

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 Jacquese Gray, the Department’s Administrative Associate at <jacquese.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 <https://wikis.utexas.edu/display/ELP/ELP+Forms+and+Documents>. Materials must include IRB application and abstract.
- ___ Hold your proposal meeting

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 a 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/bmswkih>). (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.
- ___ Hold your final oral defense where you present dissertation/treatise results to the dissertation committee (Note: Defenses must take place at **least two weeks** prior to last class day of the semester, effective Fall 2020.)

VIII. Submit all Requirements to Graduate School

- ___ Make the necessary corrections required by your committee before the deadline (check the UT calendar)
- ___ Submit, ONLINE, all the requirements to the Graduate School (check the UT calendar)
- ___ Submit the IRB Protocol Closure Report

IX. Attend Graduation Ceremonies and Celebrate!!!!!!!!!!!!!!