

Checklist for Doctor of Education Degree
Department of Instruction and Curriculum Leadership

Application Deadlines: April 1st for Summer and Fall, October 1st for Spring

- Submit the Graduate Admissions Application found at:
<http://www.memphis.edu/gradschool/forms.php>. In the “Planned Course of Study” section, select “Instruction and Curriculum Leadership EdD” then type in your concentration area. Once you pay the \$35 fee the application will be submitted electronically.

- Submit 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 (or 210 Computer-based) on the Test of English as a Foreign Language (TOEFL).

- Submit official transcripts of undergraduate and graduate study to Graduate Admissions 101 Wilder Tower Memphis, TN 38152.

- Submit an ICL Doctoral Application to 202 Ball Hall:
<http://www.memphis.edu/tep/pdfs/EDDApplication.pdf> and include the following:
 - 1) 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. They must be on letterhead in sealed envelopes.
 - 2) A written statement of 500 to 1000 words (maximum) indicating the intended area of focus in the doctoral program and the applicant’s present interest and career goals.
 - 3) An updated professional resume.

- Interviews with two faculty members (one from the student’s area of interest) *The doctoral application file must be complete before an interview will be scheduled. In some cases the interview may take place after the application deadline.

- Each student’s file will be evaluated prior to full admission to the Department of Instruction and Curriculum Leadership. Only those files that are completed by the admission deadlines will be considered.

The above criteria represent the minimum acceptable admission requirements. Depending on the applicant’s educational background the graduate committee may require additional coursework to prepare the student for doctoral studies.

- Once you have been notified of your admission status, make an appointment to meet with your Department Coordinator to select a Chair and form your committee. The chair (major professor) must be a full graduate status faculty member from the student's area of concentration within his/her major. The remaining members may be inside or outside the student's department and college. Only one adjunct graduate faculty member may serve as a member of the committee. At this time a Program Committee form must be filled out with the Assistant Dean of Graduate Studies.
- Your program committee will help you plan a program of studies to accomplish your career goals. When the program of studies has been approved by the Program Committee and filed with the Assistant Dean of Graduate Studies, you will need to complete a residency plan. The residency plan should also be sent to the Assistant Dean of Graduate Studies.
- Meet with your Program Chair and plan a research residency project. Write a research Residency Prospectus and have it approved by your Program Chair. During this time a Program of Studies and a Residency Plan must be on file.
- Complete the required course work and research residency requirements. Submit a "Change of Program" form if there are any revisions to the original Program of Studies with the Assistant Dean of Graduate Studies.
- Submit "Application to Conduct Research with Human Subjects" form with Institutional Review Board (instructions are available in the Assistant Dean's office).
- Have your Program Chair request permission for you to take your comprehensive exams upon completion of your residency project. The request is sent to the Assistant Dean of Graduate Studies.
- Schedule and complete the Comprehensive Exam under the supervision of your major professor. (The Comprehensive Exam is comprised of a written exam and an oral exam.) Your oral exam will be scheduled after you have completed the written portion. You do not have to be enrolled during the semester of your comps. At this point you are now considered a Doctoral Candidate.
- Submit a form indicating you have passed the comprehensive exam and an Application to Doctoral Degree Candidacy form with the Assistant Dean of Graduate Studies.
- The Dissertation Advisory Committee will be formed after the student passes the Comprehensive Exam. It will direct the development of the student's dissertation prospectus, dissertation, and final dissertation defense. The Dissertation Advisory Committee must consist of at least 4 graduate faculty members. At this time a Committee Form indicating any changes in Committee Structure must be submitted.
- Complete the dissertation prospectus under the supervision of your chair. Once your Dissertation Chair has approved your dissertation prospectus submit copies to your committee. Allow two weeks for the committee to read and critique your prospectus. Once the committee

has agreed that the prospectus is ready for defense, schedule the Dissertation Prospectus Defense (you may not enroll for dissertation hours before comps are passed). All degree candidates must maintain continuous enrollment of at least one credit hour per semester (Summer school enrollment is optional for continuous enrollment) once they begin dissertation hours. If they fail to do so, they will be charged retroactive tuition at graduation. Students must be enrolled for at least 3 credit hours in the semester in which they defend. **Once you have successfully passed the dissertation prospectus defense, Dissertation Proposal Defense form must be filed with the Assistant Dean of Graduate Studies.**

- Complete all graduation requirements by the deadline. For a complete list of requirements and deadlines please visit: <http://www.memphis.edu/gradschool/graduation.php>.
- Complete the dissertation. Once your Dissertation Chair has approved your dissertation, submit copies to your committee. Allow two weeks for the committee to read and critique your dissertation. Once the committee has agreed that the dissertation is ready for defense, schedule the Dissertation Defense. The Dissertation Defense should **NOT** be scheduled until all committee members agree that the dissertation is ready for defense. A doctoral student must distribute written announcements of his/her final defense at least one full week before the date of examination. Contact the office of the Assistant Dean of Graduate Studies for announcement guidelines. **Once your dissertation has been approved by the entire committee, a Dissertation Defense Results form must be filed with the Assistant Dean of Graduate Studies.** The Dissertation checklist must be completed and signed before submitting your dissertation to the Graduate School for review (Michelle Stout). Complete any revisions and submit final copies to Graduate School. Make sure all fees have been paid and submit copies of the dissertation to the graduate school.
- **Congratulations!!!** Attend graduation.