

Ed. D. Requirements Checklist

The forms listed below are preliminary and will be fine tuned to fit this particular program. You will be given an updated list of forms when they are complete.

Please note: The following items must be completed in the order they are presented. It is advisable to make a copy of all signed required documents and retain them for your records.

Requirement:	Requirement of:	Date completed:	Notes:
1. Contact assigned adviser and gain approval for registration.	Graduate School	Term 1	
2. Register for term admitted.	Graduate School	Term 1	
3. Develop program with adviser (Ed.D. Teaching & Learning Program & Committee Worksheet)	Department	Year 2	
4. File degree program (GS Form 89). This includes names of four faculty member who have agreed to serve on doctoral committee (3 Ed.D. Teaching and Learning members, 1 outside member)	Department / Graduate School	Year 2	
5. Take written preliminary examination I	Department	Year 3	
6. Verify adviser has filed Preliminary Written Examination Report form (after completion of all Preliminary Written Exams and at least one week prior to the preliminary Oral Examination) (GS Form 17).	Graduate School	Year 3	Following preliminary written
7. Identify date, time, and location for oral preliminary exam by consulting with all four committee members.	Department	Year 3	
8. Submit review of field study related literature to each committee member at least <u>two weeks</u> before Oral Preliminary Examination.	Department	Year 3	
9. Submit Doctoral Preliminary Oral Examination Scheduling Form (GS Form 12) or call the Graduate School to schedule it over the phone, at least <u>one week</u> prior to the examination	Graduate School	Year 3	
10. Take Preliminary Oral Examination.	Graduate School	Year 3	
11. Submit signed Preliminary Oral Examination Report form (within one working day of completion of Preliminary Oral Examination) (GS Form 18). May begin to register for project credits (Educ 8888), the semester following successful completion of preliminarily oral exam requirements	Graduate School	Year 3	
12. Prepare prospectus for field study research then schedule prospectus meeting in consultation with the three inside committee members. May register for Project credits the following semester.	Department	Year 3 / 4	
13. Submit prospectus to each committee member at least <u>two weeks</u> prior to prospectus meeting.	Department	Year 3 / 4	
14. Hold prospectus meeting with at least the three inside Ed.D. Teaching and Learning committee members. Submit signed prospectus approval form (Approval of Proposal form) to department.	Department	Year 3 / 4	
15. Submit proposal to request approval of Human Subjects Committee to conduct research. See Human Subject Committee Form.	Internal Review Board (IRB)	Year 3 / 4	
16. Submit 3-part Project Proposal Form for approval (one semester after Preliminary Oral Examination) (GS Form 63a, b and c).	Graduate School	Year 3 / 4	

17. After Project proposal is approved by Graduate School, obtain Graduate Packet in the Graduate School Office (431 Darland) Request this form at least 1 week prior to the scheduled oral exam date. The Graduate packet will include the Reviewers Report Form for Ed.D. Project (Thesis Readers Report)	Graduate School	Year 4	
18. File Application for Degree (OTR Form 180) in the Graduate School Office (431 Darland) (by the first working day of the month of intended graduation). If you wish to participate in the Spring commencement ceremony please refer to #21.	Graduate School	Year 4	
19. Submit Project to readers (2 in; 1 out); allow at least two weeks for reading, two additional weeks for revisions, and two weeks for final reading before final oral defense.	Department	Year 4	
20. Submit signed Reviewers Report Form for Ph.D. Thesis/ Ed.D. Project (GS Form 2); schedule final oral defense, obtain signatures, then submit Examination Scheduling Doctoral Final Oral (GS Form 12a) or call the Graduate School to schedule it over the phone.	Graduate School		
21. Submit Application for Degree and all other Commencement Attendance Forms to the UMD Graduate School, 431 Darland Administration Building by March 1 if you wish to participate in the Spring Graduate School Commencement Ceremony.	Graduate School	Year 4	
22. Submit revised Project to each committee member at least two weeks before scheduled final oral defense.	Department		
23. Take final oral defense.	Department / Graduate School		
24. Return signed Final Oral Examination Report (GS Form 19) within one working day of completion of the Final Oral Defense. (You will receive this form at the end of your successful final oral defense meeting.)	Graduate School		
25. Submit one copy of Project abstract and Project (signed by adviser), plus Microfilm Agreement Form and the Survey of Earned Doctorates (by the last working day of the month of intended graduation).	Graduate School		