

## Ed.D. Qualifying Exam Guidelines

### 60 days before:

- Gain approval from your chair to take your qualifying exam and form committee.
  - Ed.D. Dissertation Committee- All three members should have a doctorate degree. The committee chair should be a member of the Rossier School of Education faculty and have expertise relevant to the student's dissertation area. The second member must be a faculty member at USC and the third member of the committee may be someone who is not a faculty member at USC but has been approved by the Committee Chair and the Ed.D. Director to be part of the committee.

### 30 days before:

- Determine if 3<sup>rd</sup> member will be an Outside Member.
  - You can have an individual outside of USC serve as an outside third member. The outside member must have a doctorate and is a practitioner or administrator from the field, and is able to bring experience and content expertise to the committee. **Along with the Outside Member Approval Request Form, you should also submit the outside member's resume/curriculum vitae and a one paragraph justification for why this person should be considered.** Please submit the form, signed by your committee chair, and supporting documentation to your Academic Advisor so it can be reviewed and signed by the Ed.D. Program Director, if it is approved. Your Academic Advisor will send you an e-mail confirmation when your outside member request has been reviewed.

### 14 days before:

- Submit the **Appointment of Committee Form** to your Academic Advisor as soon as all three committee members have signed in the appropriate spaces. You do not need to have a date set for your qualifying exam to submit this form, but it should be submitted prior to your exam date. It is important that the form is turned in to your Academic Advisor a minimum of 14 days before the actual Qualifying Examination to allow time for the program office to approve the three members in the dissertation committee.
- *For on-campus:* Once you have scheduled your Dissertation Defense, please contact your Academic Advisor to schedule a room, reserve AV equipment, and/or parking for your Outside Member.
- *For online:* Once you have scheduled your Dissertation Defense, please arrange with your committee members, which online system the meeting will be held (e.g., Adobe Connect).

### Day of Qualifying Exam:

- It is recommended that you arrive early to prepare your room and presentation, or login early if online.
- You should not bring food or drinks to the qualifying exam.
- Students should make sure the following form is signed at the conclusion of the defense:
  - **Report on Qualifying Exam** form signed by all three committee members.
  - Verify with your chair if you should enroll in EDUC 794a or EDUC 794a/b concurrently in the next semester by checking the appropriate boxes in the bottom portion of the form.
  - Your chair must submit the Report on Qualifying Exam form to your Academic Advisor. Once received and processed, your Academic Advisor will email you which section you have departmental clearance to register for.
- Please feel free to contact your Academic Advisor if you encounter any difficulties throughout the process or have any questions. Best of luck!