

Ed.D. Qualifying Exam Guidelines

30 days before:

- Receive approval from your chair to take your qualifying exam and form dissertation committee.
 - Ed.D. Dissertation Committee- All three members should hold doctoral degrees. The committee chair should be a full-time member of the Rossier School of Education faculty and have expertise relevant to the student's dissertation area. The second member must be a full-time 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. Program Director to serve on the committee.
- Determine if 3rd member will be an Outside Member.
 - You can have an individual outside of USC serve as an outside third member. The outside member must hold a doctorate and be a practitioner or administrator in the field, and be 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 of how this person contributes to your dissertation.** Please submit the form, signed by your committee chair, and supporting documentation to your Academic Advisor for review by the Ed.D. Program Director. Your Academic Advisor will e-mail the decision 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.
- Once you have scheduled your Dissertation Defense, please contact Margaret Cyrus at (213) 740-9323 or via e-mail at cyrus@rossier.usc.edu to schedule a room, reserve AV equipment, and/or parking for your Outside Member.
- Upload dissertation proposal to TaskStream for your committee members to review.

Day of Qualifying Exam:

- We recommend that you arrive early to prepare your room and presentation.
- You should not bring food or drinks to the qualifying exam.
- Students should make sure the **Report on Qualifying Exam** form is signed by all three committee members at the conclusion of the defense:
 - Verify with your chair whether 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.
 - Either you or your chair must submit the Report on Qualifying Exam form to your Academic Advisor. Once received and processed, your Academic Advisor will email you the section number for which you have departmental clearance to register.
- Please feel free to contact your Academic Advisor if you encounter any difficulties throughout the process or have any questions. Best of luck!