COEHD Doctoral Dissertation Committee (DDC)

The Dean’s Office developed the College of Education and Human Development Doctoral Dissertation Committee (DDC) to address completion and matriculation of doctoral students. The DDC works closely with the College of Graduate Studies (CGS) and the provost. This is a faculty-driven committee that consists of three doctoral faculty members who report directly to the dean of the College of Education and Human Development on any issues related to doctoral dissertation timelines, procedures, and review of doctoral student dissertation concerns. The Committee is convened by the assistant dean, who acts as Liaison to CGS.

Mission and Scope
The mission of the COEHD Doctoral Degree Committee (DDC) is to support excellence in doctoral education to prepare leaders to serve the educational community. The DDC was established in 2014–2015 as a recommending body to the dean of the College of Education and Human Development (COEHD), with the responsibility to examine the issues related to college-level policies for monitoring student progress, review remediation and revalidation requests, and facilitate discussion and suggest resolution for policy issues related to doctoral education within the COEHD. The DDC creates rules and college policies related to doctoral education for consideration by the COEHD Dean. Approval by other faculty or the COEHD Executive Council is not necessary for rules and college policies to be enacted by the COEHD Dean.

The DDC is a faculty-led committee composed of three senior voting faculty members representing the doctoral degree granting programs in the COEHD. The work of the DDC is facilitated by a designated assistant/associate dean, who serves as a non-voting member. The dean of the COEHD appointed the initial committee members to terms of three years; however, the designated assistant/associate dean will appoint future members with DDC members acting in an advisory capacity for appointments. After the initial appointments, the assistant/associate dean, in consultation with the committee, shall arrange appointments with terms to be staggered. The committee elects the chair. The designated assistant/associate dean serves as the liaison between the DDC, the dean of the COEHD, and the College of Graduate Studies (CGS). The DDC meets as needed and may schedule regular monthly meetings as issues and concerns emerge.

The DDC is the voice of the College regarding doctoral education in the COEHD; accordingly, please direct questions and concerns related to the CGS compliance, student progress, and remediation and revalidation requests directly to the designated assistant/associate dean of the COEHD. The designated assistant/associate dean will advise you on committee review procedures.
Requesting DDC Review
All faculty facilitated requests for review of Doctoral Student degree plans, remediation, or revalidation, including requests for leave of absence, must be submitted to the DDC before being processed by the COEHD Dean’s office. Once such requests have been considered by the COEHD Dean’s office, requests are submitted to CGS and subsequent University-level consideration.

The DDC review will normally involve consideration of departmental faculty and dissertation chair/advisor proposals along with narrative justification provided by the student for specific requests.

Requests for the DDC review will require petitioner forms which include endorsed statements from the department chair and dissertation chair indicating support for the requested DDC review.

A completed petitioner form provides documentation that the signers have conferred and supported an application to the DDC for revalidation of doctoral degree plan or other request.

As specified in the College of Education and Human Development Dissertation Procedures document, the DDC will confer with the dissertation chair and may request additional information from student petitioners during any consideration of specific requests.

The DDC will forward recommendations to the COEHD Dean’s Office and to the CGS. The DDC has the option of recommending a variety of dispositions to the CGS, supported by documentation.