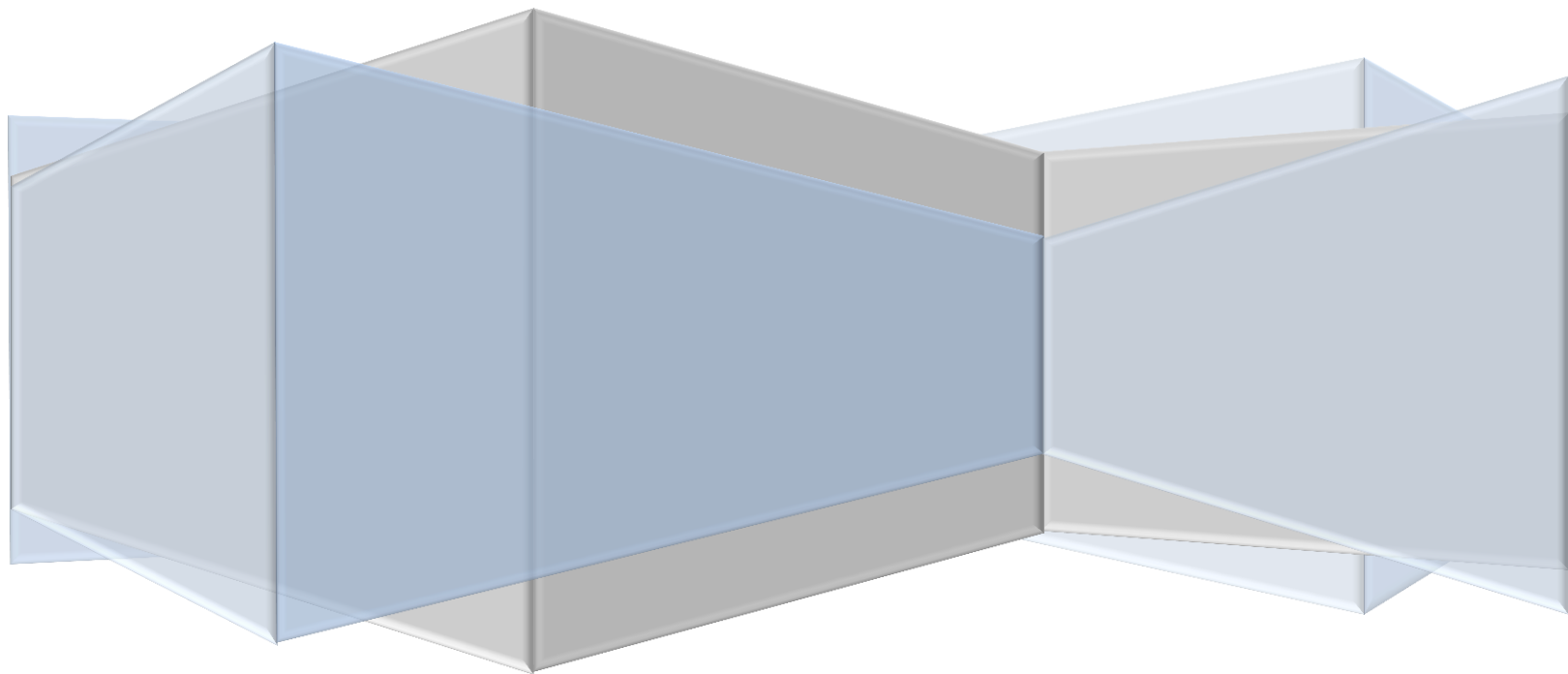


ICL Graduate Student EdD Guide

ICL Faculty Guide to the Graduate Student Process



Steps	Procedures to Complete EdD Program
Step 1	<p>Apply to U of M Graduate School</p> <p>http://www.memphis.edu/gradcatalog/admission_reg/doctoral.php General requirements from U of M Grad School</p> <p>Submit the Graduate Admissions Online Application found at: https://banssbprod.memphis.edu/pls/PROD/bwskalog.P_DisplLoginNon.(US Residents) https://banssbprod.memphis.edu/pls/PROD/bwskalog.P_DisplLoginNon (International) In the “Planned Course of Study” section, select “Instruction and Curriculum Leadership EdD” then select your concentration area.</p> <p>Submit the items below to Graduate Admissions 101 Wilder Tower Memphis, TN 38152.</p> <ul style="list-style-type: none"> • Official GRE scores (Quantitative, Verbal, and Writing) to Graduate Admissions. Test scores older than 5 years will not be accepted. The GRE can be taken at the Testing Center on campus and can be scheduled Monday – Saturday by calling 678-1457. NOTE: Applicants whose native language is other than English must score at least 550 (or210 Computer-based) on the Test of English as a Foreign Language (TOEFL). • Official transcripts of undergraduate and graduate study <p>Fee: 1st time \$35.00 International \$60.00</p> <p style="text-align: center;">Deadlines</p> <p style="text-align: center;"><i>Domestic Applicants</i> Fall Semester-July 1 Spring Semester-Dec. 1 Summer Semester-May 1</p> <p style="text-align: center;"><i>International Applicants</i> Fall Semester-May 1 Spring Semester-Sept. 15 Summer Semester – Feb. 1</p>

Step 2	<p>Apply to ICL</p> <p>Visit http://www.memphis.edu/gradcatalog/degreeprog/cehhs/icl.php for general information and the ICL Admissions page: http://www.memphis.edu/icl/admissions.htm. To view the EdD Checklist located in the middle of the page.</p> <p>Submit the documents listed below to Ball Hall 215</p> <ul style="list-style-type: none">• Application http://www.memphis.edu/icl/docs/eddapplicationpc.docx PC Application or http://www.memphis.edu/icl/docs/eddapplicationmac.doc MAC Application• Two letters of recommendation from people familiar with the applicant's academic background and aptitude for graduate work, specifying in detail the applicant's capabilities for doctoral study and for future performance and scholarship. At least one letter from a college/university professor is preferred.• A written statement of 500 to 1000 words (maximum) indicating the intended area of focus in the doctoral program and the applicant's present interests and career goals. <p style="text-align: center;">Deadlines Fall – April 1 Spring – October 1 Summer – February 1</p>
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<p>Step 3</p>	<p>Meet with Grad Coordinator or declare Chair for Program Advisory Committee</p> <p>Chair of Program Study MUST have full graduate faculty status. Committee needs 3 faculty for program of study approval. One member can be adjunct graduate faculty status. Advisory Committee can be but is not required for dissertation committee. Prepare a Program Committee form and give to ICL graduate coordinator</p>
<p>Step 4</p>	<p>Prepare a program of studies form and give to ICL graduate coordinator</p> <p>Program of Studies form is located at http://www.memphis.edu/coe/graduate-graduation.htm under More Information Column under Doctoral Program of Studies Link.</p>
<p>Step 5</p>	<p>Meet with Chair and plan a research residency project Residency</p> <p>Requirement</p> <p>Submit Application to Conduct Research with Human Subjects” form with Institutional Review Board Submit residency approval form to ICL graduate coordinator and copy of product plus any presentations and publication documentation</p>
<p>Step 6</p>	<p>Contact EDPR and declare comps</p> <p>Submit the form indicating you have passed the comprehensive exam and an Application to Doctoral Degree Candidacy form</p> <p>Comprehensive Exam Written and Oral Research Questions come from EDPR students should be tested on EDPR 7521 Introduction to Educational Research, EDPR 7/8541 Statistical Methods Applied to Education I, EDPR 7/8542 Statistical Methods Applied to Education II, or EDPR 7/8561 Qualitative Methods in Education.</p> <p>Questions: 3 hours for an EDPR question 6 hours from program area.</p> <p>Form for comprehensive exam results http://www.memphis.edu/gradschool/form/comps2.php</p> <p>MUST be passed before enrollment in Dissertation hours</p>
<p>Step 7</p>	<p>Meet with Chair and committee to discuss research</p> <p>Dissertation Committee Must be at least four Faculty Committee form http://www.memphis.edu/gradschool/pdfs/committee_form.pdf</p> <p>Submit change or final dissertation committee form to ICL graduate coordinator</p>

<p>Step 8</p>	<p>Prospectus</p> <p>Set up prospectus</p> <p>Prepare research prospectus Submit IRB Work with committee Defend Prospectus</p> <p>Submit Dissertation Prospectus Defense to Rakow including IRB and copy of prospectus</p> <p>Proposal Defense Form http://www.memphis.edu/gradschool/form/tdproposal.php</p>
<p>Step 9</p>	<p>Dissertation</p> <p>Write and defend Dissertation http://www.memphis.edu/gradschool/forms.php forms for THESIS/DISSERTATION FORMS & SAMPLE PAGES</p> <p>Dissertation Defense Results Form http://www.memphis.edu/gradschool/form/defense.php</p> <p>Example of Final Dissertation Approval Page http://www.memphis.edu/gradschool/pdfs/tdapproval2.pdf</p> <p>Get all paperwork to Dr. Morris and Graduate School</p>
<p>Step 10</p>	<p>Forms for Graduation</p> <p>http://www.memphis.edu/gradschool/forms.php</p> <p>Fill out and submit all graduate forms. File Intent to Graduate form. File Candidacy form.</p>

Minimum require U of M
http://www.memphis.edu/gradcatalog/deg_req/doctoral.php

Program of Studies

Each student, in consultation with the program advisory committee, will plan a complete program of studies. The program of studies must be placed on file with the Associate Dean for Graduate Studies before the end of the semester immediately following admission to the program. No doctoral student may be considered as officially in residency unless the student has filed a program of studies, signed by the program advisory committee.

The student's program of studies for the EdD or PhD degree **must include a minimum of 54 post-master's semester credits**

Independent Study and Workshop Courses

The maximum combined credit in Independent Study and "Workshop" courses that may be applied to EdS degree requirements is 9 semester hours.

The maximum combined credit in Independent Study and "Workshop" courses that may be applied to the EdD degree requirements is 18 semester hours.

ICL Structure of Education Doctorate

1. The Ed.D. is a post master's degree and requires at least 54 hours of coursework beyond the master's degree.
 2. Structure of program
 - A. Major **42-45** hours
 - Content for Specialty* **33-36** hours
 - b. Dissertation **9-12** hours
 - B. Research Core** **9-12** hours
 - EDPR 8541 **3** hours
 - EDPR 8561 **3** hours
 - Research elective*** **3-6** hours
- 54 hours

*ICL 8995 Doctoral Seminar must be included in the content specialty. This course maybe repeated for six (6) hours.

**A master's level introduction to research course is assumed.

***Research and/or statistical techniques and procedure necessary for the discipline and the dissertation topic.

3. Approved transfer credit of post-master's courses may be accepted. However, no more than twelve (**12**) semester hours of course credit will be accepted.
4. If at least six (**6**) semester hours of graduate level course work in cultural, historical or psychological foundations of education has not been completed, it must be completed during the first year of enrollment in the doctoral program. These hours cannot be counted toward the degree.

Time Limitation

Doctoral degrees must be earned within twelve (12) consecutive years. All course work must be completed within ten (10) years of the student's original admission to a doctoral program. The student may take a further two years of dissertation credit.

Continuous Enrollment

Doctoral candidates must register for dissertation credit each academic semester (fall and spring) until the dissertation is completed. Students must enroll in the summer semester if they plan to complete and defend their dissertation then. See individual academic units for specific requirements. Failure to so register will result in the student being charged tuition for each semester he or she did not enroll.

The only exception to this policy is if the student's major professor is on leave or otherwise unavailable. In such cases the approval of the appropriate college director and the Vice Provost for Graduate Studies is required. In case of serious medical circumstances, students may request a leave of absence, subject to the approval of the program graduate coordinator, the college director of graduate studies, and the Vice Provost for Graduate Studies. Retroactive approval will not be granted. A leave of absence does not extend time limit to the degree.

Doctoral Residency Policies

Doctoral Residency

Students working toward the doctoral degree must fulfill the University and College residency requirement after filing a program of studies.

Purpose

The purpose of residency is to provide the doctoral student with significant time for sustained contact with faculty members. An expected outcome is the acquisition of skills of inquiry, an opportunity for research, and the incorporation of professional values into the experience that the student brings to graduate school. Also, it facilitates the creation of a cohesive climate in which inquiry becomes the linking feature of the graduate student experience. In short, residency is expected to be a vehicle for socialization into the shared community of professional life. At the heart of that community lies a commitment to sustained inquiry that extends beyond the period of doctoral preparation and into the student's lifetime work, either as a practitioner or as one who demonstrates leadership based on a foundation of inquiry.

1. A doctoral student must select one of the following course enrollment options:
 - The student will maintain two semesters of continuous enrollment of 9 hours per semester. The enrollment requirement may be satisfied by enrolling in fall, spring, and summer semesters.
 - Three semesters of continuous enrollment of 6 hours per semester;
 - Nine hours of enrollment per semester during two consecutive summers and at least 3 hours per semester during the intervening fall and spring semesters.
2. A plan for the scholarly product of residency will be developed by the student and major professor.
3. The scholarly product plan of residency consists of the following elements:
 - The plan will be contained in a 3-5 page document.
 - It will contain an introduction to the problem area that the student will address during the coming period of residency. This introduction will include a specification of the problem, an indication of its importance, and a brief summary of pertinent literature placing the problem in its context. Relevant theoretical implications will be noted.
 - It will detail a plan of action including projected time benchmarks to resolve the problem. It is expected that this plan will allow for a sustained and multifaceted inquiry that incorporates significant components derived from the literature and that have implications for the field of study.
 - Tools of inquiry expected to be required in the course of completing the residency will be noted. If the candidate possesses these tools, some indication documenting the mastery of the tool component should be noted. If skills of inquiry are to be acquired during the course of the residency this must be noted.
 - Faculty resources associated with each component of the plan must be indicated.
 - The products of the residency will be noted. It is expected that the residency will lead to a paper submitted to a refereed journal or a peer-reviewed conference.

A copy of the scholarly product of residency that has been approved by the major advisor must be filed with the Associate Dean for Graduate Studies.

All research involving data collection, use of existing data, or other investigations using human subjects must be reviewed and approved by the University's Institutional Review Board for the Protection of Human Subjects prior to beginning any such research.

Timetable for Filing for Residency

Prior to beginning residency, the written plan must be filed. The plan must have the approval signatures of the chair of the candidate's program advisory committee and of the department chair. It must be submitted to the department office of the candidate's major for approval no later than the last day of graduate registration in the semester designated to count as residency. Students are expected to have satisfied requirements for admission to the doctoral program before filing a residency plan.

Comprehensive Examination for the EdD, Degrees

When the candidate in good standing has completed all course requirements for the EdD, degree or is enrolled in the last semester of coursework (exclusive of culminating experience or dissertation) he/she must pass a comprehensive exam, written and oral, covering the major and collateral fields of study. For EdD candidates, residency must be completed prior to taking the comprehensive exams. The student who passes the comprehensive exam will be designated as a Late Doctoral Candidate or in the candidate's degree status. Doctoral students may not enroll in dissertation hours until they have attained Late Doctoral status.

Admission to Candidacy

Before an applicant will be officially admitted to candidacy for a doctoral degree and allowed to register for dissertation hours, the student must have satisfied the following requirements:

1. The "Application for Admission to Doctoral Candidacy" must be submitted to the Graduate School as soon as possible after the student has passed the comprehensive examination.
2. An approved Thesis/Dissertation Proposal Form must be filed with the Graduate School. Any necessary human or animal subjects approvals must be included before any research is undertaken. See the section on "Regulatory Issues."
3. The student must have a cumulative GPA of 3.0 on all graduate work undertaken at The University of Memphis whether or not the courses are listed on the candidacy form. Grades of "D" or "F" are not accepted for any graduate degree credit but these grades will be computed in the GPA. No more than seven (7) hours of "C+," "C," or "C-" will be counted toward degree requirements.
4. No more than fifteen (15) hours of 6000-level courses may be applied to a doctoral degree.
5. Grades earned on courses taken during the student's final semester may not be used to correct GPA deficiencies. The student must have at least a 3.0 average in all graduate work at the time the candidacy form is filed.
6. All coursework offered for the doctoral degree must have been completed within 10 years.
7. If a student wishes to substitute a course for a required course, the substitution must be approved by the student's advisor or the graduate program coordinator on the Course Substitution Form. The form must accompany the candidacy form.

Dissertation Committee

The student will select a dissertation committee (minimum of four members) made up of graduate faculty approved by the head of the academic unit and/or the college director. The chair of the dissertation committee must hold full graduate faculty status. It is strongly recommended that one member be outside the discipline. Only one affiliate or adjunct graduate faculty member may serve as a voting member of a dissertation committee. If the dissertation committee differs from the advisory committee, a new committee form must be filed with the Graduate School.

Committee Membership for Supervision of the Dissertation

After completing the comprehensive examination, the candidate will form a dissertation advisory committee of at least four graduate faculty members. The dissertation advisory committee will direct the development of the candidate's prospectus, dissertation, and defense. The chair (major professor) must be a full graduate faculty member from the candidate's area of concentration within the major. At least one other committee member must be a faculty member in the candidate's major. The department chair, following consultation with the candidate and the major advisor, will make a recommendation to the Associate Dean for Graduate Studies concerning the appointment of the dissertation advisory committee.

Dissertation Preparation Guide (CHANGES CONSTANTLY)

<http://www.memphis.edu/gradschool/tdinfo.php>