

**Checklist for Doctoral Degree in Educational Leadership  
Effective 21 November 2008**

This checklist provides a guide for the steps needed to be accomplished in order to complete the doctoral degree in Educational Leadership. Please review the requirements and referenced documents under each of listed tasks.

Students must be familiar with the details in the following documents:

*Handbook of the Educational Leadership Program (April 24, 2008)* - referred in the checklist as *EDL Handbook*.

*Lehigh University College of Education, Procedures for the Matriculation of Students in the Ed.D. and Ph.D. programs (January 2006)* - referred in the checklist as *Procedures for Matriculation*.

*College of Education, Lehigh University, Guidelines for the Preparation for the Doctoral Dissertation, (March 2005)* - referred in the checklist as *Guidelines for Dissertation*.

*Lehigh University, College of Education, Graduate Student Handbook (April 2006)* - referred in the checklist as *Graduate Student Handbook*.

*Lehigh University Policy on the Protection of Human Subjects in Research (May 8, 2007)* - referred in the checklist as *Human Subjects Policy*.

*Dissertation Milestone Form*

Task	Write Date When Completed
------	---------------------------

**Admission to Graduate Studies**

Apply for admittance to regular graduate status (see *Procedures for Matriculation* - p. 1, 1.A.1) Submit credentials (i.e., application, at least two references, official transcripts, and written goals) to apply for graduate standing to Graduate Admissions Office at least 30 days prior to start of classes. \_\_\_\_\_

Receive letter approving regular graduate status from Admissions Office \_\_\_\_\_

Prior to start of classes, meet with assigned faculty advisor to develop program of studies \_\_\_\_\_

## **Admission to EDL Doctoral Program**

**Note: Admission to the doctoral program is NOT the same as Admission to graduate studies. You must fulfill the requirements below. (see Procedures for Matriculation - p. 1, 1B.1-2)**

**Achieve a 75<sup>th</sup> percentile score on the GRE Aptitude Test or MAT** \_\_\_\_\_

**Undergraduate GPA of at 2.75 or an overall graduate GPA (minimum of 15 credits) of at least 3.5 and GPA of at least of 3.6 for all graduate course work at Lehigh** \_\_\_\_\_

***The above two requirements must be fulfilled before registration in EDL 470 below.***

**Complete EDL 470 (Introduction to Doctoral Research, I and II) with grades of B or better in both courses (Note: These courses fulfill the EDL “qualifying process” in Procedures for Matriculation – p. 1, 1B, 2)** \_\_\_\_\_

## **Admission to Candidacy for Doctoral Degree**

**Establish time limits and schedule for completion of degree with Advisor** \_\_\_\_\_

**Complete Dissertation Process Completion Form (see Dissertation Milestone Form)** \_\_\_\_\_

**Complete Educ 408 (Introduction to Statistics and Educ 409 (Analysis of Experimental Data) or Educ 405 (Qualitative Research) or approved alternative** \_\_\_\_\_

**Maintain a 3.75 GPA during doctoral studies** \_\_\_\_\_

**At least seven (7) months prior to graduation, apply to the EDL secretary to take the Comprehensive Examination** \_\_\_\_\_

**Successfully pass the comprehensive examination in EdL which has two parts: (a) a take-home part composed of one capstone question; and (b) a sit-down part in which the candidate chooses to respond to three questions from a set of provided questions. (see *Procedures for Matriculation* -- p. 5f, 5 A-C.)** \_\_\_\_\_

**(Note: All courses taken must be completed and grade submitted at least two weeks prior to sitting for either part of the comprehensive examination. Two course are exempted from this**

requirement: EDL 489 and Educ 496.)

Complete the residency requirement (see *Procedures for Matriculation* - p. 3, 2D.)

---

Identify a dissertation chair and three committee members (See *Procedures for Matriculation*, p. 3f, 3 A-F)

---

Submit request to College of Education (by way of program secretary for creation of your special Committee, based on advice of your dissertation chair (see *Procedures for Matriculation* - p. 3, 3A; p. 4, 3C-E)

---

Develop dissertation proposal (see *Guidelines for Dissertation* - pp. 1-5)

---

Complete and submit Human Subjects Application (see *Human Subjects Policy*.)

---

Submit dissertation proposal and successfully pass oral exam (see *Procedures for Matriculation* - p. 4, 3F) Note: Proposal meetings are held only during the Fall and Spring semesters.

---

Submit application with program secretary for candidacy (see *Procedures for Matriculation* - p. 4, 3 F-G)

---

## **The Dissertation**

Submit application for graduation in the intended semester of graduation (Note time schedule on Registrar's website)

---

Submit draft of dissertation to EDL secretary after receiving approval from the chair and members of the Dissertation Committee (see *Procedures for Matriculation* - p. 6, 6 A-B; *Guidelines for Dissertation* - p. 1-5)

---

Procedures before oral examination (see *Procedures for Matriculation* - p. 6, 6C & D; *Guidelines for Dissertation* - p. 3)

---

Successfully pass oral examination (see *Procedures for Matriculation* - p. 6, 6 E-I; *Guidelines for Dissertation* - p. 3)  
Note: Proposal meetings are held only during the Fall and Spring semesters.

---

Submit two (2) unbound copies of approved dissertation to the Graduate Admissions office, no less than two (2) weeks prior to

---

graduation. (see *Procedures for Matriculation* - p. 7, 6);  
*Guidelines for Dissertation* - p. 3)

Complete all tasks listed in *Graduate Student Handbook* - p. 23.

---

### **Other Requirements**

You must be registered continuously (two of three semesters: Fall, Spring, or Summer) for at least three credits until your dissertation proposal is accepted. After acceptance of the proposal, you may register for one credit of Maintenance of Candidacy until your Dissertation Committee accepts your dissertation.

You have seven years to complete your degree requirements from the time you are admitted to Graduate Studies.

Consult the University calendar on the Registrar's website for dates when dissertation drafts and successfully defended final copies of the dissertation and paperwork must be submitted in order to graduate during specific semesters.

### **Primary Contacts In Addition to Your Advisor**

George P. White, Professor, Coordinator, EdL	610-758-3262	gpw1
Ron Yoshida, Professor, EDL	610-758-6249	rky2
Mary Yotter, Secretary, EDL	610-758-3250	mfy0
Donna Johnson, Admissions and Dissertation Review	610-758-3231	dmj4