Process for Students Pursuing a
Doctor of Education
Saint Louis University

1.   **Written Examination**

- Upon completion or in the final semester of completing coursework requirements, language/research tools requirements, and any special, additional requirements of the major field, the doctoral student prepares to take the written portion of the preliminary degree examination.

- The required written examination(s) is taken at a time scheduled by the major field department.

2.   **Oral Examination/Project Defense**

- The Doctoral Oral Examination Form found on the Graduate Education website https://www.slu.edu/academics/graduate/current-students/forms-petition.php under the links for Current Students and then Doctoral Students is filed by the department and proposes the student's committee, consisting of five members of the Graduate Faculty (one member can be Graduate Instruction status), to conduct and evaluate the oral examination, and the date and time of the examination.

- The major field department should also include in this notice any graduate courses from other institutions that are to be formally a part of the student's Doctor of Education program through the Evaluation of Advanced Standing form (found under the link for Forms and Petitions).

- The Oral Exam Form must be received by the Doctoral Candidacy Advisor (DB 420D) AT LEAST TEN (10) BUSINESS DAYS BEFORE EXAM/PROPOSAL DEFENSE.

- The student should work with the advisor and Graduate Program Director to build the student's program as accurately as possible in DegreeWorks, the University's new electronic degree audit tool.

- The Doctoral Candidacy Advisor prepares the Result Form which is sent only to the Doctoral Oral committee chairperson to report the committee's decision.
    - ❖ If the committee's decision is Passing or Passing with Distinction, the student is notified of the results and is automatically advanced to doctoral candidate status
    - ❖ If the committee's decision is Unfavorable the student is notified of the results. A third exam is rarely approved.
- The oral examination must never take place before the Result Form for the examination is received by the chairperson of the committee.

3. **Writing the Project and Preparing for the Format Review**

- If IRB approval is needed, the student/group must obtain approval prior to beginning any data collection or subject recruitment.

- The student/group must format the project using the most recent versions of the *Formatting Guide* (found under the links for Current Students and Formatting Page), the Format Checklist found at the back of the *Guide* and the latest version of the Style Manual of the American Psychological Association (APA), currently the 7th Edition.

- When the student/group, the project chairperson, and the readers agree that the project is in its final form and ready to be reviewed, the student/group contact the Doctoral Candidacy Advisor to arrange for an appointment for the format review.

- At this time, the Project Advisor will request the Result Form for the project, so that the student's committee may vote on the acceptance of the project.

4. **Applying to Graduate and have Degree Awarded**

- Instructions for the on-line Application for Degree through Banner Self-Service are found on the **Graduate Education** website under the links for **Current Students** and then **Doctoral Students**. Students should complete this on-line application at the beginning of the semester in which the student is preparing to complete all of the degree requirements, including the dissertation defense, all

5. **Project Submission**

- After the required corrections are made for formatting, submit your project to Pro Quest/UMI. This must be done before the Ed.D degree can be awarded. Complete instructions will be given on the submission process at the format review appointment

5. **Doctoral Degree Conferral**

- The degree is awarded by the Office of the Registrar only on the published date(s) during the semester when all degrees are awarded and all requirements are met (all grades posted, the project is accepted on Pro Quest, and the Result Form received by the candidacy advisor), not on the day a student defends his/her project.