

***Procedure to Complete Doctoral Program***

| <b>Milestone in Program</b>  | <b>When?</b>   |
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| 1. Receive notification of acceptance and the name of an adviser.  | Middle of a semester   |
| 2. Get a copy of Graduate Student Handbook<br><a href="http://www.memphis.edu/cehhs/pdfs/graduate-student-handbook.pdf">http://www.memphis.edu/cehhs/pdfs/graduate-student-handbook.pdf</a>  | After acceptance   |
| 3. Meet with adviser to (1) get to know each other, (2) plan first semester, and (3) learn about the requirements for attending student orientation and for participating in the EDPR Colloquium, a biweekly event in Spring and Fall.   | Before first semester  |
| 4. Meet with adviser to (1) form a 3-member Doctoral Committee; (2) begin planning Program of Studies; (3) discuss Residency Plan for course enrollment and Residency Project (Residency Scholarly Product).   | Within first semester  |
| 5. Meet with doctoral committee members to plan Program of Studies.  | Within first semester  |
| 6. File Residency Form.  | No later than last registration day in semester designated to count as residency |
| 7. File Doctoral Committee Appointment Form<br><a href="http://www.memphis.edu/gradschool/pdfs/td_committee_form.pdf">http://www.memphis.edu/gradschool/pdfs/td_committee_form.pdf</a>   | End of first academic year   |
| 8. Get Program of Studies Form approved by the committee members and file it with the College<br><a href="http://www.memphis.edu/cehhs/pdfs/doctoral-program-of-studies.docx">http://www.memphis.edu/cehhs/pdfs/doctoral-program-of-studies.docx</a>   | End of first academic year   |
| 9. Complete End-of-First-Year Student Assessment and return it to adviser.   | End of first academic year   |
| 10. Complete Annual Student Evaluation.  | End of <i>every</i> spring semester  |
| 11. Plan Residency <i>Scholarly Product</i> with adviser and follow departmental procedures for approval of <i>Scholarly Product</i> proposal and final product.   | During coursework  |
| 12. Meet with adviser to plan for 9-hour Written Comprehensive Exam (Comps)  | At completion of Residency Project   |
| 13. Take Written Comps and schedule a date for Oral Comps.   | After approval of Residency Project  |
| 14. Meet with committee for Oral Comps.  | After Written Comps  |
| 15. File Doctoral Committee Appointment Form. (Change any member already on Doctoral Committee and add a 4 <sup>th</sup> member to form Dissertation Committee)<br><a href="http://www.memphis.edu/gradschool/pdfs/committee_form.pdf">http://www.memphis.edu/gradschool/pdfs/committee_form.pdf</a> | After passage of Oral Comps  |

| <b>Milestone in Program</b>  | <b>When?</b>  |
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| 16. Submit dissertation proposal and meet with Dissertation Committee to discuss proposal and get approval   | Submission, 2 weeks before Prospectus Meeting   |
| 17. File Proposal Approval Form with the College of Education's Office of Graduate Studies.<br><a href="http://www.memphis.edu/gradschool/pdfs/tdproposal.pdf">http://www.memphis.edu/gradschool/pdfs/tdproposal.pdf</a>   | After approval of dissertation prospectus   |
| 18. Perform the research (obtain IRB approval prior to data collection), write, revise, and complete dissertation.   | After approval of dissertation prospectus   |
| 19. Schedule Dissertation Committee Meeting, fill out appropriate announcement forms in college graduate office, and defend dissertation before the Dissertation Committee.  | After adviser approves a full draft of dissertation<br>Submission to committee, 2 weeks before dissertation defense Meeting |
| 20. Follow Graduate School deadlines<br>( <a href="http://www.memphis.edu/gradschool/deadlines.php">http://www.memphis.edu/gradschool/deadlines.php</a> ) to complete paperwork for graduation. <ul style="list-style-type: none"> <li>• Intent to Graduate Card</li> <li>• Doctoral Candidacy Form</li> <li>• Cap and Gown Order</li> <li>• Final Copy of Dissertation for Binding</li> </ul> | Due dates vary—3 months to 3 weeks— before Commencement (see website)   |
| 21. Following Committee's suggestions, revise dissertation and submit to Graduate School in time.  | Before Graduate School due date   |
| 22. Complete Program Exit Assessment.  | Before submission of dissertation to Graduate School  |
| 23. Graduation—CONGRATUATIONS!   | End of Fall, Spring, or Summer semester   |

### **Additional Links to Policy Documents & Forms:**

COE Graduate Studies Office:

<http://www.memphis.edu/coe/graduate-graduation.htm>

Graduate School Forms:

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

Doctoral Residency Policy:

<http://www.memphis.edu/coe/pdfs/residencydesc.pdf>

Guidelines for Doctoral Final Exam Announcement:

<http://www.memphis.edu/coe/doctoral-final-exam-announcement.htm>