

EAF Department Doctoral Procedures

First Steps

1. Students admitted to the program are required to attend a Doctoral Orientation and are assigned an initial faculty advisor with whom they should meet prior to beginning their course work.
2. The Doctoral Orientation provides an overview of the following topics:
 - a. The Plan of Study (Ph.D. & Ed.D.) and how it ties to the goals of the program (see EAF website under Degree Requirements). Students should submit their plan of study within a year. Plans of study are internal working documents that remain in the Department.
 - b. Residency form procedures, which must be completed BEFORE the first residency semester
(<http://education.illinoisstate.edu/downloads/doctoral/eaf/Doctoral%20Residency%20Form.pdf>)
Forms go to the Graduate School and may be subsequently amended.
 - c. Review the eight year time limit.
 - d. Provide an overview of the doctoral exam.
 - e. Provide an overview of dissertation procedures.
 - f. Discuss the process for likely transition from initial advisor to advisor who will advise doctoral exam and dissertation processes.
 - g. Discuss endorsement procedures if part of doctoral work
 - h. *For transfer courses only* – Be sure official transcripts are sent to the EAF office to the attention of EAF Staff in charge of student records and notify her about the purpose of the transcript.
 - i. Discuss continuous registration procedures at ISU. Students MUST be enrolled for at least one semester EVERY year, or they will be dropped from the university system and will have to reapply to the program. Semester schedules and 3-year projections are posted on the EAF website.
 - j. Discuss the necessity of maintaining a 3.0 GPA to be a student in good standing. A 3.0 at the graduate level is like a 2.0 at the undergraduate level—it is the MINIMUM GPA. A typical doctoral student GPA is around 3.5 or higher (a mix of A's and B's). If a student is receiving only B's, s/he should discuss this with his/her advisor.
 - k. An overview of scholarships and graduate assistantships are available on the EAF website.

During the Doctoral Program

1. Students and their initial advisors should meet (in person or by phone) at least once each semester until students have completed their degree or transitioned to a different doctoral advisor. Developing a relationship of mutual accountability and respect is vital.
2. Students are encouraged to contact any faculty member outside of class time to discuss research interests, possible dissertation topics, and participation in faculty research projects, in addition, of course, to discussing class matters.
3. If a student is put on probation, s/he must meet with his/her advisor within 10 days and create a plan to get off probation within 2 terms.
4. Advisors discuss the doctoral exam with advisees and select an exam committee.
5. Advisors monitor advisees' progress through the program, discuss dissertation topics with advisees, and create a dissertation committee.

6. To change advisors, a student should talk with the current and potential advisor. Once all agree, the student should send a letter to the EAF office to the attention of the EAF Staff in charge of student records so the departmental records can reflect the change.

Near the End of Coursework

1. The final advisor and student review the Plan of Study and Residency Forms, and amend as necessary.
2. Students submit to their advisors an electronic degree audit form after all courses (except dissertation hours) are completed. Advisors forward it to the Chair via email. The Chair sends it to the Graduate School.
3. If a student is going to go beyond the 8-year limit, the advisor and student complete the Request for Extension form (<http://grad.illinoisstate.edu/>).
4. The final advisor and student prepare for the doctoral exam.
 - a. The advisor creates a doctoral exam committee and notifies EAF Staff in charge of student records so names can be added to database.
 - b. The advisor drafts the doctoral exam questions and circulates them to all EAF faculty members to solicit their input 10 days in advance of the questions being sent to the student.
 - c. A final copy of the doctoral exam is sent to the student by the advisor or EAF Staff in charge of student records. The EAF Staff keep a copy of the exam and answers on the Department server.
 - d. Students send an electronic copy of their answers to their advisors who forward it to other committee members. (If the exam committee wants paper copies, the advisor will notify the student to send the number of hard copies needed.)
 - e. Doctoral exam committee members should provide feedback within two weeks or notify the advisor if exams cannot be assessed within that time. Committee members decide whether the student has passed or needs to rewrite one or more sections.
 - f. The advisor completes the doctoral exam form indicating whether the student has passed the exam or needs to rewrite. This form is submitted to the department Staff in charge of student records. The Chair will write a formal letter informing the student of the decision and time limits (if a rewrite is needed). If the exam is passed within the one-year time limit, the student is sent a letter notifying him/her of the fact. A copy is sent to the Graduate School.
 - g. Note the One Year Rule – There are a maximum of three (3) tries within one year of starting the exam. If the exam is not passed within three tries (one original and two rewrites), the student is dismissed from the program.

Proposal Hearing

The final advisor selects dissertation committee members in consultation with the student. The minimum committee size is four. Three must be from the Department. At least half of the committee members must have full graduate faculty status. The chair must have full graduate faculty status as well, or have a co-chair with status. The advisor/chair of the committee completes the "Request for Exception to the Graduate Council Bylaws" for any committee member who does not have full graduate faculty status (<http://grad.illinoisstate.edu/>).

1. Students work with their advisors to complete their dissertation proposal. Many committees want the first three chapters during the hearing. The student should work with his/her advisor to determine how much should be submitted.
2. Students (and Dissertation Chair and methodologist) must complete CITI training prior to submitting protocol to IRB (<http://rsp.illinoisstate.edu/research/>).
3. IRB approval for the research study must be secured and the approval number included on the Proposal Approval Form before the latter can be submitted to the Graduate School. Students may apply for IRB approval before the proposal hearing. However, if the committee changes the research questions, survey, or interview protocol during the hearing, the advisor and student will need to submit a request for modification to IRB (<http://rsp.illinoisstate.edu/research/>).
4. The student works with the advisor to finalize the proposal and submit a copy to all committee members at least 10 days prior to the hearing. (If hard copies are needed, the student provides them to faculty).
5. The advisor schedules the Proposal Hearing and a room through EAF Staff in charge of student records.
6. The advisor sends EAF Staff in charge of student records an email with names of dissertation committee members, the title of dissertation, the date and time of hearing.
7. EAF Staff in charge of student records fills out a Proposal Approval Form for the day of the hearing. After the hearing, all committee members and the student sign the Proposal Approval Form. Make sure the student signs the form before leaving.
8. At the hearing, the role of each of the committee members should be clarified. Topics to discuss are: Who will be the lead faculty for each chapter, how the methodologist will work with student and advisor, general turn-around timelines for feedback, etc.
9. The Proposal Approval form can NOT be forwarded to the Grad School until the proposal research receives IRB approval (if applicable). The IRB protocol number must be on the Proposal Approval Form.
10. The EAF Staff in charge of student records submits the Proposal Approval Form to the Graduate School and keeps copies in the department file.
11. The advisor checks student records to see if the student took EAF 592). If necessary, a Change of Grade Form (from DE to the actual grade) should be filled out for EAF 592.

Dissertation Hours (EAF 599) (See the Grad School site that provides information: <http://grad.illinoisstate.edu/>)

1. Advisor notifies EAF Staff in charge of student records to provide override for the first set of EAF 599 hours. This is a good time to complete degree audit form. When completed, email to Chair to send to Grad School.
2. Students currently enrolled in EAF 599 hours will automatically be given an override for the next semester.
3. Once the Proposal Hearing has been held, students MUST be continuously enrolled in dissertation hours (at least 1) until they graduate. Summers may be excluded if that is not the semester the Defense will be held. For continuous enrollment and dissertation audit procedures.
4. Students must complete 15 hours of EAF 599 to graduate from the university.
5. If a student completes 15 hours, but is not ready for graduation, he/she must contact the Graduate School to register for 599.01 (cheaper route).
6. Students should keep in regular contact with their advisor on dissertation progress. The time spent on the dissertation for each 3 hours registered would be equivalent to time spent on a 3-credit hour course (9 to 12 hours a week).

Dissertation Defense

1. The advisor checks the student's file to be sure all required forms and transcripts have been updated, submitted, and OK'd by the Graduate School. Student and advisor should check deadlines at <http://grad.illinoisstate.edu/dates>. Students should have written all chapters and submitted them to their committee early enough to expect to be able to meet graduation deadlines that semester. The committee must have time to read all chapters and give feedback, and the student must have time to revise and resubmit the dissertation to the committee. In addition, the dissertation must be on file 10 working days prior to the defense.
2. To schedule a defense date that meets graduation deadlines, students should follow the following guidelines: <http://grad.illinoisstate.edu/dates>. Please note students can defend at any time of the year. Once the student successfully defends the dissertation, he or she is referred to as "Dr." The Department, if asked, will write letters to employers or other agencies verifying completion prior to an end of a semester.
3. Student meets with Graduate School staff member for format check and to pick up the Right to Defend Form.
4. Dissertation chair emails EAF Staff in charge of student records requesting the conference room to be scheduled.
5. EAF Staff in charge of student records then completes the "Outcome of Dissertation Defense" form (<http://grad.illinoisstate.edu/>).
6. EAF Staff in charge of student records sends a memo to the faculty 10 days prior to the defense notifying them of the author, title, date, time, and place of the defense and where the dissertation is available for review.
7. The student provides the Graduate School with a formatted copy of the dissertation 10 days prior to the defense.
8. The student provides the Department with a hard copy of the dissertation 10 days prior to the defense to be made available for the faculty to review, along with a copy for each committee member (avoid using departmental resources for copying).
9. After the successful passing of the dissertation, the student is presented with a certificate, a department pen, along with an envelope with an exit survey and a request for a picture.
10. The student takes the signed paperwork to the Graduate School.
11. The student decides whether or not to attend commencement and notifies advisor about hooding (<http://grad.illinoisstate.edu/>).

Celebrate!

Please submit suggestions for additions or modifications to EAF Staff in charge of student records (Carol Pfoff; capfoff@ilstu.edu)