

EdD FINAL SEMESTER CHECKLIST

Pre-Professional Examination (items that can prevent graduation)

- Have you reviewed the document “De-Mystifying EdD Examinations and Paperwork?”

Post-Professional Exam

- Have you submitted your approved Dissertation in Practice Proposal Form? (the form can be found online at <http://static.ehe.osu.edu/downloads/educational-studies/students/degree-information/edd-final-document-proposal-approval-form.pdf> to the Student Services Office (122 Ramseyer Hall or scan it and send it to EdStudies@osu.edu?)
- Have you submitted your IRB paperwork?
- Have you submitted your Application to Graduate through <http://gradforms.osu.edu>? Choose Professional and then choose EdD.
- Has your advisor and your committee received notice of your Examination Report Form and Final Document Approval forms through gradforms?
- Have you completed a minimum of 80 semester hours (including 30 semester hours from your Master’s Degree) and at least 3 hours of ESEADM 8997 Final Document Writing or ESHESA 8997 Final Document Writing hours after the completion of your Professional Examination?
- Are you registered for a minimum of 3 graduate semester hours during the semester you plan to graduate?
- Have you paid your fees?
- Do you have outstanding parking violations?
- Do you have outstanding library fines?
- Do you have any holds on your account?
- Is your GPA at least a 3.0?
- Have you completed your student loan exit interview (if applicable)?
- Have you taken care of the incompletes and courses with no grades on your advising report?
- Have you and your committee scheduled your Final Examination prior to the semester deadline? The Graduation calendar with the published deadlines for each semester is available at <https://gradsch.osu.edu/graduation-calendar>.
- Have you reserved the room for your oral exam?
- Is the draft of your “Dissertation In Practice” ready to submit to your committee? All work on your Dissertation in Practice should be in its final form, including all content, charts, graphs, appendices, etc. The only edits that should remain are those that will be suggested by your committee.
- Have you submitted petitions for videoconferencing (if more than one member will be at a remote site) or for outside members to serve on your committee?
- Have you completed the revisions to your Dissertation in Practice?
- Has the final version of your Dissertation in Practice been approved by your advisor and committee?
- Have you submitted your final Dissertation in Practice to the Student Services Office at EdStudies@osu.edu?
- Have you submitted your Commencement Absence form (as part of your Application to Graduate?)

polllead://Degree Information/EdD/EdD Advising Checklist



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