



**Doctoral Program in Educational Leadership and Administration**  
Steps for Doctoral Candidates

Form A

Revised 7/28/09

1. Admit to Doctoral Program
2. Coordinators assign a temporary advisor (by August 15)
3. Complete 18 hours (End of Summer 1)
4. Complete Internship Survey at end of spring semester (Form15)
5. Select Chairperson for Doctoral Advisory Committee (Fall, Year 2)
6. Select additional two members for Doctoral Advisory Committee (Spring, Year 2)
7. Complete and submit Form EdD2: *Committee Membership Form* (Spring, Year 2)
8. Complete additional course hours (approximately 39 hours for a total of approximately 57 hours)
9. Meet with Chair of Doctoral Advisory Committee for on-going "Advising"
10. Request *Written Questions for Comprehensive Exam* from committee members and/or department members writing questions (within 6-9 hours of course completion) (Form EdD4) (Fall, Year 3)
11. Complete written exam (Fall, Year 3)
12. Request *Oral Portion of Comprehensive Exam* (Form EdD5) (Spring, Year 3)
13. Request *Notification of Date for Oral Portion of Comprehensive Exam* (Form EdD6) be sent to committee members (Request made of Chrissy Minguela - Spring, Year 3)
14. Note: *Results of Comprehensive Exam* (Form EdD7) filed by Committee Chair (Spring, Year 3)
15. Request *Approval of Dissertation Topic* (Form EdD8) During Year 3-Student initiates with Chair
16. Submit a Pre-Proposal for research study and send to committee(Short outline of intent) Note: This could occur electronically or in a face to face meeting (Spring, Year 3)
17. Seek committee agreement for candidate to prepare/advance with: Chapters One and Two and Three (Spring, Year 3) (This may vary)
18. Submit Chapters One and Two and Three to Committee Chair(s) for review and feedback (Spring or Summer, Year 3 OR Fall, Year 4)
19. Submit Chapters One and Two to Committee Members for Review at least two weeks before proposal hearing (Spring, Year 3 or Fall, Year 4)
20. Submit Chapter 3 and IRB prior to Proposal Hearing to Chair(s)
21. Request *Proposal Hearing* (Form EdD9)
22. Request *Notification of Proposal Hearing* (Form EdD10) (Chrissy Minguela)
23. Hold Proposal Hearing (Chair and Candidate discuss Chapter 3 with committee)
24. Note: *Results of Proposal Hearing* (Form EdD11) filed by Committee Chair
25. Submit IRB to appropriate office(s)
26. Begin formal study, once IRB is approved. If pilot is indicated, begin pilot.
27. Report findings from study in Chapter 4; Write Chapter 5
28. Complete and submit Chapters 4 and 5 to Chair(s) for review
29. Once chair approves basic content, submit all remaining chapters to committee members for review (No later than three weeks prior to defense)
30. Request *Date of Dissertation Defense* (Form EdD12) Note: *This may be done prior to committee members receiving their chapters, but chapters should be received 3 weeks prior to holding the defense.*
31. Request *Notification of Date of Dissertation Defense* (Form EdD13) (Request made of Chrissy Minguela)
32. Note: *Results of Dissertation Defense* (Form EdD14) filed by Committee Chair
33. Dissertation edits completed
34. Dissertation forwarded to Graduate Office
35. Apply for graduation by appropriate date

Note: Color Coding of Forms

Forms EdD2, EdD3

Committee Membership Forms

Yellow

|                   |                               |        |
|-------------------|-------------------------------|--------|
| FormsEdD4- EdD8   | Comprehensive/Oral Exam Forms | Green  |
| Forms EdD9-EdD11  | Proposal Hearing Forms        | Blue   |
| Forms EdD12-EdD14 | Dissertation Defense Forms    | Purple |

### **Fall Semester, YEAR 3**

1. Taking: EDN 604: Educational Policy, Governmental Regulation and School Law  
BUS 624: Strategic Planning, Budgeting and project management
2. Will have completed 43 hours at the end of this semester.
3. Complete written portion of comprehensive exam.
4. Consider research question(s) to address in dissertation

### **Spring Semester, YEAR 3**

1. Taking: EDN 607: Resource Access, Development and Implementation  
EDN 644: Doctoral Research and Capstone Seminar
2. Will have completed 49 hours at the end of this semester.
3. Complete oral portion of the comprehensive exam.
4. Dissertation topic approved and Pre-proposal to Chair
5. Chapters 1,2,3 & IRB to Chair and ultimately committee members prior to Proposal Hearing
6. Hold Proposal Hearing (This may occur later in the summer of Year 3, or even the Fall of Year 4)
7. Begin study

### **Summer Semester, YEAR 3**

1. Taking: EDN 661 or EDN 663 (Internship)
2. Continue Study
3. Begin Writing if ready

### **Fall Semester, YEAR 4**

1. Continue Writing
2. Attend planned seminars (2)
3. Complete Dissertation....or on-going in Spring Semester, Year 4

### **Possible Graduation Dates: Fall Semester OR Spring Semester, Year 4 or Fall, Year 5**

Graduation is entirely dependent on each individual student's schedule. This includes scheduling all of the different activities associated with the study and dissertation.