

Ed.D./Ed.D. CTAS Intention to Defend the Dissertation

After the candidate has received consent from the Dissertation Committee that the dissertation is ready for the Dissertation Oral Defense, the candidate completes this form and submits it to the Office of Doctoral Studies (ODS) no later than the deadline date of the term the Dissertation Oral Defense will be scheduled. The date can be found on the Academic Calendar on the ODS website. **This form is to be filed only if the candidate expects that he or she is ready to stand for the Dissertation Oral Defense in that Academic Year.** Upon receipt of this form, ODS will confirm the candidate's eligibility to defend and, if cleared, will request an external examiner (4th Reader) for the candidate's defense. An E-mail indicating the name of the external examiner assigned by ODS will be sent to the candidate upon confirmation of the 4th reader.

To be eligible to schedule the oral defense of the dissertation for the Doctor of Education degree, an Ed.D. student must be (a) fully certified and (b) have a successfully defended dissertation proposal with IRB approval on file in ODS. Both requirements must be met **prior to the start of the term in which the student plans to defend the dissertation.** For example,

- any student wishing to defend in the Spring Term must be fully certified and have a successfully defended dissertation proposal on file by the end of the Fall Term of the same academic year; and,
- any student wishing to defend in the Fall semester must be fully certified and have a successfully defended dissertation proposal on file by the end of the Summer Term B of the prior academic year.

It is highly recommended that doctoral students review degree requirements on their degree audit and if there are any questions, consult with ODS at least one term **prior** to the intended defense term if unsure of eligibility.

Instructions

- Please complete Part I and then obtain your Dissertation Sponsor's signature for Part II. The Dissertation Sponsor's signature will verify that you are ready to defend during the academic year. Please note that incomplete forms cause delays.
- This form must be submitted electronically with the Sponsor's electronic signature.
- Please return this form to ODS prior to the deadline. ODS will review your doctoral records to verify that you are a certified doctoral candidate, have an approved dissertation proposal with IRB approval letter on file, and will complete all required coursework by the end of the term in which you plan to hold the defense.
- After submission, please visit myTC under Student Resources and click the Apply to Graduate link within the Enrollment and Student Services block. When initially asked for term, select the current term. By doing this you will be able to create a diploma mailing address and confirm the name you will use on your diploma.
- If eligible to defend, the selection of the external examiner will be processed. An E-mail from ODS will be sent to you with the assigned external examiner and the "Application for the Dissertation Defense" form for scheduling your defense. If ineligible, ODS will inform the candidate of his or her ineligibility to defend via E-mail.
- This form is valid for the academic year. Candidates who delay their defense to a new term should contact ODS for assistance.
- **NOTE:** To obtain authorization for a summer dissertation oral defense, please review the "Criteria for Scheduling Summer Dissertation Oral Defense" obtainable on the ODS website.

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Office of Doctoral Studies Use Only			
Not Cleared		Cleared	
Not 3DC	<input type="checkbox"/>	No 4DP	<input type="checkbox"/>
		4DI	<input type="checkbox"/>
			01 MAY

Part I

Note: Notification will be sent to your official TC e-mail.

Candidate Name: _____ TC ID #: _____
(Last Name, First Name MI)

Department: _____

Program: _____

Note: ODS will check that the Dissertation Sponsor and Second Committee members listed below are the same that served on the Dissertation Proposal Committee. If either the Dissertation Sponsor or Second Committee member has changed, please contact ODS for the required procedures.

	<u>Print Full Name</u>	<u>TC Ext./Ph #</u>
Dissertation Sponsor:	_____	_____
Second Committee Member:	_____	_____
Third Reader:	_____	_____
Fifth Reader (if applicable):	_____	_____

(Note: A Fifth reader is only applicable and required if the candidate held a proposal hearing with three official members)

Dissertation Title: _____

Topic of Dissertation (please provide 2-3 keywords): _____

Methodology Used (please check one): Qualitative Quantitative Mixed

Date Certified: _____
Month Year

Date Proposal Hearing Held: _____
Month Year

Part II

Certification by the Dissertation Sponsor: The above candidate is ready to defend his/her dissertation before the end of the academic year. *The Dissertation Sponsor's signature is required in order to process this form.*

Dissertation Sponsor's Signature

Date