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

Pertaining to students on the OU-Norman campus effective November 2, 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. Your initial advisor may or may not serve as the chair of your doctoral committee.

2) Begin course work.

3) 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. To determine if a faculty is M3 status, ask them, or consult the Graduate College website page: [http://gradweb.ou.edu/People/GradFaculty/](http://gradweb.ou.edu/People/GradFaculty/). 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 ([http://gradweb.ou.edu/People/GradFaculty/](http://gradweb.ou.edu/People/GradFaculty/)), 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 a draft of the “Report of Advisory Conference” ([see: http://gradweb.ou.edu/Current/Forms/doctoral/index.asp](http://gradweb.ou.edu/Current/Forms/doctoral/index.asp)).

4) Coordinate with your committee membership to schedule your “Advisory Conference.” Your entire committee should be present at the meeting (although not a Graduate College requirement). The main purposes of this meeting are formally to establish your doctoral committee and to approve your plan of study. Secure faculty signatures on the ACR paperwork and have Geri Evans, ELPS administrative staff, deliver to the Graduate College on your behalf.

5) Complete all remaining coursework. During your last scheduled course, you should coordinate with the chair of your doctoral committee so that your general examination can be developed and delivered to you.

6) Within the duration of one (1) semester complete the written and oral portions of the general examination. Relevant Graduate College paperwork related to the scheduling of the general examination can be found at [http://gradweb.ou.edu/Current/Forms/doctoral/index.asp](http://gradweb.ou.edu/Current/Forms/doctoral/index.asp) (“the application for general examination” (request for authority)). You must be registered for at least two (2) credit hours while preparing and delivering the general examination. You must coordinate your committee membership to meet on a specific day and time in order to deliver the oral portion of the general examination and complete the application for the general examination. See the Graduate College Bulletin for further details at [http://gradweb.ou.edu/Current/gcBulletin/index.asp](http://gradweb.ou.edu/Current/gcBulletin/index.asp).

The student, the committee chair and the outside member must be physically present at the
same location. Other committee members may attend via audio or video conference. Approval for a member’s audio or video conference participation will be automatically granted by the Graduate College. However, the Graduate College must be notified prior to the defense in order to make arrangements for signature acceptance. If necessary, one committee member, other than the chair or the outside member, may be absent with prior approval of the Graduate Dean. Petitions for exceptions to the Video or Telephone Participation policies will be considered in extraordinary circumstances.

Geri Evans, ELPS administrative staff, can assist in the delivery of relevant paperwork to the Graduate College on your behalf. Graduate College authority notice will be delivered to you and your committee members indicating that you are permitted to sit for the (oral portion) of the general examination.

7) 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 College Bulletin for details about failure or abeyance.

8) Passing the general examination advances you to doctoral candidacy, a status to which are attached numerous but obscure privileges. **Now the work begins!** Once you achieve candidacy, you must maintain continuous enrollment by taking a minimum of two (2) hours in readings (independent study or directed reading) or dissertation hours.

9) Upon successful completion of both the written and oral portions of the general examination, you are permitted and prepared to complete a fully developed prospectus detailing your original, independent doctoral research/inquiry (typically consisting of the first three chapters of your dissertation). You will consult with your chair as you develop your prospectus. Both the Prospectus Development course and the general examination should prepare you to complete this step.

10) When your chair believes you are ready, he/she will authorize you to coordinate your committee membership for a prospectus meeting. Coordinate your committee to ensure that your outside committee member is in attendance. Once a meeting is set you must distribute your prospectus to your entire committee in the format each member prefers (either hardcopy or electronic). Deliver the prospectus to your committee membership two (2) weeks in advance of your previously scheduled prospectus meeting. 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 should have distinct chapters and follow Graduate College guidance located at: [http://gradweb.ou.edu/Current/Doctoral/DissertationInstPacket.pdf](http://gradweb.ou.edu/Current/Doctoral/DissertationInstPacket.pdf).

11) At your prospectus meeting your committee will give you feedback about your proposed independent original research/inquiry. In-house ELPS paperwork verifies that your prospectus is “satisfactory” and you are approved to file IRB approval paperwork with the Compliance Office,
if applicable. See http://www.ouhsc.edu/compliance/.

12) Your chair will advise you as you conduct your dissertation research/inquiry. You may, when appropriate, work with multiple members of your committee during the process, or only primarily your chair.

13) When your dissertation is complete, your chair will approve its distribution to the committee in anticipation of your defense. There are guidelines for preparation of dissertations and forms related to dissertation defense and graduation processes available at the 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: These pages are meant to provide you with a quick overview of the doctoral degree process as it has evolved on the Norman campus. Contradictions or inaccuracies are superseded by The Graduate College Bulletin and directives of the Graduate Dean’s Office in Norman.