

Summary of Deadlines and Procedures for Doctoral Students/Faculty

ITEM	DEADLINES	STUDENT	MAJOR ADVISOR/ DISSERTATION CHAIR
Admission	Jan. 15 of each year	<i>Complete file turned into Graduate School</i>	None
Initial Meeting with Advisor	Upon notification of admission	<i>Make appointment with assigned advisor</i>	Orient student to program; plan individual program
EDPL Doctoral Program Orientation	August of each year	<i>Attend orientation</i>	Attend orientation
Doctoral Seminar	Prior to first week of fall & spring semester	<i>Enroll in EDPL 330 and EDPL 331 at minimum</i>	None
Doctoral Program Planning Form (unofficial)	After two semesters or 12 hours of course work (whichever comes first)	<i>Complete form with advisor; file with EDPL Office</i>	Review with student and sign
Doctoral Program Planning Form (official)	After six semesters or 24 hours of course work (whichever comes first)	<i>Complete form with advisor; file with EDPL Office AND Graduate School</i>	Review with student and sign
Annual Review of Progress	May of each year	<i>Complete at least 6 credits; maintain 3.0 GPA</i>	Review progress & submit report to Doctoral Committee
Residency	Any time before completion of DQE	<i>Complete 9 credits or equivalent for two terms within 18 months</i>	Make sure residency is included in Doctoral Planning Form
Doctoral Qualifying Exam (DQE)	After all course work is completed	<i>Write exam as specified by EDPL and submit to advisor for review; oral defense</i>	Offer comments on maximum of two drafts of DQE; submit copies of completed paper to Doctoral Committee members; schedule oral defense
Official Doctoral Candidacy	Upon successful completion of DQE	None	Submit DQE Approval Forms to EDPL Office and Graduate School
Assembly of Dissertation Committee (minimum: 3 members)	Before filing doctoral dissertation outline & proposal	<i>Choose dissertation chair from SOE, at least one committee member from EDPL & one other from EDPL or MU. Additional members can be from outside of MU.</i>	Consult with and advise student on composition of committee
Dissertation Outline Form (Can be included with Dissertation Approval Form)	Within first term that dissertation credits are taken; in conjunction with Dissertation Proposal	<i>Submit outline on Dissertation Outline Form; get approvals from advisor, EDPL Office & Graduate School</i>	Review, approve, and sign outline
Dissertation Proposal & Hearing	Before beginning dissertation research	<i>Submit proposal as specified by EDPL to dissertation chair & committee; Defend proposal.</i>	Advise student on proposal; assemble student's committee for hearing; Submit Proposal Approval Form & Proposal Outline to EDPL Grad Office & Grad School
Institutional Review Board Proposal (IRB)	Before beginning any research that involves human subjects	<i>Submit approval forms to Office of Research Compliance & Graduate School; Copy of approval to EDPL Office</i>	Advise student on IRB procedures and proposal

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Dissertation Credits	12 credits must be completed while working on dissertation proposal, research and/or writing	<i>Enroll for dissertation credits</i>	Advise student regarding dissertation credits; notify EDPL Office so that student can register for credits
Dissertation Completion	Within 6 years of first term of registration in Ph.D program	<i>Follow all procedures outlined in Dissertation Directives; Submit copies of dissertation to committee members</i>	Advise student throughout dissertation process
Announcement for Public Defense	Four weeks before the public defense	<i>Prepare Dissertation Defense Program and Announcement for Public Defense Forms; get necessary signatures and submit to Graduate School</i>	Sign forms
Public Defense	Before specified deadline each semester (if graduation is desired same semester)	<i>Defend dissertation before committee</i>	Consult with student on defense procedures; chair public defense
Application for Graduation	See current academic calendar - Sept. (for Dec), Feb. (for May), June (for August)	<i>Submit application to Graduate School – paper or online</i>	Notify EDPL Director of Graduate Studies; review graduation audit sheet
Graduation	May, August or December	Celebrate!	Celebrate!