Note: The School of Education uses forms that differ from those of the Horace H. Rackham Graduate School (Rackham). Students should use forms downloaded from the School of Education website or obtained through the School of Education Office of Student Affairs, Suite 1228. You may contact Betsy Dodge (elibunce@umich.edu) or Jessica Mason (jessfred@umich.edu) or 734.615.1528 regarding questions about forms or this document.

Doctoral candidates will be guided by both School of Education and Rackham policies and procedures as they complete their doctoral program. All doctoral students should periodically review the following sections of the Rackham website:

- Doctoral Students; view Tools and Information section at the bottom of the page (rackham.umich.edu/current-students/policies/doctoral)
- Your Dissertation: Guidelines, deadlines, procedures and forms for each step of the doctoral degree process (rackham.umich.edu/current-students/dissertation)

If you have any questions about the Rackham resources above or in section D--Rackham Dissertation Resources, contact the Office of Academic Records and Dissertations, 0120 Rackham, OARD.questions@umich.edu or 734.763.0171.

SATISFACTORY PROGRESS GENERAL GUIDELINES/TIMELINE
Your eligibility for funding will be depended upon your making satisfactory progress each year and we anticipate that the typical student will complete his/her program in five to six years.

First year of candidacy (year four as a doctoral student)
- Develop proposal
- Form dissertation committee
- Successfully defend dissertation proposal
- Obtain Human Subjects Approval (if applicable)
- Begin data collection
- Develop a timeline for completion

Second year of candidacy (year five as a doctoral student)
- Complete data collection and pursue data analysis
- Begin and potentially complete writing of dissertation
- Schedule meetings with dissertation chair/co-chairs to review your progress
- Update timeline for completion

Third year of candidacy (year six as a doctoral student)
- Complete writing of dissertation and prepare to defend
- Schedule regular meetings with dissertation chair/co-chairs to review your progress
- Finalize your timeline for completion

Don't forget to have a conversation with your dissertation chair/co-chairs regarding the expectations regarding the dissertation work that you should be completing during the spring-summer term!

A. SELECTING DISSERTATION CHAIR AND DISSERTATION COMMITTEE MEMBERS
1. Students are encouraged to submit the SOE internal form, Request for Approval of Dissertation Committee, in their first year of candidacy. Forming the dissertation committee is an indication that progress is being made and can affect subsequent funding opportunities.
2. Student reviews the Dissertation Committees section of the Rackham website (rackham.umich.edu/current-students/dissertation/committees) regarding dissertation committee eligibility.
3. Student reviews the School of Education document, Guidelines for Forming a School of Education Dissertation Committee (soe.umich.edu/file/guidelines_dissertation_committee/).
4. Student consults with a potential dissertation chair and discusses the research topic. The potential chair will expect the student to define the problem clearly and demonstrate the analytic, methodological, and content area skills necessary to complete the project successfully.

Continued on page 2
A. SELECTING DISSERTATION CHAIR AND DISSERTATION COMMITTEE MEMBERS (CONTINUATION)
5. Student consults with the dissertation chair about possible committee members. All potential members of the committee must sign the School of Education's required internal form, Request for Approval of Dissertation Committee (see.umich.edu/file/dissertation_committee_approval_form). Student is responsible for submitting this form along with a one-page statement about the dissertation topic that includes the tentative title of the dissertation to the Office of Student Affairs, Suite 1228.
   - If you nominate a member who requires special membership, attach a statement about the nominee’s expertise and the nominee’s current vita or resume to the School of Education form and submit everything to the Office of Student Affairs, Suite 1228.
   - If you nominate a School of Education faculty member who is not from your home Education program to serve as the chair, you must attach a rationale to the School of Education form and submit everything to the Office of Student Affairs, Suite 1228. This nomination will be reviewed very carefully and approved only in extenuating circumstances.
   **Example:** You are a CSHPE doctoral student and you are nominating an ES faculty member as your chair.
   - If you nominate a School of Education faculty member from another Education program to serve as your cognate member, you must attach a rationale to the School of Education form and submit everything to the Office of Student Affairs, Suite 1228. This nomination will be reviewed very carefully and approved only in extenuating circumstances.
   **Example:** You are a CSHPE doctoral student and you are nominating an ES faculty member as your cognate.
6. A staff person in the Office of Student Affairs will review the proposed dissertation committee before seeking School of Education program chair approval and submitting it to Rackham for their approval. If the proposed dissertation committee does not appear to meet the Rackham guidelines, the student will be contacted.
7. A staff person in the Office of Student Affairs will submit the dissertation committee nomination to Rackham using their online submission process. Upon submission, system-generated emails will be sent to the following:
   - The student will be asked to confirm the membership of the dissertation committee.
   - The dissertation chair/co-chairs and the Associate Dean for Academic Affairs will be asked to approve the membership of the dissertation committee.
8. Once all the confirmations and approvals have been received, Rackham will review the dissertation committee composition.
   - If additional documents are needed, Rackham will contact the Office of Student Affairs and they will contact the student.
   - Rackham will send an email to the student and a copy to the Office of Student Affairs when the committee has been approved.
9. Once the dissertation committee paperwork is approved by Rackham, the dissertation committee chair/co-chairs are recognized and sometimes referred to as your advisor(s).

B. DEVELOPING AND APPROVING THE DISSERTATION PROPOSAL
1. Students are required to hold a proposal approval meeting and submit the SOE internal form, Doctoral Dissertation Proposal Approval Form. Ideally, this should be held in the first year of candidacy. Proposal approval is an indication that progress is being made and can affect subsequent funding opportunities.
2. Student and chair refine the research problem and prepare a full proposal in consultation with the dissertation committee. This consultation may include one or more meetings of the committee to review the research problem, potential research design, and the working procedures for the committee. The complete proposal should include the problem statement, its significance, literature review, research design, method of analysis, and expected results.
3. When the proposal is ready for full dissertation committee review and approval, the students schedules a proposal approval meeting.
4. Student takes the School of Education required form, Doctoral Dissertation Proposal Approval Form (see.umich.edu/file/dissertation_proposal_approval_form) to the meeting for all dissertation committee members to sign. If no revisions to the proposal are required, student submits this form to the Office of Student Affairs, Suite 1228.
5. If revisions are required, the student will make the necessary revisions and submit them to the dissertation chair/co-chairs who will indicate on the form that the revisions have been addressed. Student submits this form to the Office of Student Affairs, Suite 1228.

C. USE OF HUMAN SUBJECTS
1. School of Education dissertation research using human subjects requires approval from the Health Sciences and Behavioral Sciences IRB, 540 East Liberty, Suite 202, 734.936.0933, irbhsbs@umich.edu. For additional information and forms, visit their website: irb.umich.edu.
2. Periodically, an IRB representative will be available in the School of Education. E-mails will be sent to your umich.edu email account when the IRB on the Road sessions are scheduled.

D. RACKHAM DISSERTATION RESOURCES
The Rackham website provides information about the dissertation such as abstract and dissertation format guidelines, and other useful resources. All doctoral students should periodically review the following sections of the Rackham website:
   - Doctoral Students; view Tools and Information section at the bottom of the page (rackham.umich.edu/current-students/policies/doctoral)
   - Your Dissertation: Guidelines, deadlines, procedures and forms for each step of the doctoral degree process (rackham.umich.edu/current-students/dissertation)
   - The Dissertation: Rackham’s Dissertation Handbook, doctoral deadlines, and other resources for preparing the dissertation (rackham.umich.edu/current-students/dissertation/the-dissertation)
   - Doctoral Deadlines: Deadlines and grace periods for doctoral degrees (rackham.umich.edu/current-students/policies/doctoral/phd-students/doctoral-degree-deadlines)
   - Dissertation Resources (rackham.umich.edu/current-students/dissertation/the-dissertation/dissertation-resources)
E. DISSERTATION COMMITTEE REVISIONS (IF APPLICABLE)

1. As soon as a student is aware of any possible change to an approved dissertation committee, it is recommended that the student contact the Office of Student Affairs to discuss the potential change and revisions that may be necessary in order to have a valid dissertation committee per the Rackham guidelines (rackham.umich.edu/current-students/dissertation/committees). Please note that if a member of an approved dissertation committee leaves the University, a student might be required to revise a dissertation committee. It is recommended that any revision to a dissertation committee be made at least two months prior to the defense.

2. A student who needs to revise a dissertation committee will use the School of Education’s required internal form, Request for Revision of Dissertation Committee (soe.umich.edu/file/revision_of_dissertation_committee/). Student submits form to the Office of Student Affairs, Suite 1228. You will need to include information about all committee members on the form (i.e., the members who will remain on the committee, the member who is leaving the committee, the member who is being added to the committee) and explain, in brief, the reasons for changes.

3. A staff person in the Office of Student Affairs will review the proposed dissertation committee revision before seeking School of Education program chair approval and submitting it to Rackham for their approval. If the proposed dissertation committee revision does not appear to meet the Rackham guidelines, the student will be contacted.

4. A staff person in the Office of Student Affairs will submit the dissertation committee revision to Rackham using their online submission process. Upon submission, system-generated emails will be sent to the following:
   - The student will be asked to confirm the membership of the dissertation committee.
   - The dissertation chair/co-chairs and the Associate Dean for Academic Affairs will be asked to approve the membership of the dissertation committee.

5. Once all the confirmations and approvals have been received, Rackham will review the dissertation committee composition.
   - If additional documents are needed, Rackham will contact the Office of Student Affairs and they will contact the student.
   - Rackham will send an email to the student and a copy to the Office of Student Affairs when the committee has been approved.

F. PROGRESS OF DISSERTATION

1. Meet with your dissertation chair/co-chairs to outline a plan for completion that is consistent with the Satisfactory Progress General Guidelines/Timeline which appears on page 1.

2. When all approvals and reviews are complete, the student begins researching and writing the dissertation. The student works with the dissertation chair and committee to assure that the work is completed according to the standards of the School of Education and Rackham. The student may not proceed to any major step in the process without the approval of the dissertation committee chair.

3. While researching and writing the dissertation, the student is expected to maintain contact with the dissertation committee. Under normal circumstances, the student may expect the chair and committee members to comment on materials within three weeks. The student should respond to all queries from committee members. The student or the committee chair may request a meeting of the committee to resolve any differences among faculty members, to make sure the student is appropriately responding to any concerns, and to discuss the research problem.

G. SUGGESTED TIMELINES FOR COMPLETING DOCTORAL DEGREE REQUIREMENTS

The Office of Student Affairs has prepared suggested timelines to help students plan and stay on track to complete the degree requirements by the Rackham deadline date. Doctoral Suggested Timelines can be viewed at soe.umich.edu/file/doctoral_timelines.

H. SCHOOL OF EDUCATION PRE-ORAL MEETING WITH DISSERTATION COMMITTEE

1. When the final draft of the dissertation is nearly complete, the student and dissertation chair will meet and discuss when to schedule a pre-oral meeting with the entire dissertation committee. The student will provide each committee member with a copy of the final draft at least three weeks before the meeting. At this meeting, any concerns about the research, methodology, data, or presentation will be discussed. Revisions will be outlined. The committee will then meet in executive session to satisfy itself that the student is ready to present an oral defense and will agree on any changes to be made before the defense. If committee members are satisfied that the dissertation is ready to be defended, they will sign the School of Education required form, Authorization of Dissertation for Rackham Pre-Dissertation Defense Meeting and Oral Defense (soe.umich.edu/file/SOE_approval_for_rackham_pre-dissertation_defense_meeting/). The student submits this form to the Office of Student Affairs, Suite 1228. This meeting is the last requirement for the School of Education and indicates that the student is ready to proceed with the Rackham Pre-Dissertation Defense Meeting and oral defense.

2. Student is responsible for scheduling a room in the School of Education for the pre-oral meeting. To request a room, complete the online Meeting & Classroom Reservations form (soe.umich.edu/meeting_classroom_reservations). Questions or concerns about room reservations should be directed to the School of Education Facilities Office, 1002 SEB, 734.615.2534 or soe.facilities@umich.edu.

NOTE: Due to renovations taking place at the School of Education, no meeting rooms will be available for reservation from May 1 through September 1, 2014. However, the Brandon Center may be an option for small meetings during that time. Plan ahead so your meeting accommodation needs are met. Descriptions about the Brandon Center meeting rooms can be viewed at www.soe.umich.edu/rooms/. To reserve a room in the Brandon Center, please email edu.net@umich.edu.

3. If audio-visual equipment is desired, submit an online A-V Request (soe.umich.edu/departments_services/services/a-v_requests).
I. RACKHAM PRE-DISSERTATION DEFENSE MEETING

1. Student is responsible for scheduling the Rackham Pre-Dissertation Defense Meeting. This required on-campus meeting is conducted in a group setting in the Rackham Graduate School with staff from the Rackham Office of Academic Records and Dissertations. As of November 2013, the group meetings are held on Tuesdays at 2:00 p.m. or Thursdays at 11:00 a.m. (Note: Meeting days and times are subject to change.) The student must register for the group pre-defense meeting at least three working days before the meeting occurs. The pre-dissertation defense meeting you attend must occur at least 10 working days prior to the oral defense. When scheduling your group pre-dissertation defense meeting, you will select a meeting date from a pull-down menu. You must include a defense date.

J. ORAL DEFENSE

1. Student is responsible for scheduling the dissertation defense at a time that accommodates all committee members. Try to schedule the defense before the end of the term.

2. Student is responsible for scheduling a room in the School of Education for the defense. The oral defense of the dissertation is a public event open to all interested students, faculty, and staff—it is required that the announcement of the oral defense appear on the School of Education Events Calendar. Once a date and time have been determined, student submits the online Dissertation Defense form (soe.umich.edu/information_for/current_soe_students/dissertation_defense). Questions or concerns about room reservations should be directed to the School of Education Facilities Office, 1002 SEB, 734.615.2534 or soe.facilities@umich.edu.

NOTE: Due to renovations taking place at the School of Education May 1 through September 1, 2014, SOE Facilities will attempt to schedule defenses in the School of Education. However, in order for SOE Facilities to assist you with a room reservation in the School of Education for your defense, you must submit the Dissertation Defense Form (soe.umich.edu/information_for/current_soe_students/dissertation_defense).

3. If audio-visual equipment is desired, submit an online A-V Request (soe.umich.edu/departments_services/services/a-v_requests).

4. The dissertation chair conducts the oral defense and explains the ground rules. At the oral defense, the student will be expected to present a brief summary of the dissertation and should be prepared to answer a variety of questions about the study. Discussion may cover major findings, plans for further research, ideas for publication, implications of the study, etc. Normally, time will be provided for faculty and students in attendance to participate in the discussion.

5. After the oral defense is successfully completed, the dissertation committee members will sign the Rackham Final Oral Examination Report form. This form is to be returned to Rackham within 48 hours of the oral defense. If there are revisions to be made, the dissertation chair and student will meet to arrange for these. Student begins making the required revisions to the dissertation.

K. RACKHAM POST-DISSERTATION DEFENSE MEETING

1. Student is responsible for meeting Rackham’s doctoral degree deadlines, completing all requirements, and scheduling the Rackham Post-Dissertation Defense Meeting. At this Rackham required meeting, an evaluator from the Rackham Office of Academic Records and Dissertations (OARD) will review the final digital copy of the dissertation and abstract to verify that they are in the correct format. Rackham OARD often requires additional format revisions before the final copy of the dissertation can be approved; please allow enough time to make these formatting revisions before the final submission deadline. Additional information about this meeting can be viewed in the Rackham Dissertations (OARD) will review the final digital copy of the dissertation and abstract to verify that they are in the correct format. Rackham OARD often requires additional format revisions before the final copy of the dissertation can be approved; please allow enough time to make these formatting revisions before the final submission deadline. Additional information about this meeting can be viewed in the Rackham Dissertations Handbook (rackham.umich.edu/current-students/dissertation/the-dissertation) and (rackham.umich.edu/current-students/policies/doctoral/phd-students/completing-doctoral-degree-requirements).

2. Information about the online registration process for the Rackham Post-Dissertation Defense Meeting can be found on the Rackham website (rackham.umich.edu/current-students/policies/doctoral/phd-students/completing-doctoral-degree-requirements) and (rackham.umich.edu/current-students/dissertation/the-dissertation). Student schedules an Individual Meeting Option or Remote Option. Be aware of the Doctoral Degree Deadlines (rackham.umich.edu/current-students/policies/doctoral/phd-students/doctoral-degree-deadlines) and allow enough time (at least three working days) for the required materials to be reviewed by Rackham OARD. Their posted deadlines are firm, and all doctoral degree requirements (rackham.umich.edu/current-students/policies/doctoral/phd-students/completing-doctoral-degree-requirements), including format revisions must be completed and submitted to Rackham OARD by the deadline or another term of registration may be required.