

**Department of Counseling Educational Psychology and Research**

**Educational Psychology and Research Doctoral Program**

***Procedure to Complete Doctoral Program***

<b>Milestone in Program</b>	<b>When?</b>
1. Receive a notification of acceptance and the name of an adviser.	Middle of a semester
2. Get a copy of College of Education Graduate Student Handbook <a href="http://www.memphis.edu/coe/graduate_programs.php">http://www.memphis.edu/coe/graduate_programs.php</a>	After acceptance
3. Meet with adviser to (1) get to know each other, (2) plan first semester, and (3) learn about the requirements for attending student orientation in Fall and for taking part in Educational Psychology Colloquium, a biweekly event in Spring and Fall.	Before first semester
4. Meet with adviser to (1) form a 3-member Doctoral Committee; (2) begin planning Program of Studies; (3) discuss Residency Plan for course enrollment and Residency Project (Residency Scholarly Product).	Within first semester
5. Meet with doctoral committee members to plan Program of Studies.	Within first semester
6. File Residency Form. <a href="http://www.memphis.edu/gradschool/resources/forms_index.php">http://www.memphis.edu/gradschool/resources/forms_index.php</a>	No later than last registration day in semester designated to count as residency
7. File Doctoral Committee Appointment Form. <a href="http://www.memphis.edu/gradschool/resources/forms_index.php">http://www.memphis.edu/gradschool/resources/forms_index.php</a>	End of first academic year
8. Get Program of Studies Form approved by the committee members and file it with the College. <a href="http://www.memphis.edu/coe/graduate_programs.php">http://www.memphis.edu/coe/graduate_programs.php</a>	End of first academic year
9. Complete End-of-First-Year Student Assessment and return it to adviser.	End of first academic year
10. Complete Annual Student Evaluation.	End of <i>every</i> spring semester
11. Plan Residency <i>Scholarly Product</i> with adviser and follow departmental procedures for approval of <i>Scholarly Product</i> proposal and final product.	During coursework
12. Meet with adviser to plan for 9-hour Written Comprehensive Exam (Comps)	At completion of Residency Project

<b>Milestone in Program</b>	<b>When?</b>
13. Take Written Comps and schedule a date for Oral Comps.	After approval of Residency Project
14. Meet with committee for Oral Comps.	After Written Comps
15. File Dissertation Committee Appointment Form. (Change any member already on Doctoral Committee and add a 4 <sup>th</sup> member to form Dissertation Committee) <a href="http://www.memphis.edu/gradschool/resources/forms_index.php">http://www.memphis.edu/gradschool/resources/forms_index.php</a>	After passage of Oral Comps
16. Submit dissertation proposal and meet with Dissertation Committee to discuss proposal and get approval	Submission, 2 weeks before Prospectus Meeting
17. File Proposal Approval Form with the College of Education's Office of Graduate Programs. <a href="http://www.memphis.edu/gradschool/resources/forms_index.php">http://www.memphis.edu/gradschool/resources/forms_index.php</a>	After approval of dissertation prospectus
18. Perform the research, including IRB approval prior to data collection), write, revise, and complete dissertation.	After approval of dissertation prospectus
19. Schedule Dissertation Committee Meeting, fill out <a href="#">appropriate announcement forms</a> in college graduate office, and defend dissertation before the Dissertation Committee.	After adviser approves a full draft of dissertation  Submission to committee, 2 weeks before dissertation defense Meeting
20. Follow Graduate School <a href="#">deadlines</a> to complete paperwork for graduation. <ul style="list-style-type: none"> <li>• Intent to Graduate Card</li> <li>• Doctoral Candidacy Form</li> <li>• Cap and Gown Order</li> <li>• Final Copy of Dissertation for Binding</li> </ul>	Due dates vary—3 months to 3 weeks— before Commencement (see website)
21. Following Committee's suggestions, revise dissertation and submit to Graduate School in time.	Before Graduate School due date
22. Complete Program Exit Assessment.	Before submission of dissertation to Graduate School
23. Graduation—CONGRATUATIONS!	End of Fall, Spring, or Summer semester