College of Education
Ed.D. Policies and Procedures

College of Education faculty and staff are dedicated to supporting graduate students through to the completion of their program with appropriate advisement. At the same time, students are responsible for ensuring that they have completed all programmatic requirements and filled out all appropriate forms in a timely manner. Adherence to College of Graduate Studies (COGS) deadlines is essential so students should check the academic calendar regularly.

Common Terminology

The following terms will be used consistently across Ed.D. programs:

- COGS is the College of Graduate Studies, the unit that sets policies/procedures for all graduate programs at GSU
- Graduate Academic Services Center is specific to the COE and serves graduate students of the COE
- Candidacy Committee, Candidacy Exam, Dissertation Committee
- Pre-Prospectus and Prospectus - Both programs will use the terms Pre-Prospectus and Prospectus and define each similarly for both programs:
  - Pre-Prospectus is a conceptual document.
  - Prospectus provides the conceptual piece along with literature review and methodology (Chapters 1-3).

Advisement

- Doctoral students should contact the following individuals with their questions within the department in the following order: advisor (1st), program coordinator (2nd), and department chair (3rd).
- Department personnel should clarify information as needed with Associate Dean of COGS in order be better prepared to answer student questions.
- COGS will help address issues related to Graduate Admissions including:
  - Requiring all application materials to be due by established application deadline, including transcripts, etc.
  - Placing notification of writing sample or interview requirement on the Graduate Admission checklist so students can acquire that information while checking application status.
- The checklist that accompanies these Policies and Procedures (pp. 5-10) may be used by both students and their advisors to guide students through the program. It is always prudent to re-confirm all procedures/deadlines with COGS as well as the program coordinator.
- Students will work with their faculty advisors to determine the appropriate courses to transfer from accredited graduate institutions; an amended Program of Study Form will be required by COGS to make the appropriate changes in DegreeWorks.
- Committee chairs and department chairs may use Adobe Acrobat Pro to electronically sign forms related to students in an Ed.D. program.
- Doctoral students holding a level 5 certificate may apply for a certificate upgrade after completing all course work and passing the Candidacy exam. To apply, print out the Alternate Level Six Certification Option Form (http://www.gapsc.com/Certification/Downloads/level_six_form_20120701.pdf) and fill it out completely using black ink. Forward the completed form to the Graduate Academic Services Center. The Center will verify that requirements have been met and forward the Alt-6 form to COGS for approval. Upon approval, COGS will then mail the completed form to the student. The student or student's school system should then forward the Alt-6 form along with a completed Certification Application to the PSC.

Committee Chairs

- Doctoral committee chairs must have graduate faculty status at Georgia Southern University. See http://cogs.georgiasouthern.edu/faculty-staff/graduate-faculty-model-2/.
- The roles and responsibilities of doctoral committee chairs will be defined, including expectations for quality work for those serving in that role. This may require reducing the number of candidates with whom they work.

- Documents that go to committee members at any stage need to be carefully reviewed and approved by the committee chair in advance. Committee members should receive well-constructed, revised, and edited documents to review so that their input and feedback can focus on the content and methodology of the dissertation research/ document. Students should be well-prepared, with the assistance of the committee chair, to pass each scheduled defense.
- Graduate program coordinators and the Graduate Academic Services Center staff will have access to doctoral students' documents that are on file with COGS through the Xtender program. Committee chairs will be requested to provide electronic signatures and forward documents electronically in the routing process.

Dissertation Committee Membership

- Dissertation Committee membership will follow program-specific guidelines. Four-member committees are preferable and efforts should be made to secure a full slate of committee members. However, if a program suffers faculty shortage, for a limited time, some committees may have fewer members (three members minimum). Qualified faculty and others who are external to the program, department, or college should be considered for committee membership. COGS guidelines must be followed and all external committee members need to be approved by COGS. To approve a non-affiliated person (non-GSU faculty member) as a Dissertation Committee member, the graduate program coordinator must submit the nominee's current resume, a one-paragraph rationale, along with the Committee Membership Form to the Graduate Academic Services Center for proper routing to the COE Associate Dean and then to the Graduate College Dean. A nominated non-affiliated person must have distinguished credentials in the student's research topic field of study. Information regarding doctoral committee membership is found in the COGS current Handbook for Graduate Program Directors.
- A formal process must be followed in order for any committee member to be removed from and/or replaced, and removal of a committee member should only occur with good cause. A committee member should not be replaced based solely on his/her challenge of the student's work. If a doctoral student wishes to remove or replace a committee member, the student should first meet with the committee member out of professional courtesy and then promptly notify the member through receipt of a copy of the signed Dissertation Committee Member Change Form.

IRB Approval

- If human research participants are expected to be used in the dissertation research, doctoral students are responsible for completing the on-line training, submitting an IRB application, and receiving IRB approval before beginning the research. For guidelines, forms, and on-line training, see: http://research.georgiasouthern.edu/researchintegrity/institutional-review-board/
- Application for IRB approval, if needed, is required after a successful Prospectus defense.

Candidacy Exams

- Students must be actively enrolled the term they take the Candidacy Exam.
- Doctoral students will be allowed only *one repeat* of the Candidacy Exam. If a student fails an exam twice, they will be excluded from the program.
- Consult your program for the nature/format of the exam.

Defenses

- Defenses occur for both Pre-Prospectus and Prospectus, and then a final defense of the dissertation occurs at the end of the program.
- Defenses are to be conducted on campus. Exception: Use of electronic means (e.g., Skype) to conduct defenses must be justified and reviewed for approval by the dissertation committee and department chair. If approved, the defense must take place synchronously with all committee members present.
- Doctoral students are to schedule defenses according to the checklist guidelines. Defenses should not be scheduled unless the committee chair has provided sufficient feedback and confirmed that the document is ready for a successful defense.

- Defense sessions should honor the unique perspectives and expertise that committee members offer. Diverse perspectives and opinions should be respected, and the defense process should foster committee consensus in feedback to students and defense decisions.
- Once a defense is scheduled (including Pre-Prospectus, Prospectus, and Dissertation defenses) and proceeds, the appropriate Defense Report form must be submitted with a committee decision.
- Committee members should not sign off after a defense unless satisfied with the document and defense performance. A minimum of three committee members are needed in order for a committee decision of Approved or Not Approved to be reported for the Pre-Prospectus and Prospectus defenses and Pass or Fail for the Dissertation defense.
- Doctoral candidates are expected to make revisions in a timely manner after a defense, in cooperation with the committee chair.
- Doctoral candidates must bring a completed IRB Termination Form to the defense to show that they have stopped data collection.
- If a member does not approve the dissertation at the final defense, COGS will remove the committee member's name so final verification from that member is not needed on the ETD system. Note: At least three committee members must agree on defense results. If the committee consists of only three members, then all members must agree to defense results. Note: There may not be more than one dissenting vote on the committee if a student has more than 3 committee members.
- Candidates are allowed only two attempts to pass the defense before exclusion. For Educational Leadership students: Students are urged to schedule their second defense no sooner than 2 months after the first attempt but no longer than 6 months after the first attempt. Exceptions to this suggested timeline will be made for extreme circumstances with dissertation committee approval.

Timeline

- Doctoral students must pass the Candidacy Exam within five (5) years from the first Ed.D. registration term and no later than the last semester of Ed.D. course work or the following semester. All degree requirements must be completed within five (5) years of passing the Candidacy Exam. To file for an extension of this timeline, one must file for an official Leave of Absence for medical reasons through the University's counseling center, http://studentsupport.georgiasouthern.edu/counseling/, or appeal to the College of Graduate Studies through a formal appeals process for non-medical/psychological or financial reasons,
  http://cogs.georgiasouthern.edu/students/forms/graduate-student-academic-appeal/
  NOTE OF CAUTION: Students must file the appropriate paperwork PRIOR to taking the leave of absence from the program. Otherwise, students must abide strictly by the five-year time limit to remain in the program.
- Ed.D. in Curriculum Studies students only: Students must take the Candidacy Exam by the end of the second semester of enrollment in dissertation hours. If a medical or serious personal situation prevents students from completing the exam by the end of the second semester of enrollment in dissertation hours, they may apply to the Ed.D. Program Committee to request an extension. Extensions are not guaranteed and are based on specific circumstances. Students who receive an extension may be required to take additional coursework as determined by the Ed.D. Program Committee.
- Dissertation credits (9999): For Curriculum Studies, students may register for up to six (6) semester hours prior to passing the Candidacy Exam. For Educational Leadership, students may not register for 9999 credits until they have passed the Candidacy Exam.
- After successful completion of the Candidacy Exam, doctoral candidates have five (5) years to finish program requirements, including the dissertation; otherwise, the Candidacy Exam must be retaken. Please see the guidelines above for taking a leave of absence. The same rules apply to this portion of the program.
- Doctoral candidates must enroll for three (3) semester hours of dissertation credits the term following the last semester of course work. Policy exceptions require review and permission by the committee chair and the department chair.
- Doctoral candidates are expected to enroll for at least three (3) semester hours of dissertation credit during the terms of candidacy, including summer terms. Doctoral candidates must enroll for at least three (3) semester hours of credit in the semester in which graduation requirements are completed. Any

exception to this policy must be approved by the respective committee chair and department chair in advance. A candidate requests a "Continuous Enrollment Policy Waiver" using the Graduate Appeals form at http://cogs.georgiasouthern.edu/students/forms/graduate-student-academic-appeal.

- Graduation: Doctoral candidates completing during Summer semester will walk in the Fall ceremony. Graduation ceremonies are not held in the Summer semester.
- FAILURE TO BE CONTINUOUSLY ENROLLED:
  - Candidates who fail to enroll for dissertation credits for two (2) consecutive years (or six (6) consecutive semesters) but then return wishing to finish the program must formally re-apply to the program. If accepted, program faculty will develop conditions that the student must meet in order to finish the program. This may include, but not be limited to, paying back registration tuition and fees, taking additional courses and re-taking the Candidacy Exam. Candidates are subject to admission requirements in place at the time re-admission is requested as well as the program of study in place during the year of re-admission. As part of the conditions for re-admission, the program faculty may also set new timelines for completion of the degree.
  - If a student has failed to enroll for one or more semesters (but less than 2 years), students are subject to back registration tuition and fees**.**

Forms

- Ed.D. programs will use a common set of forms which will be maintained by COGS.
- Forms will be accessible from the COGS web site; however, each program should provide a link to those forms from their departmental web sites. Program guidelines should direct doctoral students to the appropriate forms. Departments and the Ed.D. programs will maintain updated web sites.
- Doctoral students are responsible for getting committee member signatures on forms. Once signed, the forms are submitted to the Graduate Academic Services Center for proper routing to the respective department chair (CFR or LTHD), COE graduate associate dean, and then COGS for final approval.
- Timelines for submitting required forms, as outlined in the Ed.D. Checklist, will be followed for doctoral students and their committee chairs. Each program coordinator will address the timeline and submission of forms with program faculty and committee chairs.
- Committee chairs should maintain a copy of COGS Ed.D. Completion form to serve as a checklist in verifying that all forms are submitted as required.
- The Graduate Academic Services Center holds/stores copies of doctoral program forms.
- All forms will follow the same routing: from the faculty member (advisor/committee chair) to the Graduate Academic Services Center which then forwards to the appropriate department chair, COE Associate Dean of Graduate Education and Research and COGS associate dean, and records the receipt of information forwarded.
- Graduation:
  - Doctoral candidates are responsible for completing the graduation application. The Graduate Degree Application for Graduation must be received in the Registrar's Office no later than the first day of the Fall semester for Fall graduation and no later than the first day of the Spring semester for both Spring and Summer graduation. The application and instructions can be found on the Registrar's website. Doctoral candidates completing during Summer semester will walk in the Fall ceremony.
  - Pay the $35 graduation application fee by logging into your My.GeorgiaSouthern account – this fee will show on your Tuition and Fees invoice.
  - Candidates who miss the deadline to apply for graduation may still be able to graduate during the current term if they are only past the deadline by a few days. However, there is a $75 non-refundable late fee that must be paid before completing the graduate graduation application. If the candidate chooses not to pay the late fee, the term of completion will be updated to the next term (with the exception of Spring semester applications which will be updated to Fall).

Note: In the EdD Checklist, doctoral students are referred to as "students" until the point at which all candidacy requirements are met. At that time the doctoral students are referred to as "candidates."

Ed.D. Checklist for COE Doctoral Students

A set of guidelines for the sequence, forms and timeframe of COE EdD programs

Ed.D. Student _____ ***Program: Curriculum Studies Educational Administration/ Leadership***

Committee Chair/Major Professor _____ ***Beginning Semester*** _____

Admissions	***Date Completed***	***Forms***	***Timeframe***
1. Apply on-line and submit transcripts, etc.			
2. Complete phase two of the process – interview (Ed Leadership) or writing sample (Curriculum Studies).			
3. Admissions decision is made and initial temporary advisor assigned.			
Progression – Programs of Study (POS) and Committees	***Date Completed***	***Forms***	***Timeframe***
1. Download POS from departmental web site and request a planning session with your advisor.		POS (available on departmental web site)	*No later than first semester*
2. Enroll in courses based on program sequence. All enrollment, residency, and progression policies as well as deadlines required by the program or COGS must be followed.			
NOTE ON TIMELINE: Students must pass the Candidacy Exam within five years from the first Ed.D. registration term and no later than the last semester of Ed.D. course work or the following semester.			
3. Identify and seek approval of a faculty member to serve as your permanent advisor/committee chair. Complete COGS form: *Dissertation Committee Membership Approval Form* with only the top part filled out to identify the committee chair. Distribute copies to the committee chair, program coordinator, and the Graduate Academic Services Center.		*Dissertation Committee Membership Approval Form* (COGS form) Note: This form will not go to COGS until the full committee membership is identified and signatures are obtained.	*Prior to Candidacy*
4. Prior to completing your last course, review your POS in DegreeWorks to confirm that it is accurate. Confirm with your advisor that s/he has approved the audit. (If you began your program prior to Fall 2010, then submit a paper POS to your advisor and GASC for proper routing).			*Prior to scheduling Candidacy Exam*
5. Notify committee chair of intent to take Candidacy Exam at completion of required course work as identified by the program.			*Two months in advance of Candidacy Exam*

6. Curriculum Studies: Schedule Candidacy Exam in collaboration with committee chair. Educational Leadership: Candidacy exams are scheduled through the Doctoral Program Coordinator and are usually scheduled for all Tier II Students immediately following the completion of EDLD 9632. **NOTE:** o Candidacy Exam may not be scheduled without explicit permission of the committee chair. o All Candidacy Exams will be held on the main campus. Students may appeal for off-campus, synchronous defenses only with the permission of program faculty. o Only one repeat of the Candidacy Exam will be allowed.			*One month in advance of Candidacy Exam*
7. Results of exam/s are reported to the student and to COGS by the program coordinator. The *EdD Candidacy Exam Report Form* (COGS form) is signed by Candidacy Committee members and submitted to the Graduate Academic Services Center for proper routing. **NOTE:** For the required make-up of the Candidacy Exam committee, please consult your specific program requirements.		*Ed.D. Candidacy Exam Report Form* (COGS form)	*Two weeks after the written examination or oral defense*
8. Identify Dissertation Committee following program guidelines. Committee should preferably include a full slate of 4 members but may have as few as 3 members. Faculty and other educators external to the program, department or college may be considered for committee membership but must meet COGS requirements for membership and be approved by COGS. Committee chair may offer recommendations. Complete *Dissertation Committee Membership Approval Form* with committee member signatures. Form is submitted to the Graduate Academic Services Center for proper routing.		*Dissertation Committee Membership Approval Form* (COGS form)	*After candidacy exam and prior to first Dissertation Committee meeting*
NOTE ON ENROLLMENT: Students must enroll for at least three (3) dissertation credits the term following the last semester of course work.			
NOTE ON TIMELINE: All degree requirements must be completed within five years of passing the Candidacy Exam.			
NOTE ON CHANGES IN COMMITTEE MEMBERSHIP: Throughout the process, if the student or committee chair wishes to remove and/or replace a committee member, the proper protocol must be followed. The student must first make an appointment with the committee member to be removed or replaced to discuss the reason for the change. If the faculty member agrees to be omitted, then the proper forms to change the committee are required after a new committee member is selected and agrees to serve.		*Dissertation Committee Member Change Form* (COGS form)	

Dissertation Committee Member Change Form is signed by the committee chair, program coordinator, and department chair. A copy of the form must be provided to the removed committee member and the new member, as applicable. The form must be submitted to the Graduate Academic Services Center for proper routing.			
Progression – Writing and Defenses	***Date Completed***	***Forms***	***Timeframe***
Pre-Prospectus			
1. Develop Pre-Prospectus following program guidelines.			
2. Request committee chair to read and respond to Pre-Prospectus document and make needed revisions. Seek guidance from other committee members, including the methodologist, as needed. When revisions are completed, confirm with committee chair readiness for the Pre-Prospectus defense.			
3. Submit Pre-Prospectus document to committee members at least 2-3 weeks or more prior to the defense.			*2-3 weeks or more in advance*
4. Obtain approval from committee chair to schedule the Pre-Prospectus defense. With approval of the chair, it is the student's responsibility to schedule the date, time and location of the defense with all committee members. Use 25Live to identify a meeting space: http://coe.georgiasouthern.edu/students/#sites Once the meeting information is determined, notify all committee members and the departmental secretary. If the defense needs to be rescheduled, the student should follow the same process. **NOTE:** o Defense may not be scheduled without explicit permission of the committee chair. o All defenses will be held on the main campus. However, students may appeal to program faculty for permission to hold a synchronous, defense (e.g., via Skype). o Only one repeat of the defense will be allowed.			*2-3 weeks or more in advance*
5. Pre-Prospectus defense is held. The committee chair must report a decision on the defense once the defense is scheduled and proceeds.			
6. Make revisions and submit modifications or revised draft to committee chair and committee members, as requested. Committee chair notifies the student if revisions are acceptable or not.			
7. Results of Pre-Prospectus defense are reported by the committee chair. The *Doctoral Pre-Prospectus Report Form* is signed by Dissertation Committee members and submitted by the committee chair to the Graduate Academic Services Center for proper		*Doctoral Pre-Prospectus Report Form* (COGS form)	*Within two weeks of the Pre-Prospectus defense (with revisions to be made in a timely manner)*

routing.			
8. Student is recommended for Candidacy by the Dissertation Committee. The *EdD Candidacy Recommendation Form* is signed by the chairperson of the Dissertation Committee members and submitted to the Graduate Academic Services Center for proper routing.		*Ed.D. Candidacy Recommendation Form* (COGS form)	*Two weeks after approved Pre-Prospectus defense*
NOTE ON ENROLLMENT: Candidates must enroll for at least three (3) dissertation credits while dissertation work is in progress. The COGS appeals process may be used to ask for exceptions to this policy.		*Continuous Enrollment Policy Waiver* (COGS form)	
Prospectus	***Date Completed***	***Forms***	***Timeframe***
1. Develop Prospectus following program guidelines.			
2. Request committee chair to read and respond to the Prospectus document and make needed revisions. Seek guidance from other committee members, including the methodologist, as needed.			
3. When revisions are completed, confirm with committee chair readiness for the Prospectus defense.			
4. Submit Prospectus document to committee members at least 2-3 weeks or more prior to the defense.			*2-3 weeks or more in advance*
o Obtain approval from the committee chair to schedule the Prospectus defense. With approval, the candidate schedules the date, time and location of the defense with committee members. The candidate then submits a request for a room reservation on 25Live. Once the meeting information is determined, all committee members and the departmental secretary are notified by the candidate. If the defense needs to be rescheduled, the candidate should follow the same process. **NOTE:** o Defense may not be scheduled without explicit permission of the committee chair. o Defenses are to be conducted on campus. Exception: Use of electronic means (e.g., Skype) to conduct defenses must be justified and reviewed for approval by the dissertation committee and department chair. If approved, the defense must take place synchronously with all committee members present. o Only one repeat of the defense will be allowed.			*2-3 weeks or more in advance*
5. Prospectus defense is held. The committee chair must report a decision on the defense once the defense is scheduled and proceeds.			
6. Make revisions and submit modifications or revised			

draft to committee chair and committee members, as needed. Committee chair notifies the candidate if revisions are acceptable or not.			
7. Results of Prospectus defense are reported by the committee chair. The *Doctoral Prospectus Defense Report Form* is signed by Dissertation Committee members and submitted to the Graduate Academic Services Center for proper routing.		*Doctoral Prospectus Defense Report* (COGS form)	*Within two weeks of the Prospectus defense (with revisions to be made in a timely manner)*
8. Participate in IRB on-line training and apply for IRB approval before beginning research, as required by the research project.		http://research.georgiasouthern.edu/researchintegrity/institutional-review-board/ (ORSSP)	*After Prospectus defense and before beginning research with human subjects*
NOTE ON ENROLLMENT: Candidates must enroll for at least three (3) dissertation credits while dissertation work is in progress. Exceptions to this policy may be appealed through COGS.		*Continuous Enrollment Policy Waiver* (COGS form)	
Dissertation and Program Completion	***Date Completed***	***Forms***	***Timeframe***
1. Develop Dissertation following program guidelines.			
2. Committee chair reads, responds to, and then confirms readiness for dissertation defense.			
3. Apply for graduation and pay the graduation application fee prior to the application deadline. Important reminder! This deadline occurs very early the semester you plan to graduate (first day of class!) so please carefully check COGS academic calendar for key dates.		*Application for Graduation* (Registrar)	*No later than the first class day of the fall semester for fall graduation and no later than the first class day of the spring semester for both spring AND summer graduation.*
o Candidate obtains approval from committee chair to schedule the final defense. With approval, the candidate schedules the date, time and location of the defense with committee members. Candidate uses the 25Live web site to identify a meeting space. Once the meeting information is determined, all committee members and the departmental secretary are notified by the candidate. Candidate completes the *Thesis/Dissertation Defense Announcement and Scheduling Form* and submits to Graduate Academic Services Center for proper routing. If the defense needs to be rescheduled, the same process should be followed by the candidate. ***This is an excellent time to be sure that you have met all deadlines for graduation. You must apply for graduation no later than the first day of the term in which you will graduate.***		*Thesis/Dissertation Defense Announcement and Scheduling Form* (COGS form) Note: Dissertation Defenses will be posted on the COGS website. Apply for graduation on Registrar's Website. **Note:** Late fee of $75 for missing the deadline and may not be able to graduate if too late.	*To be received 3 weeks prior to the scheduled Dissertation Defense (begin process one month in advance)*

NOTE: o Defense may not be scheduled without explicit permission of the committee chair. o Defenses are to be conducted on campus. Exception: Use of electronic means (e.g., Skype) to conduct defenses must be justified and reviewed for approval by the dissertation committee and department chair. If approved, the defense must take place synchronously with all committee members present. o Only one repeat of the defense will be allowed.			
4. Submit dissertation document to committee members in hard copy and electronically at least 3-4 weeks or more prior to the defense date.			*3-4 weeks or more in advance*
6. Dissertation defense is held. The Committee must report a decision on the defense once the defense is scheduled and proceeds. **Note:** Candidates must bring their completed IRB Termination Form to the defense prior to committee members signing off.		http://research.georgiasouthern.edu/researchintegrity/institutional-review-board-forms/ (see IRB Termination Form)	
7. Make revisions and submit modifications or revised draft to committee chair and committee members, as requested. Committee chair notifies the candidate if revisions are acceptable or not. Committee members sign off on the document only if satisfied with revised draft.			
8. Results of Dissertation defense are reported and recommendation for award of the degree submitted to COGS by the committee chair. The *EdD Dissertation Defense Report and Recommendation for Award of the Doctor of Education Degree* form is signed by Dissertation Committee members and routed by the committee chair to the Graduate Academic Services Center for proper routing.		*Ed.D. Dissertation Defense Report and Recommendation for Award of the Doctor of Education (Ed.D.) Degree* (COGS form)	*Within two weeks of a successful Dissertation defense (with revisions to be made in a timely manner)*
9. Submit dissertation to the Electronic Thesis and Dissertation System housed in the Library's Digital Commons Repository **Note:** There are two separate ETD deadlines that must be met in order for students to graduate in the given term. See official academic calendar for these key dates.		See Guidelines: *http://digitalcommons.georgiasouthern.edu/etd/etd_manual.pdf* Submit thesis and dissertation at: *http://cogs.georgiasouthern.edu/etd-submission-links/*	*By submission deadlines established by COGS – see Official Academic Calendar*
10. Candidate receives COGS feedback on format, makes required format changes, and resubmits final version to COGS.			*By submission deadlines established by COGS*

11. Committee members are notified by ETD e-mail for electronic verification approval of the dissertation and provide approval.		Refer to Official Academic Calendar for ETD deadlines	*By deadlines established by COGS*
NOTE ON ENROLLMENT: Candidates must enroll for at least three (3) dissertation credits while dissertation work is in progress, including the semester in which graduation requirements are completed.			
12. Complete program and COGS exit surveys.		*Program Survey (*department*)* *Graduate Program Exit Survey* (COGS) *Survey of Earned Doctorates* (national)	*As soon as possible after dissertation submitted to COGS*
13. Participate in Hooding Ceremony at Graduation (optional)			