

Exceptional Learning Ph.D. Required Procedure Checklist

<i>Item</i>	<i>Due By</i>	<i>Completed</i>
Temporary advisor appointed by Director	Between 2 nd & 3 rd semester enrolled	
Program of Study & Dissertation Committee designation submitted	no later than the 1 st month of the semester before the student plans to earn the en-route degree (e.g., if you intend to graduate in spring, you must submit your PoS by mid-September)	
Annual Student Program Evaluation (ASPE) meetings (+ CV submission)	2 nd half of each Spring semester	
En-route MA or EdS: apply to graduate	beginning of the semester PRIOR to the intended semester of graduation (e.g., if you intend to graduate in spring, you must apply in fall—see Graduate Student Calendar site for deadlines)	
Notify Director of intent to take EDU 7920	1 st half of the semester prior to enrolling in EDU 7920; all research courses MUST be completed & a pre-prospectus form submitted before eligible to take EDU 7920	
Prospectus (EDU 7920)	after all coursework has been finished (~ 61 credit hours completed)	
Schedule written comprehensive exam	no later than 1 st half of EDU 7920—to be scheduled with Committee Chair	
Written comprehensive exam	during EDU 7920 as scheduled with Committee Chair	
Dissertation prospectus defense	immediately after successful completion of EDU 7920—schedule with Dissertation Chair (<i>proposal must be submitted to committee 2 weeks before presentation</i>)	
Dissertation hours (<i>15 credit hours minimum</i>)	begins after successful prospectus defense, comprehensive examination, and IRB approval (if using human subjects); continues until completion	
Ph.D.: apply to graduate	beginning of the semester PRIOR to the intended semester of graduation (e.g., if you intend to graduate in spring, you must apply in fall)	
Dissertation draft plan to committee	create, with Committee Chair, a schedule of dates when drafts & revisions will be sent to the committee (including final draft)	
Schedule dissertation defense	work with Committee Chair to schedule dissertation defense	
Final dissertation to committee & Director	<u>no later than 2 weeks prior</u> to defense (<i>earlier is encouraged</i>)	
Defense invitation	send dissertation title & defense date, time, & location to Director of Graduate Programs <u>no later than 2 weeks prior</u> to defense	
Defense announcement	immediately after dissertation defense	

Survey of Earned Doctorate	within 2 weeks of defense
Submit signed defense form and Certificate of Approval to Graduate Studies *	after completion of final revisions (<i>*check the Graduate Student calendar for more specific deadline dates</i>)
Submit final copy to committee & to Graduate Studies *	after completion of final revisions (<i>*check the Graduate Student calendar for more specific deadline dates</i>)
