



Doctoral Program Process – Ph.D.

Use the below as a guide to assist with the following: when to submit forms, the order in which to submit forms, the forms that need submission together and the location of forms online.

Ph.D. Plan of Work

Submission of a [Plan of Work](#) for approval by the Graduate School before completing your first 18 hours of coursework.

Ph.D. Transfer of Credit

If you are transferring graduate credits from another college or university, submit a Ph.D. [Transfer of Credit form](#) and transcript with your Plan of Work.

Qualifying Examination Registration

Complete the [form](#) to register to take your Final Qualifying Exam, which is required near or at the end of your program coursework.

Ph.D. Candidacy

To achieve Ph.D. candidacy, you must submit the [Recommendation for Candidacy Status](#). Your Qualifying Examination Written and Oral Results must already be on file in the College of Education.

Dissertation Prospectus and Research

Submit all forms listed below.

- [Ph.D. Record of Approval of the Prospectus](#)
- [Conflict of Interest Disclosure](#) (Note: Each committee member must complete and sign the Conflict-of-Interest disclosure form, before submitting the form)
- Dissertation Prospectus (first three chapters of dissertation)
- Signed IRB or Human Participant Research: How Is It Defined?

Final Defense

Submit forms listed below at least two weeks before your defense date.

- [Ph.D. Final Defense](#)
- [Conflict of Interest Disclosure](#)
- Plagiarism Check (a copy of similarities page)
- Manuscript uploaded to ProQuest (Multiple uploads possible during and after final defense)

Contact

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