


## Program Checklist

<u>Task</u>	<u>Date Completed</u>
Attend orientation	_____
Schedule initial meeting with Advisor	_____
Secure program of study approval	_____
Submit <a href="#">Declaration of Residency Intent</a> form (page 21)	_____
Complete candidacy requirements	_____
Submit <a href="#">Admission to Candidacy</a> form (page 22)	_____
Submit <a href="#">Dissertation Committee Form</a> (page23)	_____
Submit dissertation proposal	_____
Receive approval for proposal defense	_____
Defend dissertation proposal	_____
Secure IRB approval	_____
Submit <a href="#">Dissertation Proposal Approval</a> form (page 24)	_____
Apply for graduation	_____
Complete dissertation	_____
Receive approval for dissertation defense	_____
Submit <a href="#">Dissertation Defense Notification</a> form (page 25) 	_____
Defend dissertation	_____
Make final committee revisions	_____
Submit a copy of the dissertation to the COE Dean	_____
Submit completed <a href="#">Final Approval of Dissertation</a> form (page 26) to the Graduate School	_____
Submit one final draft copy of dissertation to Graduate School for approval at least two weeks before graduation	_____
Make revisions as required by the Graduate School	_____
Receive approval from Graduate School	_____
Complete <a href="#">UMI Dissertation Processing Fee</a> form	_____
Complete <a href="#">Thesis/Dissertation Binding Information Sheet</a>	_____
Pay UMI and binding fees at the Bursary	_____
Take copies to the library.	_____
Submit <a href="#">UMI Doctoral Dissertation Publish Abstract Only Agreement</a> form and digital copy of completed dissertation to Doctoral Program Coordinator	_____
Graduate!	_____

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## Declaration of Residency Intent

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Student	ID Number
Department	Major

All students entering the Ed.D. program must file a Declaration of Residency Intent with the Dean of the Graduate School prior to beginning residency. The initial plan for residency must show that the objectives of the residency will not be compromised by the student's employment or any proposed employment. Upon completion of coursework, the comprehensive exam, and the final oral defense, the Residency Plan that was followed must be submitted to the Dean of the Graduate School. The residency requirement is outlined below. All courses applied toward the fulfillment of the residency requirement must be at the graduate level and related to the degree. Residency must be completed prior to admission to candidacy.

The Residency requirement for doctoral students will be satisfied upon completion of at least 6 semester hours of degree-related graduate courses during each of two consecutive semesters.

Intended Semesters of Residency \_\_\_\_\_ and \_\_\_\_\_  
Semester/Year Semester/Year

Student Signature	Date
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The student's plans for employment during the intended residency period as specified above will not interfere with satisfactory completion of the residency requirement.

Doctoral Advisor	Signature	Date
Department Head of Major	Signature	Date
COE Dean	Signature	Date
Graduate School Dean	Signature	Date

*Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.*



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## Dissertation Committee

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\_\_\_\_\_  
Student

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Major

Check the appropriate category:  Appointment     Change

\_\_\_\_\_  
Doctoral Advisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

It is recommended that the faculty members listed below serve as members of the Dissertation Committee for the above named student.

\_\_\_\_\_  
Dissertation Committee Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dissertation Research Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
COE Dean

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate School Dean

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.*

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## Dissertation Proposal Approval

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Student	ID Number
Department	Major

\*Title of the dissertation to be applied toward the requirements of the degree program listed above.

Is IRB Review Approval Attached?  Yes  No

The Dissertation Committee is responsible for ensuring that the dissertation contributes new knowledge of fundamental importance or significantly modifies, amplifies, or interprets existing knowledge in a new and important manner.

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Dissertation Committee Chair	Signature	Date
Dissertation Research Member	Signature	Date
Dissertation Committee Member	Signature	Date
Dissertation Committee Member	Signature	Date
Dissertation Committee Member	Signature	Date

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Dean, Dewar College of Education	Signature	Date
Dean, Graduate School	Signature	Date

\*Changes to the title may be submitted by memorandum to the Graduate School until immediately before graduation; however, changes submitted less than two months before graduation may not appear in the Commencement Program.

*Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.*

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## Dissertation Defense Notification

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Student \_\_\_\_\_ ID Number \_\_\_\_\_

Department \_\_\_\_\_ Major \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Title of Dissertation: \_\_\_\_\_

**Abstract:** (Copy and Paste Abstract here or attach as separate page.)

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Student \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Dissertation Committee Chair \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.*

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## Final Approval of Dissertation

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Student	ID Number
Department	Major
Title of Dissertation	
Date of Defense	

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### Committee Approval

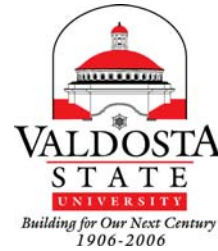
Dissertation Committee Chair	Signature	Date
Dissertation Research Member	Signature	Date
Dissertation Committee Member	Signature	Date
Dissertation Committee Member	Signature	Date
Dissertation Committee Member	Signature	Date
Dean, Dewar College of Education	Signature	Date

This form must accompany the dissertation and both must be submitted to the Graduate School no later than 2 weeks prior to anticipated graduation.

Accepted by the Graduate School	Signature	Date
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*Copies to be filed in the major department, the COE Dean's Office, and the Graduate Dean's Office.*

# UMI Dissertation Abstract Processing Fee The Graduate School Valdosta State University



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Please pay the UMI processing fee when paying the binding fee (separate form) at Valdosta State University's Bursary. **Return this form with a copy of your abstract and title page on CD to Dr. Ellen Wiley, Curriculum, Leadership, & Instruction, after paying fees by the following dates:**

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City State/Province Postal Code Country

Future Mailing Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State/Province Postal Code Country

Effective date for future mailing address (mm dd yy) \_\_\_\_\_

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5. Full name of university conferring degree, and college or division if appropriate  
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6. Abbreviation for degree awarded \_\_\_\_\_ 7. Year degree awarded \_\_\_\_\_

**Title/Subject Area**

8. Enter title of dissertation. If dissertation is written in a language other than English, please specify which language and translate title into English. Language of text.  
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9. Subject category for your dissertation. Please enter the four-digit code from "[Subject Categories](#)" on the following pages. \_\_\_\_\_

10. Please append an abstract of no more than 350 words describing the contents of your dissertation. Your completion and submission of this form through your graduate school indicates your assent to UMI publication of your abstract. Formulas, diagrams and other illustrative materials are not recommended for abstracts appearing in Dissertation Abstracts International.

Author Signature \_\_\_\_\_ Date \_\_\_\_\_

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## UMI Subject Categories

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Elementary .....	0524
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Music .....	0522
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Sciences .....	0714
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