

Indiana University School of Education  
**Degree Checklist for the Ed.D.**

This checklist highlights some of the milestones and essential program deadlines applicable to all School of Education students pursuing a Doctor of Education degree (Ed.D.). For more information, please see the School of Education Graduate Bulletin, or [contact the Graduate Studies Office](#).

Timeline	<p><input type="checkbox"/> <b>Advising</b>          Specific information about program requirements:</p> <ul style="list-style-type: none"> <li>• Assigned advisor, Program Head, or Department Chair</li> <li>• School of <a href="#">Education Graduate Bulletin</a></li> </ul> <p>Additional resources may include a departmental handbook or program requirements worksheet.</p> <hr/> <p><input type="checkbox"/> <b>Establish a Program Advisory and Research Committee by Submitting a Plan of Studies (3 members required)</b>          The Advisory and Research Committee works with the student from start to finish. They approve the Plan of Study, administer the qualifying exam, approve the proposal, and see the student through the dissertation process. Make sure to review the School of Education Bulletin under Policies and Procedures, Ed.D Policies (bulletin year 2019 – onward) for details on the composition of the Advisory and Research Committee.</p> <p>The student and the committee chair are responsible for planning and creating the Plan of Studies (e-POS.) The e-POS is a planning tool for students and advisors. It outlines coursework the student will use to fulfill degree requirements and officially establishes the Advisory and Research Committee. In some instances, the student’s advisory committee may approve an Individualized minor, which are minors not specifically listed in the bulletin. Any Individualized minor representative should be from outside the major program.</p> <ul style="list-style-type: none"> <li>• List the Minor as “Individualized: <i>your minor name</i>” on the e-POS and include a written description of the minor's underlying theme in the notes section for the minor coursework.</li> </ul> <p style="text-align: center;"><b>Electronic Plan of Studies</b> - <a href="https://info.educ.indiana.edu/EPOS/frm/Default">https://info.educ.indiana.edu/EPOS/frm/Default</a>.</p> <p>In some cases, the e-POS may require the following supporting documents:</p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Transfer Credits</b>  <u>For 60 hour EdD degrees, only courses that are post-masters are eligible for transfer consideration.</u> All coursework transferred must be from an accredited college or university, and no transfer credit is given for courses with a grade lower than a B. Transferred courses must be relevant to the student's program of studies and approved by the advisor. If transfer coursework appears on the e-POS in an area other than electives or the major, additional approvals may be needed. The Transfer of Graduate Credit form should be submitted to the department the same time as submitting the e-POS, and transfer courses should be listed on the e-POS as they appear on the transcript from the originating institution.  <b>Transfer of Graduate Credit:</b> <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Substitution or Waiver of Program Requirements</b>          Course substitutions or requests to waive program requirements are indicated on the e-POS. If a paper POS was submitted, then the approval must be obtained on the following form and submitted to the department the same time as submitting the POS.  <b>Requirement Waiver/Sub (paper POS)</b> - <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>Inquiry Core Exception</b>          Any course to be counted toward the Inquiry Core requirement which does not appear on the list of approved Inquiry Core courses must be vetted and approved by an Inquiry Methodology faculty member. Transfer courses used to meet the required courses in the Inquiry Core Requirement must also be approved on this form. The Inquiry Core Exception form should be submitted to the department at the same time as submitting the e-POS.  <b>Inquiry Core Exception Form</b> - <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p>
Completed no later than the end of the 3rd semester.	
Completed before qualifying exams.	<p><input type="checkbox"/> <b>Complete Residency Requirement</b>          Ed.D. students are expected not only to take courses, but to participate in other aspects of the intellectual life of their discipline and of the university community. Each program offers opportunities for involvement, such as presentations, colloquia, and conferences in which students are invited to participate in discussions about both theoretical and practical issues in their discipline. Students should follow their program-specific residency requirement.</p>

	<p><input type="checkbox"/> <b>Maintain Active Student Status before Quads</b>  Before the completion of the qualifying exam: Students who do not enroll in classes for two years will be discontinued and must apply for re-admission to the program. They must then meet (new) current admission criteria, and if re-admitted, must fulfill (new) current program requirements.</p> <p><input type="checkbox"/> <b>Early Inquiry Experience</b>  An early inquiry experience is required before admission to Candidacy. Individual departments are responsible for determining what types of research count for the early inquiry project and how it is to be completed (though designated coursework, departmental research seminar, independent study course, etc.) The student carries out a research project during the early inquiry experience, including the collection and analysis of data to answer a research question, and the writing of a research manuscript. This research is to be before the dissertation and not a direct part of the dissertation research. Each student must carry out an independent research project. The research manuscript that results from this study must be read and approved by the student's advisory committee.  <b>Early Inquiry Experience Approval Form</b> - <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p>
Typically completed by 9 <sup>th</sup> semester or earlier.	<p><input type="checkbox"/> <b>Qualifying Examinations</b>  Qualifying Exams are completed after finishing most coursework in the major and minor subjects. An examination in the major is required. A minor examination may or may not be required based on minor program requirements. The examinations are usually given early in each semester, and occasionally in the summer term—check with department for exact dates and follow departmental procedure for applying to take qualifying exams. The qualifying examination is usually composed of two parts: written and oral. After the final portion of the exam, the Advisory Committee chair reports the passing date to the department and Graduate Studies before the Nomination to Candidacy.</p>
Completed after passing the qualifying exam.	<p><input type="checkbox"/> <b>Revalidate Credits</b>  <i>(Not all doctoral students will need to revalidate courses.)</i>  All graduate-level coursework over seven years old must be revalidated (counting back from the date of passing the final portion of the qualifying examination). Instructions and methods of revalidation are listed on the forms. Courses needing revalidation must be approved before the Nomination to Candidacy can be submitted.  <b>Revalidation Form</b> - <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p> <p><input type="checkbox"/> <b>Plan of Study Amendments</b>  <i>(Not all doctoral students will need to amend their POS.)</i>  Any changes to an approved Plan of Study must be processed before the Nomination to Candidacy can be submitted.  <b>e-POS Procedure:</b>  If an e-POS was submitted, changes can be made by logging in to the approved e-POS, making the necessary changes, and resubmitting the document for committee approval. If the amendments involve required coursework specified in the bulletin, a note may need to be made regarding a substitution or waiver as well.  <b>Paper POS Procedure:</b>  If a paper POS was submitted, then changes must be made by submitting a Plan of Studies Amendment Form. If the amendments involve required coursework specified in the bulletin, a Requirement Waiver/Substitution form must also be submitted.  <b>Plan of Study Amendment Form:</b> <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p> <p><input type="checkbox"/> <b>Maintain Active Student Status after Quads</b>  After passing qualifying examinations, doctoral students must register for at least 1 credit hour each semester (not including summer session) in order to maintain active student status. This is ordinarily done by enrolling in 1 or more credit hours of dissertation credit (799). Students who are *eligible may enroll in G901 Advanced Research in order to maintain active status. Students who fail to register each semester must back-enroll for all semesters missed in order to graduate. There is a fee per semester (plus tuition) for back-enrollment.  *Enrollment in G901 is granted by special permission and also has several requirements. See the G901 Permission Request form on the Student Portal for more information: <a href="https://education.indiana.edu/students/graduates/doctoral/g901-permission.html">https://education.indiana.edu/students/graduates/doctoral/g901-permission.html</a></p>

	<p><input type="checkbox"/> <b>Nomination to Candidacy</b></p> <p>A Nomination to Candidacy form is submitted when the final portion of the examination is passed and the student is judged to have met all criteria for candidacy. The date of passing the final portion of the examination is a critical date. Courses completed more than seven years before this date must be revalidated, and the seven years allowed for dissertation work are counted forward from this date. Admission to candidacy is awarded after the student has been nominated to candidacy and after all required coursework has been completed (except 795, 799, and G901). All incompletes must be resolved and the Graduate Studies Office must approve coursework requiring revalidation before a student is admitted to candidacy.</p> <p><b>Nomination to Candidacy Form</b> - <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p>
As needed after Nomination to Candidacy is approved.	<p><input type="checkbox"/> <b>Change of Advisory and Research Committee</b> (<i>Not all students will need to modify their committee.</i>)</p> <p>After admission to candidacy, the student's committee has the responsibility to guide the student through the dissertation process and to conduct the final oral defense. At this stage, the committee typically remains intact, but students may reconstitute their committee if they wish to ensure the committee has the expertise necessary to guide the dissertation. Additionally, the following changes can be made post-candidacy by submitting the Change of Advisory and Research Committee form to your department:</p> <ul style="list-style-type: none"> <li>• A dissertation director can be appointed as a co-chair. If the chair duties are being shared, then at least one co-chair must be endorsed in the major area of study.</li> <li>• A minor field representative must be on the committee if a minor is required. In the event that the dissertation research does not involve the area of the minor, the minor member can be waived (if approved by the minor department) by emailing <a href="mailto:gsorecdr@indiana.edu">gsorecdr@indiana.edu</a>. If waiving minor representation is approved, the substitution of a representative from some other field more appropriate to the topic of the dissertation is required and can be noted on this form.</li> <li>• Non-IU committee members can be added at this time. Committee members not affiliated with IU are approved on a case-by-case basis. The outside Indiana University member is <i>in addition</i> to the three required IU committee members. Include a CV and a written rationale with this form.</li> </ul> <p><b>Change of Advisory and Research Committee Form</b> - <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p>
Typically within one to two years of approval of the Nomination to Candidacy, or as directed by program requirements.	<p><input type="checkbox"/> <b>Dissertation Proposal Meeting and Approval</b></p> <p>After approval of the Nomination to Candidacy, students are required to submit a dissertation proposal to their committee. The proposal should contain the following elements: a statement of purpose, rationale, literature review, research questions, proposed procedures, the source of data, methods of data collection, methods of data analysis or data reduction, and the contribution of the study to theory or practice.</p> <p>A meeting of the Advisory and Research Committee must be held to discuss and approve the dissertation proposal. If it is determined during the proposal meeting that IRB approval is needed, evidence of IRB review and approval is required to be attached to the Dissertation Proposal Approval Form. (For research using human subjects, all students should review compliance prerequisites and procedures at <a href="https://research.iu.edu/index.html">https://research.iu.edu/index.html</a>.) The Dissertation Proposal Approval form must be submitted with a one to two-page summary of the proposed research and applicable IRB documentation before a defense announcement will be approved.</p> <p><b>Dissertation Proposal Meeting and Approval Form</b> - <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p>
Varies by program.	<p><input type="checkbox"/> <b>Carry out Dissertation Study/Write Dissertation Manuscript</b></p> <p>Refer to the Ed.D. Dissertation Guide for formatting guidelines.</p> <p><b>Ed.D. Dissertation Guide:</b> <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p>

Completed in February or September before degree conferral.	<p><input type="checkbox"/> <b>Application to Graduate (degree conferral) and Commencement Participation (graduation ceremony)</b></p> <p>The School of Education confers the Ed.D. degree. If earning additional degrees or certificates concurrently, separate graduation applications are required at the same time or before the Ed.D. is awarded. Ed.D degrees are awarded monthly. An online Application for Graduation form must be submitted to the Graduate Studies Office at least one month before the degree conferral date if not earlier. Failure to apply for graduation by the deadline may result in the application being denied for that conferral period.</p> <p>In order to be listed in the university-wide Commencement program, you must apply to graduate much earlier. The Graduate Studies Office will send out an e-mail and post these specific dates each semester. Generally, applications must be submitted by the dates listed below; however, dates are subject to change year to year.</p> <ul style="list-style-type: none"> <li>• Students who will have their degree awarded between September 1 and December 31 are eligible for December Commencement and must apply to graduate by <b>September 25th</b>.</li> <li>• Students who will have their degree awarded between January 1 and August 31 are eligible for May Commencement and generally must apply by <b>February 25th</b>.</li> </ul> <p>Note: The deadlines are only for inclusion in the commencement program handed out to guests. <u>If your name does not appear in the program, you can still walk in the ceremony and be hooded by your advisor.</u></p> <p><b>Graduation Instructions:</b> <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p> <p>The School of Education also holds a Convocation ceremony and doesn't require an application, but an RSVP is appreciated.</p> <p><b>Convocation RSVP:</b> <a href="https://education.indiana.edu/news-events/events/convocation/">https://education.indiana.edu/news-events/events/convocation/</a></p>
At least 40 days prior to defense.	<p><input type="checkbox"/> <b>Announcement of Dissertation Defense</b></p> <p>This document must be signed by the Advisory and Research Committee chair and submitted directly to the Graduate Studies office 40 days before the date of the defense. The defense must take place on the Bloomington Campus, and all members of the Advisory and Research Committee are expected to attend the defense in-person. A template can be found in the Ed.D Dissertation guide.</p> <p><b>Ed.D. Dissertation Guide:</b> <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p>
No less than 30 days from the approval of the Defense Announcement.	<p><input type="checkbox"/> <b>Dissertation Defense</b></p> <p>An oral defense meeting, open to the public, is required. Committee members must receive a copy of the dissertation manuscript two weeks before the final oral defense. The Advisory and Research Committee Chair will receive an electronic form to submit thesis grade changes at the time of the dissertation defense. The defense must take place on the Bloomington Campus, and all members of the Advisory and Research Committee are expected to attend the defense in-person.</p>
Within six months of defense date.	<p><input type="checkbox"/> <b>Submit Dissertation</b></p> <p>For submission instructions, see</p> <p><b>Ed.D. Dissertation Guide:</b> <a href="https://education.indiana.edu/students/graduates/doctoral/index.html">https://education.indiana.edu/students/graduates/doctoral/index.html</a></p>

**Important Dissertation Time Limits**

- The final portion of the qualifying examination must be passed a minimum of 8 months before the oral dissertation defense.
- Coursework will be counted back seven years from qualifying exam completion. Any coursework seven years before this date must be revalidated.
- The complete dissertation must be submitted within seven years of the date of passing the final portion of the qualifying examination.

For a more detailed listing of degree program requirements, see the Education Graduate Bulletin at <http://www.indiana.edu/~bulletin/iub/> or contact the School of Education Office of Graduate Studies Recorders at [gsorecdr@indiana.edu](mailto:gsorecdr@indiana.edu).

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