

MARCH 2023



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

DOCTORAL MILESTONES & LOGISTICS

JENNIFER JELLISON HOLME, PH.D.

Professor and Graduate Adviser

KELSEY SAMSEL, M.ED.

Graduate Program Coordinator II

Today's Agenda

- Part 1- Doctoral Stages
 - Coursework
 - Mid Program Review
 - SP
 - Candidacy
 - Graduation
- Part 2- Funding
 - Student Travel Support
 - Continuing Fellowship Funds

Doctoral Stages



- Refer to [ELP Wiki Page](#) to use or download the Doctoral Stages Checklist

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: _____	UTED: _____	Today's Date: _____
Faculty Advisor: _____	Date Entered Program: _____	
Disertation Chair (if others): _____	Expected Graduation Date: _____	
Date of Key Milestones:		
	Semester	Year
Mid Program Review: _____		
Specialization Qualifying Exam: _____		
Disertation 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)			
ELP 390S Systems of Higher Education	█	█	█
ELP 390C Pro-Seminar: Research in Higher Education	█	█	█
ELP 395C Adv. Issues in Higher Education (Capstone)	█	█	█
Choose at least one:			
1) ELP 395L Higher Education Law	█	█	█
2) ELP 395H History of Higher Education	█	█	█
PHEL Elective Course #1	█	█	█
PHEL Elective Course #2	█	█	█

Research and Inquiry (methods): (12 hours)			
ELP 391E Epistemologies of Educational Research	█	█	█
ELP 391F Quantitative Research Design & Analysis*	█	█	█
ELP 391G 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: _____	UTED: _____	Today's Date: _____
Program Advisor: _____	Date Entered Program: _____	
Date of Qualifying Exams: _____	Expected Graduation Date: _____	
Date of Key Milestones:		
	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	█	█	█

Education Policy Core: (15 hours)			
Policy Requirement			
ELP 394 E Capstone: Policy Research Problems	█	█	█
ELP 390C Introduction to P20 Research and Careers (Pro Seminar)	█	█	█
Advanced Policy Seminars I>Select 4			
ELP 394K.1 Seminar in Latin Education	█	█	█
ELP 394K.2 Market Based Reforms in Education	█	█	█
ELP 394K.3 Place, Opportunity, and Education	█	█	█
ELP 394K.4 Schools and Genitification	█	█	█
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 E.D. DEGREE IN COOPERATIVE SUPERINTENDENCY PROGRAM (CSP)
MINIMUM DEGREE REQUIREMENTS PROGRAM PLAN
EFFECTIVE JUNE 2018

Student: _____	UTED: _____	Today's Date: _____
Program Advisor: _____	Date Entered Program: _____	
Date of Qualifying Exams: _____	Expected Graduation Date: _____	
Date of Key Milestones:		
	Semester Taken	Year Taken
Comprehensive Exam: _____		
Specialization Qualifying Exam: _____		

COURSE NUMBER AND TITLE	INSTRUCTOR	DATE TAKEN	GRADE
Social Science Core: (12 hours)			
ELP 390R/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 394R/EDA 383 School Restructuring and Renewal	█	█	█
ELP 393S/EDA 383 Superintendent Practicum	█	█	█
ELP 393S/EDA 383 Superintendent Practicum	█	█	█
ELP 393S/EDA 383 Superintendent Practicum	█	█	█
ELP 394N/EDA 395 School District Instructional Leadership	█	█	█
ELP 6947/EDA 695 Administrative Theory	█	█	█
ELP 394C/EDA 383 School District Functions I	█	█	█
ELP 394D/EDA 383 School District Functions II	█	█	█
ELP 384L/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 391Q Qualitative Research Design & Analysis	█	█	█
ELP 392E/EDA 395 Program Evaluation and Decision Making	█	█	█
Outside the Department Courses: (3 hours)			
EDC 390T Dual Language Issues and Trends (Dept. of CAI)	█	█	█
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 399K/EDA 399K Treatise	█	█	█

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

Student: _____	UTED: _____	Today's Date: _____
Program Advisor: _____	Date Entered Program: _____	
Treatise Chair (if differs): _____	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)			
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)			
ELP 391E Epistemologies of Educational Research		Summer Yr. 1	
EDP 391Q Qualitative Research Design		Spring Yr. 1	

Doctoral Stages



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 ELP Wiki), 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:

- Student will sign the review form acknowledging receipt of their review.
- Faculty will sign and route to Graduate Advisor
- Graduate Adviser will review and sign

Doctoral Stages



3. SP - Specialization Paper

What is the SP ?

- 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 SP can (should) essentially be Chapter 2 of your dissertation/treatise proposal **but** ALSO needs an introduction and conclusion (thus, somewhat different!!)
- It is 20-25 pages, double-spaced, excluding reference list. Firm page limit.
- See the wiki for rubric, criteria, and [example papers!](#)

3. Specialization Paper (SP)

When can you submit the SP?

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

3. SP Deadlines

Date
March 15, 2023
May 1, 2023
August 15, 2023
January 1, 2024

3. SP – Specialization Paper

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.
- You must secure your faculty advisor's signature on the SP submission form, via DocuSign, at least 7 days before the SP submission deadline. Be sure to notify your faculty advisor you will submit the SP.
- To submit your SP: -- 1) Complete Specialization Paper Submittal Form linked on DocuSign, 2) Email SP paper to UT Box at specified email address on website, before submission deadline.

Doctoral Stages



4. Prepare Dissertation/Treatise Proposal

Be sure to stay enrolled, in a placeholder course, as you are preparing your proposal if you are no longer in coursework. See Graduate Coordinator about how to enroll in placeholder course (Indep Study w/ your Advisor)

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 SP)
- 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 SP if you get them on board early enough. This can be a good idea since the SP 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 departmentnt.* (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 Kit (available on ELP wiki 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. Zoom is ok; if in person, schedule room with the Graduate Coordinator.
6. Once your revisions are complete, get approval from your chair & committee (as needed) and ask them to sign the Advancement Kit areas requiring signatures (DocuSign)
7. Submit your Advancement Kit to Graduate Coordinator at least 7 days before GSC meeting to apply for Advancement to Candidacy with GSC

4. Prepare Dissertation/Treatise Proposal

- Tips for dissertation/treatise committee formation
 - Chair:
 - Often (though not always) helpful if chair has facility/expertise in your chosen methodology (qual, quant, mixed methods, etc.)
 - Not necessary to have a chair who is expert in your topic (though that is helpful); equally important is good working relationship with that person/trust.
 - Chair will be main advisor on all aspects of proposal
 - Other 3 members:
 - Invite members you have a relationship with (i.e. have taken classes with at some point or worked with)
 - Select members whose expertise will enhance particular dimensions of your work.
 - Also select members who may be able to advise you/help with career (i.e. would be good recommenders/'letter writers' for jobs, people who you would like to stay in touch with for your career)
 - Note: the other 3 members usually provide their feedback at the proposal and final oral stage. Otherwise they usually do not provide significant feedback on drafts, but are helpful resources for particular questions you might have (i.e. literature that you might want to look to)

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. Submit your Graduate School application for doctoral candidacy **ONLINE**, upon GSC approval.

Advancement Deadlines

- To be eligible to graduate you must enroll in 2 consecutive semesters of dissertation/treatise hours.
 - You are only eligible to enroll in dissertation hours after you defend your proposal and **are approved by your committee, Graduate Coordinator and Graduate Advisor**—you then are considered having “advanced to candidacy” (and are a “doctoral candidate”)
- The two consecutive semesters of dissertation hours can be in any combination as long as you enroll and pay tuition: Fall/Spring, Spring/Summer, Summer/ Fall
 - You are eligible to graduate the same semester as your 2nd semester of diss/treatise hours (i.e. if your second semester of hours is fall, you are eligible to ‘graduate’ in fall.)
 - If it takes you longer than 2 semesters to complete your dissertation, you can enroll in more than 2 semesters of dissertation hours (you have up to 4 long semesters.)
- You must obtain approval by your committee, Graduate Coordinator and Graduate Advisor and the Graduate School before you can enroll in dissertation hours.
- You must consider when you want to enroll in your first semester of dissertation hours. You also must give yourself the time it takes to do your study
- Two options:
 - 1) defend in one semester; then enroll in the following semester in your first semester dissertation hours. (i.e. defend in spring → then enroll in first semester of hours in fall, second in spring, and graduate in spring!)
 - 2) enroll in “placeholder hours” (indep. study with your supervisor); once you defend, if in time for deadline, you can be approved by GSC and switch to dissertation hours that same semester to count that semester as your first semester. However, be careful with this, because you may not be leaving yourself enough time to do your study and advancing to candidacy starts your ‘clock’ with the grad school.

Advancement Deadlines

For those currently in placeholder hours who want to propose and count this spring (2023) as their first semester towards dissertation hours:

- submit materials to us by April 10th to advance this spring (*only do this if certain can complete final defense next semester.)

For those who want to advance in summer/ have summer count as first semester of dissertation hours either:

- submit materials by April 14, to be considered at April 21 GSC (last of semester)
- OR submit materials to us by May deadline (TBA, likely early/mid May)

For those who want to advance/register for first semester dissertation in hours in FALL 2023:

- submit materials by April 14, to be considered at April 21 GSC (last of semester) (then can register or fall diss hours.) (CORRECT FOR SPRING2 2023 ONLY)

OR Enroll in placeholder course for fall and THEN:

- submit materials during the fall and discuss with your chair when you should change into dissertation hours

4. Complete Dissertation/Treatise Activities

1. Enroll in dissertation/treatise hours.
 - You must enroll in dissertation/treatise hours for two consecutive semesters in order to graduate.
 - **STAY ENROLLED**, even if it takes you longer.
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.

Doctoral Stages



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. 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. Submit the IRB Protocol Closure Report

6. Attend Graduation Ceremony



Celebrate !

TIPS- Please Remember!! FAQs

- **Stay enrolled once you are done with coursework**
 - If you are done with coursework but still working on your SP or proposal, enroll in Individual Projects classes 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 Graduate Coordinator 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, a leave petition is only accepted in rare circumstances.
- **Again, reminder- remember you have to be enrolled in at least 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.

PART 2- FUNDING

Part 2: FUNDING – Travel Support

Student Travel Support: for presentations at conferences. Priority given to presentations with faculty members

- Two deadlines per year : **Sept 15th for fall conferences; and Feb 1 for spring conferences.**
- Funding available up to approx. \$400/trip (one per semester).
- Can apply more than once per year.
- To apply: Submit Student travel support request” document on wiki (under “forms and documents”)

PART 2: FUNDING-- CONTINUING FELLOWSHIP FUNDS

1. University and College Continuing Fellowships

- University Continuing Fellowships: approx. \$32K , ELP nominates 2 students
- College Continuing Fellowships: Approx. \$5 to \$20K+, ELP usually selects 2 students
- ****Both are highly competitive--scholarship/research heavily weighted (working with faculty, research experience, publications and presentations)**

2. ELP Endowment continuing fellowships: Much smaller \$ amounts, but more students usually funded; research not as heavily weighted.

3. Dissertation writing fellowships- from the Graduate School--one semester's worth of funding (approx. \$9K) plus tuition and funds for health insurance; research heavily weighted. Very limited in # (1-2 per semester).

4. College "Summer only" fellowships- from both university and ELP department. These are fellowships for students enrolling in summer courses. Very limited in #.

PART 2: FUNDING-- CONTINUING FELLOWSHIP DEADLINES

Applications: (*look for email announcement from the grad advisor!)

Approx. November -- applications due for:

University Continuing fellowship

Spring dissertation writing fellowship

*see email announcement from me.

Approx. March/April –applications due for:

College Continuing fellowship

ELP continuing fellowships

College Summer fellowship

THANK YOU for joining us today!