requirements for an awarded degree. This falls within the 15 credit maximum transfer. Transfer credit from another institution WILL NOT count toward the requirement of 24 credits in UO graded graduate courses, nor will they be used in calculating the cumulative grade point average.

Incomplete Policy

See: Graduate School Grades and Incompletes
http://gradschool.uoregon.edu/?page=gradesIncompletes

If a student receives an incomplete grade, that grade must be changed to a grade within one academic year. To remain on active status, students must enroll for at least three (3) graduate-level credits each term.

Students may request an extension of up to three terms. The Department Head and the student’s advisor will determine the student’s continuous enrollment status in this case. The Graduate School will determine whether the student may still receive credit for any classes. Failure to complete the credits in the approved time-frame can result in a review of the student’s academic standing by the Department Head and the student’s advisor.
On-Leave

See: On-Leave
http://gradschool.uoregon.edu/?page=onLeaveInAbsentia

Unless On-Leave status has been granted (maximum of 3 academic year terms), it is Graduate School policy that students enrolled in a master’s degree must remain continuously enrolled at the University (with the exception of summer term) until all of the degree requirements have been completed.

Students who do not remain continuously enrolled at the University (except for summers) or those who fail to receive On-Leave status approval will have a change in status. Graduate School active status will be canceled in this instance. A student with inactive status who wishes to return to their former graduate program, is required to apply for Permission to Re-Register in the Graduate School and is subject to the requirements for admission and enrollment limitations that are in effect at that time. Failure to file the On-Leave form could result in your Oregon Resident Status being reclassified to Non-Resident.

Revised On-Leave or In Absentia forms: If you decide to return from leave earlier or later than you had intended, you must submit a new form revising your request for On-Leave or In-Absentia status through your department.

International Students: You must check with an adviser at the Office of International Programs (OIP) to be sure that your visa status will remain current while you are in On-Leave status. This is especially important for students who will be leaving the USA.

Deadline: Leave request forms must be submitted on or before the last day to register for classes in the term for which leave is requested.

Departmental approval is required before the Graduate School can review the request for leave.

Withdrawing from the Degree

See: UO Academic Advising Office
http://darkwing.uoregon.edu/~aass/

See: EMPL Department Form for Withdrawal
http://education.uoregon.edu/feature.htm?id=280

Students who are considering withdrawing from the EMPL degree must discuss the situation with their advisor and the department head. If, after those discussions, a final decision to withdraw is made, the student must then advise the department’s Student Service Coordinator of their official withdrawal, in writing and directly contact a UO Academic Advising counselor to officially withdraw from the university.
New Student Information

See: Student Resources from the Graduate School
See: Student Resources from the College of Ed
See: Student Resources from the EMPL Department

Getting Started
Upon official admittance, the UO Office of Admissions will send new students a UO ID (“95-”) number. Students will also receive “Duck ID” information about using their personal UO e-mail and on-line instruction applications, and the Graduate School will forward a Personal Access Code (PAC) which is necessary for registration in DuckWeb.

E-Mail Communication
Students must have and use their Duck ID in order to use the online course management systems. Please contact the computing center for your free e-mail account: http://cc.uoregon.edu/.

It is critical that you establish, use, and frequently check your UO (*.uoregon.edu) e-mail account. This is THE OFFICIAL COMMUNICATIONS VEHICLE between the University, the Department, the College, and YOU. You will also use it to interact with on-line course management.

Registration, Grades, & Transcripts
See: Registrar for detailed registration information.
See: DuckWeb Registration System for registration system.

Graduate Teaching Fellowships & Funding
See: UO Financial Aid and Scholarships - Costs, Scholarships, and Other Aid
See: Graduate School - Funding Resources
See: College of Education - Financial Aid Resources

Graduate Teaching Fellowship (GTF) is the term used at the UO for teaching, research, and administrative assistantships. To be eligible to apply for a GTF, students must be a fully admitted Master’s or Doctoral student. Preference for all COE GTF positions is given to qualified COE doctoral students. Admission funding, appointments, and reappointments are not automatic, nor are they guaranteed. More Information about applying for GTF positions can be found on both the COE and Graduate School websites.

Applicants who have been admitted previously to the UO Graduate School and registered for credits the term they were admitted may submit a re-registration form INSTEAD of the Graduate Admission Application. It is not necessary to pay the application fee with the re-registration form.
Scholarships
See: College of Education - Scholarship Opportunities

Each year the College of Education awards several scholarships ranging from $1,000–$5,000 to support the studies of COE students. In some cases these scholarships may provide awards to multiple recipients. If a student receives a COE scholarship, he or she will be expected to meet the following obligations: Attend the annual spring awards dinner and ceremony; meet with the dean, development officer, and scholarship committee as requested; and maintain regular contact with living donors. More Information about scholarships and the application process can be found online at the COE website listed above.

Educational Leadership/Administration Scholarships
1. Ken A. Erickson Memorial Scholarship
2. Paul B. Jacobson Memorial Scholarship

COE Scholarships for Eligible EMPL Students
1. Alumni Scholarship Fund
2. Daniels Family Scholarship
3. Faculty Scholarship Fund
4. Silvy Kraus Presidential Fellowship in Education
5. David Moursund Scholarship
6. Thomson Family Scholarship in Education
7. Thomas W. Vollmer Memorial Fund

Important University Rules
To receive your degree, you must also satisfy the following requirements. It is up to you to make sure they are completed. The Degree Completion checklist will help you stay on track.

1. Remain enrolled for at least 3 credits in the term you graduate (completing an incomplete but not being registered for 3 other “new” credits does not count as being registered).

2. Submit graduation application by the 2nd week of the term you expect to graduate. The application is available at http://gradschool.uoregon.edu/?page=graduation.

3. Submit an updated planned program. It is important the program submitted matches your actual transcripts.

4. Submit the Transfer of Graduate Credit form for all courses (including those from the University of Oregon) taken prior to Admission to the Master’s Degree. This form must be completed no later than the term prior to graduation.

5. Clear all incompletes the term prior to graduation.
Office for Protection of Human Subjects

See: Human Subjects

Students may be required to submit to a Human subjects Review through the university if their research project requires gathering data using human subjects. This review is a protective measure that is designed to ensure that all of the research conducted by students at the UO is sound and ethical and that no questions of legality are raised.

Calendars and Deadlines

It is critical that students make themselves aware of important dates and deadlines. It is recommended that all students regularly check the following resources for current information:

- Graduate School Degree Deadlines
  http://gradschool.uoregon.edu/node/216

- Registrar’s Academic Calendars
  http://registrar.uoregon.edu/calendars

- College of Education – Calendar of Events
  https://education.uoregon.edu/research-outreach-units/all

- College of Education Scholarship, Awards, and Program Deadlines
  https://education.uoregon.edu/dean-office/scholarships

Applying for Graduation

Students are required to apply for their advanced degree no later than the 2nd week of the term the degree is to be awarded. For the on-line form, and deadlines, See the Graduate School's Master's Degree Deadlines Calendar.