

Graduate School of Education & Information Studies
Office of Student Services
1009 Moore Hall Box 951521
(310) 825-8326

Congratulations! You have passed your written qualifying examination. You may be wondering what to do next. To help you with this matter, we are providing you with this simple outline of the steps to follow to complete the program. This is a general guideline only but you should read it thoroughly before proceeding with your degree. Please check with your Student Affairs Officer in the Office of Student Services for more details regarding specific requirements and procedures.

In order to complete your doctoral program:

- 1) Find a sponsor/chair for your dissertation. This person will become your advisor (if he or she wasn't already), and chair of your doctoral committee. Your sponsor may be any faculty member in the Department of Education who is interested in and familiar with your proposed dissertation topic as well as willing and available to work with you on your dissertation. Urban Schooling students must have a faculty member from their division to serve as their dissertation chair.
 - 2) **Enroll each quarter for ED 597 (Preparation for Doctoral Qualifying Exams), for 12 units. The identification number for this course can be found on the web at <http://www.registrar.ucla.edu/schedule/dflfindst.asp>. Each faculty member has a separate identification number, so you should use the one correlated to your chair's name. This is the course you will enroll in until you have completed the preliminary qualifying oral examination. Once you successfully pass your preliminary oral exam, you will enroll in ED 599 (Dissertation Research) until your Final Oral Exam.**
 - 3) When your proposal is underway, you should file a "Nomination of Doctoral Committee" form, available in the Office of Student Services. Your doctoral committee must consist of a minimum of four faculty (three from Education and one from outside of the Department of Education). Committees nominated by Ph.D. students may not include adjunct or clinical professors as one of the selecting faculty to serve on the committee. After completing the "Nomination" form, you should bring it to Student Services so we can obtain the department chair's signature. After we get the chair's signature, we will forward the form to Graduate Division for approval. **THE "NOMINATION OF DOCTORAL COMMITTEE" FORM SHOULD BE SUBMITTED TO THE OFFICE OF STUDENT SERVICES AT LEAST THREE WEEKS BEFORE YOUR PRELIMINARY ORALS.**
- Preliminary Orals may be referred to or called by any of the following: Preliminary Orals, Dissertation Proposal, Oral Qualifying Exam or Preliminary Defense.
- 4) You must receive approval from the Office of Student Services prior to holding your preliminary oral exam. Once you have been approved, you may hold your preliminary orals. All committee members must be present during your orals. OSS will contact you when all the requirements have been met and Graduate Division has approved your committee. If you do not hear from us, **do not wait until the day of the exam to verify your approval; this should be done a week before your orals are held.**
 - 5) OSS will provide you with a "Report on the Oral Qualifying Examination" form and a copy of your transcript along with an OSS approval form attached. You must take these with you to your Orals and give them to your committee chair. OSS will fill in the dates for you. After your committee members have signed the "Report on the Oral Qualifying Exam" form, please return it along with the approval form to the Office of Student Services. OSS will forward the "Report" form to Graduate Division for you. For assistance in arranging a room in which to hold the orals, contact Beatrice Delgadillo at (310) 206-1980.
GRADUATE DIVISION WILL INVALIDATE THE RESULTS OF ORALS HELD BEFORE YOUR DOCTORAL COMMITTEE HAS BEEN OFFICIALLY APPOINTED.

- 6) You will be advanced to candidacy and billed for the UC doctoral candidacy fee (currently \$65) based on the date the "Report" form is received in the Graduate Division, providing the information is correct and the examination was conducted in accordance with Graduate Council regulations.
- 7) After passing the preliminary orals, you should continue working on your dissertation. You must register every quarter in ED 599 until completion of degree requirements. You may be able to pay a filing fee instead of registering the quarter during which you are planning to take your final orals and file your dissertation. Information on the filing fee may be obtained from the Graduate Division (1255 Murphy) or OSS.
- 8) When you and your chair feel that you are ready for the final oral exam, you should contact Beatrice Delgadillo at (310) 206-1980 to schedule a room. On the day of the exam, you should pick up a "Report on the Final Oral Examination" form and bring it with you to your Final Orals. After your committee members have signed the form, please submit it to the Office of Student Services. OSS will forward the original to Graduate Division for you.
- 9) When your committee has approved your dissertation, you will need to make sure that you have a signature sheet ready for your committee members' signatures. Please submit a copy of your signature page to the Office of Student Services for your file. You will also need to have certain forms in order to file your dissertation. The necessary forms and information on these requirements may be obtained either from Graduate Division (1255 Murphy) or from the dissertation advisor in Young Research Library. There is also a publication available to help you with your formatting concerns. The booklet is entitled "Regulations for Thesis and Dissertation Preparation," and it may be picked up at Graduate Division or Young Research Library. This is also online at www.gdnet.ucla.edu.

In conclusion, you should be reminded that doctoral students are allowed a maximum of 7 years in which to complete degree requirements including filing the dissertation.

We hope that this helps you plan the balance of your doctoral program. If you have any questions about any of the procedures or requirements outlined here, you should contact your faculty advisor or the Office of Student Services.

Sincerely,



Amy Gershon, Ed.D.
Director, Office of Student Services

Resources to assist you in writing your dissertation:

Bolker, J. (1998). *Writing your dissertation in fifteen minutes a day: A guide to starting, revising, and finishing your doctoral thesis*. New York: Henry Holt and Company, LLC.

Pyrczak, F. (2000). *Completing your thesis or dissertation: Professors share their techniques and strategies*. Glendale, CA: Pyrczak Publishing.

Roberts, C.M. (2004). *The dissertation journey: A practical and comprehensive guide to planning, writing, and defending your dissertation*. Thousand Oaks, CA: Sage Publications.

Rudestam, K.E., & Newton, R.R. (2001). *Surviving your dissertation: A comprehensive guide to content and process* (2nd ed.). Thousand Oaks, CA: Sage Publications.

Sternberg, D. (1981). *How to complete and survive a doctoral dissertation*. New York: St. Martin's Press.