

**Department of Educational Administration  
Doctoral Degree Program Assessment Stages  
(Progress Checklist)**

**I. Complete Written Comprehensive Examination**

- Take 30 hours of course work (including all core courses and research requirements)
- Submit request to complete comprehensive exam (ask Graduate Coordinator)
- Complete exam (30 days)

**II. Complete Specialization Qualifying Examination**

- Consult with your temporary faculty advisor
- Submit your paper to Specialization Program Assistant (CCLP, HED, PSL) prior to Dissertation/Treatise Proposal and Application to Candidacy

**III. Prepare Dissertation/Treatise Proposal**

- Select Chair and members for dissertation/treatise committee
- Prepare Proposal (3 Chapters, one page abstract and IRB application)
- Submit proposal to Chair of committee for initial approval
- Schedule meeting for presentation of proposal (distribute copies to all committee members)
- Present your proposal to committee members
- Submit your IRB Application ONLINE, once your committee approves your proposal,

**IV. Apply for Advancement to Candidacy**

- Take the UT Copyright Tutorial
- Complete Advancement to Doctoral Candidacy Application using the EDA Dept. packet
- Submit all requirements to Graduate Coordinator by the due date so that your name is submitted to the Graduate Studies Committee (GSC).
- Submit your application for doctoral candidacy ONLINE, upon GSC approval.

**V. Complete Dissertation/Treatise Activities**

- Enroll in dissertation/treatise hours for two consecutive semesters (You must have IRB approval to register for dissertation/treatise hours)
- Complete data collection and analysis
- Write final report (work closely with your chair)
- Submit report to chair of your committee for approval
- Distribute copies of final report to committee members, one month prior to scheduled final oral defense meeting.

**VI. Complete Final Oral Examination**

- File application for graduation the FIRST WEEK of the semester in which you plan to graduate (Check the UT Calendar).
- Schedule your Final Oral Examination two weeks before the desired date using the "Request for Final Oral" (Pink Form), signed by each committee member and the graduate advisor (Attach all the required documents), once chair and committee members agree to meet.
- Present dissertation/treatise results to the dissertation committee.

**VII. Submit all Requirements to Graduate School**

- Make the necessary corrections before the deadline (check the UT calendar)
- Submit, ONLINE, all the requirements to the Graduate School
- Submit the IRB Protocol Closure Report

**VIII. Attend Graduation Ceremonies and Celebrate!!!!!!!!!!!!!!**

*(Ovando, M. N, July 2005)*