

Curriculum and Instruction Ph.D. Program

Ph.D. Checklist for COE Doctoral Students

A set of guidelines for the sequence, forms and timeframe

Ph.D. Student _____

Program: Curriculum & Instruction

Committee Chair/Major Professor _____

Beginning Semester _____

Admissions	<i>Date Completed</i>	<i>Forms</i>	<i>Timeframe</i>
1. Apply online and submit the required documents			
2. Admission decision is made and initial advisor assigned			
Progression- Program of Study (POS) and Committees	<i>Date Completed</i>	<i>Forms</i>	<i>Timeframe</i>
1. Download POS from GC website and request a planning session with the program coordinator and your advisor. (If applicable complete Petition for Transfer Credit Form for course work taken in other institutions that have been applied to you POS. An initial residency plan must be completed). Complete student Self-evaluation document and confer with advisor.		POS, Residency Plan, Student Self-evaluation Form & Petition for Transfer Credit Form	No later than first semester
2. Identify and seek approval of a faculty member to serve as your permanent advisor/committee chair			
NOTE ON TIMELINE: Students must pass the Comprehensive Exam and complete a qualifying research project no later than the last semester of Ph.D. course work or the following semester.			

3. Enroll in course based on program sequence. All enrollment, residency, and progression policies as well as deadlines required by the program or GC must be followed.			Prior to Candidacy
4. Prior to completing your last course, review your POS to confirm that it is accurate. Confirm with your advisor that she/he has approved the POS audit, the Residency Plan, and Qualifying Research Completion Form. At least annually, you must complete self-evaluation document and confer with your advisor.		POS, Residency Plan for Approval Form, Petition for Transfer Credit Form, Student Self-evaluation Form & Qualifying Research Completion Form	Prior to scheduling Comprehensive Exam
5. Notify committee chair of intent to take Comprehensive Exam at completion of required course work as identified by the program and complete required Comprehensive Exam Scheduling Form		Scheduling Form related to Comprehensive Exam & schedule rooms by using the NAU College of Education Event Request Form (https://nau.edu/coe/coe-event-form/)	Six weeks in advance of Comprehensive Exam
6. Curriculum & Instruction: Schedule Comprehensive Exam in collaboration with committee chair and members NOTE: <ul style="list-style-type: none"> • Comprehensive Exam may not be scheduled without explicit permission of the committee chair • The Defenses will only be held on campus. • Only one repeat of the Comprehensive Exam will be allowed. 		One month in advance of Comprehensive Exam	One month in advance of Comprehensive Exam
7. Results of exam/s are reported to the student by the committee chair. The Comprehensive Exam Report Form is signed by committee chair and doctoral program coordinator and stored in student file. NOTE: For the required make-up of the Comprehensive Exam committee, please consult with you chair and coordinator. Once comprehensive examinations are completed, then work on the dissertation can begin. However, some planning and writing may occur either concurrently or prior to completion of the comprehensive examination. In some special circumstances, after consultation with their faculty advisor, students may collect data that will be used as part		Comprehensive Exam Report Form (insert questions, forward to committee chair and bring to defense)	Two weeks after the written examination or oral defense

<p>of the dissertation prior to completion of the comprehensive examination. Additionally, proper IRB approval, if required, must be obtained prior to collection of any data that will be used in the dissertation. However, since this data would be collected prior to having an approved dissertation prospectus, the student must acknowledge (in writing) that they are aware that their dissertation committee may not approve this data for use as part of the dissertation.</p>			
<p>8. Identify Dissertation Committee following program guidelines. In the Curriculum & Instruction program, the committee must include a minimum of 4 members. Faculty and other educators external to the program, department or college may be considered for committee membership but must meet GC requirements for membership and be approved by GC. Committee chair may offer recommendations.</p> <p>Complete Dissertation Committee Recommendation Form which is submitted to the GC for proper routing. *Important Note: See procedures on pg. 2 of this document for steps to follow in order to approve a non-NAU faculty member to serve on a doctoral committee.</p>		<p>Dissertation Committee Recommendation Form *If a non-NAU faculty member is to serve on the committee, see guidelines on pg. 2 of this document for the process that must be followed</p>	<p>After Comprehensive Exam and prior to first Dissertation Proposal hearing</p>
<p>NOTE ON ENROLLMENT: Curriculum & Instruction students must enroll for at least 3 ECI 799 credits the term following the last semester of course work (i.e., the semester after or during which the Comprehensive Exam is taken)</p>			
<p>NOTE ON TIMELINE: All degree requirements must be completed within 8 years of being admitted to the program</p>	.	<p>Petition for Extension of Time Limit</p>	

<p>NOTE ON CHANGES IN COMMITTEE MEMBERSHIP: Throughout the process, if the student or committee chair wishes to remove and/or replace a committee member, the proper protocol must be followed. Once the committee member to be replaced is informed by the committee chair and a new replacement committee member is selected and agrees to serve, the committee chair is required to complete the proper forms to change the committee. Dissertation Committee Member Change Form is signed by the committee chair, program coordinator, and department chair. A copy of the form must be provided to the removed committee member and the new member, as applicable. The form must be submitted to GC for proper routing.</p>		<p>The same form as used for Dissertation Committee Recommendation Form</p>	
<p>Progression – Writing and Defenses</p>	<p><i>Date Completed</i></p>	<p><i>Forms</i></p>	<p><i>Timeframe</i></p>
<p>Proposal</p>			
<p>1. Develop Proposal</p>			
<p>2. Request committee chair to read and respond to proposal and make needed revisions. Seek guidance from other committee members, including the methodologist, as needed. When revisions are completed, confirm with committee chair readiness for the proposal hearing.</p>			
<p>3. Submit Proposal document to committee member at least 2-3 weeks or more prior to the defense.</p>			<p>2-3 weeks or more in advance</p>
<p>4. Student obtains approval from committee chair to schedule the proposal hearing. With approval of the chair, it is the student’s responsibility to schedule the date, time and location of the hearing with all committee members and T&L Admin.</p>		<p>Proposal Hearing Schedule Form</p>	<p>2-3 weeks or more in advance</p>

Once the meeting information is determined, notify all committee members and the program administrative assistant. If the defense needs to be rescheduled, the student should follow the same process, NOTE: <ul style="list-style-type: none"> Hearing may not be scheduled without explicit permission of the committee chair. All hearings will be held on campus 			
5. Proposal hearing is held		Recommendation of Dissertation Committee Form	Student completes summary of proposal (Two page dissertation topic plus resource materials- reference list).
6. Make revisions and submit modifications or revised draft to committee chair and/or committee members, as requested. Committee chair notifies the student regarding whether the revisions are acceptable for a passing proposal hearing			
NOTE ON ENROLLEMNT: Candidates must enroll for at least one (1) dissertation credit (Ph.D. Curriculum & Instruction) while dissertation work is in progress. The GC appeals process may be used to ask for exceptions to this policy			
Prospectus	<i>Date Completed</i>	<i>Forms</i>	<i>Timeframe</i>
1. Develop Prospectus following program guidelines			
2. Request committee chair to read and respond to the Prospectus document and make needed revisions. Seek guidance from other committee members, including the methodologist, as needed, and agree upon with committee chair.			
3. When revisions are completed, confirm with committee chair readiness for Prospectus defense			

4. Submit Prospectus document to committee members at least 2-3 weeks or more prior to the defense			2-3 weeks or more in advance
<ul style="list-style-type: none"> • Candidate obtains approval from the committee chair to schedule the Prospectus defense. With approval, the candidate schedules the date, time and location of the defense with committee member. Once the meeting information is determined, all committee members and the program administrative assistant are notified by the candidate. If the defense needs to be rescheduled, the candidate should follow the same process. <p>NOTE:</p> <ul style="list-style-type: none"> • Only one repeat of the defense will be allowed 		Prospectus Scheduling Form Dispositions Self-Assessment and Self-Reflection	2-3 weeks or more in advance
<p>5. Prospectus defense is held The committee chair must report a decision on the defense once the defense is scheduled and proceeds.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Student brings the GC's approved format (under GC's website) cover sheet to prospectus defense • The cover sheet must have signature of all the committee members 			
6. Make revision and submit modifications or revised draft to committee chair and committee members, as needed, in consultation with committee chair. Committee chair notifies the candidate regarding whether revision are acceptable.			
7. Results of Prospectus defense are reported by the committee chair. The Doctoral Prospectus Defense Report Form is signed by Dissertation Committee member and submitted to GC for proper routing		The Cover Sheet with Committee Members' Signatures (APA)	Within two weeks of the Prospectus defense (with revisions to be made in a timely manner)

<p>NOTE ON ENROLLMENT: Students apply for doctoral candidacy and must enroll for a minimum of three (3) dissertation credits (PhD Curriculum & Instruction) while dissertation work is in progress during the first semester after coursework or successfully completing their comprehensive examination, whichever comes first. Thereafter, in order to meet the GC continuous enrollment requirement, students must register for a minimum of one credit hour of dissertation. However, for students holding a GA, fulltime enrollment (9 credit hours) is required.</p>		Candidacy Application for Doctoral Degree Form	Students initiate the form with committee chair and program coordinator
8. Participate in IRB on-line training and apply for IRB approval before beginning research, as required by the research project			After Prospectus defense and before beginning research with human subjects
Dissertation and Program Completion	<i>Date Completed</i>	<i>Forms</i>	<i>Timeframe</i>
1. Develop Dissertation following program guidelines			
2. Committee chair reads, responds to, and then confirms readiness for dissertation defense.			
3. Apply for graduation and pay the graduation application fee prior to the application deadline. Important reminder! This deadline occurs very early the semester students plan to graduate (first day of class!) so please carefully check GC academic calendar for key dates.		Application for Graduation (Online Louie)	No later than the semester prior to the expected graduation semester
Candidate obtains approval from committee chair to schedule the final defense. With approval, the candidate schedules a tentative date and time for the defense with committee members. Once the tentative meeting information is determined, all committee members are notified by the candidate. Once committee members have agreed to date and time (as signified by the members' signing of the defense readiness form – from GC), student		Dissertation Defense Scheduling Form & Readiness Form (under development)	Defense scheduling information to be received one month prior to the scheduled Dissertation Defense

<p>schedules room with the Adm. Asst. for the COE Associate Dean. Candidate, in consultation with faculty advisor, completes the Dissertation Scheduling Form and submits to GC for proper routing. A copy of the form is provided to the T&L Adm. Asst. who will store the scheduling information in e-file and calendar the date with committee members and student.</p> <p>In the rare event that the defense needs to be rescheduled, the same process should be followed by the candidate.</p> <p>This is an excellent time to be sure that students have met all deadlines for graduation. Students must apply for graduation no later than the semester prior to the expected graduation semester.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Defense may not be scheduled without explicit permission of the committee chair. • Only one repeat of the defense is allowed 			
<p>5. Dissertation defense is held. The committee must report a decision on the defense once the defense is scheduled and proceeds</p> <p>Note: If the research was approved as human subjects study through IRB, candidates must bring their completed IRB Termination Form to the defense prior to committee members signing off.</p>		<p>IRB Termination Form</p>	
<p>6. Please note GC policy, make revision and submit modifications or revised draft to committee chair and committee members, as requested. Committee chair notifies the candidate regarding whether revision are acceptable for a passing dissertation defense. Committee</p>			

members sign off on the document only if satisfied with revised draft.			
7. Results of Dissertation defense are reported and recommendation for award of the degree submitted to GC by the committee chair. The Oral Defense Forms (Part 1&2) are signed by Dissertation Committee members and routed by the committee chair to the GC for proper routing		Oral Defense Forms (Part 1&2)	Within two weeks of a successful Dissertation defense (with revision to be made in a timely manner)
8. Complete a survey that the GC required		Find the survey link through GC's website	
9. Submit dissertation to the Electronic Thesis and Dissertation System (ETD) housed in the Library's Digital Commons Repository (ProQuest) Note: There are two separate ETD deadlines that must be met in order for students to graduate in the given term. See official academic calendar for these key dates.			By submission deadlines established by GC - see Official Academic Calendar
10. Candidate receives GC feedback on format, makes required format changes, and resubmits final version to GC.			By submission deadlines established by GC
11. Committee members are notified by ETD e-mail for electronic verification approval of the dissertation and provide approval		Refer to Official Academic Calendar for ETD deadlines	By deadlines established by GC
12. Participate in Hooding Ceremony at Graduation (optional)			