

PRE-PROPOSAL DEFENSE (PPD) CHECKLIST*

Phase 1: Committees and Coaches

- Student submits Petition for Dissertation Committee form to EdD Office.
- EdD Office and Director finalize Committee and PPD Coaches. EdD Office notifies student and Chair.
- Student and Committee work on PPD form and Conceptual Framework. The Committee approves the PPD form but may also refer to PPD Coaches for collaboration.

Phase 2: Pre-Proposal Defense Meeting

- Student submits PPD form to EdD Office.
- EdD Office sends out submitted PPD form to PPD Coaches and Committee.
- PPD meeting is scheduled with student, Chair, and PPD Coaches - feedback is provided.

Phase 3: Revisions and Final Approval

- Student revises PPD form after meeting, as needed, and sends revised version to EdD Office.
- Upon submission of final version of PPD form, EdD Office distributes PPD form for electronic signatures from student, Committee Chair, and Program Director .
- EdD Office notifies student of final approval of the Pre-Proposal Defense once all signatures are collected on PPD form.

*Each Milestone ● is Listed in Sequential Order.