Use the below table as a guide to assist with the following: when to submit the forms, the order in which to submit the forms, the forms that need to be submitted together and the location of the forms online.

**Doctor of Education (Ed.D.)**

1. **Ed.D. Plan of Work**
   [coes.wayne.edu/student/forms.php](coes.wayne.edu/student/forms.php)
   Submit a Plan of Work that has been approved by the College of Education before completing your first 18 hours of coursework.

2. **Ed.D. Transfer of Credit**
   [coes.wayne.edu/student/forms.php](coes.wayne.edu/student/forms.php)
   If you are transferring graduate credits from another college or university, submit an Ed.D. Transfer of Credit form and transcript with your Plan of Work.

3. **Qualifying Examination Registration**
   [coes.wayne.edu/admissions/examinations.php](coes.wayne.edu/admissions/examinations.php)
   Complete this form to register to take your Final Qualifying Exam, which is required near or at the end of your program coursework.

4. **Dissertation Prospectus and Research**
   [coes.wayne.edu/admissions/prospectus.php](coes.wayne.edu/admissions/prospectus.php)
   Submit all forms listed below.
   - Ed.D. Record of Approval of the Prospectus Form
   - Conflict of Interest Disclosure Form
   - Dissertation Prospectus (first three chapters of dissertation)
   - Signed IRB or Human Participant Research: How Is It Defined?

5. **Ed.D. Candidacy**
   Ed.D. students achieve candidacy after successful completion of all qualifying examinations and an approved Dissertation Prospectus.

**Doctor of Philosophy (Ph.D.)**

1. **Ph.D. Plan of Work**
   [coes.wayne.edu/student/forms.php](coes.wayne.edu/student/forms.php)
   Submit a Plan of Work that has been approved by the College of Education before completing your first 18 hours of coursework.

2. **Ph.D. Transfer of Credit**
   [coes.wayne.edu/student/forms.php](coes.wayne.edu/student/forms.php)
   If you are transferring graduate credits from another college or university, submit a Ph.D. Transfer of Credit form and transcript with your Plan of Work.

3. **Qualifying Examination Registration**
   [coes.wayne.edu/admissions/examinations.php](coes.wayne.edu/admissions/examinations.php)
   Complete this form to register to take your Final Qualifying Exam, which is required near or at the end of your program coursework.

4. **Ph.D. Candidacy**
   [coes.wayne.edu/student/forms.php](coes.wayne.edu/student/forms.php)
   To achieve Ph.D. candidacy, you must submit this form. Your Qualifying Examination Written and Oral Results must already be on file in the College of Education, Room 489.

5. **Dissertation Prospectus and Research**
   [coes.wayne.edu/admissions/prospectus.php](coes.wayne.edu/admissions/prospectus.php)
   Submit all forms listed below.
   - Ph.D. Record of Approval of the Prospectus Form
   - Conflict of Interest Disclosure form
   - Dissertation Prospectus (first three chapters of dissertation)
   - Signed IRB or Human Participant Research: How Is It Defined?

6. **The Final Defense**
   [coes.wayne.edu/student/forms.php](coes.wayne.edu/student/forms.php)
   Submit forms listed below at least two weeks before your defense date.
   - Ed.D. Final Defense Form
   - Conflict of Interest Disclosure Form
   - Plagiarism Check (a copy of similarities page)
   - Manuscript Uploaded to ProQuest

Submit all forms to the College of Education, Room 489

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