

Ed.D. Progress Checklist
Lewis & Clark
Graduate School of Education and Counseling

- ☐ **WebAdvisor Program Evaluation** is reviewed with Advisor showing completed 60 semester hours of EdD coursework (50 for advanced track)
 - Confirm Post Masters elective credits or elective credits plan
 - Confirm transfer credits along with **Petition for Transfer Credit Form** and transcripts (if applicable)
- ☐ Submit completed **Dissertation Committee Form** on Taskstream or to Program office.
- ☐ At least 10 working days prior to proposal defense date, contact the program office at eda@lclark.edu or 503-768-6080 to schedule your proposal defense
- ☐ After defense, **Dissertation Proposal Defense Report** is filed by your committee chair with the Program Office.
- ☐ Schedule Dissertation Defense with Chair and Committee. Confirm date and time with all parties and *at least* 10 business days before defense, contact the program office at eda@lclark.edu or 503-768-6080 to schedule your dissertation defense.
- ☐ File **Degree Graduation Application** with Registrar's Office
- ☐ Submit a final 300-word abstract on Taskstream and to Program Office *at least* 10 business days before defense
- ☐ At least 10 working days prior to the defense date, submit a “defendable draft” manuscript to dissertation committee.
- ☐ Your **Dissertation Defense Report Form** is filed by Committee chair with Program Office.
- ☐ Submit complete manuscript to the copy editor for final review
- ☐ Upload manuscript to UMI/ProQuest
- ☐ Confirm eligibility to participate in Commencement with Program Director
- ☐ Pay personal portion of the copy editing expense
- ☐ **AWARDING OF YOUR DEGREE at next GSEC posting date!!**