

Program Checklist

<u>Task</u>	<u>Date Completed</u>
Attend orientation	_____
Schedule initial meeting with Advisor	_____
Secure program of study approval	_____
Submit Declaration of Residency Intent form (page 21)	_____
Complete candidacy requirements	_____
Submit Admission to Candidacy form (page 22)	_____
Submit Dissertation Committee Form (page23)	_____
Submit dissertation proposal	_____
Receive approval for proposal defense	_____
Defend dissertation proposal	_____
Secure IRB approval	_____
Submit Dissertation Proposal Approval form (page 24)	_____
Apply for graduation	_____
Complete dissertation	_____
Receive approval for dissertation defense	_____
Submit Dissertation Defense Notification form (page 25)	_____
Defend dissertation	_____
Make final committee revisions	_____
Submit a copy of the dissertation to the COE Dean	_____
Submit completed Final Approval of Dissertation form (page 26) to the Graduate School	_____
Submit one final draft copy of dissertation to Graduate School for approval at least two weeks before graduation	_____
Make revisions as required by the Graduate School	_____
Receive approval from Graduate School	_____
Complete UMI Dissertation Processing Fee form (page 27)	_____
Complete Thesis/Dissertation Binding Information Sheet	_____
Pay UMI and binding fees at the Bursary	_____
Take copies to the library.	_____
Submit UMI Doctoral Dissertation Publish Abstract Only Agreement form and digital copy of completed dissertation to Doctoral Program Coordinator	_____
Graduate!	_____

Declaration of Residency Intent

Student

ID Number

Department

Major

All students entering the Ed.D. program must file a Declaration of Residency Intent with the Dean of the Graduate School prior to beginning residency. The initial plan for residency must show that the objectives of the residency will not be compromised by the student's employment or any proposed employment. Upon completion of coursework, the comprehensive exam, and the final oral defense, the Residency Plan that was followed must be submitted to the Dean of the Graduate School. The residency requirement is outlined below. All courses applied toward the fulfillment of the residency requirement must be at the graduate level and related to the degree. Residency must be completed prior to admission to candidacy.

The Residency requirement for doctoral students will be satisfied upon completion of at least 6 semester hours of degree-related graduate courses during each of two consecutive semesters.

Intended Semesters of Residency _____ and _____
Semester/Year Semester/Year

Student Signature

Date

The student's plans for employment during the intended residency period as specified above will not interfere with satisfactory completion of the residency requirement.

Doctoral Advisor

Signature

Date

Department Head of Major

Signature

Date

COE Dean

Signature

Date

Graduate School Dean

Signature

Date

Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.

Admission to Candidacy

Student _____

ID Number _____

Department _____

Major _____

The above named student has successfully completed comprehensive examinations and is admitted to candidacy for the Doctor of Education degree.

Comprehensive Examination _____
Date Completed _____

Doctoral Advisor _____

Signature _____

Date _____

Department Head of Major _____

Signature _____

Date _____

COE Dean _____

Signature _____

Date _____

Graduate School Dean _____

Signature _____

Date _____

Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.

Dissertation Defense Notification

Student

ID Number

Department

Major

Date

Time

Location

Title of Dissertation:

Abstract: (Copy and Paste Abstract here or attach as separate page.)

Student

Signature

Date

Dissertation Committee Chair

Signature

Date

Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.

Dissertation Proposal Approval

Student ID Number

Department Major

*Title of the dissertation to be applied toward the requirements of the degree program listed above.

Is IRB Review Approval Attached? Yes No

The Dissertation Committee is responsible for ensuring that the dissertation contributes new knowledge of fundamental importance or significantly modifies, amplifies, or interprets existing knowledge in a new and important manner.

_____ Dissertation Committee Chair	_____ Signature	_____ Date
_____ Dissertation Research Member	_____ Signature	_____ Date
_____ Dissertation Committee Member	_____ Signature	_____ Date
_____ Dissertation Committee Member	_____ Signature	_____ Date
_____ Dissertation Committee Member	_____ Signature	_____ Date

_____ Dean, Dewar College of Education	_____ Signature	_____ Date
_____ Dean, Graduate School	_____ Signature	_____ Date

*Changes to the title may be submitted by memorandum to the Graduate School until immediately before graduation; however, changes submitted less than two months before graduation may not appear in the Commencement Program.

Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.

Dissertation Defense Notification

Student

ID Number

Department

Major

Date

Time

Location

Title of Dissertation:

Abstract: (Copy and Paste Abstract here or attach as separate page.)

Student

Signature

Date

Dissertation Committee Chair

Signature

Date

Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.

Final Approval of Dissertation

Student

ID Number

Department

Major

Title of Dissertation

Date of Defense

Committee Approval

Dissertation Committee Chair

Signature

Date

Dissertation Research Member

Signature

Date

Dissertation Committee Member

Signature

Date

Dissertation Committee Member

Signature

Date

Dissertation Committee Member

Signature

Date

Dean, Dewar College of Education

Signature

Date

This form must accompany the dissertation and both must be submitted to the Graduate School no later than 2 weeks prior to anticipated graduation.

Accepted by the Graduate School

Signature

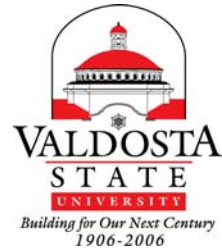
Date

Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.

UMI Dissertation Abstract Processing Fee

The Graduate School

Valdosta State University



FOR DOCTORAL STUDENTS ONLY

Please pay the UMI processing fee when paying the binding fee (separate form) at Valdosta State University's Bursary. **Return this form with a copy of your abstract and title page on CD to Dr. Ellen Wiley, Curriculum, Leadership, & Instruction, after paying fees by the following dates:**

DEADLINES: May 1 for Spring; August 1 for Summer; December 1 for Fall

Print clearly or type in form:

Name: _____ Date: _____

Address: _____

Primary Phone: (____) _____ Other Phone: (____) _____

E-mail: _____ ID# 870- _____

I hereby submit the UMI Dissertation Abstract processing fee:

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Account Name: Other Sources - UMI (Grad Scl)

Amount Paid: _____ Bursary Receipt No.: _____

Paid by: Credit Card Type: _____

Check Money Order Cash

Fee received by: _____ Date: _____



**DOCTORAL DISSERTATION
PUBLISH ABSTRACT ONLY AGREEMENT**

Personal Data

1. _____
Last Name First Name Middle Name

2. Year of Birth (Optional) _____ 3. Country of Citizenship _____

4. Present Mailing Address

Street Address

City State/Province Postal Code Country

Future Mailing Address

Street Address

City State/Province Postal Code Country

Effective date for future mailing address (mm dd yy) _____

E-mail address _____

E-mail address _____

Doctoral Degree Data

5. Full name of university conferring degree, and college or division if appropriate

6. Abbreviation for degree awarded _____ 7. Year degree awarded _____

Title/Subject Area

8. Enter title of dissertation. If dissertation is written in a language other than English, please specify which language and translate title into English. Language of text.

9. Subject category for your dissertation. Please enter the four-digit code from "[Subject Categories](#)" on the following pages. _____

10. Please append an abstract of no more than 350 words describing the contents of your dissertation. Your completion and submission of this form through your graduate school indicates your assent to UMI publication of your abstract. Formulas, diagrams and other illustrative materials are not recommended for abstracts appearing in Dissertation Abstracts International.

Author Signature _____ Date _____

D(I)
PAO
2001

Abstract No.

Do not write
in this space

Vol/Issue

School Code

Abst. Length

UMI Subject Categories

General	0515
Administration	0514
Adult and Continuing	0516
Agricultural	0517
Art	0273
Bilingual and Multicultural.....	0282
Business	0688
Community College	0275
Curriculum and Instruction	0727
Early Childhood	0518
Educational Psychology.....	0525
Elementary	0524
Finance	0277
Guidance and Counseling	0519
Health	0680
Higher	0745
History of	0520
Home Economics	0278
Industrial	0521
Language and Literature	0279
Mathematics	0280
Music	0522
Philosophy of	0998
Physical	0523
Reading	0535
Religious	0527
Sciences	0714
Secondary	0533
Social Sciences	0534
Sociology of	0340
Special	0529
Teacher Training	0530
Technology	0710
Tests and Measurements	0288
Vocational	0747