

**Louisiana Education Consortium
Doctor of Education Degree
Timeline and Checklist**

Appendix D

*Note: All coursework, internship and the dissertation must be completed within a **seven year** time period from date of admission to the LEC program.*

Milestones	Stepping Stones	Date Completed
A. Admitted to LEC program	1. Hold a master's degree from a regionally accredited institution in an area related to his/her proposed program of study.	
	2. Have teaching and/or administrative experience in a P-12 school or similar education setting.	
	3. Submit application to graduate school.	
	4. Submit transcripts from all prior universities with a minimum undergraduate GPA of 2.75 and a minimum graduate GPA of 3.25. <i>(If applicant's credentials do not meet GPA or GRE minimums he/she may qualify for probationary or conditional status).</i>	
	5. Submit scores from: GRE (taken prior to October 1, 2002) with minimum scores of 1000 (V+Q) or 1500 (V+Q+A). <i>OR</i> GRE (taken after October 1, 2002) with minimum 1000 (V + Q) + Minimum 4.56 A for Full Admission OR minimum 1000 (V + Q) + minimum 3.5 – 4.0 A for Probational Admission.	
	6. Submit three letters of recommendation.	
	7. Submit writing sample.	
	8. Submit copy of teaching certificate.	
	9. Submit personal resume.	
	10. Personal interview with the doctoral admission committee/director on home campus may be required.	
B. Preliminary Program Development	1. Upon admission to the LEC program the student is assigned a Curriculum Advisor by the home institution. (Form A)	
	2. With assistance of Curriculum Advisor, identify research interests.	
	3. With assistance of Curriculum Advisor, develop preliminary plan of study. (See LEC Form B.1 for Curriculum & Instruction or LEC Form B.2 for Educational Leadership)	
*C. Complete LEC Preliminary Examination	1. Register and pay fees for all LEC classes (regardless of class location) through the home campus.	
	2. Complete fifteen to twenty-seven hours of doctoral work, including the Foundations core (LEC 700, LEC 701, LEC 702, LEC 703, and LEC 704). Note: Students are not allowed to register for additional LEC courses until successfully completing the preliminary examination.	
	3. Make application (LEC Form C) to Curriculum Advisor during registration period for the term that the Preliminary Examination is requested.	
	4. Sign LEC Form C.	
	5. Secure Curriculum Advisor's signature on LEC Form C.	
	6. Secure LEC Program Director's signature on LEC Form C.	
	7. Secure approval of LEC Governing Board on LEC Form C.	

Milestones	Stepping Stones	Date Completed
	8. Sit for prelims (1st Saturday in December, May, & August). Note: The Preliminary Examination is offered three times per year: fall, spring, and summer. If a student does not receive 3 or more passes on all scoring component, the student will be scheduled for an oral examination. The LEC Board reserves the right to recommend that any student take an oral exam. Failure to pass the preliminary examination after two attempts will result in termination from the program.	
D. Select Major Professor and Doctoral Committee	1. Select Major Professor from LEC faculty at home institution.	
	2. Select one committee member from LEC faculty (any campus) in cognate area.	
	3. Select one committee member from the LEC faculty from each of the other two LEC institutions.	
	4. Select an additional committee member, if needed, to address specific student, program, or research needs.	
	5. Designate one committee member as a methodologist.	
	6. Secure signature of Major Professor, denoting acceptance of appointment. (LEC Form D.1)	
	7. Secure signature of each committee member, denoting acceptance of appointment. (LEC Form D.1)	
	8. Secure Major Professor's approval of committee. (Signature on LEC Form D.1)	
	9. Secure LEC Program Director's approval of committee. (Signature on LEC Form D.1)	
	10. Secure College of Education Dean's approval of committee. (Signature on LEC Form D.1)	
	11. Secure LEC Governing Board's approval of committee. (Signature on LEC Form D.1)	
	12. Secure Graduate Dean's signature. (LEC Form D.1)	
E. Submit Plan of Study	1. Formulate Plan of Study with Major Professor. (LEC Form B.1 or LEC Form B.2)	
	2. Sign Plan of Study. (LEC Form B.1 or LEC Form B.2)	
	3. Secure approval of Major Professor. (Signature on LEC Form B.1 or B.2)	
	4. Secure approval of each committee member (Signature on LEC Form B.1 or LEC Form B.2).	
	5. Secure approval of department head. (Signature on LEC Form B.1 or B.2)	
	6. Secure approval of College of Education Dean. (Signature on LEC Form B.1 or LEC Form B.2)	
	7. Secure approval of LEC Governing Board (Signature on LEC Form B.1 or LEC Form B.2).	
	8. Secure approval of Graduate School. (Signature on LEC Form B.1 or LEC Form B.2)	
	9. Verification of receipt of plan by Graduate School. (Signature on LEC Form B.1 or LEC Form B.2)	
	10. Secure a copy of signed Plan of Study to place in personal files. <i>Note:</i> All coursework, internships, and the dissertation must be completed within a seven year time period from date of admission to program. A maximum of nine semester credit hours of graduate credit may be transferred from institutions offering regionally accredited graduate programs.	
F. Complete	1. Formulate Professional Activity Plan with Major Professor prior to beginning residency. (LEC Form E)	

Milestones	Stepping Stones	Date Completed
Residency	2. Sign Professional Activity Plan. (Signature on LEC Form E)	
Requirements	3. Secure Major Professor's approval of plan upon beginning enrollment as a full-time student in residence. (Signature on LEC Form E)	
	4. Submit portfolio of final products and documentation with rubric to the Major Professor.	
	5. Secure Major Professor's approval of portfolio. (Signature on LEC Form E)	
	6. Secure at least one other committee member's approval of portfolio (Signature on LEC Form E).	
	7. Secure verification of residency requirements on Plan of Study. (Signatures of the Major Professor and one committee member on LEC Form E)	
G. Pass Comprehensive Examinations	1. Complete all program coursework with no incomplete grades, excluding dissertation.	
	2. Secure Major Professor's consent to apply and qualify for the examinations.	
	3. Complete and sign LEC Form F.	
	4. Submit LEC form F to major professor during the registration period for the term that the examination is requested.	
	5. Secure proposed schedule of examinations from major professor (LEC Form F).	
	6. Submit LEC Form F to LEC Director to present to LEC Governing Board.	
	7. LEC Governing Board approves schedule for written comprehensive examination and oral comprehensive examination.	
	8. Sit for written comprehensive examination.	
	9. Sit for oral comprehensive examination.	
	10. Examination results verified by Major Professor and doctoral committee. (Signatures on LEC Form F)	
	11. Examination results verified by LEC Director. (Signature on LEC Form F)	
	12. Examination results verified by LEC Governing Board. (Signature on LEC Form F)	
*H. Advance to Doctoral Degree Candidacy	1. Evidence that Preliminary and Comprehensive Examinations have been passed, compliance with the approved Plan of Study, evidence that residency requirements, including approved Professional Plan activities (LEC Form E) have been completed and verified (LEC Form B), and achievement of cumulative GPA of 3.25 on all doctoral coursework.	
	2. Complete Doctoral Degree Candidacy Application. (LEC Form G)	
	3. Secure Major Professor's approval of candidacy application. (Signature on LEC Form G)	
	4. Secure LEC Director's approval of candidacy form. (Signature on LEC Form G)	
	5. Secure Graduate School's approval of candidacy form. (Signature on LEC Form G)	
	6. Secure LEC Governing Board approval of candidacy application. (Signature on LEC Form G)	
*I. Complete Doctoral Internship	1. Apply for internship at least one term in advance. (LEC Form H.1)	
	2. Complete Professional Development Plan (LEC Form H.2) and attach to Internship Application/Approval Form (LEC Form H.1).	
	3. Complete and sign Professional Development Plan. (LEC Form H.2)	
	4. Secure Major Professor's approval of professional development plan. (Signature on LEC Form H.2)	
	5. Complete Site Supervisor Agreement. (LEC Form H.3)	

Milestones	Stepping Stones	Date Completed
	6. Secure site supervisor's approval of agreement (Signature on LEC Form H.3)	
	7. Secure Major Professor's approval of agreement. (Signature on LEC Form H.3)	
	8. Secure LEC Governing Board's approval of internship (LEC Form H.3).	
	9. Provide site supervisor with copies of approved Professional Development Plan (LEC Form H.2) and LEC Internship requirements.	
	10. Complete and document 200 hours at the internship placement site.	
	11. Complete and document 50 hours of service initiatives.	
	12. Complete and document 50 hours of seminar/class.	
	13. Complete Self-evaluation Rubric.	
	14. Submit internship portfolio to Major Professor.	
	15. Major professor completes LEC Internship Experience Rubric.	
	16. LEC Governing Board approves completed internship portfolio.	
J. Develop Dissertation Prospectus	1. Develop dissertation prospectus.	
	2. Submit Dissertation Prospectus/Presentation Approval form to Major Professor during the registration period for the academic term in which the Prospectus will be presented. (LEC Form I)	
	3. Major Professor schedules Doctoral Committee meeting and notifies appropriate persons.	
	4. Submit written proposal to Doctoral Committee at least two weeks prior to the oral presentation.	
	5. Present oral presentation to committee.	
	6. Secure Doctoral Committee approval of proposal. (Signatures of all committee members on LEC Form I)	
	7. Revise proposal, if necessary and present revised proposal to the LEC Directors on each of the three campuses at least two weeks prior to the LEC Board meeting.	
	8. Secure LEC Governing Board approval of proposal. (Signature on LEC Form I)	
	9. If research involves human subjects, secure approval of Human Subjects Research Review Committee on home campus (Human Use Form).	
K. Defend Dissertation	1. Register for LEC 799 each term until completion of dissertation and graduation (minimum of 9 hours).	
	2. Submit completed dissertation to Major Professor and Doctoral Committee.	
	3. Submit Doctoral Committee approved completed dissertation draft to LEC Directors. (Doctoral Committee signatures on LEC Form K)	
	4. Major Professor proposes Oral Defense schedule. (LEC Form K.1)	
	5. Secure LEC Director's approval on LEC Form K.1.	
	6. Secure College of Education Dean's approval of schedule on LEC Form K.1.	
	7. Secure LEC Governing Board's approval of Oral Dissertation Defense schedule and posting of LEC Form K.2.	
	8. Contact all LEC Directors with copy of abstract and LEC Form K.2. (Form K.2 must be posted two weeks prior to dissertation.)	
	9. Defend dissertation.	
	10. Secure Doctoral Committee's approval of dissertation. (Signatures of all Doctoral Committee members on LEC Form K.1)	
	11. Secure Governing Board approval of dissertation. (Signature on LEC Form K.1)	

Milestones	Stepping Stones	Date Completed
L. Assessment System Portals	1. Complete all requirements and all coursework with a minimum GPA of 3.25.	
	2. Successfully pass all required course and program examinations.	
	3. Complete and defend the dissertation study.	
	4. Register for dissertation credit (LEC 799) the term of graduation and apply for graduation through Registrar's Office on home campus.	
	5. Submit all required program forms and dissertation copies as evidenced by files in the offices of the appropriate college graduate office and the Dean of Graduate School.	
	6. Follow home campus instructions for clearance for graduation.	
	7. Complete Exit Interview	
	8. Self assessment of LEC outcomes	
	9. Submit assessment of personal demonstration of LEC Expected Outcomes	
	10. Participate in graduation ceremony.	

* Assessment System Portals