

STEPS TO GRADUATION : A GUIDE FOR DOCTORAL STUDENTS
DEPARTMENT OF TEACHER EDUCATION AND LEADERSHIP

Date Completed	Step
	1. Gain admission to the University.
	2. Gain admission to the Ph.D. in Curriculum and Instruction degree program.
	3. Schedule appointment with major professor. (CISE Graduate Coordinator assigns major professor/advisor and informs student.)
	4. Meet with major professor to discuss program requirements. Begin course work.
	5. Attend CISE Graduate Orientation during the first fall or spring semester of enrollment in the program. ATTENDANCE IS MANDATORY.
	6. Identify doctoral committee members, complete the Committee Request form, obtain all signatures, and place on file in the CISE department.
	7. Meet with the major professor/advisor to develop program of study (POS), obtain signatures on the POS, and place it on file in the CISE department during second semester of course work. (Program of study must then be approved by the Office of Graduate Studies.)
	8. Continue course work; consider area(s) of focus for dissertation.
	9. Take comprehensive exam in minor (if applicable).
	10. Complete research skills requirement (e.g., by publishing a paper or presenting at a conference; consult with major professor for more information about this requirement).
	11. Meet with major professor/advisor to make changes as needed to the original program of study approved and on file with Graduate School.
	12. Meet with the major professor/advisor to schedule a time to take the written preliminary exam. (Must be within six hours of completing all course work. Must be enrolled in at least 1 hour to take the preliminary exam.)
	13. Consult with the major professor/advisor and committee members (as appropriate) concerning preparing for the preliminary exam.
	14. Take the written preliminary exam. (If failed, must wait 4 months before retaking.)
	15. Meet with the major professor/advisor to schedule the oral preliminary exam; must pass the oral preliminary exam by June 1 for December graduation, by November 1 for May graduation, by February 1 for August graduation. Must be enrolled in at least 1 hour to take the oral preliminary exam.
	16. Take the oral preliminary exam. (If failed, must wait 4 months before retaking.)
	17. Attend, online or in person, dissertation formatting workshop at MSU library. ATTENDANCE IS MANDATORY. Provide attendance documentation to CISE Graduate Coordinator.

	18. Conduct literature review and prepare dissertation proposal. (Consult regularly with the major professor/advisor during proposal preparation.)
	19. Meet with the major professor/advisor to schedule the dissertation proposal. Distribute print copies of the entire proposal to all committee members at least ten working days before the proposal defense.
	20. Receive approval of the dissertation proposal.
	21. After the dissertation proposal is approved, obtain approval from Committee for Protection of Human Subjects in Research (IRB).
	22. Gain admission to candidacy.
	23. Conduct research and write dissertation. (Consult regularly with major professor while writing the dissertation.)
	24. Apply for graduation at the beginning of the last semester/term.
	25. Meet with the major professor/advisor to schedule final dissertation defense of at least 12 weeks before expected date of graduation. (Check graduate handbooks and academic calendars to determine timeline.) Give committee members a print copy of dissertation at least 10 working days before the dissertation defense.
	26. Defend dissertation. (If failed, must wait six months before scheduling a second defense.)
	27. Make necessary corrections and obtain all signatures on the approval page.
	28. Submit a print copy of the dissertation to the CISE Graduate Coordinator for review at least two weeks before the College of Education deadline. Make revisions as needed.
	29. Submit a print copy of the revised dissertation to the Associate Dean of the College of Education for review by the deadline sent via email from the Dean's office. Make revisions as needed.
	30. Submit a print copy of the revised dissertation for the Dean's signature.
	31. Provide an electronic copy of the dissertation abstract to the Dean's office.
	32. Complete the College of Education Follow-Up Questionnaire for Graduates. (Distributed to students by e-mail from the Dean's office.)
	33. Submit an electronic copy of the dissertation to the Acquisitions Unit of Mitchell Memorial Library for review. Make revisions as needed. (Submission to the library may occur just before or concurrently with submitting to the Dean's office.)
	34. Submit the final dissertation, abstracts, and other forms to the Acquisitions Unit of Mitchell Memorial Library by the deadline specified on the academic calendar in the current Graduate Studies Bulletin.
	35. Reproduce and distribute a bound copy of the dissertation to each committee member.
	36. Attend commencement.
	37. Continue life-long learning