Checklist for Responsibilities and Assessments in the Doctoral Program in Curriculum & Instruction

Note: If the link does not take you to the url directly, copy and paste it into your browser.

**Upon Admission and Before Completing 9 Hours**

- ___ Create an eID (your K-State email address) to be used throughout the program. This is very important since almost all communications to you from the Graduate School, the College of Education, and your advisor will be through this email address. Check your email regularly. Also, the university requires that passwords to email accounts be changed at the start of every fall and every spring semester (you will receive prompts when this must be done).
  
  [https://www.k-state.edu/its/eid/](https://www.k-state.edu/its/eid/)

- ___ Examine the Graduate School’s “Checklist for Doctoral Students”
  
  [https://www.k-state.edu/grad/students/documents/doctoral/Doctoral%20Student%20Checklist.pdf](https://www.k-state.edu/grad/students/documents/doctoral/Doctoral%20Student%20Checklist.pdf)

- ___ Examine the Graduate School’s “Information for Doctoral Candidates”
  
  [http://www.k-state.edu/grad/students/doctoral/](http://www.k-state.edu/grad/students/doctoral/)

- ___ Examine the “Graduate Handbook.”
  
  [http://www.k-state.edu/grad/graduate-handbook/](http://www.k-state.edu/grad/graduate-handbook/)

- ___ Examine the “Program Guide for the Doctoral Degree in Curriculum and Instruction” to see the requirements for this degree.

  **PhD**
  
  [https://coe.k-state.edu/academics/program-areas/documents/PhD-Curriculum-Instruction-2020.pdf](https://coe.k-state.edu/academics/program-areas/documents/PhD-Curriculum-Instruction-2020.pdf)

  **EdD**
  
  [https://coe.k-state.edu/academics/program-areas/documents/EdD-Curriculum-Instruction.pdf](https://coe.k-state.edu/academics/program-areas/documents/EdD-Curriculum-Instruction.pdf)

- ___ Contact the major professor assigned to you for an appointment to plan your program, prepare a draft copy of your Program of Study, and select the other members of your supervisory committee. The website listed here also has access to a site to “Information for Doctoral Candidates,” which includes information about preparing the Program of Study.
  
  [http://www.k-state.edu/grad/students/doctoral/](http://www.k-state.edu/grad/students/doctoral/)

  This website provides access to the Program of Study form:
  
  [http://www.k-state.edu/grad/academics/forms/index.html](http://www.k-state.edu/grad/academics/forms/index.html)

- ___ Examine the Student Learning Outcomes for the doctoral program in Curriculum and Instruction to recognize the projected outcomes from your program participation.
  
  [https://coe.ksu.edu/academics/program-areas/documents/EDCI-Doctoral-SLOs.pdf](https://coe.ksu.edu/academics/program-areas/documents/EDCI-Doctoral-SLOs.pdf)

- ___ Submit your Program of Study to the Graduate School after completing 9 hours of coursework.

- ___ Throughout the program, contact/meet with your major professor at least once each semester to discuss ongoing enrollment and monitor program progress.
Complete the Annual Progress Review (APR) every April and meet with your major professor to discuss your progress.

For the Preliminary Examination (upon completion of coursework)

PhD

- Complete the Annual Progress Review (APR) every April and meet with your major professor to discuss your progress.

- During your final semester of coursework, meet with your major professor to schedule your preliminary examination. This must be a minimum of 7 months prior to the date of graduation.

- After setting the date of the Preliminary Examination, submit the Request for Preliminary Examination Ballot form to the Graduate School at least one month prior to the exam.
  http://www.k-state.edu/grad/academics/forms/index.html

- Submit the signed Preliminary Examination Ballot to the Graduate School within one week following the examination.

- Once you pass the preliminary exam, you will receive an official letter from the Graduate School admitting you to candidacy and assigning you an Outside Chair for your final dissertation defense. Dissertations must be completed within five years of official candidacy.

- After passing your preliminary exam and being admitted to candidacy, you must maintain continuous enrollment in every fall and every spring semester until you complete the degree. This can be accomplished by enrolling in a minimum of 1 hour of EDCI 999: Dissertation Research during those semesters.

EdD

- For EdD students, the Dissertation Proposal constitutes the Preliminary Exam.

Dissertation Proposal and the Research Study

- Meet with your major professor to discuss the preparation of your dissertation proposal. Prepare the dissertation proposal.

- The Graduate School requires an electronic version of completed dissertations (ETDR—electronic theses, dissertations, and reports). Therefore, it is best to start the dissertation proposal in the electronic template required by the Graduate School, described at the following website:
  http://www.k-state.edu/grad/etdr/index.html

- Enroll in EDCI 999 Doctoral Research. Obtain guidance from your advisor about the number of credits to enroll in this research each semester.

- When your major professor approves your dissertation proposal, your major professor will schedule a meeting with your supervisory committee to review and approve your dissertation research proposal. You are not permitted to conduct the study until your supervisory committee approves the dissertation proposal.

- Continue to meet with your major professor for assistance during data collection, data analysis, and the writing of the remaining dissertation chapters.

During the Final Semester

- You must be enrolled in at least one credit in the semester you graduate.

May 2020
Early in your final semester, submit a Program/Committee Change form to the Graduate School if you had any changes of courses or committee members from what was on the original Program of Study.

http://www.k-state.edu/grad/academics/forms/index.html

Early in your final semester, examine the Graduate School website about “Graduation and Commencement Information.” The calendar provided at that site outlines deadline dates for necessary actions by the student.

http://www.k-state.edu/grad/students/graduation/

Meet with your major professor to discuss scheduling your Final Examination. Contact all supervisory committee members and the Outside Chair to establish an agreed upon date and time. Submit a signed Approval to Schedule Final Examination form to the Graduate School a minimum of 10 working days before the scheduled final examination.

http://www.k-state.edu/grad/academics/forms/index.html

Provide a copy of the dissertation to the major professor, members of the supervisory committee, and the outside chair a minimum of 10 working days before the scheduled final examination.

Early in your final semester, complete the KSIS Graduation Application.

Early in your final semester, complete the Graduate School online registration to participate in commencement.

Meet Graduate School deadlines for the submission of the electronic dissertation and the ballot.

After your Final Examination, your major professor will complete the Qualtrics survey evaluation to assess your overall program performance. Your committee will complete the Final Examination Ballot and send it to the Graduate School.

Respond to the Graduate School email that identifies some final responsibilities. These include:

- Completing online surveys (i.e., the Graduate School Exit Survey; Survey of Earned Doctorates)
- Providing information to the K-State Alumni Association
- Pay graduation fees
- Handling any remaining obligations

Complete the College of Education’s Graduate Program Exit Survey when you receive the email to do so.