

CENTER FOR THE STUDY OF HIGHER EDUCATION

Educational Policy Studies & Practice

DOCTORAL PROGRAM REQUIREMENTS

Activity	Timing	PAPERWORK REQUIRED BY:		
		HED	Grad. College	Completed
1. Meet faculty advisor	1st semester	X		<input type="checkbox"/>
2. Submit Doctoral Plan of Study	3rd semester	X	X	<input type="checkbox"/>
3. Take HED602 Research Design	Last year of course work (offered in spring only)	X		<input type="checkbox"/>
4. Determine dissertation committee (at least 3 tenure or tenure-track members and 1 minor member)	Prior to comprehensive exam	X		<input type="checkbox"/>
5. Complete written Comprehensive Exam	During the semester of coursework completion	X		<input type="checkbox"/>
6. Write dissertation proposal				<input type="checkbox"/>
7. Schedule and sit for oral Comprehensive Exam; bring Results of Oral Comprehensive Examination for Doctoral Candidacy form (3 major members, 1 minor member)	Bring this form to your exam for signature by your committee after the exam	X	X	<input type="checkbox"/>
8. Schedule dissertation proposal review; bring Dissertation Proposal Approval form	Immediately following Oral Comps	X		<input type="checkbox"/>
9. Submit Committee Appointment Form	After oral comps but no later than 3 months prior to Final Oral Exam	X	X	<input type="checkbox"/>
10. Take Human Subjects Certification/ Submit Human Subjects forms	Prior to collecting data	X	X	<input type="checkbox"/>
11. Schedule final oral examination (submit Announcement of Final Oral Examination form)	Submit form to EPSP Admin Assoc at least 4 weeks prior to exam	X	X	<input type="checkbox"/>
12. Submit copy of dissertation to committee members	At least 2 weeks before Final Oral Defense			<input type="checkbox"/>
13. Submit a copy of completed and approved dissertation to advisor		X		<input type="checkbox"/>