

JULY 2020



The University of Texas at Austin
Educational Leadership and Policy
College of Education

DOCTORAL MILESTONES & LOGISTICS

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Doctoral Stages



Doctoral Stages Checklist

- Refer to [ELP Wiki Page](#) / Doctoral Stages Checklist – 2020-21

**Department of Educational Leadership and Policy
Doctoral Degree Program Assessment Stages (Progress Checklist)**

I. Complete first two years of coursework (or first year for Executive Ed.D.)

II. Complete Mid-Program Review

When: At the end of spring semester of 2nd year in program (regardless of number of coursework hours completed.)

- Download and review "Mid-Program Review Kit" under ELP Wiki "Forms and Documents." This explains process and materials need to submit <https://wikis.utexas.edu/display/ELP/ELP+Forms+and+Documents>
- Schedule your Mid Program Review meeting with your faculty advisor.
- Submit your materials to your advisor 2 weeks prior to that meeting via DocuSign
- After meeting, advisor will complete the evaluation and submit the form to you for signature via DocuSign.

III. Submit your Specialization Qualifying Examination (SQE) Paper

When: You are eligible to submit your SQE after completing 36 hours of coursework, including all core course requirements, the Epistemologies of Education course, and one additional research course.

- Consult with your faculty advisor about when you are planning to submit your SQE
- Submit your Specialization Qualifying Exam Paper following the instructions on the ELP website at <https://education.utexas.edu/departments/educational-leadership-policy/information/current-students/advancement-information/elp-specialization-qualifying-exam-policy>

IV. Prepare Dissertation/Treatise Proposal and Hold Proposal Defense Meeting

When: After you pass your SQE & have completed all coursework

- Identify your dissertation/treatise committee chair (supervisor)
- In consultation with your committee supervisor, invite 3 other members to serve on your dissertation/treatise committee, at least one semester prior to holding your proposal meeting. Your committee must consist of 4 members: 3 members (including your chair) must be members of the ELP Graduate Studies Committee (GSC), and 1 member (your "outside member") must be from a non-ELP GSC.
- Prepare your dissertation/treatise proposal (3 chapters) in consultation with your committee chair
- With your chair's approval, schedule a date and time for your proposal meeting (to present your proposal to your committee). To reserve a room for your proposal, please contact Jacquece Gray, the Department's Administrative Associate at <jacquece.gray@austin.utexas.edu>. *Proposals conducted via Zoom until further notice due to COVID-19
- Distribute copies of your proposal to all committee members at least 2 weeks in advance of proposal meeting
- Prior to the meeting, prepare Advancement to Doctoral Candidacy Application using the ELP Dept. packet available

V. Apply for Advancement to Candidacy

*When: After you receive a "pass" in your proposal meeting. ** Please note that in order to enroll in dissertation/treatise hours in a given semester, you must pay attention to GSC meeting dates (because your advancement to candidacy application must be approved at GSC meeting) and also pay attention to registration deadlines for that semester***

- Submit Advancement to Doctoral Candidacy Application packet with all required signatures to Director of Student Affairs (Andrea Kehoe) by the due date so that your name may be submitted to the Graduate Studies Committee (GSC) for department approval. GSC meets in late August, early October, early December, late January, mid-March, and early May of each year. Please consult with your faculty advisor on exact meeting dates.
- Submit your IRB Application online, once your committee approves your proposal
- Take the UT Copyright Tutorial
- Submit your application for doctoral candidacy online, upon GSC approval.
- Graduate School application for candidacy available https://utdirect.utexas.edu/ogs/forms/candidacy/app_WBX?intro_type=D

VI. Complete Dissertation/Treatise Activities

- Enroll in dissertation hours (_399W) or treatise (_399K, _399L) hours for (at least) two consecutive semesters. (Remember that you must have IRB approval in order to collect data.)
- Complete data collection and analysis
- Work with your supervisor, write your final chapters and revise methods chapter.

VII. Complete Final Oral Examination

- File application for graduation the first week of the semester in which you plan to graduate (check the UT calendar).
- Upon approval of your chair, schedule final oral examination date in consultation with other committee members.
- Schedule the room with ELP staff. To reserve a room for your defense, please contact Jacquece Gray, the Department's Administrative Associate at <jacquece.gray@austin.utexas.edu>. *Defenses conducted via Zoom until further notice due to COVID-19
- Once a date is finalized, submit your request for Final Oral Examination form to the Graduate School **three weeks** before the desired date using the "Request for Final Oral" form, signed by each committee member and the graduate advisor (via DocuSign, <http://links.utexas.edu/bmswkh>). (The Graduate School will not accept forms that are less than two weeks prior to the meeting date.)
- Distribute copies of final report to committee members **two weeks prior** to scheduled final oral defense meeting.

1. Begin Coursework

Refer to your Program Plan

THE UNIVERSITY OF TEXAS AT AUSTIN, COLLEGE OF EDUCATION
DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY
PROGRAM IN HIGHER EDUCATION LEADERSHIP (PHE)
PH.D. PROGRAM PLAN

Student: _____ UTEID: _____ Today's Date: _____
 Faculty Advisor: _____ Date Entered Program: _____
 Dissertation Chair (if other): _____ Expected Graduation Date: _____
 Date of Key Milestones: Semester Year
 Mid Program Review: _____
 Specialization Qualifying Exam: _____
 Dissertation Proposal Date: _____

COURSE NUMBER AND TITLE	INSTRUCTOR	DATE TAKEN	GRADE
Departmental Core: (12 hours) – all four are required			
ELP 390E Economics & Finance Policy			
ELP 390P Educational Politics & Policy			
ELP 390S Social & Cultural Contexts of Education			
ELP 390R Organizational Design & Behavior			

Specialization Courses: (18 hours)	INSTRUCTOR	DATE TAKEN	GRADE
ELP 390S Systems of Higher Education			
ELP 390C Pro-Seminar: Research in Higher Education			
ELP 390C Adv. Issues in Higher Education (Capstone)			
Choose at least one:			
(a) ELP 395L Higher Education Law			
(b) ELP 395H History of Higher Education			
PHEL Elective Course #1			
PHEL Elective Course #2			

Note: Selection of PHEL Elective Courses are listed on the next page.

Research and Inquiry (methods): (12 hours)	INSTRUCTOR	DATE TAKEN	GRADE
ELP 391E Epistemologies of Educational Research			
ELP 391P Quantitative Research Design & Analysis			
ELP 391Q Qualitative Research Design			

THE UNIVERSITY OF TEXAS AT AUSTIN, COLLEGE OF EDUCATION
DEPARTMENT OF EDUCATIONAL ADMINISTRATION
THE PH.D. DEGREE IN EDUCATIONAL POLICY AND PLANNING (EPP)
MINIMUM DEGREE REQUIREMENTS PROGRAM PLAN

Student: _____ UTEID: _____ Today's Date: _____
 Program Advisor: _____ Date Entered Program: _____
 Date of Qualifying Exams: Semester Year
 Mid Program Review: _____
 Specialization Qualifying Exam: _____

COURSE NUMBER AND TITLE	INSTRUCTOR	DATE TAKEN	GRADE
Social Science Core: (12 hours)			
ELP 390E Economics & Finance			
ELP 390S Social & Cultural Contexts of Education			
ELP 390P Educational Politics & Policy			
ELP 390R Organizational Design & Behavior			

Educational Policy Core: (18 hours)	INSTRUCTOR	DATE TAKEN	GRADE
Policy Requirement			
ELP 394 E Capstone: Policy Research Problems			
ELP 390C Introduction to P20 Research and Careers (Pro Seminar)			
Advanced Policy Seminars (Select 4)			
ELP 394K.1 Seminar in Labor Education			
ELP 394K.2 Market Based Reforms in Education			
ELP 394K.3 Place, Opportunity, and Education			
ELP 394K.4 Schools and Gentilification			
ELP 394K.6 Language Policy in Education			
ELP 394K.7 Immigration Theory in Education			
ELP 394K.5 Law, Leadership and Discipline Policy			
ELP 394K Accountability & School Reform			
ELP 394K Race and Ethnic Relations in Schools			

THE UNIVERSITY OF TEXAS AT AUSTIN, COLLEGE OF EDUCATION
DEPARTMENT OF EDUCATIONAL ADMINISTRATION
PUBLIC SCHOOL EXECUTIVE LEADERSHIP PROGRAM
THE ED.D. DEGREE IN COOPERATIVE SUPERINTENDENCY PROGRAM (CSP)
MINIMUM DEGREE REQUIREMENTS PROGRAM PLAN
EFFECTIVE JUNE 2018

Student: _____ UTEID: _____ Today's Date: _____
 Program Advisor: _____ Date Entered Program: _____
 Date of Qualifying Exams: Semester Taken Year Taken
 Comprehensive Exam: _____
 Specialization Qualifying Exam: _____

COURSE NUMBER AND TITLE	INSTRUCTOR	DATE TAKEN	GRADE
Social Science Core: (12 hours)			
ELP 390V/EDA 382M Organizational Design & Behavior			
ELP 390E/EDA 383E Educational Econ & Finance			
ELP 390S/EDA 388M Social & Cultural Contexts of Education			
ELP 390P/EDA 388P Educational Politics & Policy			
Superintendent Specialization: (33 hours)			
ELP 394V/EDA 383 School Restructuring and Renewal			
ELP 393S/EDA 383 Superintendent Practicum			
ELP 393S/EDA 383 Superintendent Practicum			
ELP 394W/EDA 396 School District Instructional Leadership			
ELP 694TI/EDA 695 Administrative Theory			
ELP 394C/EDA 383 School District Functions I			
ELP 394D/EDA 383 School District Functions II			
ELP 394U/EDA 388L School Law			
ELP 394S/EDA 395 Superintendent Seminar			
Research Core: (9 hours)			
ELP 391E Epistemologies of Ed Research / EDA 387Q Introduction to Systems of Human Inquiry			
ELP 391Q/EDA 387Q Qualitative Research Design & Analysis			
ELP 392E/EDA 395 Program Evaluation and Decision Making			
Outside the Department Courses: (9 hours)			
EDC 390T Dual Language Issues and Trends (Dept. of C&I)			
TBD Course to be taken outside the EDA			
TBD Course to be taken outside the EDA			
<i>Treatise: (min. of 6 hrs; 3 hrs/consecutive semester)</i>			
ELP 396K/EDA 396K Treatise			

THE UNIVERSITY OF TEXAS AT AUSTIN, COLLEGE OF EDUCATION
DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY
PROGRAM IN HIGHER EDUCATION LEADERSHIP
EXECUTIVE ED.D. PROGRAM PLAN
(ALL COHORTS BEGIN IN SUMMER)

Student: _____ UTEID: _____ Today's Date: _____
 Program Advisor: _____ Date Entered Program: _____
 Treatise Chair (if other): _____ Expected Graduation Date: _____
 Date of Key Milestones: Semester Year
 Mid Program Review: _____
 Specialization Qualifying Exam: _____
 Treatise Proposal Date (expected): _____

COURSE NUMBER AND TITLE	INSTRUCTOR	DATE TAKEN	GRADE
Departmental Core: (12 hours) – all four are required			
ELP 390E Economics & Finance Policy		Fall Yr. 1	
ELP 390P Educational Politics & Policy		Fall Yr. 2	
ELP 390R Organizational Design & Behavior		Spring Yr. 1	
ELP 390D Pro-Seminar/Systems of Higher Education		Summer Yr. 1	

Specialization Courses: (15 hours)	INSTRUCTOR	DATE TAKEN	GRADE
ELP 395L Higher Education Law		Spring Yr. 3	
ELP 395C Advanced Issues in Higher Education (Capstone)		Fall Yr. 2	
ELP 395K Ethical Leadership & Governance		Fall Yr. 2	
ELP 395K Leadership for Social Justice, Equity & Inclusion		Summer Yr. 1	
ELP 395K Strategic Planning/Change Management		Summer Yr. 2	

Research and Inquiry (methods): (12 hours)	INSTRUCTOR	DATE TAKEN	GRADE
ELP 391E Epistemologies of Educational Research		Summer Yr. 1	
EDP 391Q Qualitative Research Design		Spring Yr. 1	

2. Mid Program Review (MPR)

What is the Mid Program Review (MPR)?

- The ELP Doctoral Mid-Program Review is a holistic faculty review of student progress in the doctoral program.
- It is a meeting with your faculty advisor to review academic progress; the goal is to ‘check in’ about program of studies, progress, professional goals, etc.
- During the meeting the student and faculty meet and review the student’s program of work, grades, writing sample, and CV

When does it occur?

- The MPR should be conducted at the end of the Spring semester of the student’s second year in the program (regardless if the student is full time or part time; regardless of how many courses are completed.) or after the first year for the PHEL Executive Ed.D.

2. Mid Program Review: STEPS

1. Students schedule a meeting with their faculty advisor
2. **Two weeks prior** to the meeting, students will submit, electronically, a portfolio to their faculty advisor that includes:
 - a) **A writing sample** --a sole authored paper from one of their courses that they feel demonstrates their writing capability. The exact nature/length of the paper should be decided upon in consultation with the faculty adviser.
 - b) **A program plan** filled out with names of instructors, and grades received in courses taken to date.
 - c) **A written plan for the remaining milestones.** This includes: remaining courses in their respective area of specialization, SQE exam, preliminary defense, advancement to candidacy, and final oral exam. Use of the appropriate “program plan” document is strongly encouraged for this purpose.
 - d) **Curriculum vita**
3. During the in-person meeting, the student and faculty adviser will review the materials together and discuss progress to date.

2. Mid Program Review: STEPS

4. After this meeting, faculty advisor will assess the students according to the rubric (see website), and complete the form indicating their evaluation of progress for their advisee as follows:

- **Satisfactory Progress**
- **Needs Improvement** (with remediation steps outlined as needed). Students will need to ensure completion of these remediation steps before continuing in their program of study.
- **Unsatisfactory/Consider Termination** (only on rare occasions, and only after remediation steps are unsuccessful)

5. Via DocuSign: The student will sign the review form acknowledging receipt of their review.

6. Via DocuSign: The faculty advisor will provide the Graduate Adviser with the signed review form, and the Graduate Adviser will review and also sign the document.

3. SQE - Specialization Qualifying Exam

What is the SQE ?

- The specialization paper is an *integrated and critical literature review*. It must be a paper that stands by itself, i.e., it should not read like a chapter in a larger work and must represent a complete, stand-alone paper with a distinct introduction, body, and discussion/conclusion.
- The SQE can (should) essentially be Chapter 2 of your dissertation/treatise proposal **but** ALSO needs an introduction and conclusion (thus, somewhat different!!)
- It is approx. 25- 30 pages, double-spaced, excluding reference list. Firm page limit.
- See the web page for rubric, criteria, and (*new!) example papers!

3. SQE - Specialization Qualifying Exam

When can you submit the SQE?

- You can submit your SQE after you have completed 36 hours of coursework including:
 - All Core courses
 - Epistemologies of Educational Research
 - One additional research course
- Remember: the SQE **must** be passed prior to defending your proposal (advancing to candidacy)
- The SQE goes out to faculty for 'blind review'
- If you fail once, you get a chance to revise based on the feedback. (Second failure = dismissal from program.)

3. SQE - Specialization Qualifying Exam

2020

Date	Activity
March 1, 2020	For Summer Advancement
*New SQE deadline, May 15, 2020	For Summer Advancement
*New SQE deadline, August 24, 2020	For Fall Advancement
December 1, 2020	For Spring Advancement

***due to COVID-19,**
 reference <https://coronavirus.utexas.edu/>.

2021

Date	Activity
March 1, 2021	For Summer Advancement
May 1, 2021	For Summer Advancement
August 15, 2021	For Fall Advancement
December 1, 2021	For Spring Advancement

3. SQE - Specialization Qualifying Exam

Important information/advice:

- Consult with your temporary faculty advisor about topic/scope, well in advance (give yourself several months!)
 - It is a good idea to work with your chosen dissertation/treatise supervisor on this, if you identify a supervisor early enough!
- You can work with your faculty supervisor on the document. However, there is a **30 day 'no fly' zone**- you aren't allowed to get help/input from faculty for 30 days before submission
- You must secure your faculty advisor's signature on the SQE submission form, via Docusign at least 7 days before the SQE submission deadline. Be sure to notify your faculty advisor you will submit the SQE.
- To submit your SQE: -- 1) Completed Specialization Paper Submittal Form linked on Docusign, 2) Email SQE paper to UT Box at specified email address on website, before submission deadline.

4. Prepare Dissertation/Treatise Proposal

The dissertation/treatise proposal consists of the following:

- Chapter 1: Introduction (what is the problem, why is the problem important and worthy of study?)
- Chapter 2: Review of literature (can be SQE)
- Chapter 3: Methods
- Advice:
 - Select (“ask”) your dissertation/treatise chair **early** –at least one semester before you want to start working on writing your proposal
 - Work closely with your chair -- ask for regular meetings. (Don’t write a lot without their input and feedback!)
 - You can even work with your selected chair on the SQE if you get them on board early enough. This can be a good idea since the SQE can (should) essentially be Chapter 2

4. Prepare Dissertation/Treatise Proposal

1. Consult with your chair to invite faculty members to be part of your dissertation/treatise committee.
 - *Remember- you need a total of 4 people on your committee: 3 GSC members from our department (ELP), one outside department.* (Can be outside the university, with a Ph.D. or Ed.D.)
2. Once your chair says you are almost ready to have your proposal meeting (i.e. 6-8 weeks away), then schedule meeting for presentation of proposal
3. Distribute copies of your proposal to all committee members --2 weeks in advance is standard.
4. Prepare Advancement Packet (available on ELP website under 'forms and documents') & take prepared packet to your proposal meeting
5. Hold your proposal meeting: Present your proposal to committee members & get input, feedback, and revisions.
6. Once your revisions are complete, get approval from your chair & committee (as needed) and ask them to sign the Advancement Packet areas requiring signatures.
7. Submit your Advancement Packet to Andrea at least 7 days before GSC meeting to apply for Advancement to Candidacy with GSC

4. Apply for Advancement to Candidacy

Once you have held your proposal meeting and have received the committee's approval of your dissertation/treatise proposal:

1. Take the UT Copyright Tutorial
2. Complete Advancement to Doctoral Candidacy Application using the ELP Dept. packet. This includes submitting IRB application
3. Submit all requirements to Andrea by the due date so that your name is submitted to the Graduate Studies Committee (GSC).
4. Submit your application for doctoral candidacy **ONLINE**, upon GSC approval.

4. Complete Dissertation/Treatise Activities

1. Enroll in dissertation/treatise hours.
 - You must have IRB approval to register for dissertation/treatise hours
 - Remember you must enroll in dissertation/treatise hours for two consecutive semesters in order to graduate.
2. Complete data collection and analysis
3. Write final dissertation/treatise—again, work closely with your chair on drafts!
4. When chair gives approval, schedule final oral exam/defense meeting
5. Distribute copies of final report to committee members, two weeks prior to scheduled final oral exam/defense meeting.

5. Complete Final Oral Examination

1. File application for graduation the **FIRST WEEK** of the semester in which you plan to graduate (Check the UT Calendar).
2. **Important!! THREE WEEKS** before the desired final oral form you **must submit your “Request for Final Oral” (via DocuSign)** to the graduate school. This form must be signed by each committee member and the graduate advisor. **Give yourself enough time to collect these signatures (grad school will not accept if less than 2 weeks, thus we recommend 3 weeks)**
3. Present dissertation/treatise results to the dissertation committee, **2 weeks before last class day of semester**, effective Fall 2020 by Grad School. Reference **[UT academic calendar](#)** for dates.

5. Submit all Requirements to Graduate School

1. Make the necessary corrections before the deadline (check the UT calendar)
2. Submit, **ONLINE**, all the requirements to the Graduate School by the deadline @ 3:00pm CST
3. Submit the IRB Protocol Closure Report

6. Attend Graduation Ceremony

CELEBRATE!

TIPS- Please Remember!! FAQs

- **Stay enrolled once you are done with coursework**
 - Enroll in Individual Projects classes as you are working on your proposal so that you stay enrolled
 - No reason to enroll in summer unless you are proposing in the summer
- **Leave of absence- you need to notify Graduate Advisor and Director of Student Affairs prior to start of semester**; you will still have to apply for readmission.
 - Otherwise you pay a fee and have to go through a more extensive re-admissions process!
 - Once you advance to candidacy, leave petition accepted in rare circumstances.
- Again, **reminder- remember you have to be enrolled 2 consecutive semesters in dissertation/treatise hours to graduate!** You must maintain enrollment in all long semesters. Enroll in summer only if that's the semester in which you want to graduate.
- Candidates have **two years** to complete their degree.

THANK YOU for joining us today!