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.

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<th>Timeline</th>
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| **Advising** | Specific information about program requirements: 
- Assigned advisor, Program Head, or Department Chair 
- School of Education Graduate Bulletin
| Additional resources may include a departmental handbook or program requirements worksheet. |
| **Establish a Program Advisory and Research Committee by Submitting a Plan of Studies (3 members required)** | The Plan of Studies (e-POS) is a planning tool for students and advisors. It outlines coursework the student will use to fulfill degree requirements and establishes the Advisory and Research Committee. The Advisory and Research committee consists of at least three Graduate Faculty members, a minimum of two must have endorsed status. At least two committee members must be from the major area of study. The Committee Chair, who is the student’s primary advisor, must be an endorsed Graduate Faculty member in the major area of study. If a student has a minor, a faculty member representing the minor should be part of the committee. For interdisciplinary minors, the minor representative should be from outside the program. The student and the advisory committee chair (program advisor) are responsible for planning and creating the e-POS. The e-POS is due by the 3rd semester. 

Electronic Plan of Studies - https://info.educ.indiana.edu/EPOS frm/Default
| In some cases, the e-POS may require the following supporting documents: |
| **Transfer Credits** | For 60 hour EdD degrees, only courses that are post-masters are eligible for transfer consideration. 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. 

Transfer of Graduate Credit: https://education.indiana.edu/students/graduates/doctrinal/index.html |
| **Individualized Minor** | In some instances, individualized minors (credit hours of work in two or more programs) or minors not specifically listed in the bulletin may be approved by the dean upon recommendation of the student’s advisory committee. The Ed.D. Minor Justification Form should be submitted to the department at the same time as submitting the e-POS. 

| **Substitution or Waiver of Program Requirements** | Course substitutions or requests to waive program requirements are indicated on the e-POS. If the substitution or waiver is in regards to coursework in a non-School of Education minor, or 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. 

Ed.D. Requirement Waiver/ Substitution (paper Plans of Study only) - https://education.indiana.edu/students/graduates/doctrinal/index.html |
| **Inquiry Core Exception Form** | 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. 

Form - https://education.indiana.edu/students/graduates/doctrinal/index.html |
Complete Residency Requirement
Two full-time, consecutive semesters in a single academic year (exclusive of summer session) must be spent in residence (enrolled in on-campus courses). Ed.D. students who are working full time or students with academic appointments may fulfill residency requirements with three consecutive six credit hour terms. Dissertation credit hours (795, 799 or G901) may not be used to fulfill residency. Online programs may have established other methods for fulfilling the residency requirement; please check with the program department for guidelines.

Maintain Active Student Status
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.

Early Inquiry Experience
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.

Qualifying Examinations
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.

Revalidate Credits
(Not all doctoral students will need to revalidate courses.)
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.

Ed.D. Revalidation Form - https://education.indiana.edu/students/graduates/doctrinal/index.html

Plan of Study Amendments
(Not all doctoral students will need to amend their POS.)
Any changes to an approved Plan of Study must be processed before the Nomination to Candidacy can be submitted.

e-POS Procedure:
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.

Paper POS Procedure:
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.

Plan of Studies Amendment Form: https://education.indiana.edu/students/graduates/all-students/_docs/POSAmendmentForm.pdf

Maintain Active Student Status
After passing the final portion of the qualifying examination, students must enroll in at least one credit hour per semester of 795, 799 or *G901 in order to maintain active student status until the degree is granted. Students do not need to register for this dissertation credit during the summer UNLESS the student plans to graduate (have the degree awarded) in the summer. 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: https://education.indiana.edu/students/graduates/doctrinal/g901-permission.html

Nomination to Candidacy
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.

### 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.

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<th>Step</th>
<th>Description</th>
<th>Required Date</th>
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<tbody>
<tr>
<td>1.</td>
<td>Application to Graduate (degree conferral) and Commencement Participation (graduation ceremony)</td>
<td>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.</td>
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<td>2.</td>
<td>Carry out Dissertation Study/ Write Dissertation Manuscript</td>
<td>The final portion of the qualifying examination must be passed a minimum of 8 months before the oral dissertation defense. 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. A template can be found in the Ed.D. Dissertation Guide.</td>
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<td>3.</td>
<td>Dissertation Defense</td>
<td>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.</td>
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<td>4.</td>
<td>Submit Dissertation</td>
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