

UNIVERSITY of **HOUSTON** | EDUCATION

University of Houston

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

**Program Director:
Dr. April Peters-Hawkins**

Student Handbook

2016-2017

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PROGRAM DIRECTOR WELCOME

Welcome to the Executive EdD in K-12 Professional Leadership! The goal of our degree is to prepare scholar-practitioners to lead schools, districts and various other educational organizations. We are excited to have you join the #CoogLeader family! Our approach is a cohort model, which promotes collaboration, shared learning and networking among the members of the cohort. Additionally, we offer a First Saturday Seminar throughout the first year to enhance the executive nature of our model. During these seminars, the cohort members will interact and engage with guest speakers, grapple with complex issues facing educators, and collaborate with colleagues in the Educational Doctorate and Master's degree programs.

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 the 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 caring advising and mentoring.

We are indeed delighted that you have decided to join our #CoogLeader family. We look forward to learning with you.

Go Coogs!

Dr. April Peters-Hawkins
EdD 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 that the 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 and 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 <http://publications.uh.edu/index.php?catoid=22>.

Specifically: It is the responsibility of students to be aware of rules and regulations. As such, please view the *Graduate Catalog* (<http://catalog.uh.edu/content.php?catoid=22&navoid=6361>) 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.uh.edu/education/student-services/graduate-office/>.

Department of Educational Leadership and Policy Studies Website

Please visit <http://www.uh.edu/education/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.

INFORMATION ABOUT FACULTY AND STAFF**Faculty Advisor and Departmental Staff**

Your faculty advisor and administrative staff within the Department of Educational Leadership & Policy Studies also serve as resources and will provide guidance on where to go in order to get 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 can be discussed with your faculty advisor.

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

Core Faculty

The program director for the EdD is Dr. April Peters-Hawkins. Information about her as well as detailed DELPS core faculty information is available at <http://www.uh.edu/education/departments/elps/faculty/>.

Note: Adjunct faculty vary by semester given the subject matter of the specific course offered at the time.

PROGRAM REQUIREMENTS

The Executive Ed.D. in K-12 Professional Leadership Program is designed to be completed in less than three 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 thesis courses as shown in Figure 1.

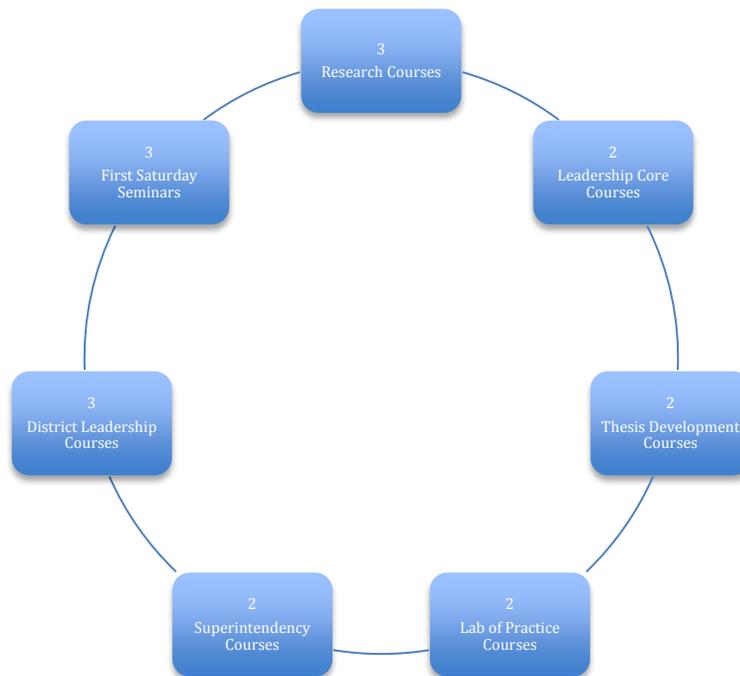


Figure 1. *Breakdown of course requirements*

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.

**Ed.D. Course Sequence
Executive Ed.D. in K-12 Professional Leadership
(Minimum 51 Credit Hours)**

Year of Study	First Semester	Second Semester	Third Semester
Cohort Year 1	<p>ELCS 8301 Leadership Theory for School Administrators</p> <p>ELCS 8355 Politics, Policy and Governance</p> <p>**ELCS 8191 First Saturday Seminar</p>	<p>EDRS 8380 Research Methods in Education: Introduction to Inquiry</p> <p>CUIN 8318 Issues in Urban Education</p> <p>**ELCS 8191 First Saturday Seminar</p>	<p>ELCS 8371 Legal Issues</p> <p>EDRS 8381 Research Methods in Education: Qualitative Techniques</p> <p>**ELCS 8191 First Saturday Seminar</p>
Cohort Year 2	<p>EDRS 8382 Statistical Analysis In Education: Quantitative Techniques</p> <p>CUIN 8310-1 Laboratory of Practice: Literature Review</p>	<p>ELCS 8310 The Superintendency</p> <p>ELCS 7392 Internship in Superintendent</p> <p>CUIN 8310 - 2 Laboratory of Practice: Methodology</p>	<p>ELCS 8350 Human Resource Management</p> <p>ELCS 8356 Program & Policy Evaluation</p>
Cohort Year 3 **TEXES for Supt exams offered 4-5 times per year & dates fluctuate.	<p>ELCS 8361 Public and Community Relations</p> <p>ELCS 8383 Action Research</p> <p align="center"><i>Or</i></p> <p>ELCS 8399 Practicum (Quantitative Analysis)</p>	<p>ELCS 8399 Doctoral Thesis</p> <p align="center">CONGRATULATIONS!</p>	<p>University of Houston Commencement Ceremony</p>

BENCHMARKS FOR STUDENT PROGRESS

Year of Study	First Semester	Second Semester	Third Semester
<p>Cohort Year 1</p>	<p><i>Task:</i> Complete Certification Application</p> <p><i>Task:</i> Submit Degree Plan (beginning of semester)</p> <p><i>Task:</i> Select cohort captain (beginning of semester)</p> <p><i>Attend:</i> New Student Orientation</p> <p><i>Attend:</i> Library Orientation</p>	<p><i>Attend:</i> IRB workshop training</p> <p><i>Task:</i> Develop thesis topic</p>	<p>Critical Milestone: Draft Problem Statement—Chapter 1 (submit to your advisor by end of semester)</p> <p><i>Task:</i> Select thesis committee advisor</p>
<p>Cohort Year 2</p>	<p>Critical Milestone: Candidacy report due (after students submit chapter 2 at end of semester)</p> <p><i>Task:</i> Finalize doctoral thesis committee (beginning of semester)</p> <p><i>Task: Complete Chapter 2</i></p> <p><i>Task: MEET with committee before semester end</i></p> <p><i>Task: Candidacy verification**</i></p> <p><i>Task:</i> submit comprehensive exam</p>	<p>Critical Milestone: Draft proposal due (chapters 1-3)</p> <p><i>Task:</i> Provide verification of superintendent intern hours (by end of semester)</p> <p><i>Task:</i> Complete Chapter 3 (by end of semester)</p>	<p>Critical Milestone: Submit and Defend proposal—(by mid semester)</p> <p>Critical Milestone: Submit IRB application</p> <p><i>Task:</i> Begin data collection and analysis (upon successful defense of proposal)</p> <p><i>Attend:</i> Superintendent exam review</p>
<p>Cohort Year 3</p> <p>**TE_xES for Supt exams offered 4-5 times per year & dates fluctuate.</p>	<p><i>Task:</i> Request permission to register for Thesis hours (sign up for a minimum of 3 next semester)</p> <p><i>Task:</i> Take superintendent exam (at end of semester)</p> <p><i>Task:</i> Verification of internship hours</p>	<p>Critical Milestone: Submit and Defend Thesis</p> <p><i>Task:</i> Complete application to graduate</p> <p><i>Attend:</i> Graduation</p>	<p>University of Houston Commencement Ceremony</p>

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/class-schedule/>.

Registration for Doctoral Thesis Credits / Independent Study Courses

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

Students can take more than 6 doctoral thesis hours, but they only get 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 need to take an independent study or enroll in a regular course; note doctoral thesis 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 Mary Bess Kelley, K-12 Program Coordinator, at maryk@central.uh.edu 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 Dr. Krista Coleman, 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.uh.edu/education/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 comprehensive examination will be arranged by the DELPS Chair and the student's faculty advisor. The Comprehensive Examination provides students the opportunity to demonstrate their knowledge of the research literature relevant to each question provided. Written responses should exemplify analysis, synthesis and evaluation of relevant scholarly theories, concepts and research methods. Responses 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/Thesis Chair. This should be recorded in *MyAdvisor*. A pass or fail grade is recorded in *MyAdvisor*. Exact dates will vary each year, and consult with your faculty advisor 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 studies. If a student does fail 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 thesis proposal under the supervision of their Thesis Chair/Advisor and the other faculty committee members. The chair will notify the student when the proposal is ready to be submitted to the thesis committee. The proposal typically consists of the first three chapters of the thesis. Students coordinate defense dates with the chair and the committee. With the approval of the Thesis Chair, the student prepares an abstract and uploads the abstract to *MyAdvisor* at least ten working days prior to the proposal oral defense.

Thesis Exam and Defense

The Ed.D. program culminates in the preparation and defense of the doctoral thesis. The doctoral thesis is prepared under the supervision of the Thesis Chair/Advisor and the other faculty committee members. Students are expected to complete an academically rigorous thesis 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 Thesis) during the semester they will defend the thesis if receiving financial aid. Otherwise, students may register for three hours (ELCS 8399).

After the thesis is completed and approved by the Thesis Chair/Advisor, the student will prepare and submit the final abstract for the doctoral thesis. The abstract must be submitted via *MyAdvisor*. Students must work with the Thesis Chair/Advisor to establish a mutually agreed upon defense date and time. After the defense is scheduled, the entire faculty are informed of the date, time, and location of the defense. After the defense is successfully defended, and all corrections/revisions suggested by the committee are completed, students must upload the final doctoral thesis into *MyAdvisor*.

IRB Training/Data Collection for Doctoral Thesis 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.** Practically, the previous statement means that any student preparing to collect qualitative or quantitative data for thesis development, proposal, or doctoral thesis **MUST BE** certified by the University of Houston Institutional Review Board. General information is available at <http://www.uh.edu/research/compliance/irb/>.

Then, the student 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/hs-training/>. Contact your thesis 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 by the end of the first semester. A degree plan must be approved by the student’s faculty advisor, the Chair of the Department, and the Dean or his/her designee.

A change in a student’s degree plan must be approved by the faculty advisor. To make changes to an approved degree plan, students submit via *MyAdvisor* a *Submit/Change Degree Plan* form indicating the changes to the degree plan and 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.

Details in regard to the doctoral thesis process and completing the degree plan are available in the “*MyAdvisor How To*” instructions guide located in the Appendix at the end of this handbook. Please contact your faculty advisor if you have questions about your degree plan.

Doctoral Thesis Proposals and Defenses Information

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

Sample Doctoral Thesis and Resources

The sample doctoral thesis is available at <http://www.coe.uh.edu/cite/training/tutorials/office/SampleDoctoralThesis.pdf> illustrates the University of Houston College of Education and APA manual page formatting standards. Use this sample to help organize or format your doctoral thesis. 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 who expects 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 they meet 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 a future term that 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.uh.edu/education/student-services/graduation/>.

PROGRAM POLICIES AND PROCEDURES

Advising and Valid Contact Information

Upon admission to the program, all students are assigned a temporary faculty advisor. The initial assignment of a faculty advisor takes into account current faculty advising loads, a variety of other factors, and the consistency of research interests between the student and the faculty member. Although an effort is made to match students with faculty members who may share their professional interests, students may change their advisors if such a change can support the student's academic progress and research goals. **Students are expected to select a permanent advisor by the start of semester three of the program.**

The student's relationship with his or her faculty advisor 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 determine that 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 that this 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, they 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 the particular 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

The overall progress of all doctoral students is evaluated annually by advisors associated with the DELPS program. 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 that 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 completed and submitted by the thesis chair to Ms. Mary Bess Kelley, K-12 Program Coordinator, in Farish Hall Room 112. Please contact your thesis 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 and 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 Thesis 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=22&navoid=6057>

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/>. The Legal Clinic at the Law Center 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.law.uh.edu/clinic/>. Contact the Legal Clinic at 713-743-2094 for assistance.

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.uh.edu/education/student-services/technology-services/>.

University Information Technology (UIT)

UIT services cover issues pertaining to email accounts and other general technology. Additional information is available at <http://uh.edu/infotech/>.

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:

<http://www.uh.edu/education/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

MyAdvisor How To Instructions

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: _____

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

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



Student Name: _____

Thesis Advisor Name: _____

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

Doctoral Thesis Title: _____

Check Progress - Circle Passed or Failed - Enter Date:

__ *Candidacy Successfully Passed/Failed* Date: _____
__ *Proposal Defense Successfully Passed/Failed* Date: _____
__ *Final Defense Successfully Passed/Failed* Date: _____

Comments Regarding the Pass/Fail: _____

Rescheduling Notes (complete as necessary): _____

Signature:
Thesis Chair: _____

Program Director:
****The Thesis Chair will need to return the form to Ms. Mary Bess Kelley, DELPS Program Assistant, for processing.**

BEGINNING WITH THE END IN MIND*Backward Mapping Your Final Defense*

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

Remember that the bulk of your coursework (except for the thesis 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 thesis 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 Thesis Due (submit to Bernice in Office of Graduate Studies):

2nd Monday in May (or December)

Thesis Revisions Complete

Last week of April/November/July

Thesis Defense (completed by)

15th of April/November/July

Thesis Submitted to Committee

First week of April/November/July

Thesis Submitted to Faculty Advisor/Chair

15th of March/October/June

Data Analysis and Thesis 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)

DATE _____

Last Name:		First Name:		
Type of defense:	<input type="checkbox"/> Candidacy Defense Date: _____	PeopleSoft #:		
	<input type="checkbox"/> Proposal Defense Date: _____	Student Email:	Certification Plan Submitted (date): _____	
	<input type="checkbox"/> Final Defense Date: _____	Committee Chair Signature:	Internship Hours Completed (instructor Initials): Internship course (ELCS 7392) _____ ELCS Public/Comm Relations _____ ELCS 8350 Resource Mgmt _____ ELCS Program/Policy Eval _____	
		Program Director Signature:	160 total hours completed (PD signature) _____	
Thesis Title:				
Committee Members' Signatures:			Affiliation:	
1.				
2.				
3.				
4.				
DEFENSE LOCATION:				
Defense Date:				
Time:				
Comments:				

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UNIVERSITY of **HOUSTON** | EDUCATION

Department of Educational Leadership & Policy Studies

PRO LEAD K-12 STUDENT BENCHMARK RECORD