

## College of Education & Human Development Doctoral Program Checklist

### APPLICATION PHASE

1. **Applying to the Program**  
Although a student applies directly to the School of Interdisciplinary and Graduate Studies (<http://graduate.louisville.edu/nu-homepage/admissions/application.html>), he or she is encouraged to contact the departments in which the program he or she desires resides.
- 

### ADMISSIONS PHASE

2. **Admission to the Program**  
To become an applicant for the doctorate, a student must be admitted to the School of Interdisciplinary and Graduate Studies *and* be accepted by the department of specialization. Only a student with exceptional scholarship and originality is accepted for work towards the degree of Doctor of Philosophy. The prospective student should consult in person with the department in which he or she wishes to major. See 2010-2011 Graduate Catalog Requirements for Graduate Degrees at <http://louisville.edu/graduatecatalog/degree-requirements/>
3. **Advising**  
Specific information about program requirements may be obtained from the following sources:
- CEHD Doctoral Programs Handbook
  - Graduate Catalog
  - Assigned advisor – visit with advisor as soon as possible for department and program opportunities and requirements
  - Program Head or Department Chair
  - Program of Studies Outline Form
4. **Select Program Advisory Committee (minimum of 3 members required) – FORM 2**
- 

### PROGRAM PHASE

5. **Approval of Program of Study Advisory Committee – FORM 2**  
This form must be reviewed and signed by the Advisory Committee and the Department Chair, and submitted to the CEHD Research Office for approval within one year of matriculation.

6. **Transfer or Revalidate Credits**

*\* Not all doctoral students will need to transfer or revalidate courses.*

- **Transfer Credits:** Some graduate coursework completed at other universities may be transferred into degree and licensure programs. All coursework transferred must be from an accredited college or university and no transfer credit will be given for courses with a grade lower than a B. Transferred courses must be relevant to the student's program of study and must be approved by a Program Advisor and the CEHD's Associate Dean for Research and Graduate Studies. A course description or syllabus may be required to transfer a course. Transfer of more than 6 hours will require a justification for the transfer and permission from the School of Interdisciplinary and Graduate Studies.
- **Course Revalidation:** Graduate-level coursework more than seven years old (counting back from the date of passing the oral Comprehensive Examination) must be revalidated.

See 2010-2011 Graduate Catalog Credit Transfer Policy at <http://louisville.edu/graduatecatalog/academic-policies-and-requirements>.

7. **Maintain Active Doctoral Student Status**

- **During Program of Studies:** A student who does not enroll in classes for a period of two years must apply for re-admission to the program (some programs require readmission after one year). All students must meet current admission criteria and, if readmitted, must fulfill current program requirements.
- **During Candidacy:** During the dissertation portion of the program (after the student has passed the Oral Comprehensive Examination), a student must enroll in at least 1 credit hour per semester to maintain Candidacy. A student **does not** need to register for dissertation credit during the summers **unless** the student plans to graduate or defend the dissertation in the summer. A student who fails to register each semester to maintain Candidacy must back-enroll for all semesters missed in order to graduate.

8. **Complete Residency Requirement**

In order that the student may be assured of an opportunity to utilize the educational facilities properly and to participate in the intellectual life and research atmosphere of the University, at least two years of study must be spent at the University of Louisville, at least one of which must be spent in full-time residency.

To be considered in full-time residency for one year, a student must be registered for 9 or more credit hours in each of two consecutive semesters.

See Graduate Catalog at <http://louisville.edu/graduatecatalog/degree-requirements>.

9. **Early Inquiry/Internship Experience – FORM REQUIRED FROM DEPARTMENT**  
A student is required to complete an early inquiry experience before being admitted to Candidacy. Early inquiry experiences may include the following: literature reviews, position papers, curriculum development projects, program evaluation studies, measurement, needs assessments, library research studies, or data-based research. Individual departments are responsible for determining what types of research count for the early inquiry project. **An Early Inquiry/Internship Form MUST be completed before a student can be admitted to Candidacy.**
10. **Written Comprehensive Examinations – FORM 6**  
These are taken toward the end of course work. An application to take the examinations, available in the CEHD Education Advising Center, must be submitted one month prior to the examination date. **See FORM 6: “Comprehensive Exam Declaration” in the “Forms” section of this handbook.**
11. **Reporting Comprehensive Examination Results → Nomination to Candidacy – FORM 7**  
The submission of the Results of Comprehensive Examination Form with a passing grade initiates a nomination to Candidacy. Admission to Candidacy is awarded after the student has been nominated to Candidacy and after all required coursework and program requirements have been completed.

A doctoral degree student must have been admitted to Candidacy not later than the end of the ninth month prior to the awarding of the degree, that is:

- For an August graduation: November 30 of preceding year
- For a December graduation: March 31 of same year
- For a May graduation: August 31 of preceding year

## **CANDIDACY PHASE**

---

12. **Nomination of Research/Dissertation Committee – FORM 2**  
After the student is admitted to Doctoral Candidacy, the Dissertation/Research Committee is nominated through the Program/Thesis/Dissertation/Advisory Committee Approval Form (FORM 2). Typically a Dissertation/Research Committee consists of at least four members, including a Chair. All Committee members must be members of the graduate faculty and the Dissertation Chair must have Senior Graduate Faculty Status. At least one member of the Dissertation Committee must be from outside the program department.
13. **Dissertation Proposal/Defense and Approval – FORM 8**  
A complete dissertation proposal (usually equivalent to the first three dissertation chapters: purpose/rationale, literature review, method) must be submitted to the Committee, and approved in a Committee meeting. A copy each of the complete proposal and the signed Dissertation Proposal Approval Form must be submitted to the Research Office in CEHD.

- 14. **Human Subjects Training**  
All students should complete Human Subjects Training. Students who intend to conduct their research with human data must submit a proposal to the IRB. See the Human Subjects Protection Program website at <http://louisville.edu/research/humansubjects>.
  
- 15. **Human Subjects Approval**  
For research using human subjects, all students should work with their advisor to obtain the appropriate application forms, submitting applications to the Human Subjects Committee, and making any revisions to the application as needed. **All research using human subjects MUST receive approval from the Campus Committee for the Protection of Human Subjects (IRB) BEFORE the data collection begins.**
  
- 16. **Carry out Dissertation Study/Write Dissertation Manuscript**  
For information about the format of the dissertation manuscript, see the Education Graduate Bulletin and “Guidelines for the Preparation and Processing of Dissertations,” available at the School for Interdisciplinary and Graduate Studies, or online at <https://graduate.louisville.edu/Programs/theses-dissertations/dissertation.pdf>.
  
- 17. **Dissertation Final Oral Examination Schedule – FORM 9**  
*\*This form must be submitted 3 weeks prior to the date of the proposed defense.*  
  
A copy of the signed dissertation defense announcement must be submitted to both the CEHD Education Advising Center (EAC) and the School for Interdisciplinary and Graduate Studies.
  
- 18. **Application for Graduation – FORM REQUIRED – only available online**  
The Ph.D. degree is conferred by the School for Interdisciplinary and Graduate Studies. Submission of the completed dissertation (complete with signed cover page) and abstract to the School of Interdisciplinary and Graduate Studies constitutes an application for conferral of the Ph.D. degree. The dissertation, in its final form, and the abstract must be submitted to the School of Interdisciplinary and Graduate Studies at least 30 days before the expected date of degree conferral. Students who intend to participate in the Commencement must fill out a graduation application form which is available at the School of Interdisciplinary and Graduate Studies and at the CEHD EAC Office.
  
- 19. **Submit Dissertation**  
One unbound copy of the dissertation, signed by the Dissertation Committee, must be deposited with the School of Interdisciplinary and Graduate Studies thirty days before the expected date of degree conferral. See 2010-2011 Graduate Catalog Requirements for Graduate Degrees at <http://louisville.edu/graduatecatalog/degree-requirements>.