University at Buffalo
The State University of New York

Graduate School of Education
Graduate Degrees Committee Ed.D. Application to Candidacy Checklist

This checklist must be attached to the Ed.D. Application to Candidacy. A GSE Petition must be filed for any exceptions to Ed.D. program regulations. The Ed.D. Application to Candidacy should be submitted after four semesters of full-time enrollment or its equivalent credit hours and program qualifying requirements.

Student's Name_____ Person Number _____

Department: ELP LAI Program _____
(Circle One)

1. Please indicate the total number of credit hours that will comprise the program. _____
   GSE requires a minimum of 72 credit hours. Some GSE programs may have a higher credit hour requirement for degree completion.

2. Have you listed in your proposed program of study all coursework taken up to and including the semester prior to the degree conferral date? Yes No *(Circle One)*

3. Does the program consist of at least 48 credit hours of UB course work? Yes No *(Circle One)*
   No more than 12 dissertation guidance credit hours may be used to meet this requirement. Only those graduate courses completed with grades of "B" or better are eligible for consideration as transfer credit. Official transcripts for transfer credit must be attached to the program.

4. At the time of admission, did any courses in the program exceed the ten-year time limit? Yes No *(Circle One)*
   Credit for coursework completed more than 10 years prior to admission to the program must be petitioned by the second semester of graduate study. A GSE Petition must be filed for each course exceeding this time limit.

   Have petitions for all coursework more than 10 years old at the time of admission to the program been approved? Yes No N/A *(Circle One)*

5. Please indicate the total number of dissertation guidance credit hours? _____
   GSE requires a minimum of nine credit hours in dissertation guidance. Some programs may have additional dissertation guidance credit hour requirements.

6. Will all degree coursework, beginning with the first registration in the current graduate program, be completed within the Ed.D. seven-year time limit? Yes No *(Circle One)*
   If an extension of time limit for degree completion is sought, a GSE Petition must be filed.

7. Have the dates of the preliminary or qualifying exam been provided? Yes No *(Circle One)*

8. Has documentation been provided that indicates the successful completion of the Collaborative Institutional Training Initiative (CITI) online program? Yes No *(Circle One)*

9. Is the major professor a faculty member with unqualified rank in the department, as well as a member of the Graduate Faculty at UB? Yes No *(Circle One)*
   If an exception to this regulation is sought, a GSE Petition must be filed.

10. Do the committee members hold the unqualified rank of assistant professor or above or membership in the Graduate Faculty at UB? Yes No *(Circle One)*
    If an exception to this regulation is sought, a GSE Petition must be filed.

11. Has the Application to Candidacy been signed by the student, the major professor, the committee members, and the department chair? Yes No *(Circle One)*

Checklist Signatures:

Student_____ Date_____

Adviser_____ Date_____

November 2014