

College of Education Checkpoints for Doctoral Candidates

9-10-09 revision

These steps are binding on all doctoral candidates and committees in the College of Education. A doctorate should generally take seven years or less to complete. A maximum of 10 years are allowed in unusual circumstances.

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| <p>Std = Student</p> <p>PC = Program Coordinator</p> <p>Dean = COE Academic Dean</p> <p>GDean = Dean of Graduate School</p> <p>Cand = Candidate</p> | <p>SAO = Student Advising Office, MATT 105</p> <p>MP = Major Professor</p> <p>DC = Department Chair</p> <p>AdCom = Dissertation Advisory Committee</p> <p>PO = Program Office Director</p> |
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	STEP	INITIATED BY	SIGNED BY	WHEN / COMMENTS
APPLICATION				
1	<p>a Apply for admission to graduate school. Submit all official transcripts and official copy of GRE scores. See Toulouse School of Graduate Studies web site for <i>Student Application for Admission</i> www.tsgs.unt.edu/content/admissions</p> <p>b Complete all departmental/program prerequisites</p>	Std	PC & GDean	At least 6 weeks prior to registration (7-8 months prior to registration for international students). NOTE: Some programs have specific deadlines in advance of these suggested time periods.
2	Become familiar with general regulations and appropriate doctoral degree section of catalog.	Std		After being admitted and before registering for classes
3	<p>Plan course of study for first semester. Some program areas allow students to enroll in classes prior to Program Admission.</p> <p>NOTE: Students should complete their degree within seven years from the first course on their <i>Doctoral Degree Plan</i>.</p>	Std	PC	After being admitted and before registering for classes
PROGRAM ADMISSION				
4	Admission Materials Submit all Admissions materials required by the degree program to PO .	Std	PC	NOTE: Must first be admitted to Graduate School.
5	Departmental Review. If admitted, an initial advisor is assigned to the student	PC	PC, DC	If admitted, forms returned to Graduate School and student informed of admission, can now register for classes
PROGRAM DEGREE PLAN				
6	Be assigned an advisor. Later you will select a major professor (MP) and a degree committee usually 5 members including MP (AdCom). Complete <i>Doctoral Advisory Committee Recommendation</i> form and submit to PO . PO routes for remaining signatures	Std	PC, DC, Dean, GDean	Select faculty for these roles that are knowledgeable in content, methodology, or have interests aligned to the research. Choose faculty ho are supportive of the research planned. (it is recommended that students take at least one course from each of the committee members).
7	Complete <i>Doctoral Degree Plan</i> and submit to PO . PO routes for remaining signatures. This plan should be filed as soon as possible, and no later than the semester you complete 21 SCH of the program.	Std & MP	MP, MinP, AdCom, PC, DC, Dean, GDean	After formal program admission and usually in the first semester or two of study, but it must be filed before completion of 24 semester hours of course work.
8	A copy of the signed and approved degree plan returned to student (Std).	PO	GDean	
9	Degree plan and committee composition changes are possible. Complete <i>Masters/Doctoral Degree Plan Change and Committee Composition Change</i> form to PO	Std	MP, PC, DC, Dean, GDean	As need arises

STEP		INITIATED BY	SIGNED BY	WHEN / COMMENTS
10	Students are expected to complete their degrees in a timely manner. See your department for information on expected time to graduation. Std completes all course work listed on degree plan and meets foreign language or tool subject requirements as required. You must maintain continuous enrollment taking at least one semester credit hour of coursework each long (fall and spring) semester.	Std, MP		Done prior to taking the written qualifying examination and making the oral defense.
QUALIFYING EXAMINATIONS				
Research and Statistics Exam <i>If required by your program</i>				
11	a Programs <u>may</u> require students to sit for the Research & Statistics Exam or answer a research and statistics question on the <i>Written Qualifying Examination</i> .	Std		Per exam calendar and after completing or enrolled in 6000 & 6010, or equivalent.
	b If the program chooses the R&S exam then Std completes and submits the <i>Application for Educational Research and Statistics Examination</i> form. PO schedules the exam.	Std		
Written Qualifying Exam*				
12	Complete <i>Written & Oral Qualifying Examination Application</i> and submit it to PO . Note: A student may not do the Oral Examination if they have failed one or more sections of the written examination. Results reported by MP to Std . Contact PO to request Oral Examination date and time upon passing Written Exam.	Std	MP, PC	Only given as per College of Education exam schedule. Pre-requisites: ~Be fully admitted to program (including Admissions exam if required) ~Fully approved degree plan is on file Grad School ~All required courses completed ~All Tool requirements (if any) ~All Incompletes on courses are removed. ~Residency established
Oral Qualifying Exam*				
13	Time, date, and place are arranged by PO .	Std		Oral exams occur at least two (2) weeks after written exams are completed.
ADMISSION TO CANDIDACY				
14	Upon passing both the written and oral exams, a Std is considered a Candidate (Cand) for the doctoral degree. From this point on, the Candidate must be continuously enrolled in dissertation credit.	PO		Candidacy reported to Graduate School by using the form <i>Qualifying Examination Results</i> -see Grad School Faculty Central Forms
DISSERTATION PROPOSAL DEFENSE*				
15	a Design and refine proposal in collaboration with committee members and committee chair.	Cand	MP, AdCom	
	b Use <i>Dissertation Proposal Defense Scheduling</i> form. Get signatures. Consider writing your dissertation in journal format.	Cand	MP, DC, AdCom	
	c Schedule tentative dissertation proposal defense and confirms day, time, and place with MP and AdCom	Cand		
	d File <i>Dissertation Proposal Defense Scheduling</i> form: original filed with PO , .and copy submitted to SAO five working days prior to defense.	Cand		SAO: MH 105
	e Schedule room for defense	Cand		COE Dean's Office (MH 214) 940/ 565-2235
	f Distribute dissertation proposal to AdCom 10 or more working days prior to dissertation proposal defense	Cand		
	g Proposal defense is announced.	SAO		

STEP		INITIATED BY	SIGNED BY	WHEN / COMMENTS
h	Dissertation proposal defense	MP		No sooner than 10 working days after the oral qualifying examination is passed. Include draft of Use of Human Subjects form.
	Notifies Cand of corrections	MP		
* Exceptions to the normal timing and order of steps in completing a doctorate must be <u>signed</u> by the Major Professor and the Dissertation Advisory Committee and <u>approved</u> the College of Education's Academic Dean before the exception is taken. A complete list of appeal forms and procedures is available on the COE Internal website (www.coe.unt.edu/internal/forms).				
DATA COLLECTION AND WRITING*				
16	Amend, if needed, and submit the <i>Use of Human Subjects</i> form and all required supporting documents to the University of North Texas' IRB	Cand	MP	IRB web site with deadlines and materials: http://research.unt.edu/ors/compliance/human.htm
Work with MP and your Committee to:				
17	a Set a schedule for completing the dissertation, begin data collection, and plan for completing the dissertation	Cand		After IRB approval is received
	b Refine or develop the specific procedures, instruments, literature review, or data resources needed	Cand		
	c Gather and analyze data appropriately	Cand		
	d Interpret data	Cand		
	e Determine dissertation style (journal or traditional). Write in that style. Work with major professor and committee during the writing to ensure quality and accuracy of your work.	Cand/MP		
	f Complete writing of dissertation sections and components sharing sections with committee members as they are developed.	Cand		
GRADUATION APPLICATION*				
18	Complete <i>Application for Graduation</i> form NOTE: There are mandatory fees associated with filling a dissertation. Check with the Graduate School for current forms and fees.	Cand	SAO, GDean	NOTE: Graduation application dates are early in the semester of intended graduation. Missing the application date will postpone graduation by a semester. See <i>Academic Calendar & Graduate School Deadlines for Dissertations</i> for details
DISSERTATION DEFENSE*				
19	a Obtain <i>Dissertation Defense Procedures</i> form COE Internal Forms web page	Cand		
	b Make tentative arrangements for defense and confirm with MP and each member of the Dissertation AdCom	Cand		
	c Schedule a room for the defense.	Cand		Schedule through the COE Dean's Office MH 214 (940) 565-2235.
	d Bring copy of your finished dissertation to the Department Chair <i>least</i> 10 working days prior to scheduled dissertation defense for review and permission to proceed. Distribute dissertation to MP and each member of the AdCom <i>at least</i> 10 working days prior to scheduled dissertation defense.	Cand		
	e Obtain signatures on <i>Dissertation Defense Seminar Procedures</i> form, file with PO, and give copy to SAO 5 working days prior to defense.	Cand	MP, MinP, AdCom, PC	
	f SAO announces dissertation defense to the College.	SAO		
	g Dissertation defense occurs.	MP		No later than 4-5 weeks prior to filing deadline in <i>Academic Calendar</i>

STEP		INITIATED BY	SIGNED BY	WHEN / COMMENTS
h	Notifies candidate of corrections required. Candidate makes all requested modifications and corrections to satisfaction of the MP and AdCom .	MP,Cand, AdCom		
i	Obtain required signatures on defense form. This form is produced and sent to MP after Cand files for graduation.	Cand		Copies are available in the Graduate School.
DEPOSTING DISSERTATION				
20	Deliver final copy of dissertation and zip disk to Graduate School and committee. See: www.tsgs.unt.edu/graduation_process	Cand	Dean	See deadline in Academic Calendar