

Name_____

Lewis & Clark College
Graduate School of Education and Counseling
EdD Progress Checklist

Date

- | | |
|--|-------|
| <input type="checkbox"/> Application & Letter of Acceptance on File | _____ |
| <input type="checkbox"/> Planning Worksheet (Completed with Advisor) on File showing <ul style="list-style-type: none">○ 14 credits post Masters○ Transfer credits along with Petition for Transfer Credit Form and transcripts | _____ |
| <input type="checkbox"/> Completion of 46 hrs EdD coursework | _____ |
| <input type="checkbox"/> Advancement to Candidacy (Form #100) | _____ |
| <input type="checkbox"/> Dissertation Committee Approval Form (#200 or #210) | _____ |
| <input type="checkbox"/> Dissertation Proposal Schedule Request (Form #300) filed at least 10 working days prior to proposal defense date. | _____ |
| <input type="checkbox"/> Dissertation Proposal Defense Report (#400) filed with copy of proposal in Program Office. | _____ |
| <input type="checkbox"/> Provide copy of Human Subjects Committee (IRB) application documents, training certificate, and approval letter to Program Office. | _____ |
| <input type="checkbox"/> File Degree Graduation Application with Registrar's Office | _____ |
| <input type="checkbox"/> Schedule Dissertation Defense with Chair and Committee three weeks prior to proposed date. | _____ |
| <input type="checkbox"/> Submit Dissertation Defense Schedule Request Form (#500) to Program Office at least two weeks prior to proposed date. This includes an electronic copy of your abstract. | _____ |
| <input type="checkbox"/> At least 10 working days prior to the defense date, submit a "defendable draft" manuscript to dissertation committee. | _____ |
| <input type="checkbox"/> Dissertation Defense Report Form (#600) is filed in Program Office by your committee. | _____ |
| <input type="checkbox"/> Completion of 60 semester hours of EdD coursework. | _____ |
| <input type="checkbox"/> Determine eligibility to participate in Commencement (see Program Director) | _____ |
| <input type="checkbox"/> Submit complete manuscript to the copy editor for final review | _____ |
| <input type="checkbox"/> Following the editing of the dissertation, submit two unbound library copies of the dissertation to the Program Office | _____ |
| <input type="checkbox"/> Upload manuscript to UMI | _____ |
| <input type="checkbox"/> Pay personal portion of the copy editing expense | _____ |