Grand Order of Events for the Educational Administration Curriculum and Supervision Ed.D. (Executive Doctorate in Education)

Pertaining to students on the OU-Tulsa campus effective October 19, 2011

1) Admission and assignment of an advisor.

At the time of admission, you were assigned an advisor who is a regular graduate faculty member in our EACS Program. Your advisor is your primary contact for questions you have about progress through the program. It is your responsibility, and it is in your interest, to nourish and utilize this relationship.

Begin course work.

2) During your third semester you should establish a doctoral committee. You may ask your advisor to serve as chair of your doctoral committee, or you may ask any M3 faculty member to serve as your doctoral committee chair; the chair of the doctoral committee is also your program advisor for the duration of your doctoral study. Usually the invitation to chair is based on potential alignment of research interests. In addition to a chair, and with your chair’s advice, you will invite four other graduate faculty members, at least one from outside the ELPS Department, to also serve on the committee. With your committee roster in place, you work with your chair to complete and distribute to the committee a draft of the “Report of Advisory Conference.” Following this distribution, request Ms. Laura Black in our offices to schedule your “Advisory Conference” with the entire committee. The main purposes of this meeting are formally to establish your doctoral committee and to approve your plan of study.

3) Prior to taking the Prospectus Development course, and with your chair’s advice and approval, you should again convene your committee to review your prospectus idea for a dissertation. You should not take the Prospectus Development course until you have something to develop, that is, an articulated research question or problem that is grounded in scholarship.

4) Following the Prospectus Development course, if the prospectus is not ready for approval by the committee, you will work with your chair to complete it. If your coursework is already complete, you must maintain continuous enrollment by taking a minimum of two hours in readings or seminar numbered courses.

5) When your chair believes you are ready, he/she will authorize distribution of your prospectus to your entire committee. Your prospectus must include a clearly stated research purpose, a review of scholarly literature related to the specific research questions or hypotheses, a conceptual framework, and a design for addressing the purpose/questions/hypothesis. The
formatting for the prospectus should be like that required for the dissertation, including a formal title page. The prospectus does NOT have chapters, but sections. It is your responsibility to provide both a paper and electronic version of the prospectus for use by each committee member.

6) Your chair will poll the committee within 3-weeks following distribution of the prospectus draft to determine if the committee agrees to move forward.

7) With the committee's agreement, your chair will circulate "the application for general examination" (request for authority); faculty signatures on this form signify their individual recommendation that the student be given authority by the Graduate Dean to appear for General Examination. At this point, your course work should be complete or nearly complete, especially all of your research methods courses.

8) Your chair will submit the signed "request for authority" to the Graduate Dean and ask Laura Black to secure a date, time, and location for the general examination (no sooner than 10 days following receipt by the Graduate College of the "request for authority"). The request for a general examination is on the authority of the committee chair.

9) At the time of the general examination, the committee will first judge the written portion of the examination (based on the submitted prospectus). If the committee issues a "fail" or "abeyance," the general examination ends at that point. If the committee issues a "pass," on the written portion, the oral portion of the general examination continues with faculty interrogation of the student. The committee will issue a "fail," "abeyance," or pass with respect to the oral portion as well.

After the conclusion of both the written and oral examination, the committee completes and signs the "Report of the General Examination" and forwards it to the Graduate Dean. Individual faculty may agree or dissent from the majority decision. See the graduate student handbook for details about failure or abeyance.

10) Passing the general examination advances you to doctoral candidacy, a status to which are attached numerous but obscure privileges. Now the work begins!

11) When your dissertation is complete, your chair will approve its distribution to the committee in anticipation of your defense. You may, when appropriate, work with multiple members of your committee during the process, or only primarily your chair. There are guidelines for preparation
of dissertations and forms related to dissertation defense and graduation processes available on the OU-Tulsa Graduate College website. **It is your responsibility** to be familiar with these, as well as the timelines required for completion of tasks and submission of forms. These dates are established each semester and they are inflexible and not under the control of faculty.

Disclaimer: This page is meant to provide you with a quick overview of the doctoral process as it has evolved on the Tulsa campus of OU. Contradictions or inaccuracies are superseded by The Graduate College Bulletin and directives of the Graduate Dean’s Office here or in Norman.