

UNIVERSITY of **HOUSTON** | EDUCATION

Executive Ed.D. Program in K-12 Professional Leadership

Student Handbook

2018-2021

(Updated August 2018)

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PROGRAM DIRECTOR WELCOME

Welcome to the Executive Ed.D. in K-12 Professional Leadership! The primary focus of the University of Houston Ed.D. program is to prepare scholar-practitioners to realize their identities as transformative change agents for schools, districts, and various educational organizations. We are excited to have you join the growing #CoogLeaders movement! Our program is intentionally structured as a cohort model, which promotes collaboration, shared learning and networking among the members of the cohort. Additionally, we offer a First Saturday Seminar for Ed.D. scholars throughout the first year to enhance the executive aspects of student development. During these seminars, cohort members will interact and engage with guest speakers, grapple with complex and contextually relevant issues facing educators, and collaborate with colleagues from across multiple cohorts.

Ultimately, our goal is to assist you in becoming effective scholar-practitioners with the knowledge, skills and dispositions to think critically, engage in meaningful research, support adult learners in your contexts, and advocate for the needs of students within our districts, our state and across our nation. Our faculty is committed to assisting you along this journey through their own: relevant experience; excellent teaching; outstanding research; and considerate advising and mentoring.

We are indeed delighted that you have decided to join our #CoogLeaders family.

We look forward to learning with you.

**Together, we WILL transform education as it exists in the
Greater Houston area!!**

Go Coogs!

Dr. Bradley W. Carpenter

Program Director

OVERVIEW

Purpose of this Handbook

This Handbook is intended for students in the Department of Educational Leadership & Policy Studies (DELPS) in the College of Education (COE) at The University of Houston (UH). It provides an overview of program requirements, policies, rules, and regulations. The information included is designed to facilitate students' progress toward the attainment of their degree objectives.

The purpose of this handbook is to supplement and clarify – not supersede – policies and procedures provided at the College of Education or University of Houston level.

Goals of the Program

The Executive Ed.D. in K-12 Professional Leadership Program prepares students to be effective leaders in a variety of educational settings. The program provides intensive research and applied skills for students grappling with real-world concerns in education administration, management, and policy fields. Successful progress through the program requires academic, intrapersonal, interpersonal, and professional skill development. Participation in the program necessitates students balance their personal commitments (e.g., current employment, family, personal health) with the professional development commitments associated with the program.

ACADEMIC POLICIES

University of Houston Graduate & Professional Studies Graduate Catalog

It is important for all students to read the catalog and be familiar with the requirements and policies currently in effect for all graduate students at the University of Houston. The catalog is available online at www.uh.edu/grad_catalog.

It is the responsibility of students to be aware of rules and regulations. As such, please view the *Graduate Catalog* to review all policies regarding, but not limited to:

Academic Honesty
Dropping Courses
Examinations
Leave of Absence
Low Grade Policy

Plagiarism (Definition of)
Time Limitations on Completion
of Degree Requirements
Transfer Credit
Withdrawal

University of Houston Website

The UH website available at <http://uh.edu> contains policies in regard to student business services including tuition/fees amounts, payment options with due dates, and refunds; academic calendar; enrollment schedules; and more.

COE Office of Graduate Studies Website

The COE Office of Graduate Studies (OGS) provides leadership and continuous support for all graduate programs, faculty and students in the College of Education. COE policy information is available on the OGS website at <http://www.COE.uh.edu/student-services/graduate-office/>.

Department of Educational Leadership and Policy Studies Website

Please visit <http://www.coe.uh.edu/departments/elps/> for information about the department, mission, degree programs, faculty and staff, DELPS centers and institutes, testimonials, and more.

MyUH

The University of Houston is a student-focused, yet self-service, academic community. As such, students must complete many administrative actions themselves. Through the *MyUH* portal, students may check admission status, register for classes, reserve parking, reset passwords, add classes, view financial aid, make payments, download 1098Ts, and much more by visiting <https://myuh.uh.edu/>.

As personal contact information such as phone numbers, mailing addresses, and destination email addresses change, students are required to update MyUH.

MyAdvisor

The *MyAdvisor* portal is the electronic interface for student services in the College of Education. Students use this online application primarily to document their progress toward the degree and to submit required forms for approvals. Please note that students must use their UH CougarNet credentials to log into the *MyAdvisor* application by accessing <https://www.COE.uh.edu/MyAdvisor/login.cfm>. If you have questions about entering information in *MyAdvisor*, please contact your advisor, or Ms. Bernice Roberts in the College of Education Office of Graduate Studies (Farish Hall, Room 256) at broberts2@uh.edu.

Detailed information pertaining to *MyAdvisor* usage is provided within the handbook.

Conference Applications/Travel Funding

If a student chooses to submit an academic paper to a local, regional, national or international conference they must notify their primary advisor in advance. Once approval is granted, students should visit the following link to submit specific details: <http://bit.ly/2vSVHwy>

INFORMATION ABOUT FACULTY AND STAFF

Faculty Advisor and Departmental Staff

Your faculty advisor and administrative staff within the Department of Educational Leadership & Policy Studies serve as resources and will provide guidance on where to obtain more information about particular University of Houston, College of Education, and DELPS policies and procedures. Information about these policies and procedures as well as program requirements not described in this handbook may be discussed with your faculty advisor.

Visit the DELPS website at <http://www.coe.uh.edu/departments/elps/> to access faculty and staff contact phone numbers and email addresses.

Core Faculty

The program director for the EdD is Dr. Bradley Carpenter. Information about Bradley as well as detailed DELPS core faculty information is available at <http://www.COE.uh.edu/departments/elps/faculty/>

Adjunct Faculty

Adjunct faculty varies by semester; however, adjunct faculty profiles are available at: <https://www.uh.edu/education/departments/elps/faculty/adjuncts/>

PROGRAM REQUIREMENTS

The Executive Ed.D. in K-12 Professional Leadership Program is designed to be completed in approximately three (3) years. Specifically, students must take fifty-one (51) credit hours of coursework across eight (8) semesters to complete the degree. These courses include a one credit First Saturday Seminar, designed to support students in their first year of doctoral work; research courses, leadership courses, superintendent focused courses, lab of practice courses and doctoral dissertation courses as shown in Figure 1.

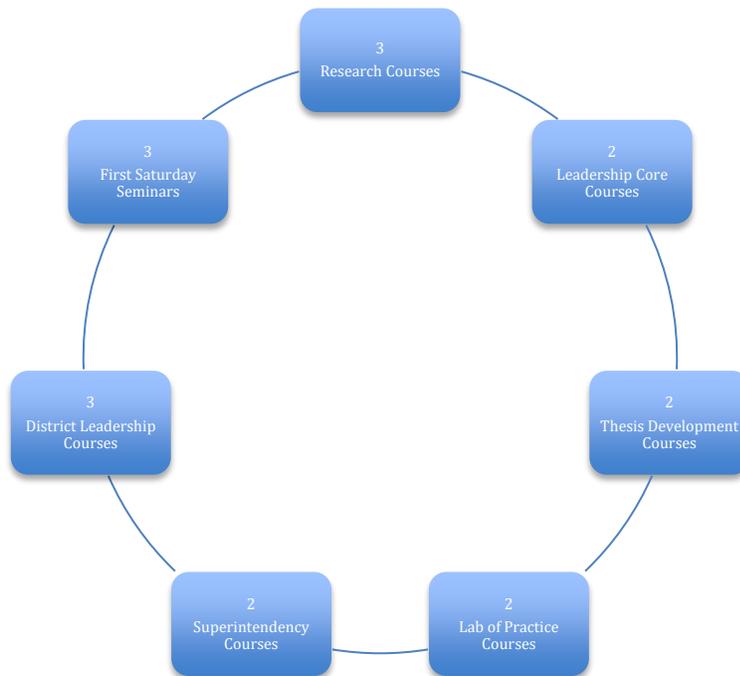


Figure 1. Breakdown of course requirements

Since degree plans are enhanced periodically to support continuous improvement planning objectives, students will follow their approved degree plan that is in place at the time in which they complete an official, approved degree plan. The most current sample degree plan and academic benchmarks are provided on the next page.

Executive Ed.D. K-12 PRO LEAD Handbook

Ed.D. Course Sequence/Benchmark Calendar (beginning Fall 2018)

1 st Year	First Semester		Second Semester		Third Semester	
Cohort Year 1	<p>COURSES:</p> <p>ELCS 8301 Leadership Theory</p> <p>EDRS 8380 Research Methods in Education</p> <p>**ELCS 8191 First Saturday Seminar</p>	<p>TASKS:</p> <ol style="list-style-type: none"> Complete Certification Application Submit Degree Plan on MyAdvisor (Beginning of Semester) Select Cohort Captain Attend New Student Orientation Attend Library Orientation 	<p>COURSES:</p> <p>ELCS 8313 Critical Issues</p> <p>EDRS 8381 Qualitative Techniques</p> <p>**ELCS 8191 First Saturday Seminar</p>	<p>TASKS:</p> <ol style="list-style-type: none"> Develop Dissertation Topic Complete IRB CITI Training 	<p>COURSES:</p> <p>ELCS 8355 Politics, Policy and Governance</p> <p>EDRS 8382 Statistical Analysis</p> <p>**ELCS 8191 First Saturday Seminar</p>	<p>TASKS:</p> <ol style="list-style-type: none"> Select Dissertation Advisor/Chair (Update MyAdvisor) With Advisor assistance, identify committee Meet with Committee before semester end. <p>CRITICAL MILESTONE: Mini-Proposal and Chapter 1 due to Chair</p>
2nd Year	First Semester		Second Semester		Third Semester	
Cohort Year 2	<p>COURSES:</p> <p>ELCS 8310 The Superintendency</p> <p>ELCS 7392 *Internship in Superintendent (80 hrs)</p> <p>ELCS 8311 Laboratory of Practice: Literature Review</p>	<p>TASKS:</p> <ol style="list-style-type: none"> Complete Chapter 2 Submit Comprehensive Examination (Ch 1-2) <p>CRITICAL MILESTONE: Candidacy Report Due (after students submit Comprehensive Examination)</p>	<p>COURSES:</p> <p>ELCS 8312 Laboratory of Practice: Methodology</p> <p>ELCS 8356 *Program & Policy Evaluation (20 hrs)</p>	<p>TASKS:</p> <ol style="list-style-type: none"> Provide Verification of Superintendent Intern Hours (by end of semester) Complete Chapter 3 (by end of semester) Complete a draft of IRB application (to be revised according to committee's feedback after the proposal defense) Defend Proposal at Beginning of Semester (upload abstract on MyAdvisor and request defense date 10 business days prior to actual defense) <p>CRITICAL MILESTONE: Defend Proposal (by end of semester)</p>	<p>COURSES:</p> <p>ELCS 8350 *Resource Management (20 hrs)</p> <p>ELCS 8371 Legal Issues</p>	<p>TASKS:</p> <ol style="list-style-type: none"> Begin Data Collection and Analysis (upon successful defense of proposal & IRB approval) Attend Superintendent Exam Review <p>CRITICAL MILESTONE: Submit IRB Application</p>
3rd Year	First Semester		Second Semester		Third Semester	
Cohort Year 3	<p>COURSES:</p> <p>ELCS 8361 *Public and Community Relations (20 hrs)</p> <p>ELCS 8399 Doctoral Dissertation</p>	<p>TASK #1:</p> <p>Request Permission to Register for Dissertation Hours (sign up for a minimum of 3 next semester)</p> <p>TASK #2:</p> <p>Take Superintendent Exam (at end of semester) (request permission to take exam from Program Director and Director of Certification)</p> <p>TASK #3:</p> <p>Verification of Internship Hours</p>	<p>COURSES:</p> <p>ELCS 8399 Doctoral Dissertation</p> <p>CONGRATULATIONS!</p>	<p>TASK #1:</p> <ol style="list-style-type: none"> Complete Application to Graduate <p>CRITICAL MILESTONE: Submit and Defend Dissertation (Document must be formatted according to College specifications. Also, you must request defense date 10 business days before your actual defense. Finally, you must submit abstract and upload to MyAdvisor)</p>	<p>ATTEND: Graduation</p> <p>University of Houston Commencement Ceremony</p>	

*Denotes Internship Embedded Courses

COURSE INFORMATION

UH Course Listing

The *UH Course Listing* allows students to search for, and receive, information regarding available courses for each semester. It is available at <http://www.uh.edu/academics/courses-enrollment/course-listing/>.

Registration for Doctoral Dissertation Credits / Independent Study Courses

Once students sign up for doctoral dissertation credits **they must continuously enroll for a minimum of 3 credits of doctoral dissertation** every subsequent semester until the doctoral dissertation is completed (course ELCS 8399). Students typically should be enrolled in 3 credits of doctoral dissertation the semester they defend the proposal. The semester of the final defense, students must enroll for 3 credits of doctoral dissertation (course ELCS 8399). Students in need of financial aid must enroll in 6 credits of doctoral dissertation (course ELCS 8699).

In summary, students need to be enrolled in ELCS 8399 or ELCS 8699 during the semester they plan to hold the final doctoral dissertation defense.

Students are able to take more than 6 doctoral dissertation hours, but they only receive credit for having taken 6 credit hours. Sometimes students need to take additional hours in order to stay continuously enrolled in the program. If a student is in need of additional credits for a regular course, they should register for an independent study or enroll in a regular course; doctoral dissertation credits cannot substitute for a regular course or independent study.

Course and Benchmarks Inquiries

Contact your advisor regarding questions related to course content, course sequence, and benchmarks.

Course Registration via MyUH Assistance

Contact K-12 Program Coordinator regarding assistance with course registration in *MyUH*. Students need to ensure to make payment in order to register if a financial hold is posted in *MyUH*. Contact the Office of Student Business Services at <http://www.uh.edu/about/offices/enrollment-services/student-business-services/> with questions related to financial holds. Students may register once the financial hold is cleared.

Enrollment Schedule

Students can begin planning the registration timeline by viewing <http://www.uh.edu/academics/courses-enrollment/enrollment-schedule/index.php>.

SELECTED BENCHMARKS

Certification Services and Application

The COE Office of Graduate Studies (OGS) administers all certification matters for graduate and post-baccalaureate students seeking initial educator certification and professional educator certifications. Upon enrolling, students seeking superintendent certification must complete a *Certification Plan for Texas Superintendent Certificate (195) Professional Leadership Program* form. This form will be emailed from the Testing, Certification and Compliance Officer. It is also included as an appendix in this handbook.

The TExES Superintendent (195) certification is offered through the Executive Ed.D. in K-12 Professional Leadership degree program. Students are expected to complete all pre-requisite courses and benchmark requirements (including the internship) for the degree and certification. Students should consult with their faculty advisor for details about degree plan progress and obtaining certification. Information is available at <http://www.COE.uh.edu/student-services/certifications/>.

Internship in the Superintendency

The Internship (ELCS 7392) is required for students seeking superintendent certification. A total of 160 internship hours are required to successfully complete the internship. Students are expected to complete 100 hours during the actual internship course. The other sixty hours will be embedded in the following three courses: Public/Community Relations (ELCS 8361); Research Management (ELCS 8350); and Program & Policy Evaluation (ELCS 8356). Students are required to complete 20 hours of performance based activities, which will count toward the internship, in each of the above listed courses.

Written Comprehensive Exam

The student's faculty advisor will arrange the comprehensive examination. The Comprehensive Examination provides students the opportunity to state their understanding of the research problem, articulate explicit research questions, provide relevant context, and demonstrate their knowledge of the research literature relevant to their dissertation topic (Chapters 1 & 2 of the dissertation). Writing should exemplify a deep analysis of relevant empirical scholarship, theory, and research methods. Comprehensive exams should be written utilizing academic conventions for writing and in accordance with the most current APA Style manual guidelines.

Students must request approval to take the Comprehensive Exam from their Advisor/Dissertation Chair. This request should be recorded in *MyAdvisor*. The dissertation chair will submit the Comprehensive Examination document (chapters 1 & 2) to the faculty committee. The faculty committee members will review the written document and provide an assessment. The advisor will record a pass or fail grade in *MyAdvisor*. Exact dates will vary each year, and thus consult with your faculty advisor/dissertation chair for eligibility, restrictions, and details. Per university rules, students are allowed two (2) attempts to pass comprehensive examinations before being removed from their program of study. If a student fails twice, DELPS allows individual students to submit a written petition to the department chair who may accept or deny the appeal for the allowance of a third – and final – attempt. Students who are unsuccessful after the third attempt will be dismissed from the Department of Educational Leadership and Policy Studies, College of Education, and University of Houston.

Proposal Development and Defense

After successful completion of the Comprehensive Exam, students develop a dissertation proposal under the supervision of their Dissertation Chair/Advisor and the other committee members. The chair will notify the student when the proposal is ready to be submitted to the dissertation committee. The proposal consists of the first three chapters of the dissertation. Students coordinate defense dates with the chair and the committee. With the approval of the Dissertation Chair, the student prepares and uploads a formal abstract to *MyAdvisor* at least ten working days prior to the proposal oral defense. Upon successful completion of the proposal defense, the student enters into the doctoral candidacy phase. After the proposal is successfully defended the student must submit the IRB application to the Institutional Review Board in the

Office of Research (see links below). Upon receipt of IRB approval, the student is permitted to enter the field to collect data to complete the remainder of the dissertation.

Dissertation Exam and Defense

The Ed.D. program culminates in the preparation and defense of the doctoral dissertation. The doctoral dissertation is prepared under the supervision of the Dissertation Chair/Advisor and the other faculty committee members. Students are expected to complete an academically rigorous dissertation in which they conduct an independent investigation that results in an original and significant contribution to the advancement of knowledge and practice in the field of educational leadership. Students must register for a minimum of six hours of ELCS 8699 (Doctoral Dissertation) during the semester they will defend the dissertation if receiving financial aid. Otherwise, students may register for three hours (ELCS 8399).

After the dissertation is completed and approved by the Dissertation Chair/Advisor, the student will prepare and submit the final abstract for the doctoral dissertation. The abstract must be submitted via *MyAdvisor*. Students must work with the Dissertation Chair/Advisor to establish a mutually agreed upon defense date and time. After the defense is scheduled, all members of the University of Houston College of Education (faculty and students) are informed of the date, time, and location of the defense. After a successful defense, and all corrections/revisions suggested by the committee are completed, students must upload the final doctoral dissertation into *MyAdvisor*.

IRB Training/Data Collection for Doctoral Dissertation Research

Review and oversight of research involving human subjects or identifiable data derived from human subjects is the charge of a federally mandated committee called an Institutional Review Board, or **IRB**. The University of Houston has two IRBs, collectively known as the Committees for the Protection of Human Subjects (CPHS). CPHS is responsible for safeguarding of the rights and welfare of all persons participating in research projects.

All University of Houston faculty, staff, or students proposing to engage in any research activity involving the use of human subjects must have approval from the Committees for the Protection of Human Subjects prior to the recruitment for, and initiation of, research procedures.

It is important to remember: **The University of Houston will not allow data collected prior to IRB certification, or IRB research study approval, to be utilized for any research project.** Specifically, the previous statement means that any student preparing to collect qualitative or quantitative data for dissertation development, proposal, or doctoral dissertation **MUST BE** certified by the University of Houston Institutional Review Board. General information is available at <http://www.uh.edu/research/compliance/irb-cphs/>.

Students must fill out the appropriate IRB forms - and receive approval – in order to collect data. IRB training information is available at <http://www.uh.edu/research/compliance/irb-cphs/hs-training/>. Contact your Dissertation Chair with questions.

OFFICE OF GRADUATE STUDIES POLICIES & INFORMATION

Students in the program are required to complete a *Degree Plan* via *MyAdvisor* that lists the coursework a student will complete for the degree. The degree plan should be submitted in the early stage of a student's program (end of the first semester). The student's faculty advisor,

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Program Director, the Chair of the Department, and the Dean or his/her designee, must approve a degree plan.

The faculty advisor must approve a change in a student's degree plan. To make changes to an approved degree plan, students submit via *MyAdvisor* a **Submit/Change Degree Plan** form indicating the reason for such changes.

Please note that you must use your UH CougarNet credentials to log into the *MyAdvisor* application available at <https://www.COE.uh.edu/MyAdvisor/login.cfm>.

For password assistance or to reset/change to a new password, please access <https://ssl.uh.edu/password/index.php#/> and follow the prompts. If you have questions about how to enter information in *MyAdvisor*, please contact the COE Office of Graduate Studies at 713-743-7676 or coegrad@central.uh.edu.

Also, ensure that you have the correct faculty advisor assigned to your *MyAdvisor* account.

Doctoral Dissertation Proposals and Defenses Information

Information is available at <http://www.COE.uh.edu/student-services/graduate-office/Current%20Students/grad-student-resources/>.

Sample Doctoral Dissertation and Resources

The sample doctoral dissertation is available at <http://www.COE.uh.edu/student-services/technology-services/training-library/> illustrates the University of Houston College of Education and APA manual page formatting standards. Use this sample to help organize or format your doctoral dissertation. Resources include formatting tips, style guides, and more.

Transfer Credit

The University of Houston Graduate Catalog intends to reflect current academic policies, procedures, degree offerings, course descriptions, and other information pertinent to graduate study at the University of Houston. Please view the Graduate Catalog available at <http://catalog.uh.edu/index.php> to view transfer credit policy information.

GRADUATION AND COMMENCEMENT

Through *myUH*, students should file applications to graduate either the semester prior to or the semester in which they plan to graduate. Students must complete all requirements toward their degree before the end of the semester they intend to graduate. **Any student expecting to graduate in a given semester must be enrolled during that semester.** Graduation applications cannot be retracted. Once students submit a graduation application they must graduate if meeting the graduation requirements.

Application and Fees

A non-refundable application fee will be assessed for each graduation application filed during the regular and late graduation-filing period. The application can be completed by logging in to *myUH* (<https://my.uh.edu>). Application filing deadlines are included in the UH Academic Calendar.

A student who has applied for graduation but does not complete the requirements must submit a new graduation application in the future term they expect to meet the requirements for the degree. Each subsequent graduation application submitted will be assessed the appropriate graduation application fee according to the filing period during which the application is submitted.

Graduation Regalia

Students are responsible for ordering and paying for their graduation regalia at the University Bookstore for all commencement exercises. Information is available on the HerffJones website at <http://colleges.herffjones.com/college/uh/>.

College of Education Convocation Details

For details please visit <http://www.COE.uh.edu/student-services/graduation/>.

PROGRAM POLICIES AND PROCEDURES

Advising and Valid Contact Information

Upon admission to the program, all students are assigned to the Program Director as a temporary advisee. **Students are expected to select a permanent advisor (dissertation chair) by the beginning of semester three.**

The student's relationship with his or her faculty advisor/permanent dissertation chair is one of the primary means by which the program monitors and facilitates student progress through the program and professional and personal competency development.

Students are expected to maintain regular contact with their faculty advisor throughout their matriculation, keep their faculty advisor apprised of any problems or concerns that may affect their academic work, complete degree plans in close consultation with their faculty advisors, and seek their faculty advisor's consultation and assistance as appropriate.

Students must keep their *MyUH* accounts updated with their UH email address and/or destination email address, mailing address and telephone number that will enable the faculty advisor and program staff to reliably contact the student. Failure to maintain valid contact information is a serious issue since the faculty must be able to have confidence that time-sensitive and/or important information will be delivered to the student. Failure to maintain valid contact information is a serious deficiency that may lead to the development of a Performance Improvement Plan (PIP), at any time that the faculty determines the contact information is not valid.

Changing Faculty Advisors

Students who desire to change their faculty advisors should first alert their current faculty advisor and the Program Director about this intention prior to soliciting other faculty as potential faculty advisors. Once this reassignment has been approved, the student must complete and submit a **Request for Change of Advisor Form** on *MyAdvisor* so the change is officially recognized. If the student's efforts in soliciting another faculty member to serve as faculty advisor are unsuccessful, the student's current faculty advisor should bring this matter to the attention of the DELPS Department Chair. The student's current faculty advisor continues serving in this capacity until another faculty member in the Program agrees to accept the student as a new advisee. In the event that none of the faculty are willing to accept

the students as an advisee, the DELPS Department Chair will appoint an advisee on a time limited basis.

Class Attendance

As an advanced academic program, students have both rights and responsibilities. The purpose of this statement is to outline students' responsibilities as members of the UH Professional Leadership Program. As members of this community, students have a responsibility to their fellow cohort members and to their professors. Specifically, scholars are expected:

- To attend classes regularly and to participate,
- To accept responsibility for their own learning and to be proactive about understanding and completing the program requirements, including coursework, and
- To complete all work to their highest ability.

Students who meet these expectations honor the commitment they have made to serve their community as educational leaders. They also demonstrate respect for their cohort members, professors, the staff supporting the program, and others, including colleagues, friends, and family who may be supporting them during their time as students.

Cohort Captain

Each incoming cohort will be assigned a Cohort Captain from within the cohort. This student will serve as the primary representative for their cohort. Responsibilities include: reporting any issues or concerns that arise within the cohort to the DELPS program staff, engaging with course faculty on behalf of the cohort, clarifying program specific questions about the degree with the program director.

Ongoing and Annual Review

Advisors associated with the DELPS program evaluate the overall progress of all doctoral students annually. Students are given feedback each year concerning the outcome of this evaluation.

Students are in good standing if they:

- a. Register continuously at the University in courses consistent with the approved degree plan, or seek a formal leave of absence from the program if they must interrupt their enrollment;
- b. Maintain close contact with their faculty advisor concerning progress toward the degree;
- c. Make adequate progress in their research (e.g., candidacy paper, etc.) in accordance with the length of time the student has enrolled in the program; and,
- d. Maintain adequate progress and performance in their coursework. Adequate progress includes formally resolving all Incompletes received in any course during the previous semesters.

DELPS Doctoral Student Progress Report Form

Upon completion of defenses, this form must be submitted by the dissertation chair to K-12 Program Coordinator, in Farish Hall Room 112. Please contact your dissertation chair if you need additional information. The form is included in the Appendix at the end of this handbook.

Dismissal Policies and Procedures

The dismissal of a student from the program is a significant event for the student, the program, and the program faculty. A dismissal represents the conclusion of the faculty that the student has not demonstrated appropriate, consistent matriculation; has engaged in academic dishonesty; has not met multiple program milestones; has been charged with or convicted of a criminal offense; has failed to demonstrate an adequate level of professional or personal competency, or for other serious reasons (e.g., has been disruptive to the education and training process). Dismissal action is typically the outcome of careful inquiry and collection of data from multiple sources as well as communication with the student regarding his or her unsatisfactory performance in basic or, where appropriate, remedial work, as outlined in a Performance Improvement Plan. However, immediate dismissal may occur under dangerous (e.g., threat of bodily harm, slander, libel), unusual, or other serious circumstances.

Grievance Policy and Procedures

Students may grieve any faculty decision or action that affects their progress through the program. If the student chooses to grieve, he or she must follow the formal grievance procedures as specified in the College of Education Student Grievance Policy and in the UH Graduate Studies Catalog.

LIST OF COMMON PETITIONS

The student is the responsible party for enrolling and dropping coursework using the online system and/or completing the appropriate forms and petitions for other administrative requests.

UH graduate forms and petitions are available at <http://www.uh.edu/graduate-school/forms/>.

These forms typically should be completed through *MyAdvisor*:

Annual Report Form

Graduate Petition

Submit/Change Degree Plan

Candidacy Report

Application to take Doctoral Comprehensive Examination Portfolio

Appointment of Doctoral Dissertation Committee

Request Change of Advisor

This form must be completed online at *myUH*:

Graduation Application

***Forms/petitions must be submitted to the COE Office of Graduate Studies in Farish Hall, Room 256.**

STUDENT SUPPORT SERVICES

The DELPS program is situated within a university that offers students an array of support services sponsored by a variety of campus offices and facilities. This section describes some of these services and resources.

Academic Calendar

<http://catalog.uh.edu/content.php?catoid=8&navoid=1555>

Costs, Fellowships, Assistantships, Financial Aid, Payment Due Dates, and Refunds

Information about these programs are available through the University of Houston Office of Student Business Services at: <http://www.uh.edu/about/offices/enrollment-services/student-business-services/>.

Counseling and Psychological Services (CAPS)

More information about University of Houston services are available at:

<http://www.uh.edu/caps/>.

Problem-Solving Resources/Ombudservice

The ombudservice directly assists students to resolve problems or refers them to the office or person who can help resolve a particular problem. More information regarding the ombudservice can be found at Dean of Students office web page <http://www.uh.edu/dos/ombuds.html>. The student legal advisor provides advice and counsel to students for problems of a legal nature. Students will be advised of steps that can be taken without a lawyer. When an attorney is required, referrals to agencies and other legal services are provided. More information regarding this service is located at: <http://www.uh.edu/dos/hdbk/services/legal.html>.

Student Life Resources/Wellness

A great education extends beyond the classroom. At University of Houston, we support your success with wellness programs, counseling services, a professional police service and much more. University of Houston also offers specialized programs for international students and students with disabilities. More information is available at: <http://www.uh.edu/student-life/resources/>.

Technology

Center for Information Technology (CITE) at the COE

This department offers multi-faceted technology services to the entire College of Education and information is available at <http://www.coe.uh.edu/student-services/technology-services/services/>.

UH General Overview of Resources and Quick Links

Please visit <http://www.uh.edu/students/index.php> for details regarding multiple resources available to students at University of Houston.

Obtaining Texas Residency For Tuition Purposes

If you are not a Texas resident, University of Houston tuition is very costly relative to the resident rate. Therefore, nonresident students are urged to take steps during their first year to obtain residency. For more information, consult the *Graduate Catalog*.

Student Organizations

Looking to join and participate in a student organization within the College of Education such as the Graduate Student Organization (GSO).

Please view the link below to find out more information:

<https://www.coe.uh.edu/student-services/student-organizations/>

APPENDICES

Certification Plan for Texas Superintendent Certificate

DELPS Doctoral Student Progress Report

Pro Lead K-12 Student Benchmark Record

Backward Mapping Final Defense

Executive Ed.D. K-12 PRO LEAD Handbook

UNIVERSITY of HOUSTON EDUCATION CERTIFICATION PLAN FOR TEXAS SUPERINTENDENT CERTIFICATE (195) **Executive Ed. D. in K-12 Professional Leadership** Revised/Effective Spring 2017

Last Name:	First Name:
PeopleSoft ID#:	UH Email Address: _____ @uh.edu
Master's Degree Held: Major: _____ Institution: _____ Year Awarded:	Mid-Management/Principal Certificate: SBEC/TEA Certification: _____ Year Awarded:

COURSE REQUIREMENTS (15 GCH):	GRD	SEM/YR	GRAD TRANS CRED. (Sem./Yr./Course/ institution)
<input type="checkbox"/> ELCS 8361: Public and Community Relations			
<input type="checkbox"/> ELCS 8310: The Superintendency			
<input type="checkbox"/> ELCS 7392: Internship in Superintendent			
<input type="checkbox"/> ELCS 8350: Human Resource Management			
<input type="checkbox"/> ELCS 8356: Program and Policy Evaluation			
<input type="checkbox"/> ELCS 8371: Legal Issues (Optional)			
<input type="checkbox"/> ELCS 8301: Leadership Theory (Optional)			

Certification Eligibility Requirements:

- Certification with doctoral degree applicants:
 (a) Texas Teachers Certificate, (b) Texas Standard Mid-Management/Principal's Certificate or private/corporate sector work experience waiver,
 (c) Master's degree in an education-related field (within the last 10 years) from an accredited university, (d) Minimum of two years of credible teaching
 experience in an elementary or secondary school and (e) Completed an approved, appropriate central office internship (160 HRS).
- Certification- only applicants:
 a) Meets the standards of admission to the College of Education and Professional Leadership, Ed.D. Program and (b) Meets the
 requirements for certification with a doctoral degree.

Program Area Signature: _____ *Date:* _____

Department Chair Signature: _____ *Date:* _____

Program Office Only:

Certification Application Received: _____

Certification Review Processed: _____

Created 11/30/16

Executive Ed.D. K-12 PRO LEAD Handbook

DELPS Doctoral Student Progress Report

Student Name: _____

Dissertation Advisor

Name: _____

Doctoral Dissertation Committee Members Signatures (include title if not from UH COE):

Doctoral Dissertation

Title: _____

Check Progress - Circle Passed or Failed - Enter Date:

___ Proposal Defense Successfully *Passed/Failed* Date: _____

___ Final Defense Successfully *Passed/Failed* Date: _____

Comments Regarding the

Pass/Fail: _____

Rescheduling Notes (complete as necessary): _____

Signature:

Dissertation

Chair: _____

Program Director:

****The Dissertation Chair will need to return the form to the Program Coordinator, DELPS Program Assistant, for processing.**

BEGINNING WITH THE END IN MIND

Backward Mapping Your Final Defense

Ultimately, your Faculty Advisor/Dissertation Chair will direct the actual dates in which you submit and defend your document (in consultation with the dissertation committee). The following is offered as a guide to assist you to remain in compliance with Graduate School deadlines.

Remember the bulk of your coursework (except for the dissertation hours you take in your final semester) will be completed by this point in your program of study. In addition, you must have already successfully passed your comprehensive exams and your proposal defense prior to your final dissertation defense.

Remember to maintain contact and communication with your committee throughout the process. The successful development, execution and defense of your research is a committee effort.

Final Draft of Dissertation Due (submit to Bernice in Office of Graduate Studies):

2nd Monday in May (or December, or July)

Dissertation Revisions Complete

Last week of April/November/July

Dissertation Defense (completed by)

15th of April/November/July

Dissertation Submitted to Committee

First week of April/November/July

Dissertation Submitted to Faculty Advisor/Chair

15th of March/October/June

Data Analysis and Dissertation Development Begins

Semester 6

Data Collection (and Analysis) Begins

Upon Approval of your proposal and IRB approval (BEGIN in mid-semester 6)

IRB Approval Requested and Granted

Upon successful defense of your proposal (NO LATER than mid-semester 6)