



Educational Leadership Doctoral Program Progression through the Program: An Overview

Important Note: Forms in **BOLD** must be completed as students progress through the program. **EDD Forms (designated by a NUMBER)** must be submitted to the Office of Doctoral Studies and are used by the Director to ensure and document student progress. **GS Forms (designated by a LETTER, e.g., "A")** must be submitted to and approved by the *Office of Graduate Studies and Research*. Please pay especially close attention to processes and timelines associated with **GS Forms** as failure to comply with these may slow progress and/or delay program completion.

1. Apply on-line and be admitted to the Doctoral Studies Program through the WKU Office of Graduate Studies and Research (<http://www.wku.edu/graduate/>, "Apply On-line" link). When completing the application, be prepared to select the Program Strand for which you are applying: P-12 Administrative Leadership, Teacher Leadership, Postsecondary Education Leadership, or Organizational Leadership.
2. Enroll in the EDLD 702 Educational Leadership Doctoral Orientation course via WKU Topnet (<http://topnet.wku.edu>).
3. Meet with your Program Strand Advisor to review the Program Components (described in this Handbook), complete the Program Worksheet (**EDD Form 1**), and submit the worksheet to the Educational Leadership Doctoral Program. Note: This worksheet serves as a planning document and does not represent an "approved" program of study.
4. Shortly after completing the worksheet, meet with your advisor to complete the Doctoral Studies Program of Studies form (**GS Form C**) to be submitted to the Office of Graduate Studies and Research. Note; Graduate Studies approves the Form C based on criteria described in the Graduate Catalog. Please refer to the Catalog for guidance regarding appropriate coursework and especially for information about requirements related to transfer credits.
5. Upon completion of 21 required core course credits, declare a research agenda/topic of study and select a dissertation chair. In collaboration with the dissertation chair, select two other members to serve on your dissertation committee. Complete and submit the Dissertation Committee Selection Form (**GS Form G**) to the Office of Graduate Studies & Research.
6. Upon completion of the required EDLD core course credits and at least half of four electives, work with your committee to develop your questions for your qualifying examination, as well as schedule and take your exam (both written and oral sections). After successful completion of your exam, complete and submit the Doctoral Qualifying Examination Schedule and Evaluation (**EDD Form 2**) to the Office of Doctoral Studies.

Also, complete and submit the Admission to Candidacy form (GS Form D) to the Office of Graduate Studies and Research.

7. Seek and obtain dissertation committee approval of your research prospectus. Complete and submit the Research Prospectus Approval form (**EDD Form 3**) to the Office of Doctoral Studies.
8. Develop and defend your dissertation proposal, Complete and submit the Dissertation Proposal Approval form (**EDD Form 4**) to the Office of Doctoral Studies.
9. File an application with WKU Human Subjects Review Board (HSRB) (<https://www.wku.edu/Dept/Support/SponsPrg/grants/research-compliance/human-subjects/hsrb-procedure/>). Note: You cannot begin any data collection until you receive notice from the HSRB that your application has been approved. Plan your data collection accordingly.
10. At the same time as step 9, complete the WKU required CITI (Collaborative IRB Training Initiative) course (<https://www.wku.edu/Dept/Support/SponsPrg/grants/research-compliance/training/>). Again, you cannot begin data collection until you have successfully completed this course.
11. Conduct your research and write your dissertation. Note: *Even if you complete all the required dissertation credit hours prior to completing your dissertation, you must maintain matriculation in the doctoral program by continually enrolling in EDLD 800 until the dissertation has been completed and defended.*
12. Once your dissertation is completed, schedule your dissertation defense by completing and submitting the Dissertation Final Defense Schedule (**EDD Form 5**) to the Office of Doctoral Studies.
13. Upon successful defense of your dissertation, request that your dissertation chair obtain and submit the Report on Comprehensive Exam form (**GS Form E**) to the Office of Graduate Studies and Research. Note: *There are additional steps you must follow to submit your dissertation to the Office of Graduate Studies and Research. Please contact that office for this information.*
14. Complete and submit the Commencement Participation Confirmation to the WKU Registrar's Office.

Special Note: Although the above steps are meant to be accurate and up-to-date, please continually check the WKU Doctoral Studies website (<http://www.wku.edu/cebs/doctorate/>) for the most current information and forms.