**STEP I: Plan a Program of Study**

* **Tentative Program of Study:** Major professor and student will follow the tentative program of study approved upon admission; the formal *Ph.D. Program of Study* form approved by major professor and doctoral committee members should be submitted by the end of the third semester.
* **Committee selection:** It is strongly recommended that the major professor assists the student in selecting committee members appropriate to disciplinary interests during the first year. The *Appointment Form for Advanced Graduate Student Supervisory Committee* must be completed and approved by the end of the 3rd semester.
* **Routing of forms:** Major professor sends originals (signed by student, committee, and Interdisciplinary Education program coordinator) and two copies to Coordinator of Graduate Studies (CGS), EDU 106.
* **After approval:** The CGS files originals and sends copies to the student and major professor.

**STEP II: Narrative Portfolio Description and Procedures**

* **Annual progress report:** Student submits a one-page progress report to major professor on an annual basis (due March 1st). Report should summarize efforts toward meeting the narrative criteria (see form for more details).
* **Compose Narrative Portfolio:** Prior to qualifying examination, student composes a narrative that describes research productivity, teaching, and service (where applicable) to date.
* **Portfolio evaluation:** Committee evaluates student’s Narrative Portfolio using *Doctoral Student Narrative Rubric*.

**STEP III: Qualifying Exam Options and Procedures**

* **Plan and select qualifying exam option:** The major professor shall schedule a meeting with student and committee members at least one semester prior to the qualifying exam to identify subject areas of expertise and interest. At qualifying exam planning meeting, doctoral committee and student select exam Option I (3-day exam) **or** Option II (scholarly paper), and agree upon the format and parameters of the exam/paper. See *Qualifying Exam Options and Procedures* for more details.
* **Schedule exam:** Complete the *Application to Take Doctoral Qualifying Examination* form signed by student, major professor and program coordinator. Submit completed form to the College of Education Office of Graduate Studies by the deadline stated on the College of Education website.
* **After exam is completed:** Doctoral committee will evaluate exam and notify student of Pass or Fail within three weeks of submitting the completed exam. A Pass will advance the student to candidacy. If criteria are not met for a Pass, the student must meet with committee to determine next steps, including retaking the exam.
* **Submission of Advanced Candidacy Form:** After a student has passed, major professor will forward the exam rubrics and the completed *Admission to Doctoral Candidacy Form* to program coordinator for required signature. Program Coordinator will submit the form to CGS.
* **Continuous enrollment:** students must maintain continuous enrollment by registering for at least 2 credit hours. Interdisciplinary Education concentration requires a minimum of 6 dissertation credit hours.

**STEP IV: Dissertation Research Proposal Defense**

* **Design proposal:** Student designs a dissertation proposal in consultation with major professor and doctoral committee.
* **Internal Review Board:** it is the responsibility of the student and major professor to submit the study for IRB for review either pre or post proposal defense. If post defense, all modifications must also be approved by IRB before data collection begins.
* **Scheduling proposal defense:** At least **three weeks** before the proposal defense, student submits two copies of the approved dissertation proposal and the *Request for Ph.D./Ed.D. Proposal Defense Form* signed by each committee member to CGS, indicating the date, time, and place of the proposal defense.
* **Proposal defense:** Committee evaluates proposal and submits completed *Dissertation Proposal Defense Rubric* to IE Program Coordinator.

**STEP V: Dissertation Defense**

* **Schedule defense date:** Committee and student schedule a dissertation defense date and file completed *Request for Dissertation Defense Form* to Graduate School at least **two weeks** before the scheduled defense date.

**TIME LIMITS:**

Please note that students must be aware of time limits for completing the doctoral degree (depending on the catalog at the time the student entered a program). Students experiencing circumstances affecting their progress should contact their major professor and the program coordinator to discussion options (time limit extension, leave of absence, etc.).