

Prospectus Instructions

EdD Program

- Submit a **Preliminary Research Proposal** by April 1st/November 1st (A 2nd Member of Guidance Committee will be assigned at that time.)
- Secure approval of your research proposal by your Guidance Committee. (Chair submits Proposal Approval Report) Deadline is the last day of the semester.
- Submit a **Final Research Proposal** to the EdD Office (to be forwarded to ReDOC for the workshop).
- Take ReDOC 9303 Prospectus Development in January or June (with approved proposal)
- Submit the assigned Prospectus for ReDOC 9303 to the class instructor on the date noted in the syllabus. **The assignment is not your final prospectus.** You should continue with course work.
- Complete any remaining seminars or workshops.
- Submit a **Prospectus** to your Guidance Committee for review and feedback.
- After receiving feedback, submit a revised Prospectus with an **IRB Request** to your Guidance Committee (copy to EdD Office). Guidance should present the submitted Prospectus to EDOC (D&ML Division) for review.
- The EdD Office will distribute the student's Prospectus to the EdD Oversight Committee for the next scheduled meeting.
- EdD Oversight Committee provides feedback and the EdD Office sends feedback to the guidance committee chair. The chair then communicates feedback with the student.
- **Apply for Oral Proficiency Exam** (Schedule and complete the exam with the direction of the Guidance Committee.)
- Submit **Final Prospectus** with a revised **IRB Request** to the EdD office and your Guidance Committee. **You will then await approval by the IRB and Guidance Committee.**
- The student's Guidance Committee will review the **Final Prospectus** and give approval to proceed with research and writing. (Guidance Committee submits Prospectus Approval Report)
 - Prospectus Approval Deadline for December Graduation- **June 1st**
 - Prospectus Approval Deadline for May Graduation- **October 1st**