Exceptional Learning Ph.D. Required Procedure Checklist

Item	Due By	Completed
Temporary advisor appointed by Director	end of 1st semester enrolled	
Program of Study & Dissertation Committee designation submitted	no later than the semester 15 credit hours are earned	
Annual review (+ CV submission)	2nd half of each Spring semester	
Residence semesters	anytime during the program	
Notify Director of intent to take EDU 7920	1st half of the semester **prior** to enrolling in EDU 7920; all research courses **MUST** be completed before eligible to take EDU 7920	
Prospectus (EDU 7920)	after all coursework has been finished (~61 *credit hours completed*)	
Schedule written comprehensive exam	1st half of EDU 7920–to be schedule with Dissertation Chair	
Written comprehensive exam	2nd half of EDU 7920	
Dissertation prospectus defense	immediately after successful completion of EDU 7920– schedule with Dissertation Chair (*proposal must be submitted to committee 2 weeks before presentation*)	
Dissertation hours (*15 credit hours minimum*)	begins after successful prospectus defense & comprehensive examination; continues until completion	
Dissertation draft plan to committee	create, with Dissertation Chair, a schedule of dates when drafts & revisions will be sent to the committee (including final draft)	
Schedule dissertation defense	work with Dissertation Chair to schedule dissertation defense	
Final dissertation to committee & Director	**no later than 2 weeks prior** to defense (earlier is encouraged)	
Defense invitation	send dissertation title & defense date, time, & location to Director of Graduate Programs no later than 2 weeks prior to defense	
Defense announcement	immediately after dissertation defense	
Submit signed defense form and Certificate of Approval to Graduate Studies *	after completion of final revisions (*check the Graduate Studies calendar for more specific deadline dates*)	
Submit final copy to committee & to Graduate Studies *	after completion of final revisions (*check the Graduate Studies calendar for more specific deadline dates*)	

February 28, 2019